

Agenda

7.00 pm

Monday, 23 September 2019

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



Discussion

- **Highways**
- **Street Lighting**
- **Task Groups**

You can get involved in the following ways

Ask a question

If there is something you wish to 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, for 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 by noon a minimum of four 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 Runnymede 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 at least two weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given three 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: carys.walker@surreycc.gov.uk

Tel: 01932 794081 (text or phone)

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



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This is a meeting in public.

Please contact **Carys Walker** using the above contact details:

- If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language
- If you would like to attend and you have any **additional needs, 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

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

Borough Council Appointed Members

Borough Councillor Mark Maddox, New Haw (Chairman)
Borough Councillor Alan Alderson, Egham Town
Borough Councillor David Anderson-Bassey, Woodham and Row Town
Borough Councillor Nigel King, Englefield Green West
Borough Councillor Nick Prescott, Englefield Green West
Borough Councillor Donald Whyte, Longcross, Lyne and Chertsey South

Runnymede Borough Council Chief Executive
Paul Turrell

Surrey County Council Chief Executive
Joanna Killian

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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 1 - 6)

To approve the Minutes of the previous meeting on 17 June 2019 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 DECISION TRACKER

(Pages 7 - 8)

To review any outstanding decisions from the Joint Committee.

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 Runnymede Borough Council's e-petitions website as long as the minimum number of signatures has been reached 14 days before the meeting.

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 Runnymede 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 HIGHWAYS UPDATE (EXECUTIVE FUNCTION)

(Pages 9 - 18)

To receive an update from the Area Highway Manager (North West).

9 MOTION APPROVED BY RUNNYMEDE BOROUGH COUNCIL CONCERNING PART NIGHT LIGHTING PROGRAMME

(Pages 19 - 68)

This report results from a Motion brought to Runnymede Borough Council at their meeting of 18 July 2019 concerning the impact of Surrey County Council's Part Night Lighting Programme. Officers from both councils have contributed to this report which presents various options for the Committee to discuss.

10 TASK GROUPS AND EXTERNAL BODIES

(Pages 69 - 88)

This report was deferred at the last meeting in June and has been revised in view of the current focus on future partnership working.

11 FORWARD PROGRAMME 2019/20

(Pages 89 - 90)

To review the forward programme 2019/20, indicating any further preferences for inclusion.

12 DATE OF NEXT MEETING

To be held on 25 November 2019 at 7pm (Meeting to start with Informal Open Forum)

Venue to be confirmed.

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Minutes of the meeting of the
Runnymede JOINT COMMITTEE
 held at 7.00 pm on 17 June 2019
 at The Council Chamber, Civic Centre, Station Road, Addlestone KT15 2AH.

These minutes are subject to confirmation by the Committee at its next meeting.

Surrey County Council Members:

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

Borough / District Members:

- * Borough Councillor Mark Maddox (Chairman)
- * Borough Councillor Alan Alderson
- * Borough Councillor David Anderson-Bassey
- * Borough Councillor Nigel King
- Borough Councillor Nick Prescott
- * Borough Councillor Donald Whyte

* In attendance

OPEN FORUM

The Chairman invited questions from members of the public ahead of the start of the formal meeting. The question and subsequent response are attached to the minutes and will be noted on the Decision Tracker for the next meeting.

1/19 APOLOGIES FOR ABSENCE [Item 1]

Apologies received:

Mr Mark Nuti,
 Cllr Nick Prescott

2/19 MINUTES FROM PREVIOUS MEETING [Item 2]

The minutes from the meeting of the 18 March were agreed by the Committee

3/19 DECLARATIONS OF INTEREST [Item 3]

No interests were declared.

4/19 DECISION TRACKER [Item 4]

The Committee perused the decision tracker and were happy to close the items indicated.

ITEM 2

The Partnership Committee Officer provided a verbal update to the item that arose at the meeting of 18 March relating to the availability of Section 106 funding and its potential for use in the renovation of Runnymede Pleasure Grounds. This was to report that the County's Infrastructure Agreements Manager and an officer for Transport Development Planning had arranged had been in contact with the divisional Member and the Borough's Head of Community Development to look at any opportunities for funding to improve the access to the site. At this time, no funding has been identified.

There was a request to clarify the outcome arising from item 7 from the 19 November meeting where both councils would be considering parking provision in relation to the Egham Gateway development and it was agreed that this would be relayed to the appropriate Members and updated in the tracker.

5/19 PETITIONS AND PETITION RESPONSES [Item 5]

No petitions had been received from members of the public

6/19 WRITTEN MEMBER QUESTIONS [Item 6]

No Member questions had been received.

7/19 WRITTEN PUBLIC QUESTIONS [Item 7]

No written questions had been received.

8/19 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) [Item 10]

The Chairman elected to take this item first, in a change to the published agenda.

The Area Highways Manager (North-West Surrey) addressed the Committee to present his report which outlined the work carried out during 2018/19 and the proposed schedule for 2019/20 against the allocated budget. This year's budget does see an increase in capital funds but no revenue funding which will have an impact on the amount of maintenance that can be carried out this year.

The Area Highways Manager explained the Members' Highways Fund in which each County Member receives an allocation of £7,500 which they can use to respond to particular issues in their respective areas.

He proposed that Members contribute some of this towards the establishment of a "vegetation gang" which would target overgrown vegetation that impacts the use of the highways and footpaths. This approach would mean that Members could nominate priority areas which, when aggregated as part of a borough wide programme, would be more cost effective.

Members also enquired as to other uses for the funding such as whether it can be applied to parking issues. The Area Highways Manager replied that there are some restrictions to its usage; such as there being a maximum spend per item of £2,500 and that the project should not be one that would

incur future maintenance costs for the Council. However, the funding can be applied to a variety of improvements.

Clarification was requested as to why the sum of all the schemes in the proposed capital works programme came to £320,000 when the available funding is £190,000. The response was that a number of contingency items are included as “fall back schemes” should other projects be unable to proceed for operational reasons. This removes the need to bring the schedule back to Committee for further approval. This prevents delays in works being implemented, and ensures that budget is fully allocated.

Finally, the Area Highways Manager outlined the process for how schemes are included in the schedule and agreed on by the Committee and how Members can nominate schemes for future consideration. As part of this discussion, Members wanted to know how improvements can be made to the camber of pavements where the surface has become hazardous and how access can be improved for those with mobility issues. The Area Highways Manager advised that there was no specific protocol for pavement surface improvements and that this was done on an adhoc basis. However in the case of new developments or refurbishments, access was often a consideration in the planning process and that the County Council could advise on these issues as a statutory consultee.

The Joint Committee (Runnymede) noted:

- (i) the progress of schemes and revenue funded works for the 2019/20 financial year.
- (ii) the budgetary position.
- (iii) that a further Highways Update will be brought to the next meeting of this Committee.

Reason:

Highways matters are part of the Committee’s executive function and operational and budget status is reviewed at every committee meeting throughout the year.

9/19 MEMBERSHIP OF TASK GROUPS AND EXTERNAL GROUPS [FOR DECISION] [Item 8]

The Partnership Committee Officer introduced the report which outlined the task groups that had been established by the Joint Committee in previous years and asked the Committee to agree on the membership of these task groups and other external groups for the year 2019/20.

The officer continued that whilst it was customary to agree on these task groups and external group memberships at the first meeting of the municipal year, feedback from councillors along with the changing landscape of partnership working within both councils (as mentioned in points 2.16-2.18 of the report) meant that there had been questions raised prior to the Committee

ITEM 2

about whether the task group format was still an appropriate one for the Committee to adopt when focussing on certain important issues.

The Chairman proposed that this report was deferred as he felt that members would benefit from evaluating task groups more fully and exploring other possible options.

Committee members were keen to have input on issues such as parking but agreed that the method by which this should happen should be reviewed. It was suggested that the Chairman should raise this issue with other Local and Joint Committee Chairmen to explore how other committees address these issues prior to the report being brought back to Committee.

The Joint Committee (Runnymede) agreed:

- (i) To defer this report until the September meeting following further feedback and development of what external groups and the Joint Committee might achieve.**

Reasons:

- (i) The Committee felt that the function of Task Groups need to be evaluated to ensure they were fully effective.
- (ii) Both councils are currently focussing on improving their partnership working and it was felt that this might have an impact on whether Task Groups were needed.

10/19 JOINT COMMITTEE COMMUNITY SAFETY FUNDING [FOR DECISION] [Item 9]

The Partnership Committee Officer introduced this report by explaining how the proposed process would work and its benefits in ensuring transparency and accountability in how the funding is spent. She then updated the Committee on the two projects that had been supported as a result of the funding awarded in 2018/19; a campaign to educate residents on alcohol abuse and the purchase of mobile CCTV cameras to detect incidences of fly-tipping.

The County Council's Community Safety Manager, elaborated further on the two projects. Impressed by the success of the mobile cameras since being deployed in the borough, councillors asked whether it would be possible for further cameras to be purchased from this year's funds. The Community Safety Manager said that the Borough's Community Safety Partnership could certainly consider this and put in another bid for additional cameras if they felt there was need for them.

The Joint Committee (Runnymede) agreed that

- (i) The Committee's delegated community safety budget of £3,000 for 2019/20 be retained by the Community Partnership Team, on behalf of the 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 section 3 of this report.
- (ii) Authority be delegated to the Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the joint committee and divisional members as appropriate, to authorise the expenditure of the community safety budget in accordance with the criteria and principles stated in section 3 of this report.
- (iii) The committee will receive updates on the project(s) that are funded, the outcomes and the impact it has achieved.

The Joint Committee (Runnymede) noted

- (iv) The update on the projects funding by the committee's funding in 2018/19 set out in section 2.

Reasons

- (i) The report sets out a process for allocating the committee's delegated community safety budget of £3,000 to local organisations.
- (ii) As part of the process, updates are given to the Committee on projects that have been supported.

11/19 FORWARD PROGRAMME 2019/20 [Item 11]

The Committee considered and agreed the Forward Plan as presented in the agenda.

12/19 DATE OF NEXT MEETING [Item 12]

The date of the next meeting was confirmed as Monday 23 September, 2019.

Meeting ended at: 20:15

Chairman

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Runnymede Joint Committee Decision Tracker

This tracker monitors progress against the decisions that the Joint 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
19 Sept 2018	Open Forum	To set up a meeting with Mr Johnson, Div Member for Chertsey, Parking officer, residents and businesses re. parking issues along Eastworth Road.	OPEN	Engineer, Parking Strategy & Implementation Team	12/9/19 – Being considered as part on the current parking review. Recommend closing this item
19 Nov 2018	7	Meeting to be set up between RBC and Dave Curl (SCC) re parking provision in Egham in relation to Egham Gateway project (new cinema etc)	OPEN	Parking Strategy & Implementation Team Mgr	12/9/19 – SCC's Transport Development Planning team have responded to the planning application. Recommend closing this item

18 March 2019	11	Preparation of report on S106 funds.	OPEN	Infrastructure Agreements Manager, SCC	12/09/19 Paul Druce SCC Infrastructure Agreements & CIL Manager can provide report on PIC monies for committee on request Chairman, Vice-chairman and Area Highways Manager to discuss including this on informal forward plan.
17 June 2019	Open Forum	Question about sinking graves and muddy paths in Thorpe Cemetery	OPEN	Runnymede BC Green Spaces /Cllr Nigel King	Cllr King to follow up with Green Spaces and the questioner. Verbal update at Committee meeting.
17 June 2019	8	Defer Task Groups report to September meeting	CLOSED	Partnerships Committee Officer	Report has been brought to September meeting. Item to be removed next meeting.
17 June 2019	9	Retain community safety funding within Community Partnership Team and delegate to Community Safety Manager, Chairman and Vice-chairman	OPEN	Partnerships Committee Officer	At time of writing no proposals have been put forward by the Community Safety Partnership (CSP). Suggest this is raised at next CSP meeting and remains open
17 June 2019	10	Budget and work schedule are noted for the coming municipal year	CLOSED	Area Highways Manager	Updates are provided in Highways reports/. Item to be removed at next meeting.

**RUNNYMEDE BOROUGH COUNCIL AND
SURREY COUNTY COUNCIL**



RUNNYMEDE JOINT COMMITTEE

DATE: 23 SEPTEMBER 2019

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

SUBJECT: HIGHWAYS UPDATE

AREA(S) AFFECTED: ALL DIVISIONS

SUMMARY OF ISSUE:

To report progress made with the delivery of proposed highways and developer funded schemes, and revenue funded works for the 2019/20 financial year.

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

To report on relevant topical Highways matters.

RECOMMENDATIONS:

The Runnymede Joint Committee is asked to note:

- (i) the progress with schemes and revenue funded works for the 2019/20 financial year.
- (ii) the budgetary position.
- (iii) that a further Highways Update will be brought to the next meeting of this Committee.

REASONS FOR RECOMMENDATIONS:

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

1. INTRODUCTION AND BACKGROUND:

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

2. ANALYSIS:

2.1 Joint Committee Finance

Revenue budget 2019/20

- 2.1.1 The Joint Committee has not received a revenue budget for the 2019/20 financial year. This will have a significant impact on our ability to react to any maintenance issues that may be raised by Members or the public.

Capital budget 2019/20

- 2.1.2 The capital budget for the 2019/20 financial year is £166,667 (an increase of £130,304 from the 2018/19 capital allocation of £36,363).

Other funding sources 2019/20

- 2.1.3 In addition to the above capital budget there are £30,166 of developer contributions available for highway improvements in the 2019/20 financial year. As such, allowing for the over spend of £5,856 carried forward from 2018/19, this results in a total ITS budget of £190,977 for 2019/20.

2.2 Joint Committee capital works programme 2019/20

- 2.2.1 The capital works programme is presented as a combined programme of both ITS and capital maintenance works in Table 1 to provide a clearer picture of works and budgets. This programme was formally approved by the Runnymede Joint Committee at its public meeting held on 18 March 2019.
- 2.2.2 All costs shown are estimated and the programme value intentionally exceeds the available budget 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 (£)
A328 St Jude's Road -Puffin Crossing (Construction)	Construct new signalised pedestrian crossing near junction with Bagshot Road	Construction of crossing complete. Crossing commissioned on 3/9/19 and now fully operational.	120,000
St Ann's Road/Pycroft Road/Ruxbury Road	Capital Maintenance (Carriageway resurfacing) – Mini-roundabout	Works priced and ordered. Programmed for 29-30 October 2019.	17,921
Gogmore Lane, Chertsey	Capital Maintenance (Carriageway resurfacing) – Junction with Riversdell Close	Works priced and ordered. Awaiting programme.	34,770
Capital Drainage Improvements	Borough wide	Orders being placed on ongoing basis.	30,000
Signing, road markings & pedestrian dropped kerbs	Borough wide	Orders being placed on ongoing basis.	10,000
Bittams Lane - Footway resurfacing	Capital Maintenance (Footway resurfacing) – Hillcrest Avenue to Guildford Road	Contingency scheme	30,000
A320 Guildford Road	Capital Maintenance (Carriageway resurfacing) – Ottershaw Roundabout	Contingency scheme	56,000
Pooley Green Road	Capital Maintenance (Carriageway resurfacing) – Junction with Mullens Road	Contingency scheme	29,000
Chobham Road	Capital Maintenance (Carriageway resurfacing) – Junction with Choham Close	Contingency scheme	5,000

Table 1 – Capital works programme for 2019/20

2.3 Member Highway Fund 2019/20

- 2.3.1 Each County Councillor has a Member Highway Fund allocation of £7,500 for 2019/20.
- 2.3.2 The Maintenance Engineer for Runnymede will provide guidance and assistance, organise cost estimates, and raise orders to ensure delivery of works.
- 2.3.3 To ensure that this fund is effectively spent, and to enable highways contractors to deliver works before the end of the financial year, all works should be agreed by 31 October 2019.

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- 2.3.4 In the event of no firm spending decisions being made, the Maintenance Engineer will determine suitable works and organise their delivery.
- 2.3.5 A summary of spend progress is shown in Table 2.

Member	Allocation (£)	Spend to date (£)
Mark Nuti	7,500	7,500 committed.
Yvonna Lay	7,500	0 committed
John Furey	7,500	1,331 committed.
Mel Few	7,500	0 committed.
Marisa Heath	7,500	0 committed.
Mary Angell	7,500	508 committed
Total	45,000	9,339 committed

Table 2 – 2019/20 Member Highway Fund spend progress

2.4 Parking

- 2.4.1 The restrictions agreed as part of the 2018 review have now been implemented. Site visits for the 2019 review are taking place during August and September with a report on the outcome being presented to the Joint Committee on 25 November 2019.

Other highway related matters

2.5 Customer services

- 2.5.1 The total number of enquiries received for the six months between January and June 2019 is 67,592 an average of 11,265 per month. This is a 26% decrease on the number received during the same period in 2018. This reflects the milder winter and impact of proactive repair programmes including the severe weather funding.
- 2.5.2 For Runnymede specifically, 3,447 enquiries have been received since January of which 1,985 (58%) were directed to the local area office for action, of these 96% have been resolved. This response rate is in line with the countywide average.
- 2.5.3 For the first half of 2019, Highways received 56 Stage 1 complaints and 25 were escalated to Stage 2, of which the Service has been found to be partially or fully at fault in 12 cases. In addition one has been escalated to stage 2 of the complaints process where the service was found not to be at fault.

2.6 Major schemes

Runnymede Roundabout (now known as “Runnymede Junction”) Major Scheme

2.6.1 Outstanding works are ongoing including the completion of the landscaping which is dependent on the time of the year due to the release of plant stock by nurseries.

2.7 Centrally funded maintenance

2.7.1 Table 3 below shows the Horizon 2 Runnymede **Roads** programme for 2019/20 and the progress made in delivering the schemes.

Road	Location	Limits	Type of work	Progress
Holloway Hill	Lyne	Guildford Road to Stonehill Road	Surface Dressing	Complete
Longcross Road	Longcross	Kitsmead Lane to Stonehill Road	Surface Dressing	Complete
Crouch Oak Lane	Addlestone	Chertsey Road to Station Road	Surface Dressing	Complete
Accommodation Road	Longcross	Longcross Road to Stonehill Road	Surface Dressing	Complete

Table 3 – 2019/20 Horizon 2 Runnymede Roads Programme

2.7.2 Table 4 below shows the Horizon 2 Runnymede **Pavement (footway)** programme for 2019/20 and the progress made in delivering the schemes.

Road	Location	Limits	Type of work	Progress
Station Road	Egham	Level crossing to Church Road – both sides	Footway Reconstruction	Scheme deferred due to being unaffordable.
Byfleet Road	Addlestone	Weymanor Road to Regent Close – Eastern side	Footway Slurry	Complete
St Jude’s Road	Englefield Green	Alexandra Road to 20m from	Footway Slurry	Awaiting programme

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		Bagshot Road – Both sides		
Victory Park Road	Addlestone	Full length (including St George’s Road) – Both sides	Footway Slurry	Complete
Copperfield Rise	Addlestone	Rudge Rise to Dicken’s Drive – Both sides	Footway Slurry	Complete
Victoria Street	Englefield Green	St Jude’s Road to Harvest Road – Northern side	Footway Slurry	Complete
Spring Rise	Egham	Milton Road to Danehurst Close – Both sides	Patching works. Footway Slurry programmed for 2020/21.	Complete
Woodside Way	Virginia Water	Full length – Both sides	Footway Slurry	Complete

Table 4 – 2019/20 Horizon 2 Runnymede Pavement Programme

2.8 Gully cleansing

- 2.8.1 Surrey County Council maintain 13,758 gullies, and 61 soakaways in Runnymede. This is an important activity that reduces the likelihood of flooding on the public highway, and helps to keep roads and footways safe.
- 2.8.2 Not all assets are cleaned on an annual basis, as some require cleaning more frequently, and others less so, depending on local circumstances such as whether there are trees nearby, or the location is rural or urban.
- 2.8.3 Each year, the programme of cleaning is updated and optimised based on the condition the assets were found to be in when they were last visited. The programme is also adjusted to take into account local issues such as roads where access to assets is difficult due to parked cars and other obstructions.
- 2.8.4 For 2019/20, 9,472 gullies are due to be cleaned in Runnymede, and 20 soakaways.
- 2.8.5 As the cleaning programme is managed on a Countywide basis, cleans in Runnymede will take place throughout the course of the year. To date, 3,421 gullies and 2 Soakaways have been completed.

2.9 Road safety

2.9.1 Table 5 below shows the Runnymede road safety programme for 2019/20 and the progress made in delivering the schemes.

Scheme Name	Detail	Update
Stonehill Road, Ottershaw	Introduction of double white line system	Detailed design complete. Due for installation before the end of December 2019.
Chilsey Green Road, Chertsey	Replacement of vehicle activated signs	Due for installation November/ December 2019
Church Road, Addlestone	Replacement of vehicle activated sign	Due for installation November/ December 2019

Table 5 – 2019/20 Runnymede Road Safety Programme

2.10 Passenger Transport

2.10.1 Nothing to report

2.11 Street Lighting

2.11.1 Work is ongoing to agree the changes to the Street Lighting PFI contract. Subject to this agreement it is anticipated that the LED roll out will start in autumn 2019 and is planned to take 3 years to complete. Once complete it is expected that the Council will save 60% of its current energy costs for street lighting. A pilot site has been running in Kingfisher Drive, Guildford since Christmas and no negative comments have been received.

2.12 Other key information, strategy and policy development

2.12.1 Nothing to report.

3. OPTIONS:

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

4. CONSULTATIONS:

ITEM 8

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

5. FINANCIAL IMPLICATIONS:

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

6. WIDER IMPLICATIONS:

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

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 Officers:

Jason Gosden – Senior Engineer (NW)
Tel: 0300 200 1003

Consulted: As described in the report.

County Council Cabinet Member

Councillor Matt Furniss.
Tel: 0300 200 1003

Annexes: None

Sources/background papers: None

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**RUNNYMEDE BOROUGH COUNCIL AND
SURREY COUNTY COUNCIL**



RUNNYMEDE JOINT COMMITTEE

DATE: 23 SEPTEMBER 2019

LEAD

**OFFICERS: MARIO A LEO
CORPORATE HEAD OF LAW AND GOVERNANCE,
RUNNYMEDE BOROUGH COUNCIL**

**SARAH WALSH
HEAD OF BUSINESS PLANNING & PERFORMANCE
RUNNYMEDE BOROUGH COUNCIL**

**SUBJECT: MOTION APPROVED BY RUNNYMEDE BOROUGH COUNCIL
CONCERNING PART NIGHT LIGHTING PROGRAMME**

**AREA(S) ALL
AFFECTED:**

SUMMARY OF ISSUE:

Runnymede Borough Council considered a Motion moved by one of its Members at its meeting held on the 18th July 2019 in respect of the policy adopted by Surrey County Council concerning the Part Night Lighting Programme adopted by Surrey County Council. Following debate the Motion was approved and it was agreed that the item would be referred to this Committee for consideration.

RECOMMENDATIONS:

The Runnymede Joint Committee is asked to advise which of the following points it wishes to recommend:

- i) Surrey County Council is asked to reconsider whether it would be possible for Runnymede to request just some lights being switched back on, for instance to focus on:
- Crime and anti-social behaviour hot spots (such as Addlestone and Egham Hythe).
 - Areas that RBC believes are important 'spill out' from night time economy areas.
 - Areas that RBC believes are likely to have large numbers of shift workers or students.

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ii) *Subject to whether the above is possible:*

a) That Runnymede BC should consider independently funding the costs to exclude (*all or some*) of the Runnymede lights from the Part Lighting Programme.

or

b) That Surrey CC should reconsider independently funding the costs to exclude (*all or some*) of the Runnymede lights from the Part Lighting Programme.

or

c) That Surrey CC and Runnymede BC should jointly fund the cost to exclude (*all or some*) of the Runnymede lights from the Part Lighting Programme (percentage split to be advised by Members)

iii) Should there be future PFI contract negotiations, Surrey County Council consider the following options:

a. Roads presently affected by the night time switch offs to replace their lighting units over the attrition of the asset, with motion sensitive LED lighting units, in order to keep the benefits of reduced emission due to lower electrical usage and lower cost to the public purse.

b. To switch to a zero-carbon energy supply for all street lighting in Runnymede including, if necessary, purchasing renewable energy assets, smart grid technology including battery storage.

REASONS FOR RECOMMENDATIONS:

To enable both councils to consider the Joint Committee's views in relation to the current policy adopted by Surrey County Council in respect of switching off street lighting at night.

1. INTRODUCTION AND BACKGROUND:

1.1 In the October 2016 Surrey County Council (SCC) Cabinet Report, SCC resolved to implement a part-night lighting policy across Surrey, in selected roads from midnight to 0500 hours each night. It was estimated this would generate £210k in savings.

1.2 In the 30 May 2017 SCC Cabinet Report, it was resolved to allow District/Borough Councils to enhance the level of service and request all lights in their area be excluded from Part Night Lighting and to reimburse the County Council the full value of savings that would be realised by switching them off by entering into specific agreements the District or Borough Councils.

1.3 On 18 July 2019, Runnymede Borough Council considered a Motion moved by one of its Members at its meeting held in respect of the policy adopted by Surrey County Council concerning the Part Night Lighting Programme adopted by Surrey County Council.

1.4 The Motion acknowledged that:

“Street lighting is a vital part of public safety and the adequate provision of lighting at night provides residents not only an emotive benefit of feeling safer but impacts on the safety of highways, public footpaths and recreational spaces”.

1.5 The Motion expressed the view that:

“the current street lighting switch off is unnecessary and that Runnymede Borough Council, as with many other aspects where Surrey County Council has withdrawn services due to budget constraints, should act as a shield to defend residents” against the impact of such measures. It will leave residents both practically safer and perhaps, just as importantly, feeling safer.

The full motion can be read here:

https://www.runnymede.gov.uk/media/20832/Questions-and-Motions-180719/pdf/Question_and_Motions.pdf?m=636983693142970000

2. ANALYSIS:

The Part Night Lighting Programme

- 2.1 Runnymede Borough Council noted that when Surrey County Council resolved to adopt a Programme to reduce street lighting, it did so due to budgetary pressures as a cost saving initiative and in order to reduce its carbon emissions in accordance with meeting its obligation to the Climate Change Act 2008 and the later Paris Climate Accord 2015.
- 2.2 Approximately 3,500 street lights in Runnymede are included in the Part Night Lighting Programme. The Programme was implemented over the six months following the Cabinet decision where all lights other than the identified exceptions (listed below) were dimmed from 2200 hours to 0530 hours, with full switch off from midnight till 0500 hours. The exceptions were:
- a. Traffic Routes –predominantly A, B and C classified roads, however some lower trafficked roads in this group may be included and equally some higher trafficked unclassified roads may be excluded by this criteria.
 - b. Town centres where this is a night time economy.
 - c. Where traffic calming measures (speed cushions or humps, chicanes etc) or formal pedestrian crossings such as zebra crossings are present and they require illumination.
 - d. Locations where Council or Police CCTV is in operation to reduce crime.

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- e. Locations where the Council's Road Safety Team or Surrey Police believe that implementing part-night lighting could have an adverse effect on either crime or road safety.
- f. In cases where buses or trains run beyond the proposed switch off time, roads will be assessed and may either be excluded from part night lighting or have a later switch off time.

Potential concerns

- 2.3 Runnymede Borough Council notes that concerns had been highlighted in other parts of Surrey including neighbouring Spelthorne Borough Council where a petition against the decision reached 3,400 signatures and where the Borough Council opted to fund their lights staying on overnight.
- 2.4 Whilst the switch off on selected routes between the hours of midnight to 5am has not directly impacted many of the non-working age residents in Runnymede, it may have a greater impact on shift workers including but not limited to NHS, airport and night-time economy workers. In recognition of this, switch off was moved from midnight to 1am.
- 2.5 The public perception of safety is also an important issue. Surrey County Council responded to this by quoting research from Dr Judith Green et al. at London School of Hygiene & Tropical Medicine.
 - The research was unable to robustly prove direct impact on the reduction on street lighting to a rise in criminal activity but the findings of the research were limited by the geographical scope and cannot reasonably be considered as definitive.
 - The research did however find a positive correlation with the reduction of street lighting and the perception of public trust in government.
- 2.6 Surrey County Council has also quoted a report from Surrey Police Performance + Consultation Unit dated 27 October 2017 entitled Street Lighting and Levels of Crime in Surrey which had been commissioned to provide a response to the following:
 - Overall crime trends for Surrey and the borough of Tandridge, specifically referencing changes in crime committed between 00:00 and 05:00.
 - The types of crimes which have experienced change over the previous 12 months.
 - An official view from Surrey Police on crime levels since street lighting was switched off in Surrey and whether there is a relationship.
 - The report is attached as Annex 4
- 2.7 The aim of the report was to determine if a significant relationship exists between levels of crime reported between 00:00 and 05:00 and part-night street lighting. A statistical tool was used to undertake the analysis. Whilst

the report reached certain conclusions these could be challenged for the following reasons:

- The report has a robust regression analysis however it is limited by only covering the initial switch off
- Also within the confines of the methodology, a spike in crime that citizens would rightly be very concerned and consider significant would not be large enough to count as statistically significant within the study (increases of 20%)
- There has been no regression analysis on fear of crime and the switch off.

2.8 In regards to public safety concerns:

- Since the switch off, total notifiable offences in Runnymede have risen from 3586 in 2014/15 to 6337 in 2018/19.
- Residential burglaries rose from 148 in 2014/15 to a peak of 546 in 2017/18 and a still high 316 in 2019.
- However, there are too many variables to determine if the Programme was likely to be the key causal effect in either of the statistics given above
- Runnymede Borough Council currently has an economic policy of developing the night time economy which could be undermined by public safety concerns. Whilst the night economy areas are currently exempt, there will be public safety concerns regarding residents' journeys home particularly if they have made the responsible choice to walk home after consuming alcohol.

2.9 In regards to environmental concerns:

- The primary environmental impact of street lighting is from a carbon emissions perspective based on electricity consumption.
- To achieve the scale of carbon emissions reductions required to meet the obligation to the Climate Change Act, most public sector activity will, in the near future, need to be powered by renewable energy regardless of what time of day they operate.
- The secondary environmental impact of street lighting is light pollution.
- Technology exists that can allow streetlights to be motion sensor activated with dimmer transition to avoid startling effects caused by sudden light changes. However, SCC Officers have advised it is not a viable option as explained here:

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<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/street-lights-traffic-signals-and-signs/part-night-street-lighting/part-night-streetlighting-consultation>

- 2.10 Neighbouring Spelthorne Borough Council has funded the reinstatement of street lighting since June 2017 in recognition of the impact this had had on local residents directly and indirectly.
- 2.11 SCC is about to upgrade street lighting to LED under the existing PFI contract as described in the Highways report preceding this agenda item.

Financial impact

- 2.15 In October 2016 it was estimated that the Part Night Lighting Programme would save SCC £210k annually.
- 2.16 SCC have advised that any costs incurred by the County Council by excluding lights from Part Night lighting, including administrative costs, will need to be reimbursed by the District or Borough requesting the increased level of service so there is no direct financial implication to the County Council, with any increase or decreases in energy prices or carbon tax will be passed through to the requesting District or Borough Council.
- 2.17 SCC Officers have estimated that the cost to exclude the Runnymede lights from the Part Lighting Programme would be approximately £22,000 per year based on current energy costs which are subject to fluctuation. When LED technology is introduced, it is then estimated the cost per year will be £9,000 (at 2019 prices).
- 2.18 Agreements are entered into on a 5-yearly basis.

3. OPTIONS:

- 3.1 The options available to the Committee are as laid out in the recommendations at the beginning of the report.

4. CONSULTATIONS:

- 4.1 No formal consultation has been undertaken by Runnymede Borough Council on this matter to date.
- 4.2 Surrey County Council carried out a county wide consultation prior to implement its Part Night Lighting Programme. The results have been set out in Annex 2.

5. FINANCIAL IMPLICATIONS:

- 5.1 This information would need to follow, subject to which recommendations are approved.

6. WIDER IMPLICATIONS:

6.1

Area assessed:	Direct Implications:
Crime and Disorder	Significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	Significant implications/No significant implications (<i>delete as applicable</i>)
Sustainability (including Climate Change and Carbon Emissions)	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 Joint Committee is a special committee in a position of influence for both authorities. As this matter is of relevance to both authorities, the Joint Committee is asked to advise Members which of the options it wishes to recommend to the relevant authority to take the matter forward.

8. WHAT HAPPENS NEXT:

- 8.1 Officers will advise of the next steps subject to the Committee's recommendations

Contact Officer:

Please contact Partnership Committee Officer Carys Walker on 01932 794081 for enquiries relating to this report.

Consulted: Andrew Royse, Street Lighting Team Leader, Surrey County Council

Annexes:

Annex 1: SCC Cabinet report Oct 2016

Annex 2: SCC consultation results

Annex 3: SCC Cabinet report May 2017 (Alternative funding model)

Annex 4 : Police street lighting report

Background papers:

Runnymede Borough Council motion 18 July:

https://www.runnymede.gov.uk/media/20832/Questions-and-Motions-180719/pdf/Question_and_Motions.pdf?m=636983693142970000

Street Lighting FAQs:

<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/street-lights-traffic-signals-and-signs/part-night-street-lighting/part-night-streetlighting-consultation>

SURREY COUNTY COUNCIL**CABINET****DATE: 18 OCTOBER 2016****REPORT OF: MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS, TRANSPORT AND FLOODING****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR – ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: STREET LIGHTING – INTRODUCTION OF A PART- NIGHT LIGHTING PROGRAMME****SUMMARY OF ISSUE:**

Surrey County Council's street lights consume nearly 25 million kilowatt hours of electricity and generate around 12,500 tonnes of CO₂ each year which currently costs the Council £3 million per annum.

Increasing energy costs and the significant environmental impact of street lighting consumption places a responsibility on the Council to ensure it is using its infrastructure efficiently and cost effectively. This includes ensuring the lights are on full power when needed but that lighting is adapted when this is less so – for example, the vast majority of Street Lights are currently dimmed by up to 50% power from 2200 – 0530 hours each night.

Following a consultation, in which over 75% of respondents expressed support, this report proposes that some street lights in Surrey are turned off for part of the night. Turning off 44,000 street lights in residential areas would save the Council approximately £210,000 per annum along with reducing its CO₂ "footprint".

RECOMMENDATIONS:

It is recommended that Cabinet:

1. approves the implementation of a part-night lighting policy across Surrey commencing with residential roads where assessed safe to do so. Lights in selected roads would be turned off from midnight to 0500 hours each night.
2. delegates authority to the Assistant Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Flooding to determine the final programme of roads included and in future to vary the road categories to be included and future timings of part-night lighting where assessed to be safe to do so.

REASON FOR RECOMMENDATIONS:

The introduction of the Central Management System for controlling street lights initially allowed the Council to introduce a dimming regime in 2010 but also provided the future flexibility to adapt lighting profiles including turning lights off. The expected £210,000 annual saving represents a 7% saving on the Council's electricity budget.

The reduction in CO2 output by 1250 tonnes per annum as a result not only contributes to the Council's objective to reduce its CO2 impact but achieves a further £22,500 saving in avoided Carbon Tax.

The recommendations follow a review of the increasing number of local authorities implementing part-night lighting and the outcome of the research by the LANTERNS project as described in point 8. Whilst the Council's public consultation identified concerns around personal safety and road safety with implementing part-night lighting, over 75% of respondents were in favour of switching off at least some street lights.

Building on good practice in other local authorities, the introduction of part-night lighting will only be implemented in locations where it is deemed safe to do so based on a combination of factors including a site visit and risk assessment and, consultation with the Council's Road Safety Team and Surrey Police to mitigate against the concerns highlighted.

DETAILS:

Background

1. In 2009, Surrey County Council awarded a PFI contract for the provision of a street lighting service for 25 years from 1 March 2010. Included in the service specification was the replacement of all the county's 89,000 street lights.
2. The street lighting replacement programme included provision of a Central Management System (CMS) – to dynamically control the operation of the street lights rather than relying on photocells to determine on and off times.
3. The installation of a CMS allows “dynamic” control of the lights' operation. Previously, lights could be dimmed by the installation of equipment with pre-set instructions to dim lights at a prescribed time by a prescribed amount – any decision to change this means you have to replace the equipment which is expensive and largely impractical. Whereas with the CMS, the profile could in theory be changed every day and if required be different for each light. In practice there are currently only 4-5 profiles covering two dimming levels and several time variances:
 - i. Lights on Traffic Routes are dimmed by 25%
 - ii. Lights in Residential Areas are dimmed by 50%

Most lights are dimmed from 2200 hours but there are several exceptions in town centres where lights do not dim until midnight, 0200 or 0300 hours based on the local night time economy.

The original dimming profile was to dim lights from 2300 to 0530 hours each night which will save an estimated £12 million in energy bills and 60,000 tonnes of CO2 over the 25 years of the contract. In October 2015, this was changed to commence at 2200 hours saving a further £90,000 in energy annually.

Options Analysis

4. Over recent years, officers within SCC's Highways and Transport Team have been working on savings opportunities in street lighting in conjunction with other highway authorities and central government departments including the Department for Transport, HM Treasury, the Department for Energy and Climate Change and Local Partnerships.
5. Depending on the individual Authorities' Asset Management Strategy and current asset condition, there are a number of opportunities available to reduce energy costs for future years. These include installing LED to reduce energy consumption, installing a CMS to allow dynamic control of lighting, introducing dimming where enabled and switching off lights in certain locations.
6. In 2015, SCC officers carried out a review of the recommended energy saving initiatives that were available and applicable having already carried out a column replacement programme:

Option	Analysis	Outcome
Replace some (or all) lights with LED	<p>Replacing the existing lights with LED would reduce consumption by up to two-thirds where installed.</p> <p>The only way to achieve this would be to replace the whole lantern as retrofitting of the lamp element (bulb) is not currently available. The cost of replacing the lanterns including the borrowing costs would take in excess of 10 years to pay back.</p> <p>Whilst the reduction in energy consumption would reduce CO₂, it will take significant capital investment (potentially diverting resources from other projects) and not deliver savings for many years.</p> <p>As the technology was not sufficiently developed at the time of the contract award this could not be adopted during the initial column replacement phase.</p>	<p>Monitor energy consumption and energy inflation and revisit the business case if energy inflation exceeds 10% in a single year or 5% consecutively for two years or more.</p> <p>Ensure new developments are fitted with LED where the Council will later adopt the road as Highway</p>
Further Dimming	<p>The lights on traffic routes have been designed to ensure even spacing, uniform minimum lighting across the carriageway and conform to the British Standard for Lighting designs. Dimming lights by 25% is approximately equivalent to reducing the lighting by one lighting class as defined in the British Standard. Current risk assessments determine that this could reduce the lighting level beyond a suitable standard for the types of road.</p> <p>The lights in residential areas are dimmed by 50% power. Tests carried out in 2013 demonstrated that the lights begin to flicker when operated at less than 50% power particularly in cold weather.</p>	Dimming the lights by a greater amount is not viable.
Dimming for Longer	<p>Looking at other authorities it is clear that there were a variety of regimes with some dimming the lights from 2100 and others at midnight. Many authorities are either introducing dimming or reviewing their current profiles. Dimming all the lights by the same percentage for a further hour was estimated to save approximately £90,000 per annum.</p> <p>Feedback from many residents indicate they are unable to notice the impact of dimming which in itself is positive.</p>	Dimming was changed from 2300-0530 to 2200-0530 from October 2015.
Remove Lights	Generally speaking the lights have been installed for good reason and the Council receives numerous requests each year for additional lights. The cost of disconnecting and removing a light is significant and the resultant energy saving would take many years to cover the costs.	Remove lights on a case by case basis only where this is demonstrated to be in the public interest.

Switch off every other light in a road	Whilst this would generate savings, it would also create uneven lighting in roads and potentially dark spots along sections of road – as some lights would be in operation, night vision would be impaired potentially increasing risks	This is not a viable option.
Switch off all lights in a road	<p>Many authorities are now implementing part-night lighting (where lights are turned off for part of the night). This reflects the significant reduction on use of roads by pedestrians and motorists during the middle of the night. Part-night lighting can be achieved either through a fixed decision using the equipment to control on and off times as with dimming (i.e. through photocells and electronic ballasts) or through a Central Management System – use of a CMS allows the Authority to make amendments to any regime either by individual light or to whole roads, areas or indeed the County.</p> <p>Officer estimate that switching off 44,000 street lights in residential roads will save approximately £210,000 per annum.</p>	Explore options to implement a Part Night Lighting Policy in 2016/17

Proposal: Part Night Lighting in Surrey

7. Under the Highways Act (1980), Highways Authorities have the power to light the highway; however they are not obliged to do so. Where street lighting is present, the Authority has a duty of care to ensure it is safely operated and maintained.
8. In 2015, the London School of Hygiene and Tropical Medicine published a paper on research they carried out referred to as the LANTERNS project. The researchers obtained data from numerous local authorities including SCC and compared this to published data on both crime and road accidents. The study found no link between dimming and switching lights off with any increase in crime or road accidents. Full details of the study can be found at the following link: <http://lanterns.lshtm.ac.uk>
9. In areas where part-night lighting has been implemented elsewhere in the country, risk assessments have been carried out to ensure that roads selected are considered suitable for turning lights off. Using a checklist (now becoming commonly known as Avoidance Criteria), roads are assessed for suitability for part-night lighting. Based on best practice in other authorities, SCC officers have developed the following Avoidance Criteria:
 - a. Traffic Routes – this will predominantly be A, B and C classified roads, however some lower trafficked roads in this group may be included and equally some higher trafficked unclassified roads may be excluded by this criteria.
 - b. Town centres where this is a night time economy.
 - c. Where traffic calming measures (speed cushions or humps, chicanes etc) or formal pedestrian crossings such as zebra crossings are present and they require illumination.
 - d. Locations where Council or Police CCTV is in operation to reduce crime.
 - e. Locations where the Council's Road Safety Team or Surrey Police believe that implementing part-night lighting could have an adverse effect on either crime or road safety.
 - f. In cases where buses or trains run beyond the proposed switch off time, roads will be assessed and may either be excluded from part-night lighting or have a later switch off time.

10. If one or more of these Avoidance Criteria is present on a road, affected parts (in the case of traffic calming/pedestrian crossings), or all of the road, will not have the street lights switched off.
11. Officers have used the Surrey Priority Network hierarchy to determine where to implement part-night lighting and initially this will be focussed on the SPN 4a and 4b networks. The 4a and 4b networks are residential roads including some roads which link busier roads on the SPN 1, 2 and 3 networks.
12. It is proposed that subject to individual risk assessments, roads where part-night lighting is implemented will have the street lights switched off at midnight and switch back on again at 0500 hours every day¹.

CONSULTATION:

13. A public consultation was published via the Council's website (www.surreysays.co.uk) from 5 August 2016 to 2 September 2016. This was promoted through a variety of routes including emailing links via Residents' Panels and posters in the Council's Libraries.

Respondents were asked:

Are you in favour of the Council switching off street lights for part of the night where deemed safe to do so in order to reduce energy bills and reduce CO2 emissions?

They were provided with 3 options:

Many Some None

Respondents were also offered the opportunity to provide any additional information for the Council to consider.

Analysis

14. There were 842 responses. The responses broke down as follows:

Answer	Number	Split
Many	390	46%
Some	253	30%
None	199	24%
Total	842	

15. As can be seen, nearly half of all respondents were in favour of switching off many lights and overall 76% were in favour of switching off at least some lights.

16. Many respondents left additional comments.

¹ Lights will continue to be dimmed 2200 to 0530. In the summer months where dawn is before 0500, lights will not be switched on again.

As could be expected, people in favour of switching “many” lights off commented on it being a positive step with comments covering the positive impact on the environment, reducing costs or improving the night sky.

Many of those selecting “some” provided comments around ensuring the right lights were turned off. In these cases there was a mixture of focus with some respondents favouring traffic routes over residential areas and others the exact opposite.

A more detailed analysis can be found in Annex 1.

RISK MANAGEMENT AND IMPLICATIONS:

There are several areas of risk associated with implementing a part-night lighting programme including:

17. The decision on which roads to include – for example a blanket approach to turn lights off in a whole area is unlikely to identify local risks. These risks may include an adverse effect on a night time economy, road safety or personal safety as well as the potential impact on other types of crime. Having investigated other local authorities’ approaches, the Council has developed a set of avoidance criteria (see paragraph 9) to identify these risks and lights will not be turned off in these locations.
18. The Council’s reputation could be adversely affected as a result of implementing a part-night lighting programme – whilst for some people this might be seen as a positive step to reduce costs, CO2 output and reduce light pollution, others might feel less safe. The public consultation has allowed the Council to gauge opinion from residents and road users in Surrey and whilst there were concerns raised particularly around road safety and personal safety, over 75% of respondents were in favour of switching off at least some street lights. The application of the avoidance criteria along with individual risk assessments by road and consultation with the Council’s Road Safety Team and Surrey Police will identify risks in each location and street lights will only be switched off where it is deemed safe to do so.

Financial and Value for Money Implications

19. The street lights consume around 25 million KW/h each year which is currently costing £3 million and generating in the region of 12500 tonnes of CO2 each year. The Council’s unit price for electricity is currently 11.49 pence per hour. This has risen from 8.12 pence per hour in 2010 (41% increase).

20. The estimated savings are based on a reduction in energy consumption of 2.8 million KW/h per year.
21. It should be noted that the energy price is based on an averaged figure. The timing of consumption has an impact on the price and this is adjusted every six months based on actual consumption. For example, energy consumed 1900-0700 costs 30% less than the average price (i.e. currently 7.9p per KW/h) but during peak periods such as 1600-1900 October to March, the price increases significantly to around 35p per KW/h.
22. The revised operating “profile” of the lights can be updated in the CMS in bulk so there is no specific cost for implementing the changes. The site visits and risk assessments have been carried out with existing officer resource and, where possible, tied in to other activities to maximise efficiency.
23. The proposal will deliver savings in the region of £210,000 in energy costs and a further £22,500 in avoided Carbon Tax annually from 2017/18 through a 1250 tonne CO2 reduction. The savings for 2016/17 are estimated to be in the region of £50,000 in energy reductions and £5,300 in avoided Carbon Tax – these are subject to the implementation dates proposed and the outcomes of the site visits and risk assessments.

Section 151 Officer Commentary

24. The measures outlined in this report would be expected to deliver a saving of £210,000 in a full year, which is in line with the Council’s Medium Term Financial Plan. Due to the requirement for consultation, implementation has been delayed. This will create a financial pressure in 2016/17 and a review is under way to identify compensating savings.

Legal Implications – Monitoring Officer

25. The County Council as Highway Authority looks to the Highways Act 1980 in relation to many of its powers and duties. There is no statutory duty to light the highway. Section 97 of the 1980 Act gives every local highway authority a power to provide lighting for the purpose of any highway and the Council has to determine where it is necessary to provide and maintain lighting on the public highway.
26. Where highway lighting is installed s97 (2) provides that the County Council may alter any works constructed by them. The decision to implement part -night lighting does not require public consultation but given the change proposed to long-standing practice, in line with the common law duty of fairness, consultation was carried out to ascertain public reaction and any support for the proposals.
27. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities and diversity paragraph of the report.

Equalities and Diversity

28. Community and personal safety concerns affect a number of groups including people walking alone, elderly and disabled people using the roads during the proposed switch off times. It is difficult to determine how the proposal directly affects the occurrence of crime given the research referred to in paragraph 8 above but it may increase fear of crime depending on the local circumstances. The public consultation raised some concerns as to personal safety and road safety. Known crime hotspots are excluded from the programme and a dialogue will be maintained with the Police to monitor this issue.
29. There is potentially a negative impact on road safety for some groups with protected characteristics, such as disabled and elderly people, if it is harder to identify trip hazards or when crossing roads. This is being mitigated by implementing the changes in a way sensitive to the local road network. Site assessments are being carried out to identify locations where traffic calming measures or formal pedestrian crossings are in place and lights will not be switched off in these locations.
30. Impacts on accessibility are likely to be minimal as the majority of changes will affect street lighting after 0000 hours when fewer people are around, although young people returning from pubs and night clubs may be affected. Impacts will be monitored through monitoring of crime and road accident trends and complaints from the public.

Climate change/carbon emissions implications

31. SCC street lights generates approximately 12500 tonnes of CO₂ per year which accounts for approximately 23% of the Council's total CO₂ output and any changes to street lighting use will impact on that.
32. It is anticipated that switching off 44,000 lights in residential roads will result in a reduction on CO₂ of approximately 1250 tonnes each year, equivalent to just over a 2% reduction in the Council's total consumption. Furthermore, the Council will see a reduction in Carbon Tax payments of £22,500².

WHAT HAPPENS NEXT:

33. Subject to Cabinet approval, lists of roads that will be included in part-night lighting will be published for one month prior to implementation. Site visits will have been carried out by officers to assess each road to ensure they are suitable for part-night lighting against the avoidance criteria. These will have also been reviewed by SCC's Road Safety Team in conjunction with Surrey Police and by Surrey Police's Crime Prevention teams. The publication of the full lists is expected to be as detailed in the table below:

² Carbon Tax is currently £18 per tonne of CO₂

District/Borough	Part Night Lighting Implemented
Guildford	December 2016
Surrey Heath	December 2016
Waverley	December 2016
Elmbridge	January 2017
Epsom and Ewell	January 2017
Mole Valley	January 2017
Reigate and Banstead	January 2017
Runnymede	February 2017
Spelthorne	February 2017
Tandridge	February 2017
Woking	February 2017

Contact Officer:

Paul Wheadon, Business and Strategic Programme Manager 020 8541 9346

Consulted:

Surrey Police – Crime Reduction and Road Safety Officers
Public Consultation – see Annex One

Annexes:

Annex One – Part Night Lighting Consultation Outcome

Sources/background papers:

- LANTERNS Study - <http://lanterns.lshtm.ac.uk>

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Surrey County Council – Part Night Lighting Consultation August 2016

As part of the proposal to implement a Part Night Lighting policy, the Council published a Consultation to seek feedback.

The Consultation was published via the Council's consultation page from 5 August to 2 September. Links to the consultation questionnaire were sent by email to members of the public who form part of the Council's residents' panels, published via social media and posters were displayed in the Council's network of 53 Libraries.

Consultation Details

The following information was provided as background to the proposal:

Overview

The council is considering turning off some street lights from midnight to 5.00am. This would start from Autumn 2016.

The vast majority of the county's 89,000 street lights are already dimmed by up to 50% from 10.00pm to 5.30am each night. Switching some lights off for some of the night would deliver significant reductions in CO2 emissions and save money through reduced energy bills and lower carbon tax payments. Whilst lighting the roads during the evening and into the beginning of night time is essential while many vehicles and pedestrians are travelling, in some locations such as residential areas, the lights are on all night whether they are needed or not.

Why We Are Consulting

We want to know if you support this proposal and we want to hear your views. Many councils across the country have already implemented similar successful schemes and are saving large sums of money and reduced CO2 emissions. We have prepared answers to some of the questions from the residents of other counties from the street lighting webpage – www.surreycc.gov.uk/streetlights

A study published in 2015 by the London School of Hygiene and Tropical Medicine (LSHTM) found no link between street lights being dimmed or switched off and any increase in road accidents or crime.

To keep our roads safe we propose to keep the lights on in roads where:-

- There is more traffic
- There are traffic calming measures (speed cushions or humps, chicanes etc) or formal pedestrian crossings such as zebra crossings are present and they require lighting
- The council's Road Safety Team or Surrey Police think that less night lighting would cause more crime or more accidents.

**Surrey County Council – Part Night Lighting Consultation
August 2016**

Respondents were then asked:

Are you in favour of the council switching off street lights for part of the night where deemed safe to do so in order to reduce energy bills and reduce CO2 emissions?

They were provided with 3 options:

Many Some None

Respondents were also offered the opportunity to provide any additional information for the Council to consider.

Analysis

There were 842 responses which compared to other Consultations carried out by the Council is a significant level of response. The responses broke down as follows:

Answer	Number	Split
Many	390	46%
Some	253	30%
None	199	24%
Total	842	

As can be seen, nearly half of all respondents were in favour of switching off many lights and overall 76% were in favour of switching off at least some lights.

Many respondents left additional comments.

As could be expected, people in favour of switching “many” lights off commented on it being a positive step with comments covering the positive impact on the environment, reducing costs or improving the night sky.

Many of those selecting “some” provided comments around ensuring the right lights were turned off. In these cases there was a mixture of focus with some respondents favouring traffic routes over residential areas and others the exact opposite.

For those selecting none, there was a mixture of concerns mostly covering:

- Personal Safety – concerns about people walking during darkness (if lights were switched off in that location) whether returning home as a pedestrian or moving between a parked vehicle and their home. Comments included specific reference to people leaving for or returning from work during the switch off times, and some specific comments about concern for lone females and elderly people during this time.

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- Crime – in addition to the above, concerns that crime such as burglary and anti-social behaviour would increase due to the ability to operate unseen. Conversely there were other comments by those in favour of switching lights off which felt crime wouldn't increase or may even reduce as being able to see by street light aided crime.
- Road Safety – a number of respondents raised concerns about being able to see the footways (and any trip hazards etc) when walking if the street lights were not switched on at that time. Others raised concerns about the ability for drivers to see either pedestrians or cyclists if they were not highly visible (no lights, dark clothing) and the increase potential for accidents.
- Timing – a few respondents commented on the timing of the lights switch off but for slightly different reasons. These included shift workers walking to/from work (both Gatwick and Heathrow airports were referred to), people being more likely to return home from pubs, restaurants and entertainment venues after midnight at weekends.

There were also a number of comments suggesting alternatives such as use of LED or solar power to reduce energy consumption, switching off every other light to maintain some lighting and use of sensors to switch lights on when pedestrians or vehicles approach. All have been considered and discounted either on the grounds of the cost being prohibitive or in the case of solar power and motion sensors, the technology is not sufficiently advanced. It should be noted that these were identified in advance of the consultation being published and were explained in the Frequently Asked Questions.

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SURREY COUNTY COUNCIL

CABINET

DATE: 30 MAY 2017

REPORT OF: MR COLIN KEMP, CABINET MEMBER FOR HIGHWAYS

LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR – ENVIRONMENT AND INFRASTRUCTURE

SUBJECT: PART NIGHT STREET LIGHTING – ALTERNATIVE FUNDING MODEL



SUMMARY OF ISSUE:

In October 2016, to generate an estimated £210k of annual savings, Cabinet approved the implementation of Part Night Street Lighting with approximately 44,000 lights estimated to be turned off between midnight and 0500 each night. The lights selected focussed on non-traffic routes and were risk assessed against a number of “Avoidance Criteria” which if present would mean the lights would be left on. The Avoidance Criteria include:

- a. Traffic Routes – this will predominantly be A, B and C classified roads. However, some lower trafficked roads in this group may be included and equally some higher trafficked unclassified roads may be excluded by this criteria.
- b. Town centres where this is a night time economy.
- c. Where traffic calming measures (speed cushions or humps, chicanes etc) or formal pedestrian crossings such as zebra crossings are present and they require illumination.
- d. Locations where Council or Police CCTV is in operation to reduce crime.
- e. Locations where the Council’s Road Safety Team or Surrey Police believe that implementing part-night lighting could have an adverse effect on either crime or road safety.
- f. In cases where buses or trains run beyond the proposed switch off time, roads will be assessed and may either be excluded from part- night lighting or have a later switch off time.

In addition as described in (e) above, where Part Night Lighting has been proposed and implemented, all locations were assessed in conjunction with colleagues in the Council’s Road Safety Team and Surrey Police and any road where there were concerns that switching off lights could have an adverse effect on either road safety or crime were excluded. This amounted to approximately 4,000 lights across the County.

Using the above avoidance criteria, the County Council has implemented Part Night lighting where it is considered safe to do so. Since the implementation of Part Night Lighting, some partner councils have expressed an interest in covering the cost of keeping the lights on that are currently included in Part Night Lighting thereby enhancing the level of service due to differing local priorities.

There have also been a number of comments made by residents (often via social media) who are in support of having the lights turned off. Reasons include being able to see the night sky, improved sleep as the streetlight near a bedroom window and the environmental effect of the CO2 savings made.

It is proposed to implement a mechanism that will allow District or Borough Councils to request an enhanced level of service by excluding the street lighting in their area from Part Night lighting subject to their agreement to reimburse the County Council all costs that would have otherwise been saved.

RECOMMENDATIONS:

It is recommended that Cabinet:

1. Approves the implementation of a mechanism (as detailed in paragraphs 16-19) to allow District/Borough Councils to enhance the level of service and request all lights in their area be excluded from Part Night Lighting and to reimburse the County Council the full value of savings that would be realised by switching them off.
2. Delegates authority to the Head of Highways and Transport, in consultation with the Cabinet Member for Highways, to enter into specific agreements with requesting District or Borough Councils.

REASON FOR RECOMMENDATIONS:

District and Borough Councils have their own budgets and across the County will have differing local priorities. Enabling them to request lights be excluded from Part Night lighting allows them to respond to those differing priorities by enhancing the level of service provided over and above that delivered by the County Council.

DETAILS:

Background

1. Surrey Council operates approximately 89,000 street lights across the County with an annual energy cost in excess of £3 million. The installation of a Central Management System (CMS) enables two distinct functions:
 - a. Control of street lights including the on and off times; the ability to reduce power consumption by dimming the lights.
 - b. Monitoring the performance of the lights to identify faults.
2. The CMS can be used to monitor and control lights to an individual level with each light having a different regime if desired.
3. As lights were replaced during the investment programme which took place between 2010 and 2014, each light was connected to the CMS and were dimmed. Lights on traffic routes are dimmed by 25% and in residential areas by 50%. Dimming was initially carried out from 2300-0530 each night but was extended to commence at 2200 in October 2015 to generate savings.
4. In October 2016, Cabinet approved the implementation of a Part Night lighting programme. It was estimated that upon completion of site visits and risk

assessments, application of the avoidance criteria and review by the Road Safety Team and Surrey Police, approximately 44,000 lights in residential roads would be suitable to be switched off from midnight to 0500 each night across the County. This was expected to save in excess of £210,000 in energy costs each year. In addition a further £22,500 of savings was expected through a reduction in CO2 and the associated carbon tax the Council is subject to.

5. A public consultation was carried out during August 2016 to gather the view of residents on the proposal to implement Part Night lighting. Of 842 responses, nearly half of all respondents were in favour of switching off many lights and overall 76% were in favour of switching off at least some lights.
6. The programme has been implemented over the past six months and is nearing completion and as at 31 March 2017, 45,327 lights have been moved to being switched off between midnight and 0500 each night. Of these 788 lights are either switched off later than midnight (up to 0200) and/or switched on before 0430 in roads close to train stations or bus stops where the first or last bus arrives or departs between midnight and 0500.
7. As part of the risk assessment process described in the October 2016 Cabinet Report, all roads were visited to assess them against the published Avoidance Criteria:
 - a. Traffic Routes – this will predominantly be A, B and C classified roads, however some lower trafficked roads in this group may be included and equally some higher trafficked unclassified roads may be excluded by this criteria.
 - b. Town centres where this is a night time economy.
 - c. Where traffic calming measures (speed cushions or humps, chicanes etc) or formal pedestrian crossings such as zebra crossings are present and they require illumination.
 - d. Locations where Council or Police CCTV is in operation to reduce crime.
 - e. Locations where the Council's Road Safety Team or Surrey Police believe that implementing part-night lighting could have an adverse effect on either crime or road safety.
 - f. In cases where buses or trains run beyond the proposed switch off time, roads will be assessed and may either be excluded from part- night lighting or have a later switch off time.
8. As described in paragraph 7(e) they were then reviewed in conjunction with the Council's Road Safety Team and Surrey Police to identify any locations where it was felt that turning off lights might have an adverse effect on either road safety or crime.
9. 10,311 lights which were assessed were deemed not to be suitable for Part Night lighting of which more than 4,000 were excluded following the discussions with the Road Safety and Police teams.
10. There are a further 9,250 lights across the County which are still under review and it is expected that the majority of these will be suitable to be moved to Part Night lighting in the next month or so this would mean an estimated total of around 53,000 lights operating on a part night basis.
11. There will be seasonal variations as during the middle of the year when sunrise occurs before 0500 (British Summer Time), lights will not switch back on in the

morning. For the remainder of the year, the lights will be switched back on and go off when the required ambient light levels are reached alongside other street lights which are not included in Part Night lighting.

12. During the implementation of Part Night lighting, several Parish Councils and a Borough Council have expressed an interest in being able to fund the cost of keeping the street lights in their respective areas on and so exclude them from Part Night lighting.

Options Analysis

13. During the analysis carried out prior to implementing Part Night lighting, whilst there were many examples of Highway Authorities implementing similar programmes across their respective areas there were no examples identified where another tier of local government was funding keeping the lights on in a specific area. As a result, this was not considered as part of the original implementation.
14. The County Council has identified reduced street lighting as an area which can contribute to its overall savings programme and so by switching off some lights for some of the night where it is considered safe to do so in accordance with the published avoidance criteria, ensures limited funds are allocated where they are most needed.
15. There are 2 options available to the County Council in response to the requests made so far:
 - a. Implement a mechanism whereby District or Borough Councils can request an enhanced level of service whereby lights in their respective areas be excluded from Part Night lighting should they wish to fund the cost of keeping them on during the night.

Any agreement made between the County Council and a District or Borough Council would be for an agreed, fixed period of 5 years and the requesting District or Borough Council would reimburse the County Council its costs in full resulting from excluding those groups of lights from Part Night Lighting. Those costs will include the cost of energy consumed, any carbon tax associated with the consumption and any administrative costs incurred in processing and managing the request.

District and Borough Councils have their own budgets and across the County will have differing local priorities. Enabling them to request lights be excluded from Part Night lighting allows them to respond to those differing priorities by enhancing the level of service provided over and above that delivered by the County Council.

- b. Do nothing – the provision of street lighting on the Highway is the responsibility of the County Council and in implementing Part Night lighting, it has considered the impact on residents both in diverting limited resources to where it is needed most and in respect of the safety of the travelling public.

Proposal: Part Night lighting – enable external funding

16. To implement a mechanism whereby District or Borough Councils can request an enhanced level of service by requesting lights in their respective area be excluded from Part Night lighting.
17. The requesting District or Borough will enter into an agreement for a fixed period of 5 years to maintain this enhanced level of service and will reimburse the County Council in full for the additional costs of delivering it including energy, carbon tax and any administrative costs.
18. This is similar in practice to other service areas such as environmental highway services where some District and Borough Councils enter into contracts with Service Providers on the County Council's behalf to deliver activities such as grass cutting, weed control and arboriculture services. The County Council reimburses the District or Borough for delivery of the agreed level of service and in some (but not all cases), the District or Borough Council contributes to the cost of an enhanced service, for example, a more frequent grass cutting schedule.
19. As the energy costs vary from summer to winter, costs will be calculated and invoiced twice per year – April to September invoiced in May and; October to March invoiced in November. The costs will vary from area to area depending on the number of street lights excluded from Part Night lighting. This process will allow for increases or decreases in energy prices and carbon tax to be passed directly to the requesting District or Borough Council with no direct financial implication on the County Council's budget or savings plans.

CONSULTATION:

20. The proposal results from feedback from partner Councils who themselves are acting on feedback from residents. Any decision to contribute to an enhanced level of service will be made by the relevant District or Borough Council with the County Council administering it and so consultation by the County Council will not be required.

Financial and Value for Money Implications:

21. The County Council has identified savings from implementing Part Night lighting and these have been built into the Medium Term Financial Plan.
22. Following the agreed process and reviewing suitability in line with the Avoidance Criteria, the County Council has achieved its expected target and will exceed it with the final phase as described in paragraph 7. Any additional savings will result in an underspend this year and will be reflected in future year's MTFPs.
23. Any costs incurred by the County Council by excluding lights from Part Night lighting including administrative costs will be reimbursed by the District or Borough requesting the increased level of service and so there is no direct financial implication to the County Council. Any increase or decreases in energy prices or carbon tax will be passed through to the requesting District or Borough Council.

Section 151 Officer Commentary

24. The recommended changes will not expose the County Council to additional cost or risk. Any agreement with District or Borough Councils to enhance street lighting levels will be on the basis that they fully reimburse the County Council for any additional costs incurred, including the cost of electricity, carbon tax and the council's own administrative costs.

Legal Implications – Monitoring Officer

25. As Highway Authority, Surrey County Council has a discretionary power but no duty to provide Highway Lighting under section 97 of the Highways Act 1980.
26. Lighting Authorities (District, Parish and Community Councils) have a power to light streets, markets and public buildings in their districts pursuant to section 161 of the Public Health Act 1875. They may therefore fund the provision of the lighting in their districts where the Highway Authority does not do so.
27. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding upon the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the equalities and diversity paragraph of the report.

Equalities and Diversity

28. An equalities impact assessment was completed on Part Night lighting and the outcome reported in the October 2016 Cabinet report.
29. Any decision to exclude lights from Part Night lighting will of course reverse the impacts highlighted. Any decision to enhance the level of service in a specific location will not be made by the County Council but by the requesting District or Borough Council.

Climate change/carbon emissions implications

30. In the October 2016 Cabinet report, it was estimated that switching off 44,000 lights in residential roads would result in a reduction in CO2 of approximately 1250 tonnes each year equivalent to just over a 2% reduction in the Council's total consumption. Furthermore, the Council would see a reduction in Carbon Tax payments of £22,500¹.
31. Although the County Council can pass on any costs associated with CO2 output such as Carbon Tax, the CO2 itself will still be produced. Depending on the number of lights in the requested areas to enhance the service level, there will be a corresponding reduction in the County Council's CO2 savings against those expected.

WHAT HAPPENS NEXT:

32. Subject to Cabinet Approval, District and Borough Councils will be able to request an enhanced level of service by excluding all lights in their District or Borough from Part Night lighting subject to agreement to reimburse the County Council in full for any costs associated with delivering the enhanced level of service.

Contact Officer:

Paul Wheadon, Business and Strategic Programme Manager Tel: 020 8541 9346

Consulted: Not required

Annexes: None

Background Papers: Cabinet report October 2016

¹ Carbon Tax is currently £18 per tonne of CO2

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Performance + Consultation Unit

Acquisitive Crime & Part-Night Street Lighting



Sam Taylor
Version 1.3 : 04/12/2017

Introduction

This briefing document seeks to provide a further response to concerns raised in relation to Surrey County Council's decision to move to Part-Night street lighting across the county. This follows an initial response provided in November 2017¹. The roll out of this project started in December 2016 with all boroughs completed by March 2017. This report will seek to assess changes in levels of reported crime since the implementation.

An analysis completed by the College of Policing² suggested that, in the UK, street lighting has a positive effect on acquisitive crime (Theft, Burglary, and Vehicle Crime) with evidence of reductions across the day, not necessarily just limited to offending in hours of darkness. The effect on other crime types in the UK was negligible within the research.

The mechanisms by which this is achieved are argued to be twofold:

- By introducing improved street lighting within a community, this increases surveillance, 'guarding' locations and deterring potential offenders. It acts as a situational crime prevention measure that focuses on reducing opportunity and increasing perceived risk through modification of the physical environment³
- Improved lighting signals investment in the community. This acts as a method of strengthening informal social control and community cohesion through more effective street use⁴

This paper does not seek to challenge the research around the general merits of crime reduction associated with improved street lighting. This has long been established as part of the 'What Works?' agenda. Instead, it will seek to assess if changes in crime levels are likely to be the result of the implementation of Part-Night Street Lighting based upon the two mechanisms which have been outlined above. To establish that Part-Night Street Lighting is the likely cause of increases in crime we would expect to see evidence of either mechanism operating across the county.

¹ <<http://www.surrey-pcc.gov.uk/wp-content/uploads/2017/11/StreetLightingReport.pdf>>

² <http://library.college.police.uk/docs/what-works/What-works-briefing-improved-street-lighting-2013.pdf>

³ Clarke RV. Situational crime prevention. In: Tonry M, Farrington DP, editor(s). Building a Safer Society: Strategic Approaches to Crime Prevention. Crime and Justice: A Review of Research, Vol. 19. Chicago, Illinois: University of Chicago Press, 1995:91-150.

⁴ Angel S. Discouraging Crime Through City Planning. Working Paper No. 5. Berkeley, CA: University of California, 1968.

Methodology

For the purposes of this paper crime trends between the 1st April 2015 and 30th November 2017 will be considered. Comparisons are drawn specifically between 1st April 2016 and 30th November 2016 and 1st April 2017 and 30th November 2017 to reflect two distinct periods in which the street lights were on/off respectively. This is intended to avoid the gradual roll out period (Jan-Mar 2017) which may potentially confound results.

In line with existing research in this area, only acquisitive crimes will be included (A complete list of the HO Codes included within this analysis is shown in Appendix A). The research discussed above suggests that impacts on other crime categories in the UK is negligible meaning that a transition to Part-Night Street Lighting would not be expected to impact of these crime types; these have been excluded from the analysis as a result. Further excluded from this analysis are other offences categorised under acquisitive crime which are unlikely to be impacted by changes to street lighting (35 – Blackmail, 41- Theft by an employee, 42 – Theft of mail, 43 – Dishonest Use of Electricity, 46 – Shoplifting and 49A – Making off without payment). Acquisitive crimes also represent the categories of offences which residents of Surrey have expressed most concern around since the implementation of the Part-Night Street Lighting program.

A dataset has been obtained which details levels of lighting by street and ward and includes the lights which are exceptions to the Part-Night Street Lighting program. These locations have been grouped at Ward, rather than street, level to match police recorded data.

For the purposes of this analysis, a dataset has been obtain from the Surrey I website which details the population of wards as well as their area size in hectares⁵. This has been used to create a standardised measure of street lighting coverage (Street Lights per Hectare) in order to recognise the variations in size between wards and also to account for the associated variation in population. Additionally a dataset from the same website has been obtained which details the level of deprivation in each ward.

Crime data has been extracted from the Force's Data Warehouse. This data is extracted from a live Crime Recording System and is liable to change over time. It may differ from police recorded crime datasets published elsewhere as a result.

On occasion, accurate location information is not available. 13.4% of acquisitive crime recorded between 1st April 2017 and 30th November 2017 could not be reconciled with a ward. For 1st April 2016 and 30th November 2016, this figure was 13.3%. In relation to acquisitive offences committed between 00.00 and 05.00, 11.5% of the 2017 offences and 11.6% of the 2016 could not be reconciled with a ward. This data is excluded from ward level analysis as a result.

Where the year on year percentage increase cannot be calculated (i.e the 2016 value was 0), the volume change multiplied by one hundred has been used to ensure that these values and associated increases are captured.

Analysis was completed using the statistical package R and visualised through Tableau.

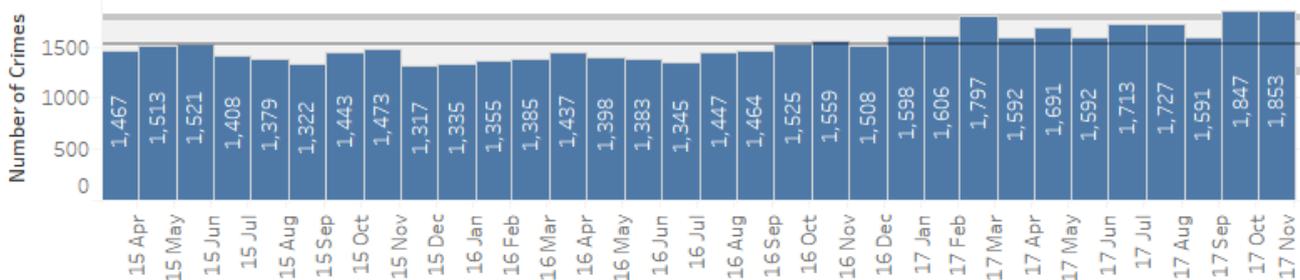
⁵<https://www.surreyi.gov.uk/Viewdata.aspx?P=Data&referer=%2fViewPage.aspx%3fc%3ddbdatasetinformation%26did%3d456%26v%3d2301>

Overview of Acquisitive Crime Levels

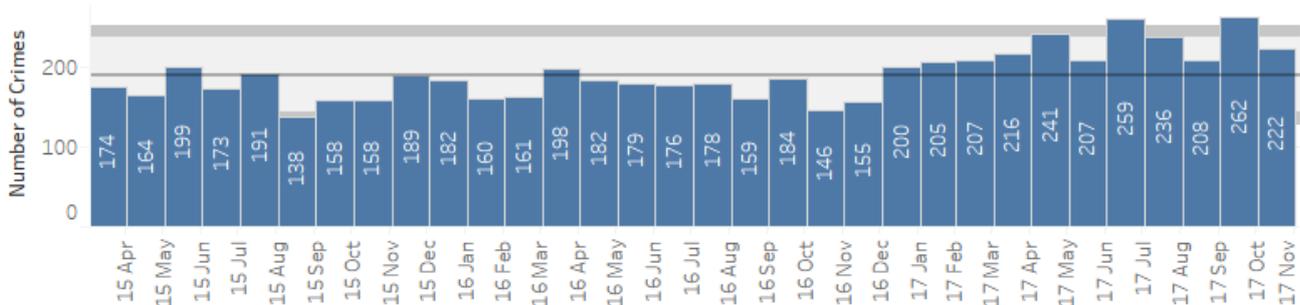
Between 1st April 2017 and 30th November 2017, the Force has recorded 13,607 acquisitive crimes, an increase of 17.7% (+2049 offences) compared to 1st April 2016 and 30th November 2016 (11,558). For offences committed between 00.00 and 05.00 the Force record 1851 offences, an uplift of 32% compared to April 2016 and 30th November 2016 (+449, 1402 offences). The proportion of acquisitive offences committed during these hours has therefore increased from 12.1% in Apr – Nov 2016 to 13.6% in Apr – Nov 2017 (+1.5%).⁶

The graphs below present the monthly number of acquisitive offences recorded since April 2015 alongside the number which were committed between the hours of 00.00 and 05.00 and the proportion of acquisitive offences which these crimes account for. The grey area on the charts below represent variance from the average. Although above average over the previous 12 months, monthly volumes rarely fall outside of the expected deviation within the dataset. Overall levels of acquisitive offending shows an increase from July 2016 whereas offending between 00.00 and 05.00 begins to increase from January 2017.

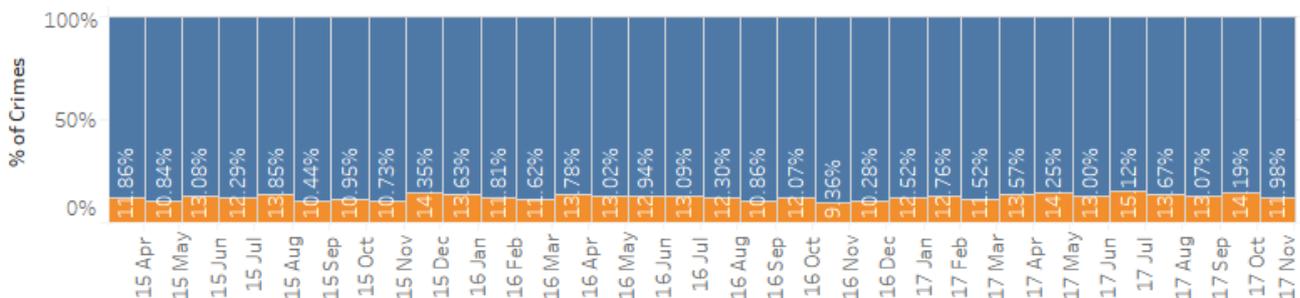
Acquisitive Offences Committed



Acquisitive Offences Committed between 00:00 and 05:00



Proportion of Acquisitive Offences Committed between 00:00 and 05:00



⁶ Includes offences which could not be reconciled to a ward

Having outlined that acquisitive crime has indeed increased across the county, this paper will seek to assess if these increases are the result of changes to street lighting across the county.

Hypothesis One – Situational Crime Prevention

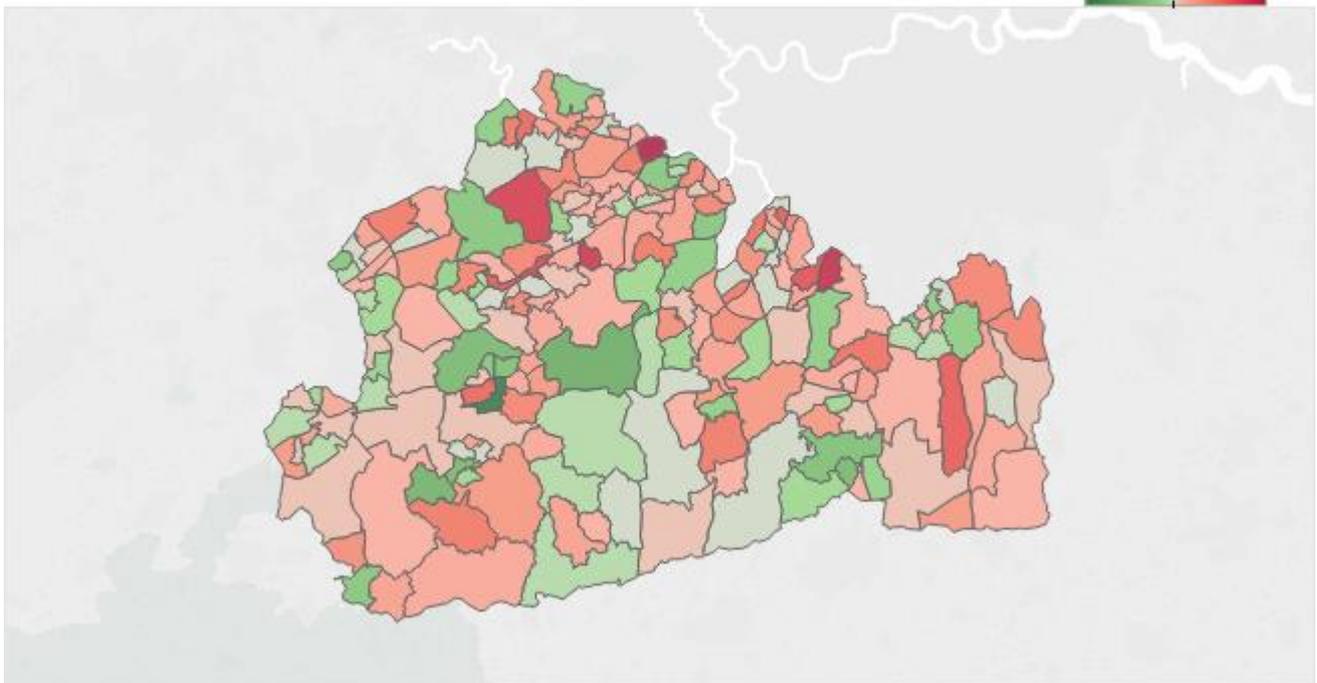
The first mechanism by which improved street lighting is suggested to lead to a reduction in offending is through situational crime prevention. For a crime to be committed a suitable target must be available, there must be a lack of a suitable guardian and finally there must be a motivated offender present. The premise of this argument in relation to street lighting is based on Routine Activity Theory⁷ which suggests that offenders are creatures of habit and disrupting their routines results in crime being reduced. Street lighting is therefore felt to be a 'suitable/capable' guardian in this model which has a deterrent effect on offenders as it increases the risk of offenders being detected.

Based on the above, Part-Night Street Lighting would arguable lead to likely and motivated offenders being present during the hours in which the street lights were turned off (i.e. 00:00 and 05:00) at which point the risk of detection would be minimised as a 'suitable/capable' guardian in the form of street lighting would no longer be present. Given the above, it could be expected that there would be an increase in the proportion of offences committed during the hours in which the street lights had been switched off as offenders targeted this situation in which the risk of detection is reduced. This finding would be most notable in relation to those areas which had the least coverage of lighting as a result of the Part-Night Street Lighting program.

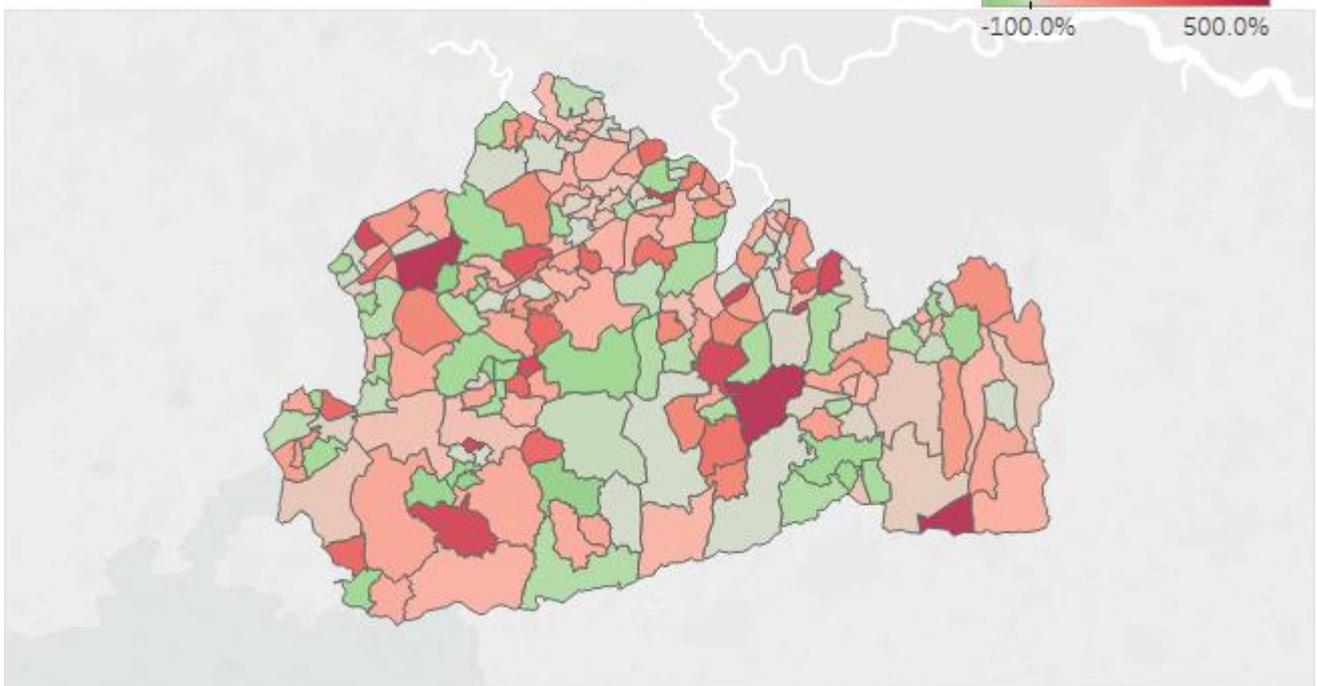
From the graphs above, there certainly appears to be a correlation between increases in acquisitive crime committed between 00.00 and 05.00 and the proportion of acquisitive offences for which these offences account for since the start of the fiscal year lending support to the first mechanism outlined in the research of Situational Crime Prevention. These increases have not been noted equally across the county however. The maps below present a ward level breakdown of firstly the year on year volume increases in acquisitive crime committed between 00.00 and 05.00 and secondly, the year on year percentage increases in acquisitive crime committed between 00.00 and 05.00.

⁷ Cohen, L.E. and Felson, M., 1979, 'Social Change and Crime Rate Trends: A Routine Activity Approach'. *American Sociological Review*. 44: 588-605.

Year on Year Volume Change (00.00 - 05.00)



Year on Year Percentage Change (00.00 - 05.00)



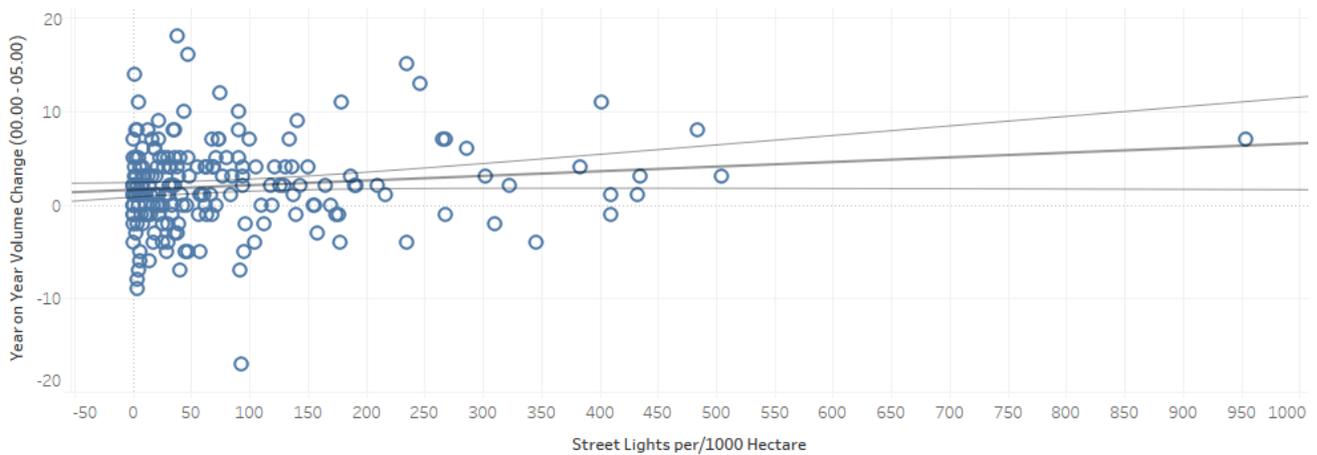
A possible explanation for this variance is the number of street lights exempted for the Part-Night Street Lighting program in each ward. This number varies from ward to ward with the median number of lights left on between 00.00 and 05.00 being 16. Based on the mechanism outlined above and research⁸ from the College of Policing, which suggests a diffusion of benefits associated street

⁸ <http://library.college.police.uk/docs/what-works/What-works-briefing-improved-street-lighting-2013.pdf>

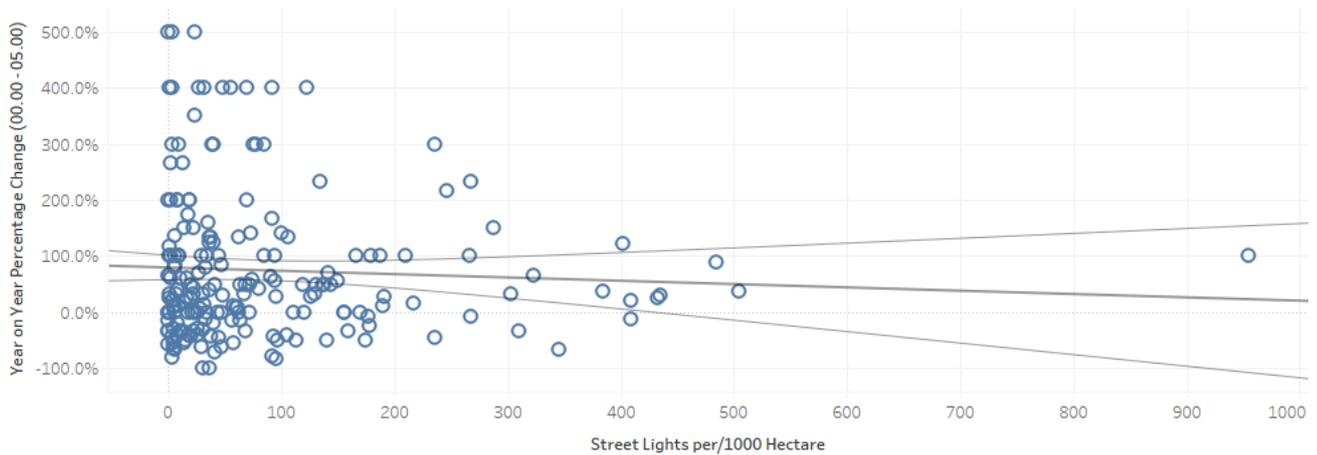
lighting across a locality, we would expect to see those wards which have the greatest number of lights, and larger coverage of street lighting, having smaller year on year increases than those areas with less lights exempt and less coverage. The former would be considered to be more risky to the offender under a model of Situational Crime Prevention whereas the latter would enhance the likelihood of going undetected. In both cases, those wards in close proximity to main arterial routes (M25, M23, M3, A3, A31 and A24) appears to be recording above average increases in acquisitive crime which may be indicative that transient rather than local offenders are committing these offences.

The scatter plots below shows the relationship between both year on year change in the volume of acquisitive crimes recorded which were committed between 00.00 and 05.00 and also the year on year percentage change against street lights per/1000 hectares, with each data point representing a ward.

Year on Year Volume Change (00.00 - 05.00)



Year on Year Percentage Change (00.00 - 05.00)



In relation to the first scatterplot, this shows a positive relationship between street lights per/1000 hectares and year on year volume changes in crime; those areas with greater street light coverage per/1000 hectares saw greater increases in the volume of acquisitive crimes recorded compared with those areas which had less street light coverage. The second scatterplot shows a negative relationship between street lighting per/1000 and the year on year percentage change in acquisitive crimes committed between 00.00 and 05.00; those areas with less street light coverage as a result of the Part-Night Street Lighting program saw greater year on year percentage increases compared

with those areas which had higher street light coverage. In both cases these values could not be considered statistically significant⁹ (Full models are provided in Appendix B and Appendix C).

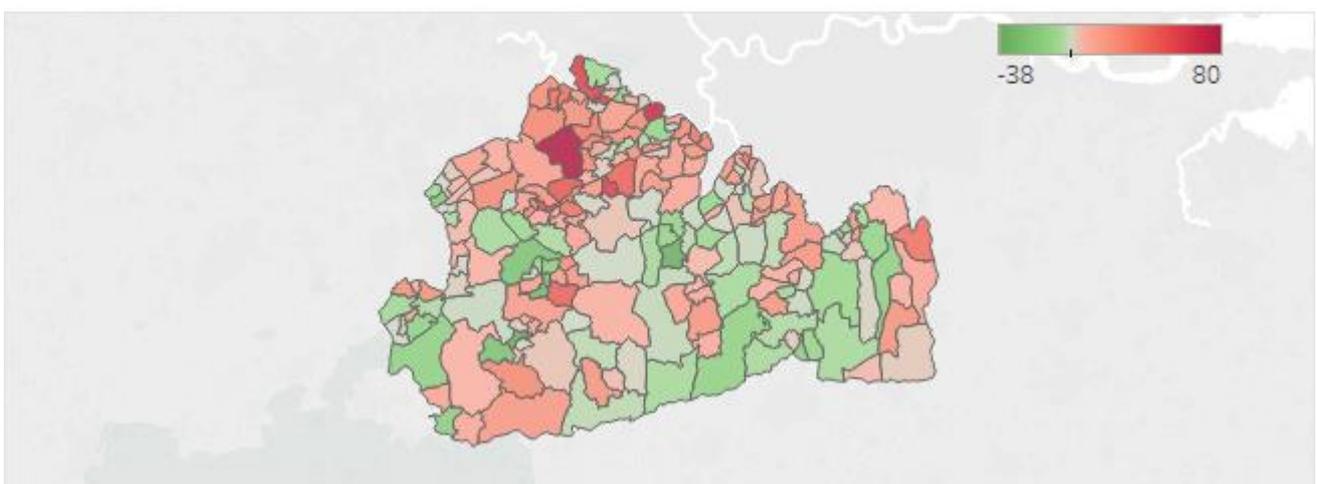
In relation to a Situational Crime Prevention hypothesis, there does appear to be a relationship in which street lighting could be seen as a protective factor against increased year on year percentage increases in crime committed between 00.00 and 05.00 although this finding could not be considered statistically significant.

Hypothesis Two – Informal Social Control

The second mechanism by which improved street lighting is said to reduce levels of offending is through improving informal social control within a location. This hypothesis has its basis in Wilson and Kelling's 'Broken Windows Theory'¹⁰ in which street lighting makes a location more welcoming and is a display of civic pride; street lighting is a display of investment within a community. The argument therefore suggests improved street lighting exerts a degree of informal social control over an area, deterring would be offenders as a result. Importantly however, in relation to this second mechanism, the impacts are likely to cover offending both during the day as well as the night. To this end, acquisitive offences committed outside of the hours of 00.00 and 05.00, when the Part-Night Street Lighting program is not in effect, will need to be considered. Additionally, the level of deprivation in each ward will also be considered as part of the modelling process to account for the relative levels of deprivation across the county which may skew the calculation.

In the current fiscal year (Apr – Nov 17), the Force has seen an increase of 17.7% in acquisitive crime compared to the same period in the previous year (Apr – Nov 16), an additional 2049 offences. Unlike acquisitive offences committed between 00.00 and 05.00 however these offences have been increasing since July 2016 although the most notable spikes have come in the months of March, October and November of 2017. The maps below present a ward level breakdown of firstly the year on year volume increases in acquisitive crime and secondly, the year on year percentage increases in acquisitive crime.

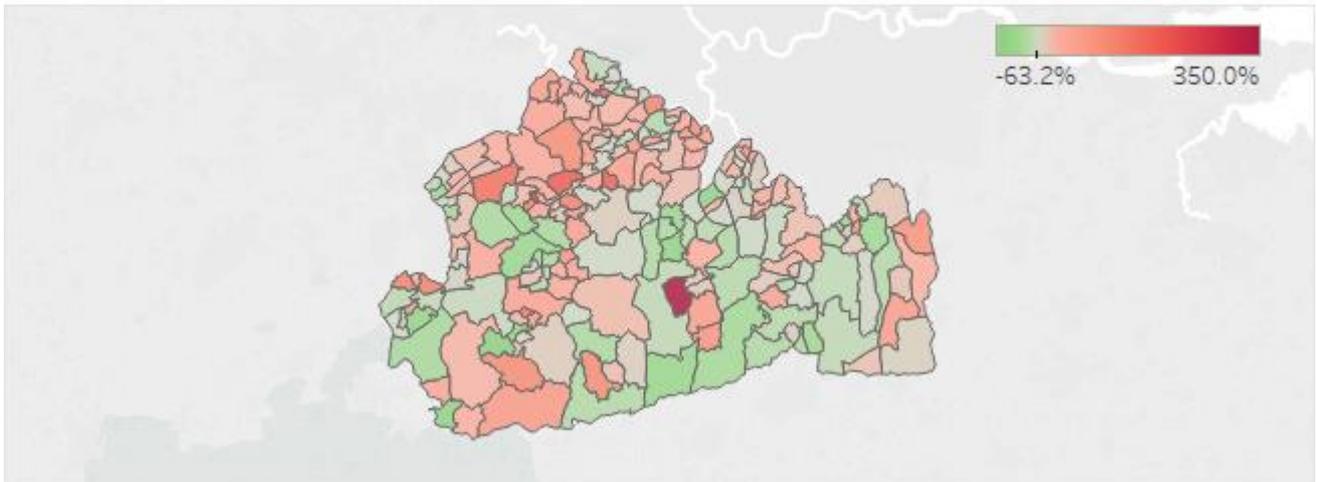
Year on Year Volume Change



⁹ p-values of 0.0687303 and 0.434011 respectively

¹⁰ Wilson, J. Q. and Kelling, G., 1982, 'Broken windows', *The Atlantic Monthly*: 29:38

Year on Year Percentage Change



Those wards in the North West of the county appear to have recorded the most significant volume and percentage increases year on year however increases in acquisitive crime have not been recorded across the piece.

As previously discussed, this variance may be explained through the number of street lights exempted for the Part-Night Street Lighting program in each ward. Based on the second hypothesis offered in relation to how street lighting reduces crime, those areas which had less street light coverage would arguably see greater reductions in Informal Social Control present and larger increases in acquisitive crime as a result.

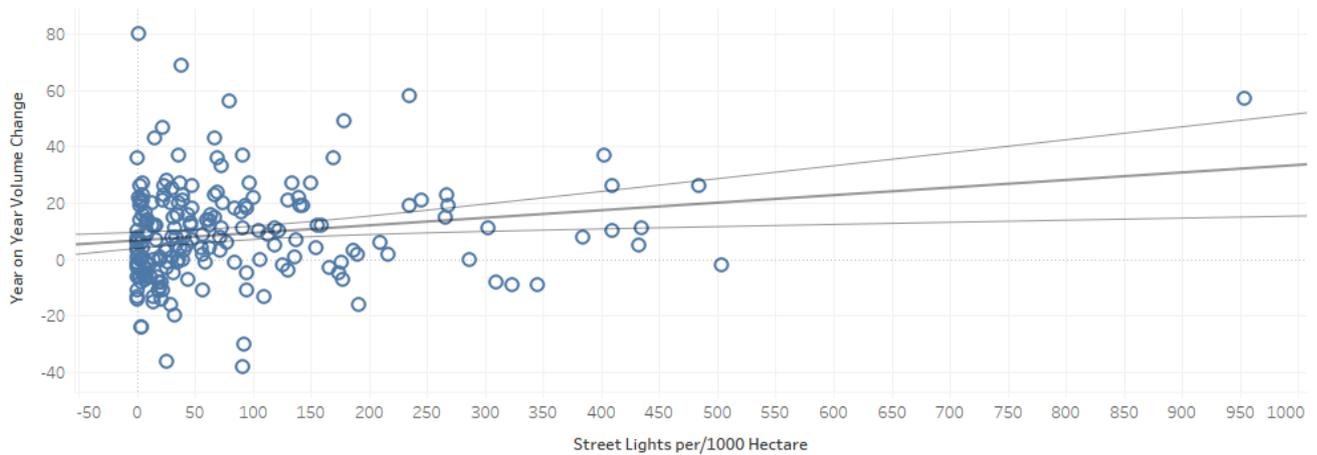
The scatter plot below shows the relationship between both year on year increases in the volume of acquisitive crimes recorded and also the year on year percentage increase against street lights per/1000 hectares with each data point representing a ward.

The first scatter plot displays a positive relationship between Street Lights per/1000 Hectares, with the year on year volume change in acquisitive crime levels increasing as street light coverage in a ward increases. Those locations with fewer lights in place as part of the Part-Night Street Lighting program saw smaller increases in acquisitive crime than those with more street lights exempt from the pilot. The second plot displays a similar trend for year on year percentage change; those locations with greater coverage of street lighting saw greater year on year increases in acquisitive crime compared to those locations with fewer lights.

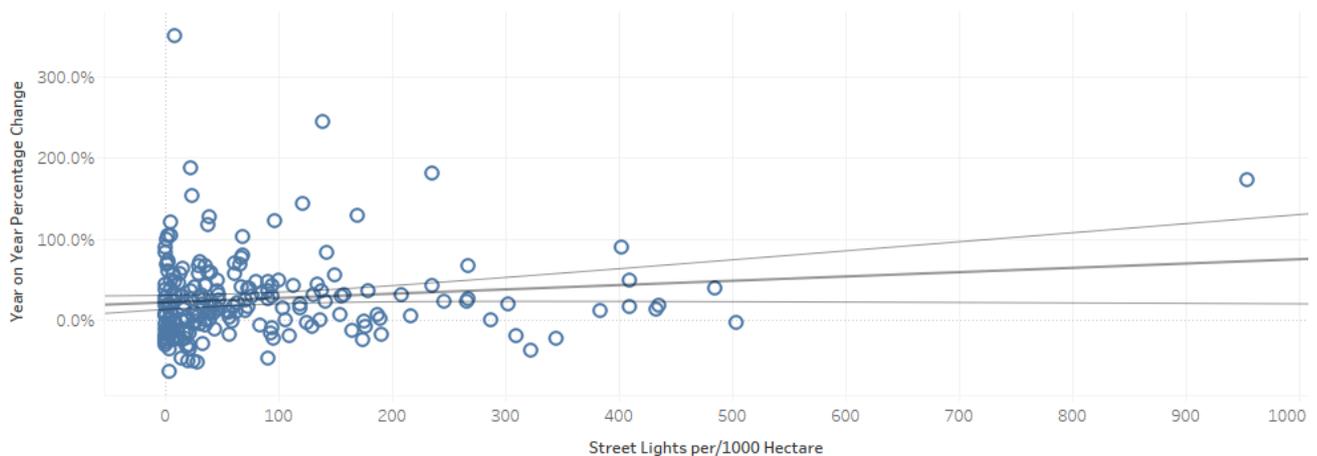
In relation to the first plot, the finding that higher levels of Street Lights per/1000 hectares was associated with an increase in the year on year volume change in acquisitive crime (having adjusted for level of deprivation by adding this as a potential confounder within the regression analysis) could be considered statistically significant. In relation to year on year percentage change, this was not significantly associated with number of Street Lights per/1000 hectares.¹¹ (Full models are provided in Appendix D and Appendix E).

¹¹ p-values of 0.00694 and 0.0684 respectively

Year on Year Volume Change



Year on Year Percentage Change

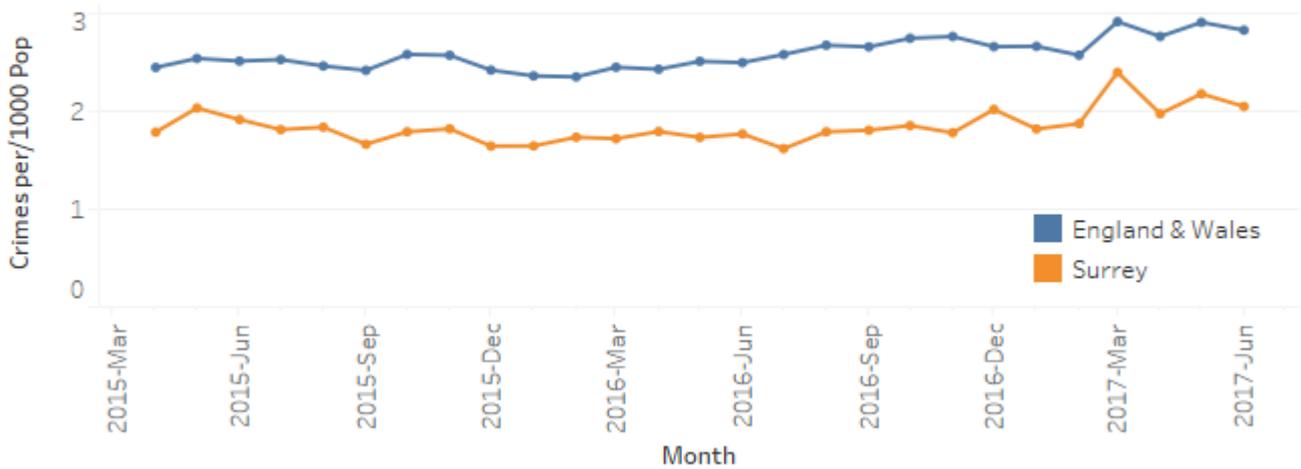


Given an Informal Social Control hypothesis centres around general increases in crime it is important to consider the national picture and crime trends in neighbouring Force areas to determine if Surrey is an outlier in this regard. The latest national dataset available from the ONS provides comparative figure for April – June 2016 and 2017. With regards to the national picture, levels of Theft Offences¹² have increased with all Force areas currently experiencing increases. The average increase experienced across England and Wales is 14.3% which rises to 15.2% when the MPS is excluded. Surrey's increase during this period was 17.1%. By comparison the South East region (Hampshire, Kent, Sussex and Thames Valley) has seen increases of 18.1% whilst Surrey's Most Similar Force Group (Dorset, Thames Valley and Cambridgeshire) have experienced an average increase of 21.3%.

The graph below provides an overview of overall Theft Offences¹³ per/1000 population since April 2015 for both Surrey and England & Wales till the end of June 2017. This data is useful in that it highlights that a similar trend in recorded acquisitive crime has been experienced across England and Wales (with the exception of March 2017 in which Surrey recorded an increase in excess of increase recorded nationally).

¹³ Includes offences recorded 35 – Blackmail, 41- Theft by an employee, 42 – Theft of mail, 43 – Dishonest Use of Electricity, 46 – Shoplifting and 49A – Making off without payment

Theft Offences per/1000 Population



Year on year increases therefore are not unique to Surrey, an extract from the latest Office of National Statistics bulletin is shown below to this effect:

“Since the mid-1990s, both the Crime Survey for England and Wales (CSEW) and police recorded crime have shown long-term reductions in most categories of theft. However, police recorded theft increased by 11% in the year ending June 2017 compared with the previous year and continues the recent upward rise seen in the last two years....It is thought that some sub-categories of theft such as burglary and vehicle theft are well-recorded by police. Therefore in these categories the increases are likely to reflect a genuine rise in these types of crime” – ONS, June 2017¹⁴

In relation to an Informal Social Control hypothesis, there appears less evidence for a causal association between levels of street lighting and increases in crime. This category of offences started to increase prior to the implementation of the Part-Night Street Lighting Program and increases have been replicated at a national level with the majority of Force areas experiencing a similar change in crime levels with no associated changes to street lighting within the Force area.

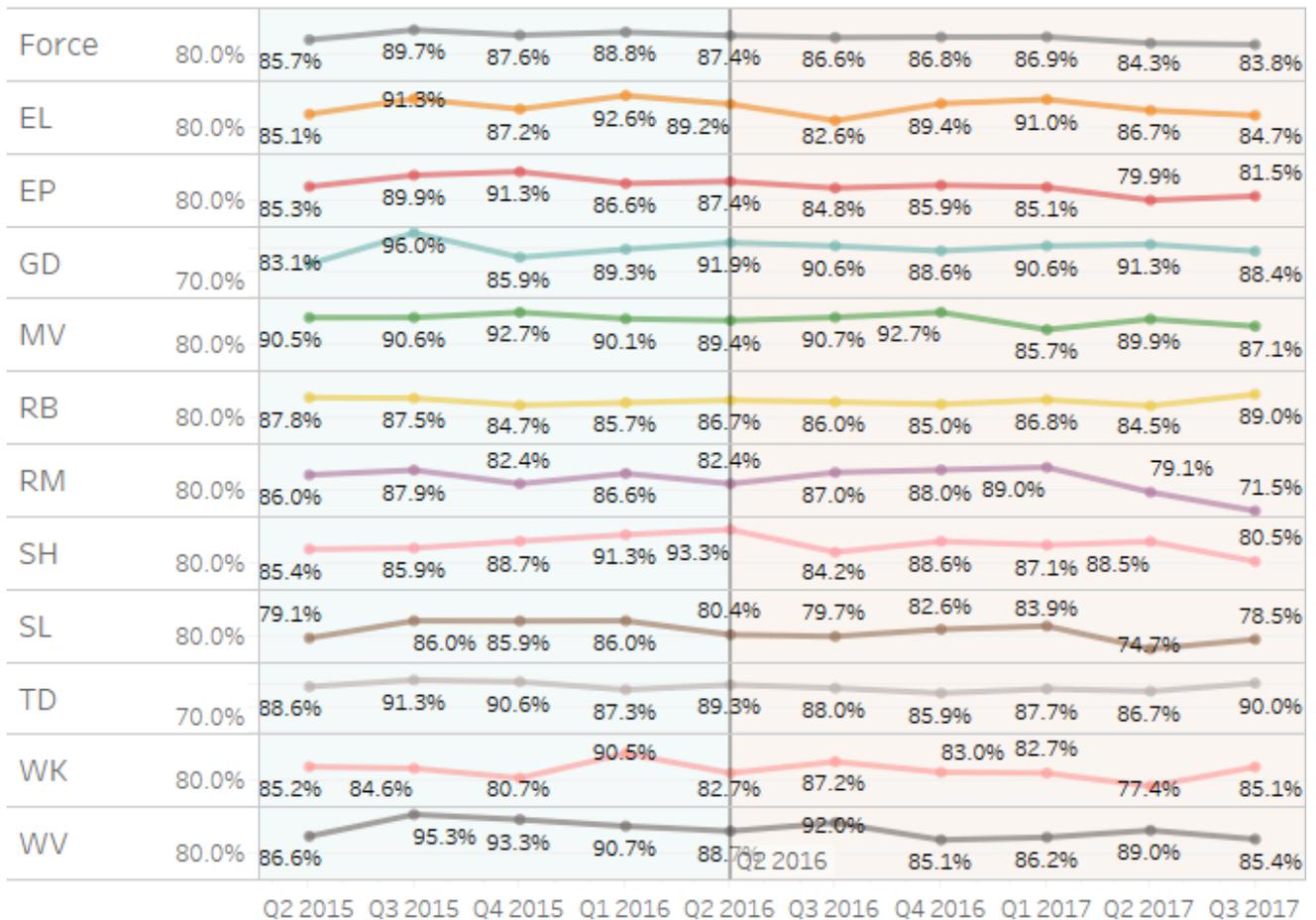
Other Considerations

The chart below provides an overview of responses to the Joint Neighbourhood Survey question regarding respondents feeling of safety after dark. The percentages reflect the number of respondents who felt safe during hours of darkness. Although not directly related to street lighting the dataset below could be considered indicative of public sentiment.

¹⁴<https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/crimeinenglandandwales/june2017>

Joint Neighbourhood Survey:

Q6: How safe do you feel walking alone in your neighbourhood after DARK



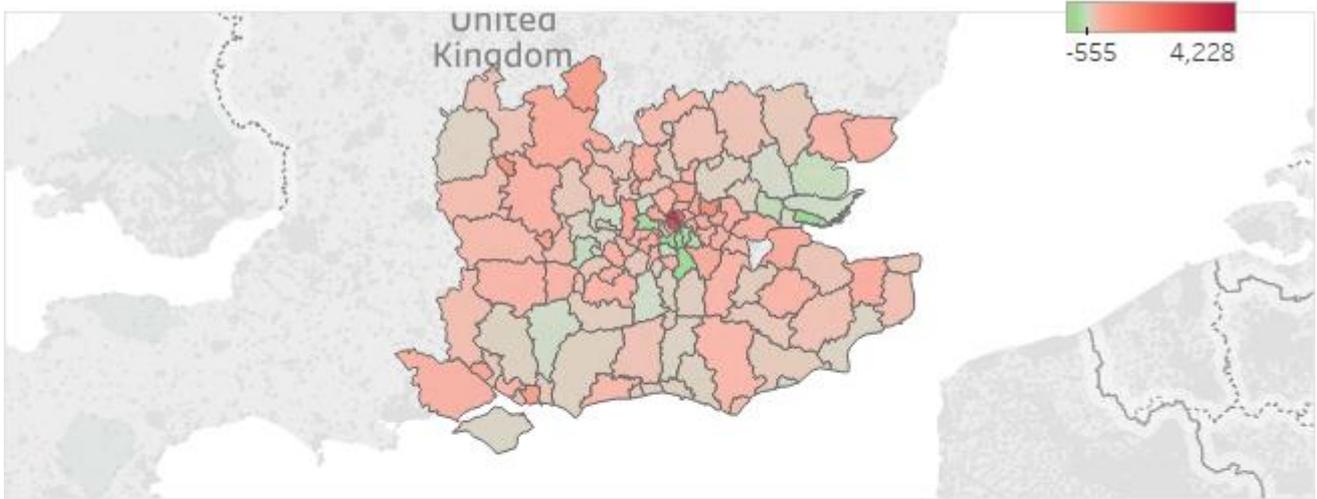
At Force level, perceptions of safety after dark have been in reduction since quarter one of 2016 however the reduction has been more marked over the previous six months, reducing from 86.9% in the first quarter of 2017 (Jan – Mar) to 83.8% in quarter three (Jul – Sept). This trend has not been experience equally across the Force however. The reduction has been particularly acute in Runnymede with perceptions of safety after dark falling from 89% to 71.5% over the previous 9 months. Of note, this borough has recorded amongst the largest year on year increases in crime during this period. By contrast areas such as Tandridge have actually seen improvements with perceptions of safety increasing from 87.7% of respondents to 90% over the same period. Although at present this reduction is not statistically significant, this reduction is cause for concern.

Another consideration in relation to increases in acquisitive crime within Surrey throughout 2017 is displacement of offences from the Metropolitan Police Service as a result of their ‘MetTrace’ campaign. This 3 year program has seen reductions of up to 85% in volume of burglaries in targeted areas¹⁵. London Boroughs in the South West such as Croydon and Merton have seen reductions in

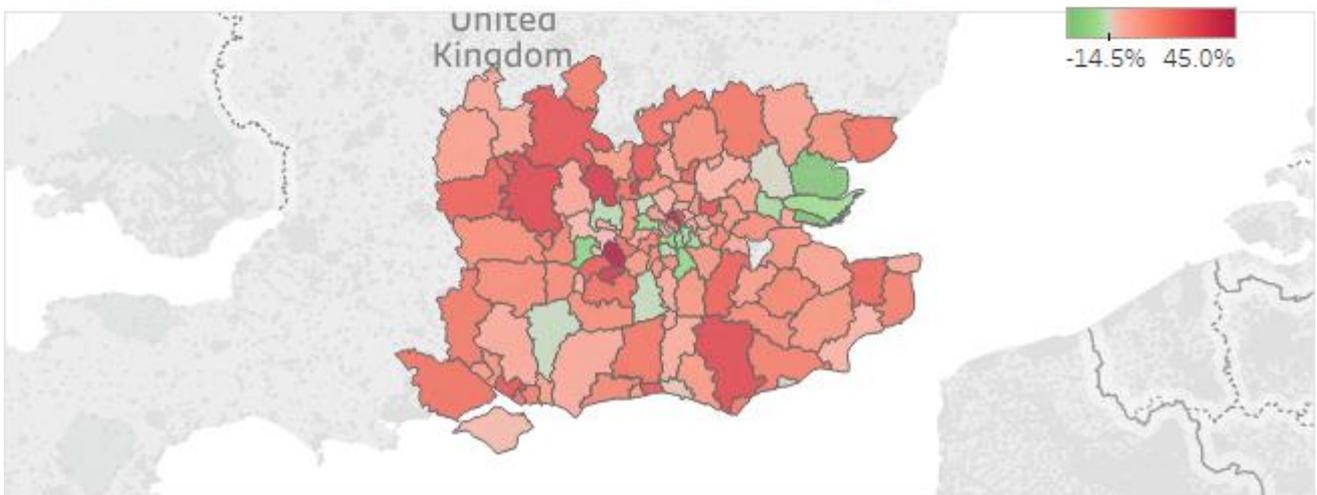
¹⁵ <https://www.met.police.uk/about-the-met/campaigns/MetTrace/what-is-mettrace/>

offences of -6.2% and -2.5% although much of the MPS Force area has seen increases in acquisitive crime in the latest ONS reporting period.

Acquisitive Offences Year on Year Volume Increase



Acquisitive Offences Year on Year Percentage Increase



Summary

Residents of Surrey are without doubt experiencing genuine and sustained increases in levels of acquisitive crime. In the current fiscal year levels of acquisitive crime across Surrey have increased (+17.7%) compared to the same period in the previous year. Acquisitive offences committed between 00.00 and 05.00 have increased by 32% year on year. This report has sought to explore if these increases are likely to be the result of a transition to a Part-Night Street Lighting. Increases in acquisitive crime have not been experienced equally across the county however there is some evidence that wards with less lighting coverage as a result of this program has experienced greater year on year percentage increases in acquisitive crime committed between 00.00 and 05.00 compared to those locations which have greater lighting; although not to a statistically significant degree.

In relation to overall acquisitive crime levels there appeared to be no statistically significant association between years on year increases in either the volume of acquisitive crime or percentage

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change and street lighting coverage which would be expected under an Informal Social Control hypothesis. Similar patterns have been experienced nationally which suggests that the implementation of a Part-Night Street Lighting program may not necessarily be the sole cause of the increases in acquisitive crime recorded over the previous 12 months. Please note that the increases recorded in Surrey were above the national average. This variance could be explained by a transition to Part-Night Street Lighting arrangements which may have accentuated increases recorded compared to elsewhere in the country. Other considerations include the potential displacement of offences from MPS Force area, particularly in boroughs which neighbour Surrey. Given the potential displacement of offences from MPS, the Force may wish to consider the use of 'Smartwater' which has been employed with the MPS to great effect with reductions of 85% in Burglary offences in target areas. The product was initially trialled within Surrey on a small scale in late 2016 and saw some promising results but has not been rolled out more widely at this point.

Of concern is a marked reduction in resident's perception of safety during hours of darkness within the county over the previous 6 months which, although not statistically significant at this stage, is trending in this direction. This is not to suggest that a causal relationship has been established however Surrey Police/Surrey County Council may wish to further explore and consult residents to understand the main causes of a reduction in this metric.

Given the increases in acquisitive crime across the county over the previous 12 months it is recommended that the Force explore an appropriate response in terms of crime reduction strategies. There is some evidence that wards with less street light coverage as a result of the Part-Night Street Lighting program have experienced larger year on year percentage increases in acquisitive crime committed between 00.00 and 05.00 although this is not to a statistically significant degree within this dataset.

Forces across England and Wales have experienced similar trends in acquisitive crime trends which makes it difficult to isolate street lighting at the causal factor. Given the above average increases across the county compared to the national average however, Part-Night Street Lighting may explain this variance although the potential displacement of offenders from MPS boroughs into Surrey should also be considered within any crime prevention strategy. A matrix has been prepared to highlight those wards considered to be most at risk given trends in crime over the previous 12 months to allow them to be prioritised (Provided in the attached dataset).

Although not directly related to levels of acquisitive crime, it is also recommended that Surrey Police and Surrey County Council seek to understand the primary drivers of reductions in perceptions of safety amongst residents surveyed as part of the Joint Neighbourhood Survey.

Appendix A – Offence List

- 126 Interfering with a motor vehicle
- 28A Burglary in a Dwelling (exc Att/Dis)
- 28B Attempted burglary in a dwelling
- 28C Distraction burglary in a dwelling
- 28D Attempted distraction burglary in a dwelling
- 28E Burglary - Residential
- 28F Attempted burglary - Residential
- 28G Distraction burglary - Residential
- 28H Attempted distraction burglary - Residential
- 29 Aggravated burglary in a dwelling
- 29A Aggravated burglary - Residential
- 30A Burglary in a Building other than a Dwelling (exc Att)
- 30B Attempted burglary in a building other than a dwelling
- 30C Burglary - Business and community
- 30D Attempted burglary - Business and community
- 31 Aggravated burglary in a building other than a dwelling
- 31A Aggravated burglary - Business and community
- 37.2 Aggravated vehicle taking
- 39 Theft from the person
- 40 Theft in a dwelling other than from an automatic machine or meter
- 44 Theft or unauthorised taking of a pedal cycle
- 45 Theft from a motor vehicle
- 47 Theft from automatic machine or meter
- 48 Theft or unauthorised taking of motor vehicle
- 49 Other theft

Appendix B – Regression Model for Volume Change (00.00 – 05.00)

Residuals:

Min	1Q	Median	3Q	Max
-19.0351	-2.6115	-0.3962	2.2950	16.2353

Coefficients:

	Estimate	Std. Error	t value	Pr(> t)
(Intercept)	1.574856	0.396351	3.973	9.9e-05 ***
Lights_Per_1000H	0.004963	0.002712	1.830	0.0687 .

Signif. codes:
0 '***' 0.001 '**' 0.01 '*' 0.05 '.' 0.1 ' ' 1

Residual standard error: 4.608 on 199 degrees of freedom
(5 observations deleted due to missingness)
Multiple R-squared: 0.01655, Adjusted R-squared: 0.01161
F-statistic: 3.349 on 1 and 199 DF, p-value: 0.06873

Appendix C – Regression Model for Percentage Change (00.00 – 05.00)

Residuals:

Min	1Q	Median	3Q	Max
-1.7763	-0.7942	-0.3303	0.3810	4.2197

Coefficients:

	Estimate	Std. Error	t value	Pr(> t)
(Intercept)	0.7941626	0.1101793	7.208	1.15e-11 ***
Lights_Per_1000H	-0.0005909	0.0007538	-0.784	0.434

Signif. codes:
0 '***' 0.001 '**' 0.01 '*' 0.05 '.' 0.1 ' ' 1

Residual standard error: 1.281 on 199 degrees of freedom
(5 observations deleted due to missingness)
Multiple R-squared: 0.003079, Adjusted R-squared: -0.001931
F-statistic: 0.6146 on 1 and 199 DF, p-value: 0.434

Appendix D – Regression Model for Volume Change

Residuals:

Min	1Q	Median	3Q	Max
-46.183	-10.684	-1.015	9.846	73.608

Coefficients:

	Estimate	Std. Error	t value	Pr(> t)
(Intercept)	8.774814	2.699707	3.250	0.00135 **
Lights_Per_1000H	0.027200	0.009969	2.728	0.00694 **
Deprivation	-0.233587	0.252729	-0.924	0.35648

Signif. codes:

0 '***' 0.001 '**' 0.01 '*' 0.05 '.' 0.1 ' ' 1

Residual standard error: 16.92 on 198 degrees of freedom
(5 observations deleted due to missingness)

Multiple R-squared: 0.03927, Adjusted R-squared: 0.02957

F-statistic: 4.047 on 2 and 198 DF, p-value: 0.01894

Appendix E – Regression Model for Percentage Change

Residuals:

Min	1Q	Median	3Q	Max
-0.8750	-0.2992	-0.0755	0.1995	3.2370

Coefficients:

	Estimate	Std. Error	t value	Pr(> t)
(Intercept)	0.3230089	0.0813169	3.972	9.96e-05 ***
Lights_Per_1000H	0.0005502	0.0003003	1.832	0.0684 .
Deprivation	-0.0115351	0.0076124	-1.515	0.1313

Signif. codes:

0 '***' 0.001 '**' 0.01 '*' 0.05 '.' 0.1 ' ' 1

Residual standard error: 0.5097 on 198 degrees of freedom
(5 observations deleted due to missingness)

Multiple R-squared: 0.02665, Adjusted R-squared: 0.01682

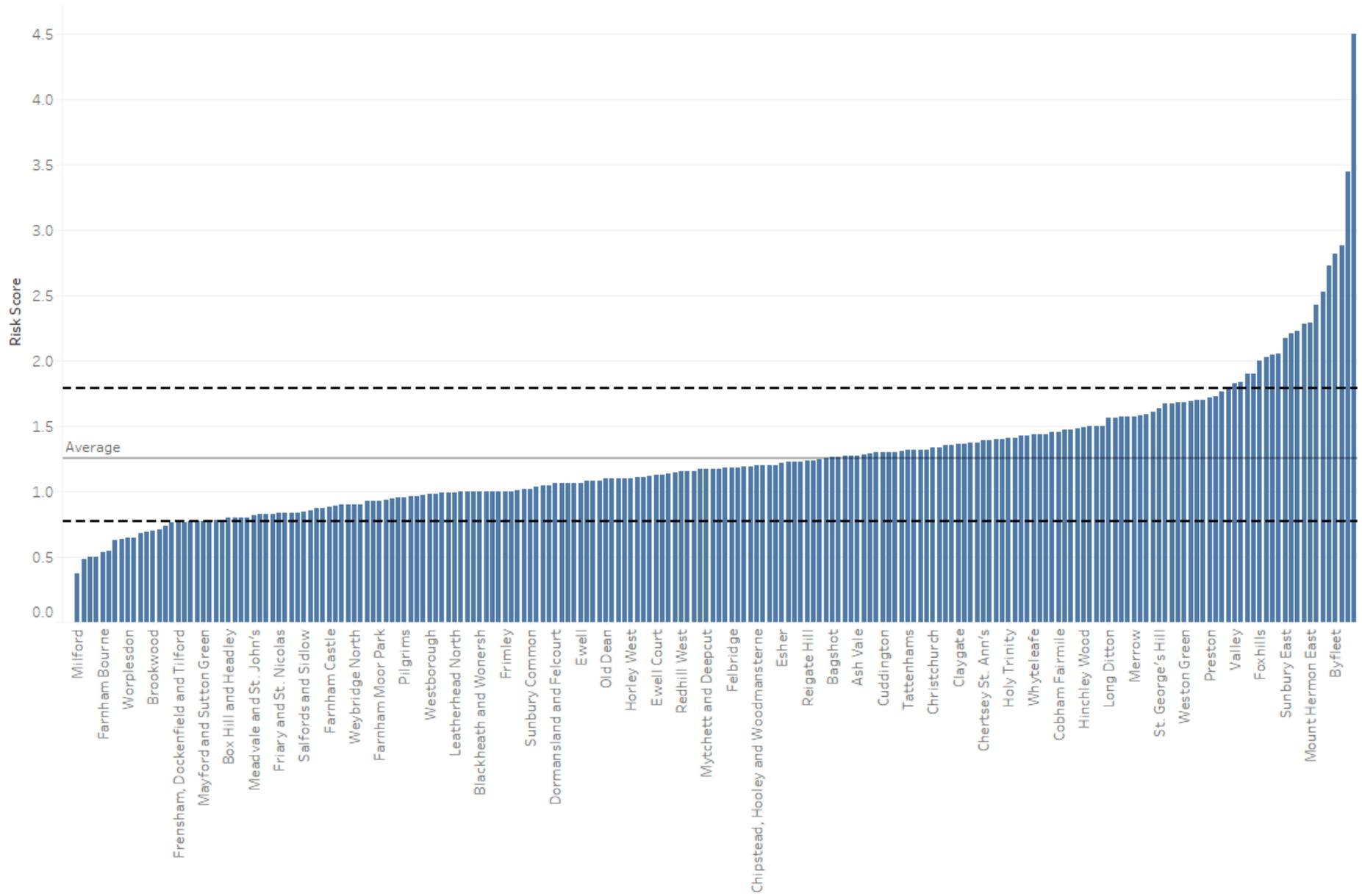
F-statistic: 2.711 on 2 and 198 DF, p-value: 0.06897

Appendix F – Top Risk Areas

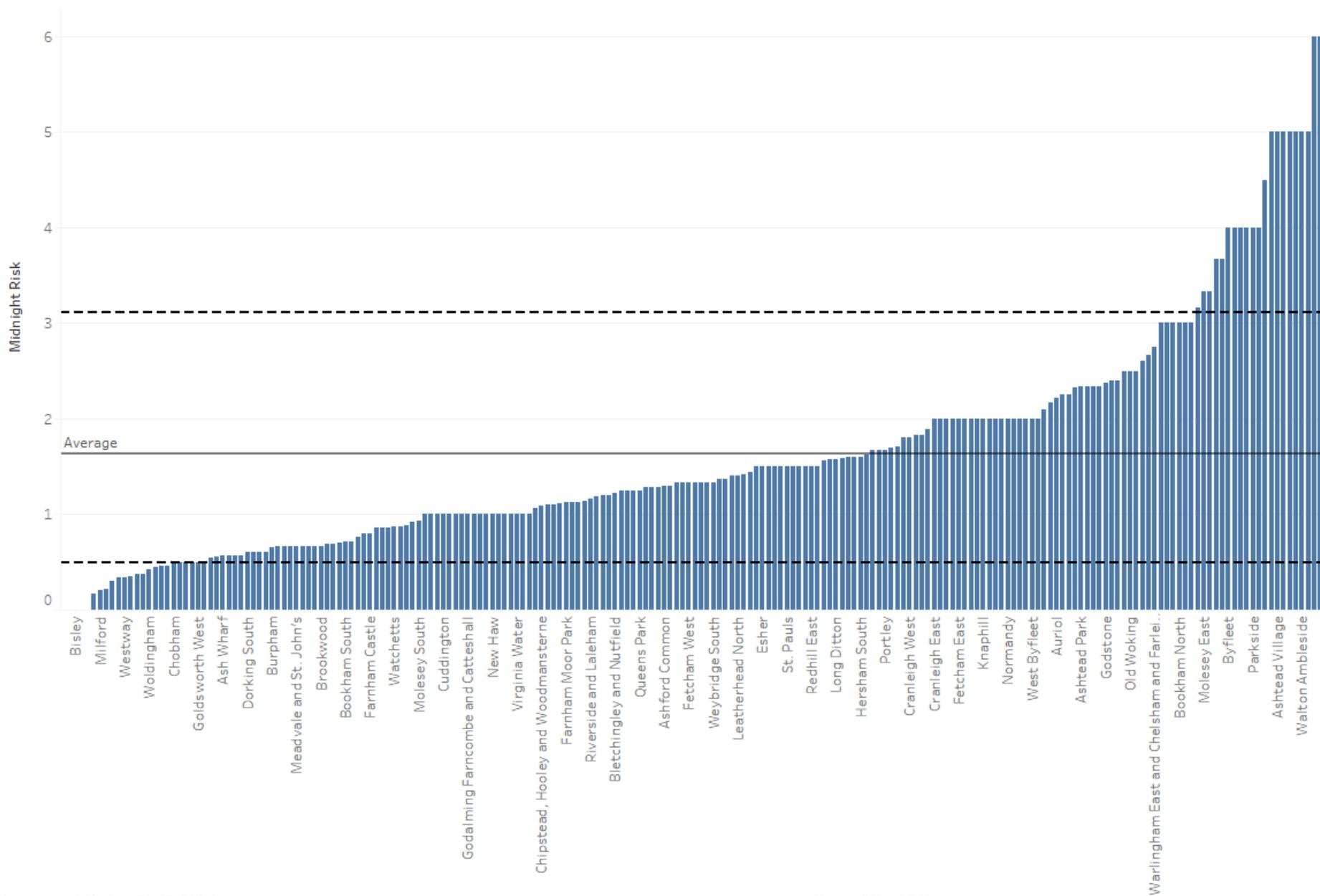
Acquisitive Crime Risk Areas (00.00 - 05.00)	Borough	Division
West End	Surrey Heath	W
Brockham, Betchworth and Buckland	Mole Valley	E
Godalming Binscombe	Waverley	W
Ashted Village	Mole Valley	E
Banstead Village	Reigate & Banstead	E
Old Dean	Surrey Heath	W
Preston	Reigate & Banstead	E
Walton Ambleside	Elmbridge	N
Witley and Hambledon	Waverley	W
Horsell East and Woodham	Woking	W
Byfleet	Woking	W
Christchurch	Guildford	W
Hindhead	Waverley	W
Nork	Reigate & Banstead	E
Parkside	Surrey Heath	W
Sunbury East	Spelthorne	N
Cobham Fairmile	Elmbridge	N
Holmwoods	Mole Valley	E
Stoneleigh	Epsom & Ewell	E
Molesey East	Elmbridge	N
Maybury and Sheerwater	Woking	W

Acquisitive Crime Risk Areas	Borough	Division
Goldsworth West	Woking	W
Horsell East and Woodham	Woking	W
Byfleet	Woking	W
Staines South	Spelthorne	N
West End	Surrey Heath	W
Godalming Binscombe	Waverley	W
Mount Hermon East	Woking	W
Farnham Weybourne and Badshot Lea	Waverley	W
Hermitage and Knaphill South	Woking	W
Farnham Upper Hale	Waverley	W
Sunbury East	Spelthorne	N
Cranleigh West	Waverley	W
Witley and Hambledon	Waverley	W
Thames Ditton	Elmbridge	N
Foxhills	Runnymede	N
Auriol	Epsom & Ewell	E
Tatsfield and Titsey	Tandridge	E
Beare Green	Mole Valley	E
Valley	Tandridge	E
Burpham	Guildford	W

All Acquisitive Crime Risk Matrix



Acquisitive Crime Committed between 00.00 and 05.00 Risk Matrix



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



DATE: 23 SEPTEMBER 2019

LEAD OFFICER: PARTNERSHIP COMMITTEE OFFICER

SUBJECT: REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES

DIVISION: ALL

SUMMARY OF ISSUE:

This report seeks to evaluate the need to set up task groups in view of the current transformation work being carried out by the Committee.

RECOMMENDATIONS:

The Joint Committee (Runnymede) is asked to agree:

- (i) To appoint the vice-chairman to represent the Committee on the Community Safety Partnership as set out in their terms of reference.
- (ii) To dispense with the establishment of the Committee's task groups
- (iii) To suspend representation to the Early Help Board until their review has been completed.

REASONS FOR RECOMMENDATIONS:

It is customary for the Joint Committee to appoint representatives to their task groups and external bodies at the beginning of the municipal year. However, in line with the County's "Community Vision for 2030" and the Borough Council's own partnership working initiatives, Committee members are examining whether task groups are currently the best way to tackle key issues such as parking.

Therefore it is suggested that the Committee considers the role of task groups as part of the current transformation work and re-visits them should it be appropriate in the future.

The current status of each area of work has been set out in the analysis and the Terms of Reference for each group and external body has been attached as appendix 1.

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.
- 1.2 Representation on external bodies is similarly decided and is reviewed and agreed by joint committee members annually.
- 1.3 In view of the Committee's desire to re-evaluate its role, it is suggested that the formation of task groups is put on hiatus whilst this is undertaken.

2. ANALYSIS:

- 2.1 In previous years, the Committee has established the following task groups
- 2.2 **Parking Task Group**
- 2.3 The On Street Parking Task Group meets at least once a year and formally reports to the Joint Committee annually providing information such as:
 - On street parking enforcement - reviewing existing restrictions and considering proposals for new ones.
 - Financial information including an overview of the income and expenditure for the on street parking account (and any recommendations for the use of surplus income if relevant).
 - The Terms of Reference have been revised to include officers from both the borough and county council as well as to allow membership to external parties with an interest in the areas under discussion.
- 2.4 Setting up the task group would add to officers' work load and additional meetings to the task group members' diaries.
- 2.5 As the Runnymede Parking Review is already underway, establishing a task group at this stage would have limited impact on the outcome.
- 2.6 **Royal Holloway College / Englefield Green parking group**

A report was brought to committee last September detailing a consultation which was been held in the area to gather residents' views on a proposal to implement a Controlled Parking Zone. The data gathered was insufficient to support this proposal at this time and it was recommended that the group suggest alternative parking measures going forward at their autumn meeting.

- 2.7 It is recognised that the pressure on parking still exists and may be exacerbated should there be an increase in student accommodation or any significant property developments.
- 2.8 Members are monitoring the parking situation and continue to liaise with the local community. Should there be changes in the circumstances or a solution presents itself, the group can reconvene on an adhoc basis.

2.9 Runnymede Early Help Advisory Board

- 2.10 Early Help Advisory Boards (EHAB) were set up in 2017, as part of the county council's Early Help offer and at that time two members of the area Local/Joint Committee were appointed to each local board. Membership of the EHAB was previously reviewed on an annual basis along with LC/JC member representation on task groups and other external bodies.
- 2.11 In February 2019 the county council replaced Early Help with its new Family Resilience practice model and consequently the role of the EHABs is currently under review.
- 2.12 It is recommended therefore that Joint Committee representation should be addressed once the review has been completed.

2.13 Resident Engagement Task Group

- 2.14 At the meeting of the Joint Committee in September 2018, it was agreed that a Resident Engagement Group was to be established to look at the increasing public engagement.
- 2.15 A county-wide review of the joint and local committees, conducted last year showed there was a broader appetite for public engagement and a recommendation was made to expand the purview of the committees to facilitate this.
- 2.16 Building on this and recognising the strong track record of locality partnership working in the county, discussions have started with the Leaders of Surrey's district and borough councils and the Chairmen of the Local and Joint Committees on what future locality partnerships could look like.

It is also recognised that Runnymede Borough Council has included matters relating to the Joint Committee as part of the remit of their External Relations and Infrastructure working group.

- 2.17 The Committee is also currently internally reviewing its approach to communications and public engagement.
- 2.18 In view of the changing landscape for partnership working and in reflection of the opportunity presented by the borough's working group, the recommendation is that the establishment of the Resident Engagement Task Group should not go ahead this year.

2.19 Runnymede Community Safety Partnership (CSP)

2.20 This is an external body to which the Joint Committee is request to agree the appointment of a county member (currently residing as either chair or vice-chair) to represent the Committee.

2.21 At the last meeting, the Committee agreed to hold £3,000 of funding for community safety projects and invited the CSP to put forward their proposals for projects it could be used against.

2.22 As this funding is currently unallocated, representation on the CSP could help to ensure this funding is utilised effectively.

2.23 The Terms of Reference are attached to this report as Annex 1

3. OPTIONS:

3.1 The Committee can agree with the recommendations set out in the report.. Alternatively, it can establish new task groups, or reconvene 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 overleaf.
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.

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:

Carys Walker, Partnership Committee Officer, Telephone 01932 794081

Consulted:

Joint committee members.

Appendices: Runnymede Community Safety Partnership. Terms of Reference.

Sources/background papers:

Runnymede Joint Committee June 2019, REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES

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JOINT COMMITTEE (RUNNYMEDE)**Annex 1****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.

The Terms of Reference for the individual task groups and external bodies are set out overleaf. **Please note:** Terms of Reference for Borough Council's External Relations and Infrastructure working groups are currently in development and will be supplied at a later date.

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) and officers from both authorities. The Joint Committee chairman can use his/her discretion to invite representatives from those external bodies that have a particular interest in local parking issues to attend.
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

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- 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.

Runnymede Community Safety Partnership Terms of Reference

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

1. Introduction

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

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

2. Membership

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

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

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

The Borough Council's Head of Community Development

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The Borough Council's Community Safety Manager
 The Surrey Police Neighbourhood Superintendent and/or Police
 Neighbourhood Inspector
 Runnymede Police & Crime Commissioner Panel Representative
 The Surrey Fire and Rescue Service Borough Manager
 North-West Surrey Clinical Commissioning Group
 The Surrey & Sussex Probation Service Manager
 The Borough Council's Member for Community Safety
 The County Council Joint Committee Divisional Member who is either
 Chairman or Vice Chairman of the Joint Committee
 The Surrey County Council Community Safety Officer - Runnymede
 The Family Services Manager for Runnymede

Other Officers and representatives of partners agencies may attend as and when appropriate.

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

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

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

3. Vision and Objectives

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

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

4. Partnership Plan

The CSP will produce a three year rolling plan to tackle the priorities identified in the Strategic Assessment. This plan will be prepared by the Community

Safety Manager for ratification by the CSP and council and will be revised annually.

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

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

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

5. Meetings

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

The partnership agreement will act as the constitution for the Runnymede CSP.

6. Appointment of a Chair and Vice Chair and Responsibilities

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

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

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

6.3 Subject to 6.2 above, should the Chair vacate the position outside of the elected period the Vice Chair will be offered the position in the first instance. If

they choose not to accept this position s/he can still remain as the Vice Chair for the remainder of their term if they wish. In this instance the CSP would be required to elect a replacement from the current membership. Anyone (including the Vice Chair) taking the Chair's role under these circumstances will stay in the position for the remainder of the vacating Chair's term only.

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

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

7. Decision Making Procedures

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

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

8. Resources

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

9. Financial Matters

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

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- The CSP will identify resources to enable them to deliver on the actions identified within the Partnership Plan on an annual basis.
- The Partnership will receive a budget summary report at each meeting.
- The CSP will identify four representatives from those that make up the 'responsible authorities' membership to approve funding spend. This should always meet the objectives of the action plan.
- All capital assets purchased on behalf of the Partnership will remain the property the Partnership.
- All capital assets belonging to the Partnership cannot be sold or transferred by any of the individual partners without full agreement of the funding panel of the CSP.
- The Runnymede Borough Council Community Safety Manager will be responsible for the Funding audit trail.
- All projects and activities commissioned by the CSP will be evaluated to ensure that limited resources are spent in the most appropriate way to ensure 'value for money'. Representation will be taken from those agencies which allocate specific funds.

10. Risk Management

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

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

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

11. Monitoring and Evaluating Performance

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

- A standardised template based on the agreed priority actions will be developed and reported upon quarterly.
- RBC's ASB online report data and Police Performance management systems will be used to update the CSP as to performance over time and against peers.
- Performance will be a standing item at each CSP meeting.

12. Information Sharing Protocol

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

13. Complaints

Any partner, organisation or community representative wishing to make a complaint about the work of the Partnership or a decision made on behalf of the Partnership should, in the first instance, put forward their complaint in writing to the Community Safety Manager at Runnymede Borough Council. If the matter cannot be resolved at this stage, the Community Safety Manager will refer it onto the Chairperson of the CSP for appropriate action.

14. Review

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

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

An annual community safety report will be compiled and ratified by the CSP, Community Services Committee and the Crime and Disorder Committee.

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

15. Signatures

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

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

(a) Organisation: Head of Community Development Runnymede Borough Council

Position:

Print Name:

Signed:

Date:

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(b) Organisation: Runnymede Borough Council Community Safety
Manager

Position: _____

Print Name: _____

Signed: _____

Date: _____

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

Position: _____

Print Name: _____

Signed: _____

Date: _____

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

Position: _____

Print Name: _____

Signed: _____

Date: _____

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

Position: _____

Print Name: _____

Signed: _____

Date: _____

(f) Organisation: Surrey Fire & Rescue Service Borough Manager

Position: _____
Print Name: _____
Signed: _____
Date: _____

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

Position: _____
Print Name: _____
Signed: _____
Date: _____

(h) Organisation: Surrey & Sussex Probation Service

Position: _____
Print Name: _____
Signed: _____
Date: _____

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

Position: _____
Print Name: _____
Signed: _____
Date: _____

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

Position: _____

Print Name: _____

Signed: _____

Date: _____

(k) Organisation: Surrey County Council Community Safety Officer - Runnymede

Position: _____

Print Name: _____

Signed: _____

Date: _____

(l) Organisation: Family Services Manager

Position: _____

Print Name: _____

Signed: _____

Date: _____

16. Contact details

For further information on the Runnymede Community Safety Partnership please contact the Community Safety Manager, Runnymede Borough Council, Civic Centre, Station Road, Addlestone, KT15 2AH

Joint Committee (Runnymede) - Forward Plan

Details of future meetings			
<p>Dates for the Runnymede Joint Committee 2018/19/20: 17 June 2019, 23 September 2019, 25 November 2019, 9 March 2020 The Committee meeting commences at 7.00pm (Informal Public Question Time from 7.00pm for up to 30 minutes). 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 Runnymede 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
Parking Review	To consider requests for changes to parking restrictions throughout the borough.	Peter Wells (SCC)	November 2019
Local transport strategy review	Seeking approval to consult (Include LHR update and southern light railway)	Jeff Wilson (SCC)	November 2019

Suggested topics not yet firmly scheduled

Topic	Purpose	Lead officer	Suggested date
Education update	For information. Updating on schools improvement transition work and future role of committees in education	Paula Evans (SCC)	Tbc
Network management	A discussion / explanation of the management of the roadworks	Matthew Jezzard SCC	Winter 18/spring 19
On-street parking, cluster working	Revised outline of RBC's action in respect of the recent re-awarding of an agency agreement for on street parking enforcement.	To be advised (RBC)	(deferred from July 2018)
Surrey Next	Looking at how boroughs/districts and the county can work more closely together.	Paul Turrell, RBC	
Rethinking transport programme	Following discovery stage of projects	Simon Griffin (SCC)	To be decided