

# Agenda

6.30 pm

Monday, 15 July 2019

Council Offices, Knowle Green, Staines-upon-Thames

TW18 1XB



## Discussion

- **Highways programme**
- **Community Safety funding**
- **Health & Wellbeing strategy**

## You can get involved in the following ways

### ***Ask a question***

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

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

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

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

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

If you live, work or study in Spelthorne and have a local issue of concern, you can petition the joint committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the committee officer 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](mailto:carys.walker@surreycc.gov.uk)

*Tel:* 01932 794081

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



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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

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## **Surrey County Council Appointed Members**

Mr Richard Walsh, Laleham and Shepperton (Vice-Chairman)  
Mr Robert Evans, Stanwell and Stanwell Moor  
Mr Tim Evans, Lower Sunbury and Halliford  
Mr Naz Islam, Ashford  
Miss Alison Griffiths, Sunbury Common & Ashford Common  
Mrs Sinead Mooney, Staines  
Ms Denise Turner-Stewart, Staines South and Ashford West

## **Borough Council Appointed Members**

Cllr Ian Harvey, Sunbury East (Chairman)  
Cllr Maureen Attewell, Laleham and Shepperton Green  
Cllr Chris Bateson, Staines South  
Cllr Sue Doran, Stanwell North  
Cllr Tom Fidler, Halliford and Sunbury West  
Cllr Joanne Sexton, Ashford North & Stanwell South  
Cllr Richard Smith-Ainsley, Laleham & Shepperton Green

Chief Executive  
Spelthorne Borough Council  
**Daniel Mouawad**

Chief Executive  
Surrey County Council  
**Joanna Killian**

### **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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

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

If you have any queries regarding this, please contact the representative of 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 JOINT COMMITTEE CHAIRMANSHIP (FOR INFORMATION)**

To announce the change in chairmanship tenure

### **2 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **3 MINUTES FROM PREVIOUS MEETING**

(Pages 9 - 14)

To approve the Minutes of the previous meeting on 13 March 2019 as a correct record.

### **4 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.

### **5 DECISION TRACKER (FOR INFORMATION)**

(Pages 15 - 22)

To review any outstanding decisions from the Joint Committee.

### **6 PETITIONS & PETITION RESPONSES**

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

## **7 WRITTEN MEMBER QUESTIONS**

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

## **8 WRITTEN PUBLIC QUESTIONS**

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

*This item concludes the public participation section of the meeting.*

## **9 PARKING UPDATE (EXECUTIVE FUNCTION, FOR DECISION) (Pages 23 - 28)**

An update on a parking proposal outstanding from the parking review of the 13 March. The reports outlines the results of the consultation with residents of Ford Close, Shepperton and the resulting recommendations.

## **10 HIGHWAYS UPDATE (EXECUTIVE FUNCTION, FOR DECISION) (Pages 29 - 62)**

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

## **11 CABINET MEMBER UPDATE (EXECUTIVE FUNCTION, FOR INFORMATION)**

Cllr Matt Furniss, Cabinet Member for Highways will address the Committee.

## **12 COMMUNITY SAFETY FUNDING (EXECUTIVE FUNCTION, FOR DECISION) (Pages 63 - 66)**

This report outlines the proposed process for allocating the Committee's community safety funds for the municipal year 2019/20 and gives an update on the project that was supported with last year's funding.

## **13 HEALTH & WELLBEING STRATEGY UPDATE (FOR INFORMATION) (Pages 67 - 108)**

An update on the Borough Council's latest Health and Wellbeing strategy.

**14 TASK GROUPS & MEMBERSHIPS ON EXTERNAL BODIES (EXECUTIVE FUNCTION, FOR DECISION)** (Pages 109 - 130)

This report outlines the Committee's task groups and their membership on other bodies and requests that the Committee agree on membership for this for the municipal year 2019/20

**15 FORWARD PROGRAMME 2019/20** (Pages 131 - 132)

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

**16 DATE OF NEXT MEETING**

To be held on Monday 30 September, 2019 at 6.30pm in the Council Chamber, Spelthorne Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB.

(Meeting to start with Informal Open Forum)

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Minutes of the meeting of the  
**Spelthorne JOINT COMMITTEE**  
held at 6.30 pm on 13 March 2019  
at Council Offices, Knowle Green, Staines-upon-Thames. TW18 1XB.

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

**Surrey County Council Members:**

- Mr Richard Walsh (Chairman)
- \* Mr Robert Evans
- \* Mr Tim Evans
- Mr Naz Islam
- \* Miss Alison Griffiths
- \* Mrs Sinead Mooney
- \* Ms Denise Turner-Stewart

**Borough / District Members:**

- \* Cllr Ian Beardsmore
- \* Cllr Ian Harvey (Vice-Chairman)
- \* Cllr Maureen Attewell
- Cllr Quentin Edgington
- \* Cllr Alfred Friday
- \* Cllr Richard Smith-Ainsley
- \* Cllr Howard Williams

\* In attendance

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**Open Forum Questions**

Questions and responses from the informal open forum session are attached as an Annex to the minutes.

**59/18 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mr Richard Walsh and Mr Naz Islam.

**60/18 MINUTES FROM PREVIOUS MEETING [Item 2]**

The minutes of the meeting held on 10 December 2018 were approved as a correct record.

**61/18 DECLARATIONS OF INTEREST [Item 3]**

There were no declarations of interest.

**62/18 PETITIONS & PETITION RESPONSES [Item 4]**

No petitions were received.

**63/18 WRITTEN MEMBER QUESTIONS [Item 5]**

**Declarations of Interest:** None

**Officers attending:** Nick Healey, Area Highway Manager.

**Petitions, Public Questions, Statements:** None.

**Member Discussion – key points:**

Two questions were received from Cllr Sider BEM; the questions and responses are included in the agenda papers for the meeting.

Cllr Sider expressed his dissatisfaction with the officer response to the question regarding vegetation overgrowing the shared pedestrian and cyclist route on Walton Lane. The Divisional Member for Sunbury Common & Ashford Common indicated that she would speak directly to Cllr Sider having had a conversation with the Cabinet Member.

**64/18 WRITTEN PUBLIC QUESTIONS [Item 6]**

No questions were received.

**65/18 DECISION TRACKER (FOR INFORMATION) [Item 7]**

**Declarations of Interest:** None

**Officers attending:** Gregory Yeoman, Partnership Committee Officer

**Petitions, Public Questions, Statements:** None.

**Member Discussion – key points:**

The decision tracker was reviewed by the committee and the updates were noted.

The Divisional Member for Sunbury Common & Ashford Common asked for the amount of her highways allocation showing as a contribution to the feasibility study on Chertsey Road to be corrected.

**66/18 SURREY FOSTERING SERVICE UPDATE (FOR INFORMATION) [Item 8]**

**Declarations of Interest:** None

**Officers attending:** Francesca Magnavacca, Fostering & Adoption Recruitment and Marketing Officer, and Mariana Bracho, Fostering Recruitment Officer for Unaccompanied Asylum Seeking Children

**Petitions, Public Questions, Statements:** None.

The officers presented their report. Across the county there were approximately 500 children in foster care, and between 300 and 350 foster carers. With a growing need for more fostering families, they stated that they wanted to work more closely with boroughs and explore the responsibilities that councillors have in this area of work. They noted that it was also important to engage more closely with residents, so they consider fostering.

Events were needed to promote awareness of the opportunities to foster, and of the benefits as well. Members were invited to be involved in this, particularly in the role of co-hosts of the events.

**Member Discussion – key points:**

The borough portfolio holder for Community Wellbeing stressed the seriousness with which the borough takes the subject of fostering and corporate parenting. Discussions are being held with leisure centres to provide free swimming and discounts on other services to Looked After Children, and the SCC Cabinet member for Children, Young People and Families and the Director of Children, Families and Learning are being kept up to date with the situation in Spelthorne.

Apart from the additional cost involved in locating children from Surrey with foster carers outside the county, the emotional and relationship issues that this can create were noted as children are removed from their peer group and other family members. By recruiting more foster carers the aim was to place children in welcoming homes in the county; in Surrey the conversion rate from those residents who showed an interest to actually applying to become a foster carer was 15% - above the national average. There were a number of misconceptions about becoming a foster carer, and the officers were keen to show what the real situation is in order to encourage more enquiries and interest. With the number of applicants currently working their way through the six-month process it was felt that 2019/20 would produce a good number of new carers.

Surrey has the third-highest number of unaccompanied asylum-seeking children, after Kent and Croydon. These represent a very specific group (mostly male, 13-18 years old) and bring their own issues, particularly language barriers. The reason the numbers are high is that the individuals are often picked up by police at Cobham or Clacket Lane services on the M25, and they are handed over to the local authority to be looked after. There is a slight downward trend in the numbers, year on year, but there is also a smaller number of people offering to foster this particular group.

While there was a suggestion that the public perception of the provision of services for children in the county may not be as positive as it might, the committee recognised the good work that the Fostering Service was doing and thanked the officers for their report.

**67/18 HIGHWAYS UPDATE (EXECUTIVE FUNCTION) [Item 9]**

**Declarations of Interest:** None

**Officers attending:** Nick Healey, Area Highway Manager

**Petitions, Public Questions, Statements:** None.

**Member Discussion – key points:**

The Area Highway Manager presented his report, pointing out that there would be liaison with the Ward and Divisional members to agree the prioritisation of Local Structural Repair works in each area. Verbal corrections were made to Table 6 (Recommended Joint Committee funded capital LSR

programme for 2019-20) where some roads had been placed in the wrong Division.

In respect of the Staines Town Centre Scheme and associated SCOOT region revalidation project, it was noted that Cllrs Harvey and Mooney disagreed with the Area Highway Manager's record of the meeting held on 28<sup>th</sup> January 2019.

**The Joint Committee (Spelthorne):**

- (i) **Agreed** the (revised) strategy for allocation of Joint Committee Highways budgets for next Financial Year 2019-20 as set out in Table 4 (paragraphs 2.1.9 to 2.1.12 refer);
- (ii) **Approved** the proposed programme of Local Structural Repair (LSR – large scale patching) for next Financial Year 2019-20 described in paragraph 2.2.2 and Table 6.
- (iii) **Agreed** to the removal of 33 schemes from the prioritisation list in Annex A (paragraph 2.2.4 refers);
- (iv) **Authorised** the Area Highway Manager to commission two feasibility studies – the first for an amendment to the one-way system in Walton Lane, Shepperton, and the second to investigate pedestrian crossing improvements in Walton Bridge Road, Shepperton, as part of the Walton to Halliford Transport study (paragraph 2.6.2 and Annex B refers)
- (v) **Agreed** to the Area Highway Manager using part of the £30,000 Parking Surplus funding set aside for the re-validation of Staines Town Centre SCOOT region to arrange traffic surveys to design a new scheme of signs and road markings in the Staines Town Centre area (paragraphs 2.6.4 to 2.6.10 refer);
- (vi) **Agreed** to the Area Highway Manager using part of the £30,000 Parking Surplus funding set aside for the re-validation of Staines Town Centre SCOOT region to arrange traffic surveys to understand the pattern of traffic movement into, out of, and through Staines, in preparation for a review of the arrangement of roads within Staines (paragraphs 2.6.4 to 2.6.10 refer);
- (vii) **Authorised** the Area Highway Manager in consultation with the Chairman, Vice Chairman, and relevant Divisional Member(s) to undertake all necessary procedures to deliver the agreed programmes.

Reasons for recommendations:

Recommendations are made to facilitate development of Committee's 2019-20 Highways programmes, while at the same time ensuring that the Chairman, Vice Chairman and relevant Divisional Members are fully and appropriately involved in any detailed considerations.

Specific recommendations are made to facilitate a rationalisation of Committee's Integrated Transport Scheme (ITS) prioritisation list, to facilitate the development of schemes emerging from the Walton to Halliford Transport Study, and to facilitate development of a potential major Staines Town Centre Scheme.

Committee is asked to provide the necessary authorisation to deliver its programmes of work in consultation with the Chairman, Vice Chairman and relevant Divisional Member without the need to revert to the Committee as a whole.

## **68/18 PARKING REVIEW (FOR DECISION) [Item 10]**

**Declarations of Interest:** None

**Officers attending:** Jack Roberts, Parking Engineer

**Petitions, Public Questions, Statements:** None.

### **Member Discussion – key points:**

The officer presented his report. There was specific discussion about proposals affecting Stanwell Moor and Ferry Lane in Shepperton. Jack Roberts agreed to meet the chairman of the Stanwell Moor Residents Association, along with the Divisional Member, once advertising of the proposals has taken place.

A discussion was had regarding resolving situations when residents' views do not match officers' recommendations, and how to arrive at a balance of representing their wishes and managing the overall list of recommendations according to the priorities recognised by the officers.

The Divisional Member for Staines South and Ashford West asked for the proposals suggested by residents in her Division to be re-assessed, as none appeared in the Parking Engineer's list being put to the committee.

### **The Joint Committee (Spelthorne) agreed that:**

- (i) the proposed amendments to on-street parking restrictions in Spelthorne as described in this report and shown in detail on drawings in annexes A - F are agreed; **comments arising from the advertisement of the proposals in Spout Lane (Stanwell Moor) and Horton Road (Stanwell Moor), together with the Parking Engineer's subsequent recommendations, will be referred to the Joint Committee at its next meeting; requests for parking restrictions in Staines South and Ashford West will be resubmitted to the Parking Engineer for further consideration, and if it is deemed necessary to propose additional parking restrictions in this division, then they will be included in the 2019 parking review advertisement. After such time, approval would be sought at the Joint Committee meeting in July 2019, prior to the making of the traffic orders.**
- (ii) the intention of the county council to make an order under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on-street parking restrictions in Spelthorne as shown on the drawings in annexes A - F are advertised and that if no objections are maintained, the orders are made.
- (iii) if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the

parking strategy and implementation team manager, in consultation with the chairman/vice chairman of this committee and the appropriate county councillor. An additional member may be invited for comment.

Reasons:

It is recommended that the waiting restrictions are implemented as detailed in Annexes A - F. They will make a positive impact towards:-

- Road safety
- Access for emergency vehicles
- Access for refuse vehicles
- Easing traffic congestion
- Better regulated parking
- Better enforcement

**Further review by the Joint Committee of the proposals in Spout Lane (Stanwell Moor) and Horton Road (Stanwell Moor) will allow full consideration to be given to comments received from the local Residents Association.**

**There are a number of requests for new parking restrictions in Staines South and Ashford West which need to be considered.**

**69/18 FORWARD PROGRAMME 2019/20 (FOR INFORMATION) [Item 11]**

The Committee Officer was asked to invite the Cabinet Member for Children to address the committee, and also the Cabinet Member for Adult Social Care. Other contents of the plan were noted.

**70/18 DATE OF NEXT MEETING [Item 12]**

The next meeting is scheduled for Monday 15<sup>th</sup> July 2019 at 6.30pm.

Meeting ended at: 8.52 pm

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**Chairman**



## Spelthorne 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

6 Dec 2017	6	To lobby Heathrow Ltd to provide bus services around the south of the airport (Vice Chairman to assert Heathrow's social responsibilities as members' session)	<b>OPEN</b>	Strategic Transport team/ Chairman	<p>Chairman to update on his conversations with Heathrow.</p> <p>Strategic Transport team are awaiting data from LHR on their staff's work journeys to determine if additional services are viable.</p> <p>SBC 10/8/18 - SBC officers engaging regularly with HAL in bi-lateral discussions on Heathrow expansion, and via the Heathrow Strategic Planning Group (both in sub group on Transport sub group and at main meeting). Meetings also taking place at Chief Exec level between SBC and HAL on bus services and wider public transport issues.</p> <p>SCC 12/9/18 - Effectively, there has been little progress with dialogue with Heathrow Airport Ltd. This has been exacerbated by an extensive change of HAL personnel dealing with surface access and their pre-occupation with planning surface access developments in connection with the long-term Heathrow expansion plans.</p> <p>SCC Passenger Transport has been represented at stakeholder workshops considering the airport expansion plans and has made the point that enhancements need to be facilitated now by HAL for bus services from the south side of the campus, in order to establish a better platform on which to build in the future. The need for better services in the short term is also being pursued through the Heathrow Transport Forum.</p>
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					<p>For itself, SCC still has no budgetary capacity to pay for enhanced bus services from the south side</p> <p>8/10 - Cllr R Evans has asked the operator if bus route 8 could change to include Town Lane rather than follow Stanwell Moor Road.</p> <p>8/10 – SBC Leader stressed that regular mtgs with senior HAL officers, including the CEO, take place and the borough is pushing hard on resolving bus access.</p> <p>4/7/19 – For verbal update at committee on 15 July</p> <p><b>Recommend this item remains open for further updates.</b></p>
19 Mar 2018	6	Examine possibility of strategic review of crossing amenities along Staines Road West.	<b>CLOSED, subject to funding</b>	Area Highways Manager	No funding allocated so no progress. <b>Closed</b> , subject to funding.

19 Mar 2018	6	Review of flooding issues in Charlton Village and proposal for future additional measures to be taken.	<b>OPEN</b>	Area Highways Manager/ Cabinet Member	<p>Officers are working to develop a solution for implementation this Financial Year 2018-19.</p> <p>10/18 – Equipment is on order to clean the pipework and carry out a CCTV check to trace all the pipes. Any necessary minor repairs will be carried out and then if there is still a problem it may become a capital scheme. The standard for work being completed is three months following the placing of the equipment order – the Area Highways Mngr will circulate this date to the Borough and to CVRA. 9/10/18 – information circulated by AHM.</p> <p>10/12/18 – Highways Manager advised: gulleys, catch-pits and soakaways have been cleaned; new drainage pipe unearthed and cleaned, ditch by stables to be cleaned. A new overflow into the ditch may be needed if drains remain unable to cope.</p> <p>1/2/2019 – Works have been completed. Now monitoring the situation.</p> <p><b>Recommend this item remains open until Sept meeting for further updates.</b></p>
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19 Mar 2018	7	Look into possible additional solutions at Crooked Billet: extra overflow ditches.	<b>OPEN</b>	Area Highways Manager	<p>Works on order to create an overflow ditch. 10/18 - The contractor is lined up; it is necessary to coordinate with Highways England and the gas company as there is a high pressure pipeline running through the site. Work is expected to be completed by Christmas.</p> <p>1/2/2019 – Works have been completed. Now monitoring the situation.</p> <p><b>Recommend this item remains open until Sept meeting for further updates.</b></p>
8 Oct 2018	6	Highways Manager to liaise with Stanwell Moor RA to set scope of feasibility study into HGV width restrictions. SBC to commission contractor if necessary according to SCC resource availability.	<b>OPEN</b>	Area Highways manager; SBC	<p>SCC provided draft feasibility brief for Stanwell Moor Width restriction project to SBC on 16.10.18. SBC now waiting to hear back from their transport consultants. SCC in-house design team are 80% confident of reporting a feasibility study back to the March 2019 Committee meeting for decision if able to start work immediately. The intention is to engage with the SMVRA when SBC have heard back from their consultants, so we know what we can be offered.</p> <p>10/12/18 Highways manager reported that feasibility study is underway. Authority to decide on go-ahead with installation delegated by JC on 10/12/18 as part of the Highways update.</p> <p>1/2/2019 – Feasibility study in progress in consultation with the Stanwell Moor Village Residents' Association.</p> <p><b>Recommend this item is closed. Updates to this project will be featured in Highways reports.</b></p>

10 Dec 2018	5	Chertsey Road petition. Add feasibility study to the priorities list.	<b>OPEN</b>	Area Highways Manager	1/2/2019 – Feasibility study to commence next Financial Year 2019-20.  <b>Recommend this item is closed. Updates to this project will be featured in Highways reports.</b>
13 March 2019	Open Forum	SBC to liaise with Mrs Lewin re felling of trees on private land.	<b>CLOSED</b>	Group Head Neighbourhood Services, SBC	28/3 – conversation had with Mrs Lewin and trees in question identified. No further action needed. <b>Item to be removed from the tracker for next meeting.</b>
13 March 2019	Open Forum	SCC Making Surrey Safer consultation. SBC to draft a letter to SCC expressing concerns about impact on response times of fire crews to incidents in high-rise buildings.	<b>CLOSED</b>	Deputy CEO, SBC	21/3/19 - Press release published on SBC website raising concerns about proposals in the consultation. <b>Item to be removed from the tracker next meeting</b>
13 March 2019	Open Forum	Written response to Mr Seaman re. information about pothole dimensions.	<b>OPEN</b>	Area Highways Mngr	AHM to verbally confirm progress at the meeting.

13 March 2019	Open Forum	SBC to draft a letter to Heathrow Airport Ltd re. their letter to residents implying strong action if residents did not provide property information.	<b>CLOSED</b>	Deputy CEO, SBC	<p>A copy of the letter Mr McLuskey received was passed to SBC's legal team who advised that the Council is not in a position to ask Heathrow Airport Limited (HAL) to withdraw these communications, as they are entitled to ask for this information.</p> <p>Residents and businesses who receive this correspondence are, however, not obliged to provide the information requested. An explanatory note to this effect has been put on SBC's website at <a href="https://www.spelthorne.gov.uk/article/18444/Land-Referencing-letters-from-Heathrow">https://www.spelthorne.gov.uk/article/18444/Land-Referencing-letters-from-Heathrow</a> and a letter was sent to Emma Gilthorpe (HAL's Executive Director Expansion) asking her to reconsider how HAL engages with our community on this issue and to review the accuracy of any information sent to land owners to avoid the inevitable confusion and worry it causes to residents. Cllr Harvey also personally raised the issue verbally at the highest levels with Heathrow, expressing residents' concerns. SBC will continue to liaise with HAL over this matter over the coming months.</p> <p><b>Action completed. Recommended removal from tracker</b></p>
13 March 2019	Open Forum	SBC to perform searches to help Leacroft residents determine road ownership.	<b>OPEN</b>	Deputy CEO, SBC	<p>22/3/19 – Dep-CEO SBC contacted SCC Highways Mngr, who confirmed the land is Common Land.</p> <p><b>As this is outside the council's responsibility the item will be closed and removed for the next meeting.</b></p>

13 March 2019	Open Forum	SBC to draft a letter to Secretary of State (DEFRA) re continued closure of Footpath 18	<b>OPEN</b>	Deputy CEO, SBC	28/6 – Letter has been sent out to chase up this issue.  <b>Recommend this item is left open for further updates.</b>
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**SPELTHORNE BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL**

**SPELTHORNE JOINT COMMITTEE**

**DATE:** 15 JULY 2019

**LEAD OFFICER:** JACK ROBERTS ENGINEER, PARKING STRATEGY & IMPLEMENTATION TEAM

**SUBJECT:** FORD CLOSE, SHEPPERTON

**DIVISION:** LALEHAM AND SHEPPERTON

**SUMMARY OF ISSUE:**

Officers of Surrey County Council's parking team have carried out a consultation with residents of Ford Close, Shepperton regarding the 2017 Spelthorne parking review proposal for additional double yellow lines within the close.

**RECOMMENDATIONS:**

**The Joint Committee (Spelthorne) is asked to agree:**

- (i) not to proceed any further with the proposed double yellow lines in Ford Close.

**REASONS FOR RECOMMENDATIONS:**

Lack of support from residents of the close.

<b>1. INTRODUCTION AND BACKGROUND:</b>
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- 1.1 As part of the 2017 Spelthorne parking review, presented to this committee in December 2017, it was agreed that the presented proposal for additional double yellow lines within Ford Close, Shepperton be put on hold pending further consultation with residents of Ford Close.
- 1.2 Following discussion and agreement with the parking team, the county member for Laleham and Shepperton, Cllr Walsh, undertook a door to door consultation with residents of the close, in order to obtain their views on whether or not they support the additional double yellow lines proposed as part of the parking review.
- 1.3 Cllr Walsh reported to the parking team that the majority of Ford Close residents were not in favour of additional double yellow lines, and at that time, this was going to be reported as part of the next parking review committee report for the committee to note the results of the consultation. However, following a complaint by a resident

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

of Ford Close, regarding the way in which the consultation was carried out, specifically in regards to how the proposal was explained to residents, it was agreed as part of the complaints procedure for the parking team to carry out their own consultation.

- 1.4 In March 2019, the parking team wrote to each of the seven Ford Close properties, explaining the reasons for the consultation and the reasons behind the proposal. A copy of the original committee presented plan was also included. Residents were asked to complete an online form which asked for their contact details, as well as the single question “are you in favour of the proposed parking restrictions? – Answerable with either ‘yes’ or ‘no’. We also allowed residents to make any comments. Residents were given over 3 weeks to respond and we requested that only one response from each household be submitted.
- 1.5 To explain the plan enclosed with the letters, the following wording was used, which was based on wording used in the Dec 2017 parking review committee report: -

*As you can see, our proposal is to extend the existing double yellow lines from the junction with Watersplash Road on both sides of Ford Close, up to the boundary of 1 and 3 Ford Close on the south side, and up to the end of the existing row of cast iron bollards on the north side. This will ensure that unhindered access, both in and out of the close and to and from the driveways on the south side, is maintained at all times. The remaining section of Ford Close will remain unrestricted.*

## **2. ANALYSIS:**

- 2.1 The parking team received a response from each of the 7 households located within Ford Close. 3 households were in favour of additional double yellow lines and 4 households were against.
- 2.2 The few comments submitted referred to concerns about displacement parking into the remaining section of Ford Close (the turning circle area), there not being believed to be a parking problem in the close, issues with regards to driveway obstructions both outside and opposite driveways, and the narrowness of the road.
- 2.3 At around 4m wide, the carriageway leading into Ford Close is very narrow (normal carriageway width is around 6m wide), and with the multiple bollards on the footway, vehicles are now parking on this section entirely on the carriageway. When the bollards were installed, it would have been assumed at the time that vehicles would not park entirely on the carriageway, and it would therefore prevent all parking. However, vehicles are unfortunately parking next to the bollards, which is why double yellow lines were proposed to be extended. Ultimately, the parking is obstructive to the driveways at numbers 3 and 5 and is obstructive to traffic driving in and out of the close, as the parking takes up almost half of the carriageway width, leaving barely over 2m clear.

## **3. CONCLUSION AND RECOMMENDATIONS:**

- 3.1 The small cul-de-sac layout of Ford Close is quite common, in that there is an entry road leading to a turning circle area. As experienced by the parking team all over Surrey, it is normally seen and expected to achieve something close to unanimous support for parking changes in small cul-de-sacs, and it is far more



unusual for there to be divided opinion on a parking issue, particularly relating to obstructive parking. However, it is clear that within Ford Close there is divided opinion over what should be done, and the residents located in the entry road and the turning circle have different concerns and priorities to each other.

- 3.2 As 4 out of the 7 properties does represent a majority of households against additional double yellow lines, and as this committee did specifically request the 2017 proposal be put on hold pending further consultation with residents, it can only be recommended at this stage not to proceed any further with the proposed double yellow lines in Ford Close.

**Contact Officer:**

Jack Roberts (Engineer – Parking Team)

**Consulted:**

All 7 households located within Ford Close.

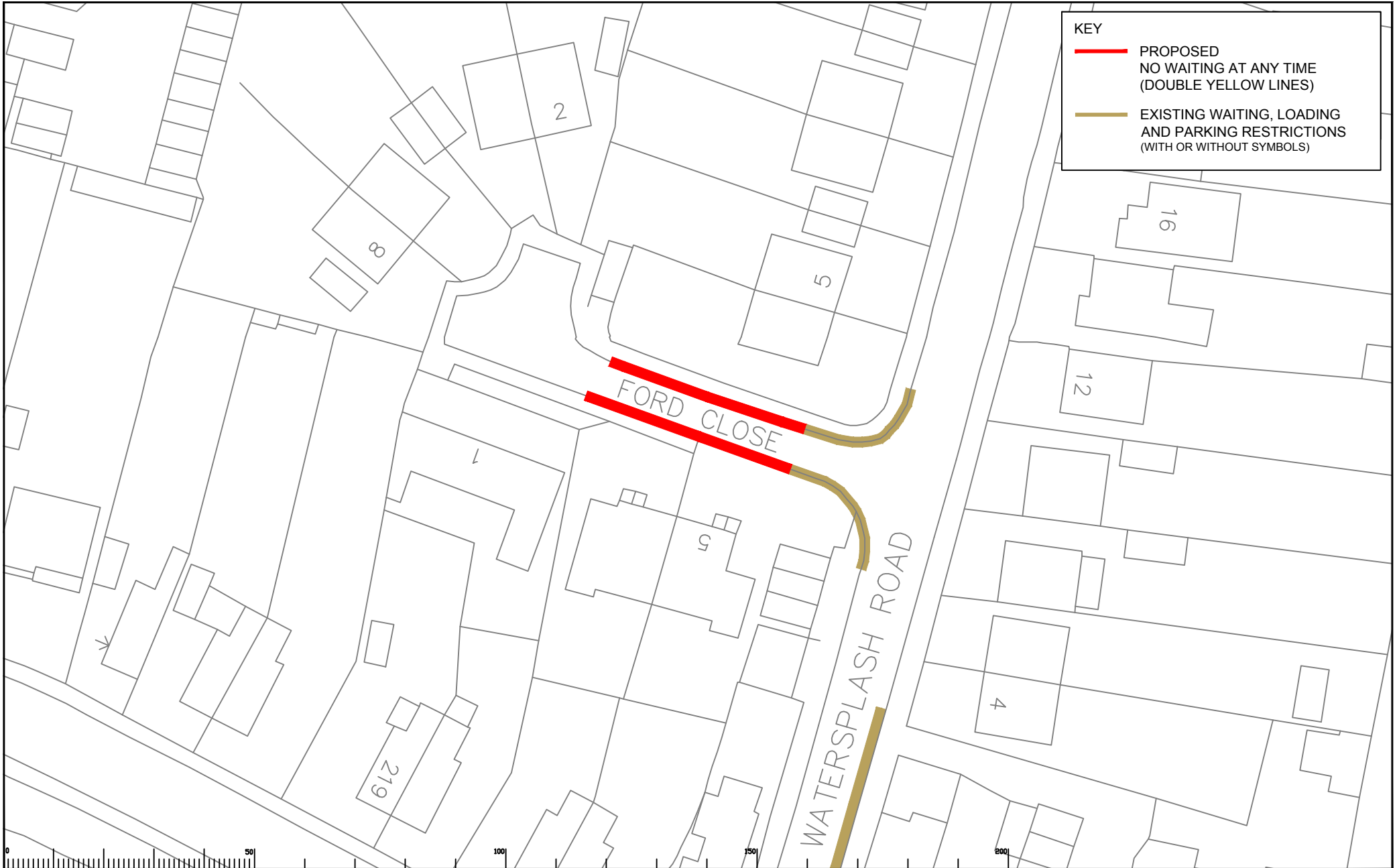
**Annexes:**

Plan showing proposed parking restrictions in Ford Close, Shepperton (as used in the parking team's consultation)

**Sources/background papers:**

There are none.

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Scale 1:500

Rev	Description	Drawn	Slg	Date	Chkd	Slg	Date	Appr	Slg	Date

Drawn by	JR	Slg	JR	Date	3/2019
Checked by	RH	Slg	RH	Date	3/2019
Approved by	DC	Slg	DC	Date	3/2019



Project: FORD CLOSE SHEPPERTON  
 Drawing: PROPOSED PARKING RESTRICTIONS  
 Scale: BA4

**SURREY COUNTY COUNCIL**  
 Sustainable Development  
 Surrey Highways

Project No. \_\_\_\_\_  
 Contract Sheet No. \_\_\_\_\_  
 Drawing No. \_\_\_\_\_  
 Rev. \_\_\_\_\_  
 Classification: CONSULTATION

SHEET 07

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**SURREY COUNTY COUNCIL**

**JOINT COMMITTEE (SPELTHORNE)**

**DATE: 15<sup>TH</sup> JULY 2019**



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

**SUBJECT: HIGHWAYS UPDATE**

**DIVISION: ALL**

**SUMMARY OF ISSUE:**

This report summarises progress with the Joint Committee's programme of Highways works for the current Financial Year 2019-20.

Officers have worked with Members to design a programme of Local Structural Repair (LSR – large scale patching) for this Financial Year 2019-20, of total value £78,000 capital.

Members are encouraged to start considering the strategy and priorities for next Financial Year, 2019-20.

**RECOMMENDATIONS:**

The Joint Committee (Spelthorne) is asked to:

- (i) Approve the capital maintenance programme detailed in Table 5 to be funded from the £78,000 capital allocation for this Financial Year 2019-20 (paragraph 2.2.9 refers)
- (ii) To authorise the advertisement of a legal notice for the relocation of two speed cushions in Clare Road, Stanwell, in support of bus stop improvements at the junction with Bedfont Road, and to consider any representations in consultation with the Chairman, Vice Chairman and Divisional Member and if there are no significant objections to relocate the speed cushions (paragraphs 2.6.2 and Annex D refer);
- (iii) To authorise the Area Highway Manager in consultation with the Chairman, Vice Chairman, and relevant Divisional Member(s) to undertake all necessary procedures to deliver the agreed programmes.

**REASONS FOR RECOMMENDATIONS:**

Committee's allocation of funding for carriageway patching needs to be prioritised to specific sites, which complement the countywide programmes of works.

Committee is asked to provide the necessary authorisation to deliver those programmes of work in consultation with the Chairman, Vice Chairman and relevant Divisional Member without the need to revert to the Committee as a whole.

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

- 1.1 Surrey County Council's Local Transport Plan (LTP) aims to improve the highway network for all users. In general terms it aims to reduce congestion, improve accessibility, reduce the frequency and severity of road casualties, improve the environment, and maintain the network so that it is safe for public use.
- 1.2 The Spelthorne Joint Committee has been delegated Highways budgets to be able to contribute to the objectives set out in Surrey County Council's LTP, according to local priorities.

## **2. ANALYSIS:**

### **Joint Committee finance**

- 2.1.1 Outturn figures from 2018-19 are shown in Table 1 below. As per normal practice, the capital overspend will be carried forward into 2019-20. A request to carry forwards revenue underspends into 2019-20 has been approved.

**Table 1 Outturn from 2018-19 (rounded figures)**

	Budget	Expenditure	Outturn
Committee Revenue	£168,200	£152,200	<b>£16,000 underspend</b>
Member Revenue	£37,500	£36,100	<b>£1,400 underspend</b>
Capital	£83,400 base budget £36,400 plus £30,500 underspend carried forward from 2017-18 plus £16,500 transferred from revenue	£91,000	<b>£7,600 overspend</b>

- 2.1.2 The Spelthorne Joint Committee has been delegated Highway budgets in the current Financial Year 2019-20 as follows:
- Committee revenue: £0
  - Member revenue: £52,500 (£7,500 per Division)
  - Capital: £177,778
  - **Total: £230,278**
- 2.1.3 The funds delegated to the Joint Committee are in addition to funds allocated at a County level to cover various Highways maintenance and improvement activities, including inspection and repair of safety defects, resurfacing, structures, vegetation maintenance, and drainage.
- 2.1.4 Committee agreed the allocations of the regular 2019-20 budgets at its meeting in March 2019. These agreed allocations are shown in Table 2 below.

**Table 2 Agreed allocation of budgets for 2019-20**

Allocation	Amount
Capital to deliver minor ITS schemes and feasibility studies	£100,000
Capital for patching / resurfacing of carriageways and footways	£77,778
Maintenance works according to priorities within each Division	£52,500 £7,500 per Divisional Member.
<b>Total</b>	<b>£230,278</b>

- 2.1.5 In addition to the regular Highways capital and revenue budgets detailed above Committee is able to make allocations from the parking surplus. The surplus must be spent according to section 55 of the Road Traffic Regulation Act 1984 (<https://www.legislation.gov.uk/ukpga/1984/27/section/55>). Expenditure can cover all types of highway improvement and maintenance. The parking surplus and associated expenditure is detailed in Table 3 below.

**Table 3 Parking surplus – financial summary**

Surplus	Amount	Expenditure / Allocation	Amount
2013-14	£22,868	Signs & lines maintenance and additional enforcement	£32,000 (Expenditure)
2014-15	£8,407	2017-18 Parking Review implementation	£20,000 (Allocation)
2015-16	£38,577	2017-18 develop strategic schemes for CIL bids	£18,000 (Allocation)
2016-17	£36,966	Staines Town Centre projects: - SCOOT revalidation - Signs and road markings - Traffic surveys	£30,000 (Allocation)
2017-18	£8,500	2019 Parking Review implementation	£8,500 (Allocation)
<b>Total</b>	<b>£115,318</b>	<b>Total</b>	<b>£108,500</b>

- 2.1.6 Members will observe that the parking surplus account is currently under allocated. Monies from the parking surplus carry over from Financial Year to Financial Year, so the unallocated monies may be held in reserve for future projects.
- 2.1.7 Officers will update Committee with progress in the delivery of its works programmes at each Committee meeting. In addition Committee Chairmen are provided with detailed monthly finance updates, which detail all the orders

raised against the various budgets, as well as the works planned for each of the budgets.

## 2.2 Joint Committee capital works programme

2.2.1 Table 4 below summarises progress this Financial Year's capital programme, which was approved by Committee in December 2018.

**Table 4 Progress with Capital ITS Programme**

Location	Proposed works	Cost	Status
Ashford Road	Speed Management measures	-	Completed in 2018-19
Charlton Village	Further feasibility work following the previous traffic and speed management feasibility study.	-	On hold pending outcome of potential Shepperton Studios development.
Wraysbury Road near Vicarage Road	New pedestrian refuge island	-	Completed in 2018-19
Meadhurst School (previously known as Spelthorne School)	Safety improvements	£60,000 Developer funding available for implementation	Detailed design complete. Legal notice for a new Zebra Crossing advertised – no objections received. Public consultation complete, no significant issues raised. Construction later this Financial Year 2019-20.
A308 Staines Road West junction with C233 Chertsey Road and Littleton Road (Black Dog junction)	Pedestrian improvements	£5,000 to complete feasibility study	Feasibility study in progress. Due to be published in September 2019.
Laytons Lane	New 20mph limit	-	Completed in 2018-19. Post scheme traffic surveys now complete – see comments below.
Halliford Road, on the approach to Halliford Village	New VAS	-	Installed in 2018-19.
Stanwell Moor Village width restriction	Feasibility study for new weight restriction	£16,000 Funded by Spelthorne Borough Council	Feasibility study nearing completion. Public consultation complete – see comments below.
Worple Road, Staines	Implementation of accessibility improvements (dropped kerbs)	£15,000	Officers have been working with the Divisional Member to finalise this scheme ready for construction later in 2019-20.



Location	Proposed works	Cost	Status
French Street, Lower Sunbury	Implementation of extension of 20mph zone northwards and improvements to pedestrian crossing at Hawke Park	£30,000	Officers have been working with the Divisional Member to finalise this scheme ready for construction later in 2019-20.
Halliford Road, between Halliford Village and Thames Street	Implementation of accessibility improvements (dropped kerbs)	£30,000	Officers have been working with the Divisional Member to finalise this scheme ready for construction later in 2019-20.
Laleham Village	Implementation of speed and traffic management measures and pedestrian improvements	-	Feasibility study completed for traffic management and pedestrian improvements within the village. Post scheme traffic surveys following previous reduction in speed limit in Shepperton Road now complete. See comments below.
Shepperton High Street	Feasibility study for pedestrian improvements.	£8,000	Feasibility in progress.
Walton Lane, Shepperton	Feasibility study for amendment to one-way system.	£5,000 Funded from Walton to Halliford Transport study	Design brief prepared. Feasibility due to start imminently.
Lower Hampton Road, Sunbury	Feasibility study for speed management scheme.	£3,500	New feasibility study prompted by cluster of casualties. Need to prepare design brief.
Church Street / Green Street, Lower Sunbury	Feasibility study for extension of 20mph Zone to start of one-way system	£5,000	Feasibility in progress.
Gresham Road, Staines	Feasibility study for traffic, parking and speed management.	£5,000	Feasibility in progress.
Walton Bridge Road, Shepperton	Feasibility study for pedestrian crossing improvements	£5,000 Funded from Walton to Halliford Transport study	Feasibility in progress.
Buckland School	Feasibility study for Road Safety Outside Schools scheme.	£3,500	Feasibility in progress.
Chertsey Road	Feasibility for speed management and casualty reduction scheme, between Staines Road West and Feltham Hill Road	£5,000	Feasibility in progress.

Location	Proposed works	Cost	Status
<b>Total – noting that costs are approximate</b>		<b>Approximately £196,000</b>	Including £10,000 from the Walton to Halliford Transport Study, £60,000 developer funding, and £16,000 funding from Spelthorne Borough Council

2.2.2 The post scheme traffic surveys for the new 20mph speed limit in **Laytons Lane** are now complete. Before the speed limit change, the mean speeds were 21mph southbound and 20mph northbound. Following the reduction in the speed limit, the mean speeds were measured to be 20mph south bound and 18mph northbound. A representative of Surrey Police’s Road Safety and Traffic Management Team commented positively that these results show *“there is general compliance with the 20mph limit”*.

2.2.3 The public consultation for the **Stanwell Moor Village width restriction** is now complete. This project has involved Spelthorne Borough Council, Surrey County Council and the Stanwell Moor Residents’ Association working in collaboration to investigate the potential for the introduction of highway measures to reduce the number of Heavy Goods Vehicles travelling through Stanwell Moor Village. Markides Associates were commissioned to develop proposals for a new width restriction. Spelthorne Borough Council are providing funding for the feasibility work.

2.2.4 The public consultation on a proposal for a new width restriction on Horton Road took place in March and April 2019. The proposal put forward for consultation was for the introduction of a 7 feet (2.14 metres) width restriction on Horton Road in the western part of the village. The consultation drawing and feedback questionnaire were delivered to residents and business addresses within the Stanwell Moor vicinity. This included properties in Hithermoor Road, Horton Road, Leylands Lane, Shellfield Close, and Vine Close. In total, the consultation material was delivered to approx. 300 addresses. A consultation website was maintained throughout the consultation period to provide information on the scheme. People were also able to submit their feedback by Freepost or email. Annex A shows the letter that was distributed to residents of Stanwell Moor, and Annex B shows the drawing that accompanied the letter.

2.2.5 A total of 190 responses were received, representing a response rate of 38%. 96% of respondents supported the proposed new width restriction. Of the responses received there were a number of comments raised over the need to mitigate HGVs from using other routes through the village. These are summarised below:

- *“We have lived here for [a fair number of] years and the level of HGVs coming through the village has got out of control. The width restrictions will be welcomed by many.”*
- *“Width restrictions will only help a bit but they will still come through Spout Lane and turn left into the village. Can we not have width restrictions on spout Lane as well?”*
- *“Signage for vehicles entering the village from Stanwell Moor Road and Spout Lane needs to be carefully considered to dissuade non-essential HGVs from entering via those directions.”*
- *“HGVs are going to use Spout Lane instead, so it will not stop them going through the village.”*

- *“It won’t take long for drivers of HGVs to realise that to bypass the width restriction from the M25, they should take the A3113 to the southern perimeter roundabout, then return back down the A3113 and exit left down Spout Lane onto Horton Road and onto the Recycling Plant.”*

2.2.6 The feasibility study for this scheme is nearing completion. Officers are working to estimate the cost of implementation.

2.2.7 The feasibility study for traffic management and pedestrian crossing improvements in **Laleham Village** is complete and was reported to Committee in March 2019. It is anticipated that improvements within the village will be implemented in the context of the Shepperton Studios development. In the context of this scheme the speed limit in Shepperton Road, Laleham, was reduced from 50mph to 40mph in 2018. The post scheme traffic surveys for this new 40mph speed limit are now complete, and are presented in Annex C. The surveys show that mean traffic speeds have reduced in both directions, with over 50% of drivers complying with the new speed limit.

2.2.8 Surrey Police were invited to comment on these results. A representative of Surrey Police’s Road Safety and Traffic Management Team said: *“I agree that these are good results and it’s been a worthwhile exercise. Just goes to prove that if the speed limit policy is followed you end up with sensible speed limits that the majority of drivers comply with. Hopefully this will result in a reduction in RTCs over a period of time.”*

2.2.9 Further to Committee’s allocation of £78,000 in March 2019 for carriageway and footway patching and resurfacing, officers have been working with Members to agree which individual schemes should be prioritised within their respective Divisions. Table 5 details the resulting agreed programme for 2019-20.

**Table 5 Capital maintenance programme for 2019-20**

Location	Proposed works	Cost	Status
Approach Road, Ashford	Footway resurfacing	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.
Grovelly Road junction with Cadbury Road, Sunbury	Local Structural Repair (LSR – large scale carriageway patching)	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.
Squire Road, Shepperton	Footway resurfacing	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.
Lyndhurst Avenue, Sunbury	LSR	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.
Chesterfield Road, Ashford	Footway resurfacing	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.

Location	Proposed works	Cost	Status
Ashford Road, Ashford, at Kingston Road and Fordbridge Road roundabouts	LSR	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.
Mulberry Road junction with Clyde Road, Stanwell	LSR	£11,100 allocated	Officers have walked site with supply chain. Awaiting detailed cost.
<b>Total expected investment</b>		<b>£78,000</b>	

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

### 2.3 Joint Committee revenue works programme

2.3.1 At the time of writing this report, works of value £28,000 were being planned to invest Members' £7,500 individual Highways allocations (£52,500 total available). Members are encouraged to work with officers to prioritise investment of the balance of these allocations. Any funding not allocated by October 2019 will be lost. Here is a summary of funds allocated to projects in different Divisions at the time of writing this report:

- Staines South & Ashford West, £7,200 allocated to four projects:
  - Worple Road streetlighting
  - Vegetation management
  - Ashford Crescent VAS
  - Ashford Road knee rail
- Staines, no funds allocated
- Stanwell & Stanwell Moor, £2,100 allocated to two projects:
  - Vegetation management
  - Grit bin
- Lower Sunbury & Halliford, £1,500 allocated to one project:
  - Vegetation management
- Laleham & Shepperton, £2,100 allocated to two projects:
  - Vegetation Management
  - Grit bin
- Sunbury Common & Ashford Common, £7,500 allocated to one project:
  - Green Lane carriageway patching
- Ashford, £7,500 allocated to one project:
  - Chesterfield Road footway patching

2.3.2 The £30,000 that was originally allocated for the re-validation of the Staines Town Centre SCOOT region is now being used for three related projects, following Committee's approval in March 2019:

- Completion of the SCOOT region revalidation – costs to date to be confirmed.
- A review of the signs and road markings in the town centre – no expenditure to date.

- Traffic surveys to help to understand patterns of traffic movement in the town centre – these surveys cost £4,000.

2.3.3 For more information on these projects, please see comments below in relation to the Staines Town Centre Major Scheme.

## 2.4 Parking

2.4.1 The report on the outcome of the 2019 review was presented to the joint committee in March 2019. The advert is now being prepared.

### Other highway related matters

## 2.5 Customer services

2.5.1 Highways & Transport received 34,644 enquiries and reports during the first quarter of 2019, an average of 11,548 per month, this is a significant decrease from the same period last year which averaged 15,119 per month. This is mainly due to the milder winter.

2.5.2 For Spelthorne specifically, 2,403 enquiries have been received of which 1,125 were directed to the local area office for action, 93% of these have been resolved. This response rate is slightly below the countywide average of 95%.

2.5.3 For the first quarter, Highways received 62 stage 1 complaints of which eight were for the Spelthorne area. In addition one was escalated to Stage 2 of the complaints process, this was upheld following independent investigation and an action plan put in place to address this.

## 2.6 Major schemes

2.6.1 The different elements of the **Wider Staines Sustainable Transport Package (STP)** are being delivered.

2.6.2 In the context of this scheme, in October 2018 Committee approve the relocation of two speed cushions in Clare Road, Stanwell, in support of bus stop improvements near the junction with Bedfont Road. Unfortunately it proved unfeasible to relocate the speed cushions to the new location proposed in October 2018, due to conflict with nearby private driveways. An alternative new location for the two speed cushions has now been identified. Annex D shows the existing location of the speed cushions, the location proposed in October 2018, and the new alternative location. It is recommended to authorise the advertisement of a legal notice for these two speed cushions, and to consider any representations in consultation with the Chairman, Vice Chairman and Divisional Member.

2.6.3 Further information about this project can be found at: <https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/major-transport-projects/spelthorne-major-transport-schemes>.

2.6.2 Officers are developing the business case for the **A308 Corridor Scheme**, in preparation for discussion with Spelthorne Borough Council of a prospective CIL bid. A major element of this corridor scheme is the improvement of the junction of Staines Road West junction with School Road, a scheme for which Surrey County Council's Joint Committee for Spelthorne funded the feasibility

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and detailed design. Highways England had previously agreed to fund the construction of Staines Road West junction with School Road scheme from their Designated Funds (<https://www.gov.uk/guidance/highways-england-designated-funds>), and this would have been a major contribution to the more holistic corridor scheme.

2.6.3 Highways England has recently written to Surrey County Council stating that due to a revised funding allocation, they are no longer able to offer Surrey County Council funding for the Staines Road West junction with School Road scheme in the current Financial Year 2019-20. Surrey County Council has therefore written to Highways England to ask for clarity as to the potential funding for future Financial Years to construct this project. Officers will update the Joint Committee as soon as further information is available.

2.6.4 A number of elements of the **Staines Town Centre Scheme** are progressing:

- Officers are working to plan the next stages of the **SCOOT region revalidation**. Subject to costs, this could include upgrading equipment where needed, and patching areas of carriageway where its condition is a threat to the integrity of the detection.
- A design brief has been drafted for the **review of signs and road markings** in Staines Town Centre. This has been submitted to Surrey County Council's Design Team, and this will enable resource to be allocated to move forwards with this project.
- There was no update available for the **car park guidance signage** at the time of writing this report.
- Officers have reviewed the **parking and loading arrangements** on London Road, between Kingston Road and Fairfield Avenue (west). This section of London Road is regularly obstructed by vehicles stopped in the westbound nearside lane. When a vehicle is stopped in this location, a vehicle waiting to turn right into Fairfield Avenue (west) can hold up all traffic approaching Staines on both London Road and Kingston Road. There is a valid traffic order in place for a peak time loading ban on this section of London Road, however the signs and road markings are not correct, which means the peak time loading ban could not be enforced. Officers will ensure the signs and road markings are corrected as part of the 2019 parking review.
- **Traffic surveys** have been undertaken to help to understand patterns of traffic movement into and through the town centre. Officers are working to present these in a user-friendly format, and will present the results to Members and other stakeholders in due course.
- Officers are working to convene a meeting of Members and other stakeholders to establish the operational requirements of the **High Street pedestrian zone**. Subject to funding being made available, this would feed into an amendment to the traffic regulation order, and establishment of a sustainable access control feature.

## 2.7 Centrally funded maintenance

2.7.1 Operation Horizon reports for 2019-20 are available on the Surrey County Council website. These reports list road that are due to be treated in the current Financial Year 2019-20. Also on the same page of the Surrey County Council website is the latest information regarding the Severe Weather Damage programme, and lists of roads for consideration for future Financial Years or the Horizon programme. For more information please see here:

<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/horizon-highway-maintenance-investment-programme>.

## **2.8 Road safety**

- 2.8.1 Average Speed Cameras have been installed in Charlton Village. These new cameras are intended to replace the previous spot speed camera, which is now obsolete. There is further detail in Annex E. The new Average Speed Cameras operational. Officers are currently reviewing the road signs for drivers entering the enforcement zone from Charlton Lane.
- 2.8.2 Following a review of the data associated with the Upper Halliford Road camera site by police and county council road safety specialists, it was determined that investment in replacement digital camera technology would not be justified for this location. This is because the existing speeds have been surveyed and found to be generally well within the existing 40 mph speed limit. For example a speed survey using equipment attached to lamp column number 30 some 130m south of the camera, showed mean speeds of 36 mph northbound and 34 mph southbound. The police also report that the camera does not record very many offences. We will monitor the level of traffic speeds a few months after the camera removal.
- 2.8.3 The wet film Gatso brand camera on Clockhouse Lane has been replaced with a new digital camera. This will maintain the enforcement deterrent of the camera at this site.
- 2.8.4 The Road Safety Team are developing a casualty remedial scheme at the junction of Windmill Road and Dolphin Road, Sunbury. The scheme is intended to address a right turn conflict issue at existing signal junction by providing markings to accommodate right turning traffic, and thereby allow vehicles to wait in a defined area. Annex F shows the accident plot for this site, and Annex G shows the proposed measures.
- 2.8.5 At the request of the Road Safety Team, the Joint Committee promoted a reduction in the speed limit in Staines Road West in March 2016. Before and after speed surveys have been conducted at eight locations. At five locations traffic speeds have reduced following the change of speed limit, at two locations traffic speeds have increased, and at one location traffic speeds have remained the same. Casualty data suggests that there has been a 36% reduction in the frequency of casualties following the change in speed limit. Annex H shows the speed survey results, and Annex I contains a briefing note with a more detailed commentary on the results of this project. A representative of Surrey Police's Road Safety and Traffic Management Team commented that these *"are very good results and I would suggest [it has] proved to be a worthwhile scheme"*. He added that he could not recall any complaints about traffic speed being received by Surrey Police since the speed limit change.

## **2.9 Passenger Transport**

- 2.9.1 No update at the time of writing.

## **2.10 Other key information, strategy and policy development**

- 2.10.1 No update at the time of writing.

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### **3. OPTIONS:**

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

### **4. CONSULTATIONS:**

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

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

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

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

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

### **7. LOCALISM:**

- 7.1 The Joint Committee prioritises its expenditure according to local priorities.

### **8. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	A well-managed highway network can contribute to reduction in crime and disorder as well as improve peoples' perception of crime.
Sustainability (including Climate Change and Carbon Emissions)	A number of schemes being promoted by the Joint Committee are intended to promote sustainable transport.
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.
Public Health	A number of schemes being promoted by the Joint Committee are intended to promote active travel.



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

- 9.1 This Financial Year's programmes are being delivered.
- 9.2 Committee's allocation of funding for LSR schemes needs to be prioritised to specific sites, which complement the countywide programmes of works.
- 9.3 Committee is asked to approve alternative locations for two speed cushions in Clare Road, in support of bus stop improvements near Bedfont Road.
- 9.4 Members are encouraged to start considering the strategy and priorities for next Financial Year.

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

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

**Contact Officer:** Nick Healey

**Consulted:** N / A

**Annexes:** Nine

**Sources/background papers:** None

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Dear Resident,

Markides Associates have been working in collaboration with Spelthorne Borough Council (SBC), Surrey County Council (SCC) and Stanwell Moor Residents' Association (SMRA) to investigate the potential for the introduction of highway measures that will reduce the number of Large Goods Vehicles travelling through Stanwell Moor village.

Our initial work has suggested that the introduction of a 7 feet (2.14 metres) width restriction on Horton Road, in the western part of the village, east of Leylands Lane would be feasible, subject to further considerations of drainage and impact on utilities.

Such a restriction would prevent large goods vehicles from entering the village via the M25 junction 14, whilst still allowing cars and some medium sized vans to negotiate the constraint.

The restriction would be supported by areas of hardstanding to the east to allow 'trapped' vehicles to U-turn, with Leylands Lane providing a U-turn opportunity for vehicles approaching from the motorway junction.

Large vehicles with a genuine reason to enter the village could continue to do so via Spout Lane and/or the A3044 Stanwell Moor Road.

An emerging site layout is provided on the attached drawing **18247-01-010**.

We are keen to hear your views on the emerging proposals and would be grateful therefore if you could please provide feedback by completing the attached form and returning it to Surrey County Council using the self-addressed envelope. All feedback should be received by **1 April 2019**.

Once we have reviewed the feedback and undertaken further assessment of the impact on drainage and utilities, a decision will be made as to whether the restriction should be introduced.

Drawing **18247-01-010** indicates proposals to introduce a 7 feet (2.14 metres) width restriction on Horton Road, east of the Horton Road junction with Leylands Lane, which seeks to reduce the number of large vehicle movements travelling through Stanwell Moor Village.

We are seeking to establish the level of public support for this scheme and we would value your feedback:

1. Are you supportive of the proposed width restriction?

Yes

No

2. Do you have any comments regarding the proposed width restriction?

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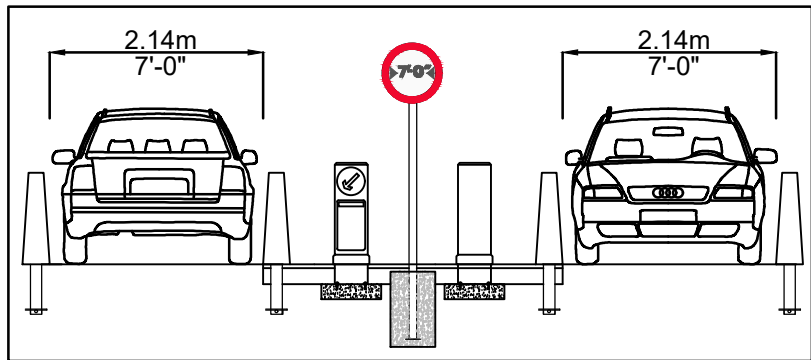
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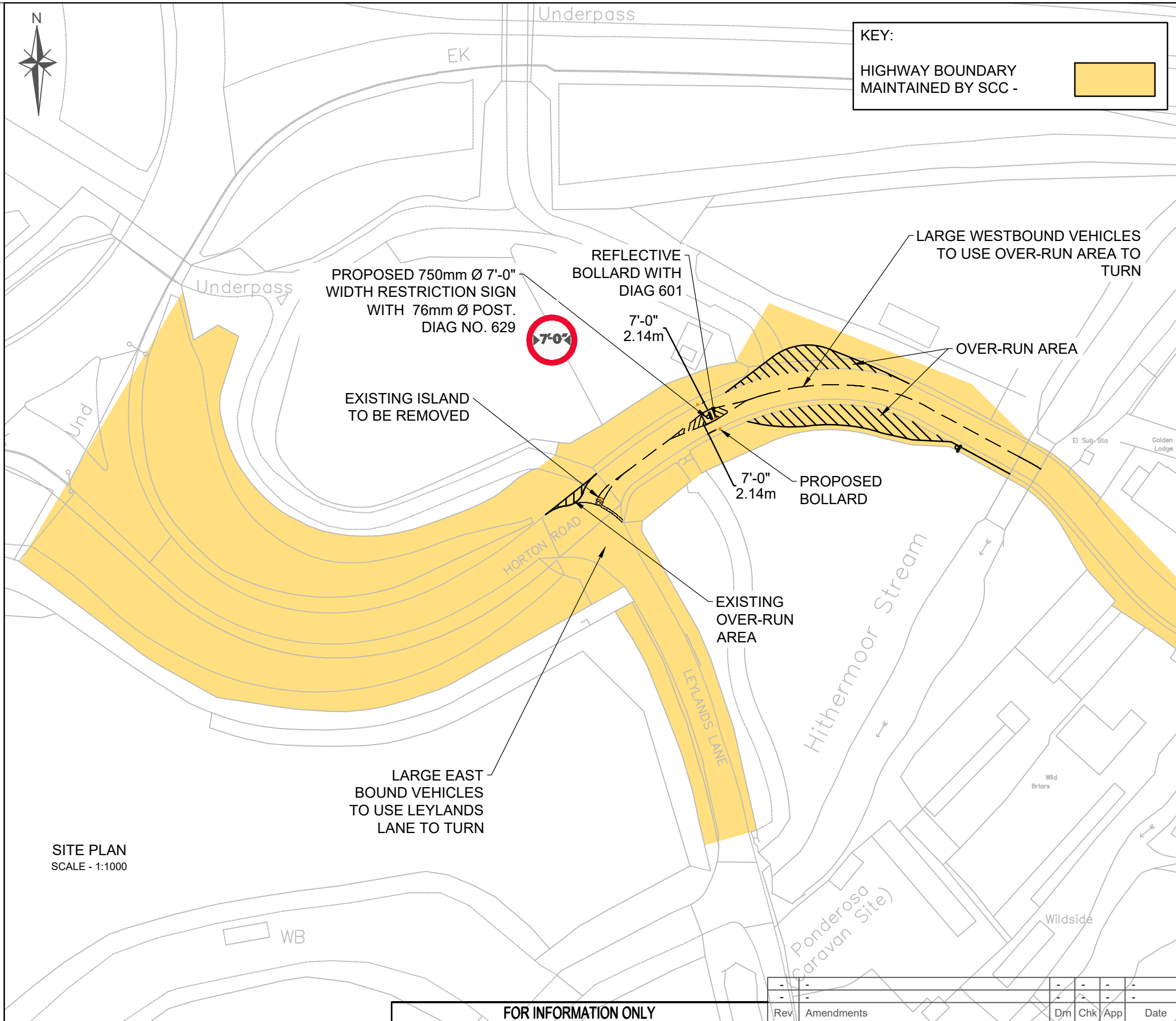
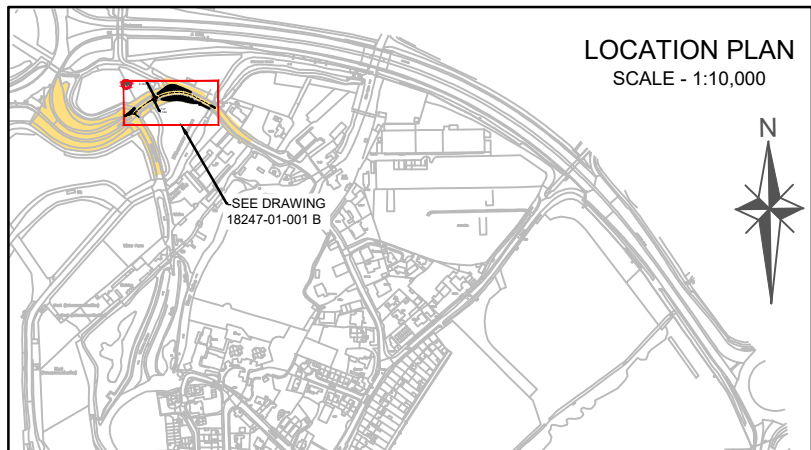
Please return this form to Surrey County Council using the self-addressed envelope provided by **1 April 2019**.



WIDTH RESTRICTION EXAMPLE



EXISTING ISLAND TO BE REMOVED



KEY:  
HIGHWAY BOUNDARY MAINTAINED BY SCC -

SITE PLAN  
SCALE - 1:1000

FOR INFORMATION ONLY

Rev	Amendments	Drn	Chk	App	Date
-	-	-	-	-	-



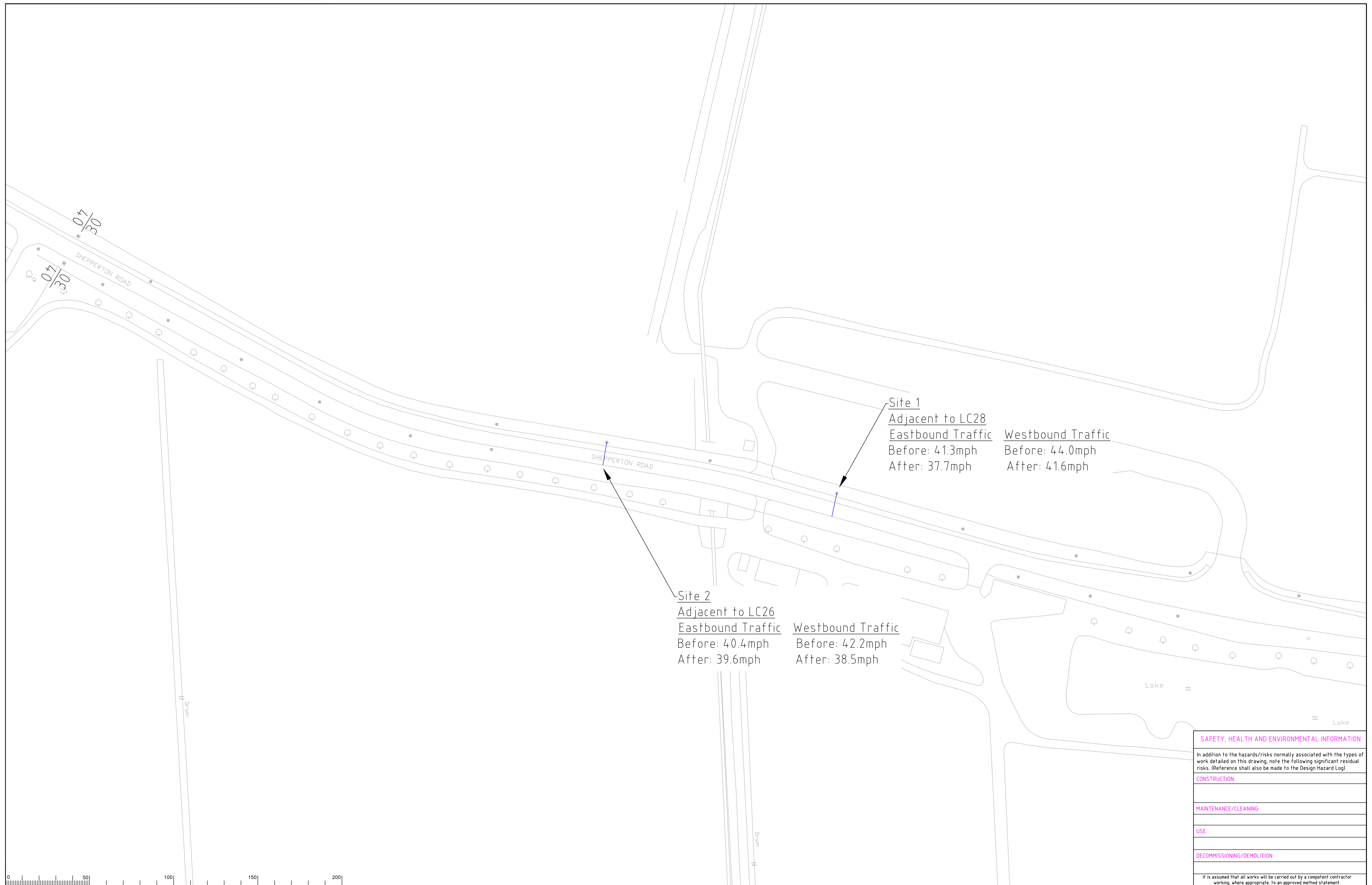
9th Floor,  
The Tower Building,  
York Road  
London  
SE1 7NX  
Telephone: 0207 442 2225  
E: enquiries@markidesassociates.co.uk  
W: www.markidesassociates.co.uk

Job Title  
**STANWELL MOOR,  
SURREY**  
Drawing Title  
**PROPOSED WIDTH RESTRICTION**

Client  
**SPELTHORNE BOROUGH  
COUNCIL**

Scale <b>AS SHOWN @A3</b>	Date <b>07/02/19</b>	Designed <b>JG</b>
Drawn <b>JG</b>	Checked <b>AS</b>	Approved <b>AS</b>
Job No <b>18247-01</b>	Drawing No <b>18247-01-010</b>	Rev <b>-</b>

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<b>SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION</b>	
In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following significant residual risks. (Reference shall also be made to the Design Hazard Log)	
CONSTRUCTION:	
MAINTENANCE/CLEANING:	
USE:	
DECOMMISSIONING/DEMOLITION:	
It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement.	

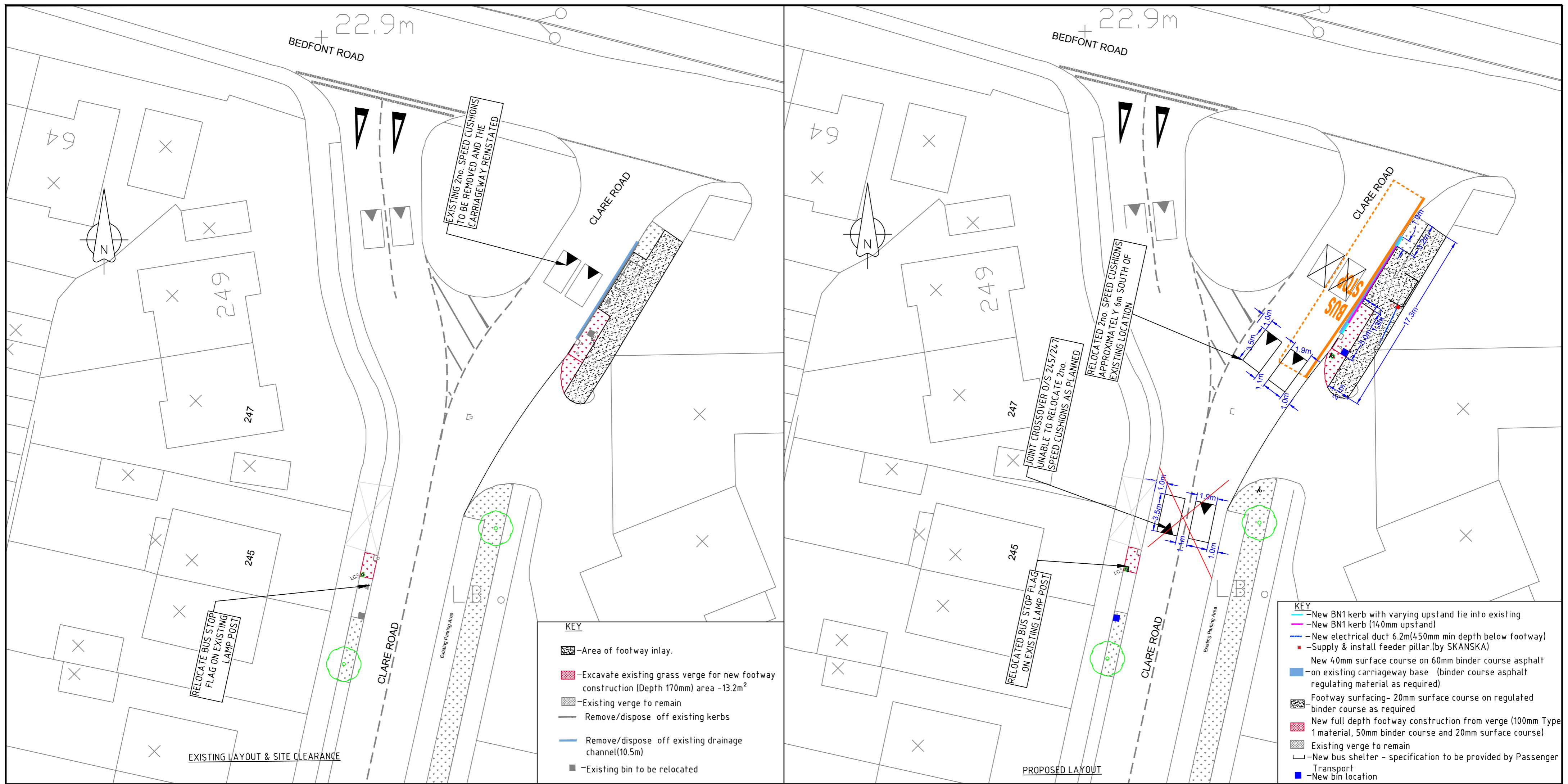
Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date

Notes										
North Point										
*Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Surrey County Council LA 076872 2002.										
Drawn by HB Sig. HB Date 12/04/19 Checked by originator TC Sig. TC Date 12/04/19 Approved by NH Sig. NH Date 12/04/19										
Project: LALEHAM VILLAGE SHEPPERTON ROAD, LALEHAM Drawing: SPEED SURVEY RESULTS										
Scale 1:1000										

	Project No.	PC0699
	Contract Sheet No.	
SURREY COUNTY COUNCIL <small>Surrey's Future. Yours too.</small>	Drawing No.	PC0699_08
	Rev.	-
Classification		PRESENTATION
SHEET 1 OF 1		

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**KEY**

- Area of footway inlay.
- Excavate existing grass verge for new footway construction (Depth 170mm) area -13.2m<sup>2</sup>
- Existing verge to remain
- Remove/dispose off existing kerbs
- Remove/dispose off existing drainage channel(10.5m)
- Existing bin to be relocated

**KEY**

- New BN1 kerb with varying upstand tie into existing
- New BN1 kerb (140mm upstand)
- New electrical duct 6.2m(450mm min depth below footway)
- Supply & install feeder pillar.(by SKANSKA)
- New 40mm surface course on 60mm binder course asphalt -on existing carriageway base (binder course asphalt regulating material as required)
- Footway surfacing- 20mm surface course on regulated binder course as required
- New full depth footway construction from verge (100mm Type 1 material, 50mm binder course and 20mm surface course)
- Existing verge to remain
- New bus shelter - specification to be provided by Passenger Transport
- New bin location

**NOTES**

- All dimensions are given in metres unless otherwise stated.
- Construction materials
  - Surface course** - AC 6 dense surf 100/ 150 to Clause 1105, BS EN 13108-1 and BSI PD 6691 Annex B. Void content 9% max, 2% min.
  - Binder course** - AC 20 dense bin 100/ 150 rec. to Clause 1105, BS EN 13108-1 and BSI PD 6691 Annex B. Void content 8% max, 2% min.
  - Sub-base** - To comply with clause 803, or asphalt arisings to clause 807. To be transported, laid and compacted to clause 802. A proprietary weed killer approved by the engineer shall be applied to the surface of the sub-base in accordance with the manufacturers instructions.

The use of cold mix, foamed bitumen recycled material is permitted subject to the approval of the Implementation Engineer

Rev.	Description	Drwn	Sig.	Date	Chkd	Sig.	Date	Appr	Sig.	Date
A	Proposed speed cushions location changed	SK	SK	Mar 19	SK	SK	Mar 19	DD	DD	Mar 19

North Point										
<small>*Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Surrey County Council LA 076872 2002.</small>										
Drawn by	SK	Sig.	SK	Date	OCT 18	Project				
Checked by		Sig.		Date		Drawing				
Approved by		Sig.		Date		Project				

**WIDER STAINES STP  
BUS STOP IMPROVEMENTS**

CLARE ROAD NEAR BEDFONT ROAD

Project No. SP0012.6  
Contract Sheet No. BS-11 Rev. A  
Classification CONSTRUCTION

SURREY COUNTY COUNCIL  
Surrey Highway Transport for Surrey

SHEET 1 OF 1

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## Charlton Road, Charlton Village, Average Speed Camera Scheme Briefing Note December 2018

### Which stretch of road will the average speed cameras be implemented on?



The picture above gives an idea of how the new installation will look at the northern end of the village.

There is an existing “Gatso” brand wet film spot speed camera positioned on the eastern side of Charlton Road opposite the junction with Queen Mary Road (to the north of the village centre) that provides enforcement in the southbound direction. The deterrent effect of the fixed camera has been supplemented by a vehicle activated sign positioned at the southern end of the village opposite house number 153, to face northbound traffic. The sign illuminates to remind drivers of the speed limit if they are approaching too fast. The aim of the combination of camera and vehicle activated sign was to encourage compliance with the speed limit along the whole route.

The “Gatso” camera will be replaced with an average speed camera system that will encourage lower speeds throughout the whole length in both directions (rather than just in the immediate vicinity of the old “Gatso” camera in the southbound direction). The average speed cameras will be positioned on the entry and exit to the link that will record the entry and exit times for each vehicle from which the average speed can be calculated. The cameras will be yellow so as to be visible and will be mounted on steel columns. Additional infrared lighting units will be installed on adjacent lamp columns to assist with image quality at night time. “Average Speed Check” signing will be provided to warn drivers of the presence of enforcement. The existing “Gatso” camera and vehicle activated sign will be removed when the average speed cameras are installed.

## When will the cameras “go live”?

It is intended that the cameras will be installed in the first quarter of 2019, and then will “go live” shortly afterwards.

## Why are we upgrading safety camera sites?

The existing “Gatso” brand safety camera was very effective in reducing road casualties, but the technology is becoming obsolete. The old “Gatso” cameras used traditional “wet” camera film which has to be changed regularly and then developed for offence images to be viewed. The supplier has advised that the technology is now so old that they can no longer guarantee that spare parts will still be available. Replacement of the existing “Gatso” cameras will maintain the reduction in casualties that has been achieved at sites that had previously suffered a history of collisions. New improved camera technology such as average speed cameras also provide the opportunity to enhance the enforcement deterrent, and achieve even greater compliance with the speed limit over a longer length of road, leading to an even greater reduction in casualties.

## How do average speed cameras work?



Average speed cameras work by reading vehicle number plates at the start and end point of a stretch of road and then calculating the average speed from the time taken to travel the distance between the cameras. Because of the need to place cameras at entry and exit points the use of average speed cameras have more frequently been used on major roads where the number of entry and exit points is small.

Within Great Britain national policy is to provide visible enforcement to act as a deterrent. Therefore average speed cameras are always painted bright yellow, are positioned to be visible, and the enforcement zones are always well signed with “Average speed check” warning signing.

## How effective are they?

The most comprehensive research into the effectiveness of average speed cameras was published by the RAC Foundation in September 2016<sup>1</sup>. There were a total of 51 sites commissioned and installed between 2000 and 2015, with 12 of those installed in 2015 alone. For this research 25 permanent average speed camera sites were analysed in detail covering 294 km of road. The main finding was thus:

*“On average, the permanent Average Speed Camera sites analysed saw reductions in injury collisions, especially those of a higher severity. Fatal and serious collisions fell, by 25-46% while personal injury collisions fell, by 9-22%”.*

Average speed cameras are more effective than spot speed cameras because they encourage greater compliance with the speed limit over a longer stretch of road, in both directions, rather than just in the vicinity of a spot speed camera. Anecdotally they are reported as being preferred by motorists too, as they are considered fairer. This is because there is less likelihood of being issued with a penalty due to a momentary lapse, and it is not possible to slow down and then speed back up again as can be the case with a spot speed camera.

Average speed cameras also improve journey time reliability by reducing traffic collisions that can cause disruption to the network. They also help to smooth traffic flow and reduce the amount of pollution resulting from frequent deceleration and acceleration.

<sup>1</sup> Owen, Ursachi and Allsop (2016) Effectiveness of Average Speed Cameras in Great Britain, RAC Foundation, Retrieved 23 January 2017 from [http://www.racfoundation.org/assets/rac\\_foundation/content/downloadables/Average\\_speed\\_camera\\_effectiveness\\_Owen\\_Ursachi\\_Allsop\\_September\\_2016.pdf](http://www.racfoundation.org/assets/rac_foundation/content/downloadables/Average_speed_camera_effectiveness_Owen_Ursachi_Allsop_September_2016.pdf)

### **Will the upgrade result in more penalties being issued?**

No, not necessarily. The overall number of penalties being issued is limited by the capacity of the administration office to process offences. The aim is not to issue more penalties, instead the aim is to deter motorists from speeding and jumping red lights at locations that had previously suffered a history of collisions. If however drivers ignore the warnings of enforcement and continue to commit offences, then they risk the possibility of being issued with a penalty.

### **Who is paying for the upgrade?**

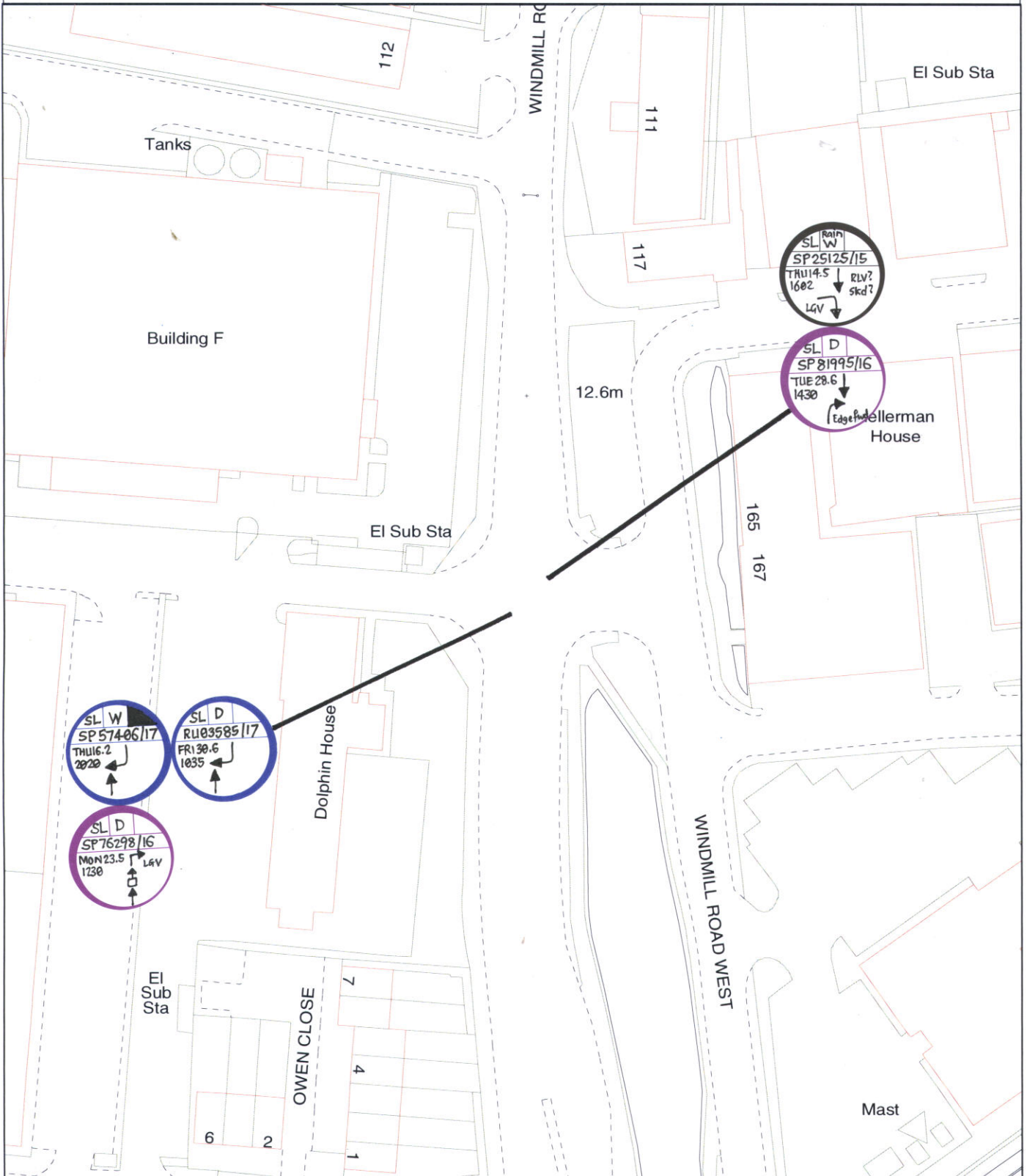
The cost of the replacement is being funded via the police using money specifically for upgrading safety cameras. The ongoing operating costs of safety camera enforcement is now fully self-funding at no cost to the police or county council. This is because all costs are recovered from part of the fee charged to offenders for attending diversionary courses (such as speed awareness courses) instead of paying the usual £100 fine and 3 penalty points. Part of this money is also reinvested in improving road safety through the Drive SMART Partnership.

### **Who is responsible for safety (speed and red light) cameras in Surrey?**

Surrey police are responsible for the provision of enforcement, for processing speed and red light offences and offering diversionary courses such as speed awareness courses in place of the usual £100 fine and 3 penalty points. Surrey County Council install and maintain the road side camera infrastructure and associated signing and lining on county council roads, and monitor the speed and casualty reduction success at camera sites.

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# A244 Windmill Road Jct. Dolphin Road, Sunbury (ATS)



Year	J	F	M	A	M	J	J	A	S	O	N	D	Tot	F	S	SI	Dark	Wet	U16	LGV	Shnt	RT			
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	1	1	1	0	1	0	0	0
16	0	0	0	0	1	1	0	0	0	0	0	0	2	0	0	2	0	0	0	1	1	1	0	0	0
17	0	1	0	0	0	1	0	0	0	0	0	0	2	0	0	2	1	1	0	1	0	2	0	0	0
<b>Totals</b>													<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

Scale 1:1000

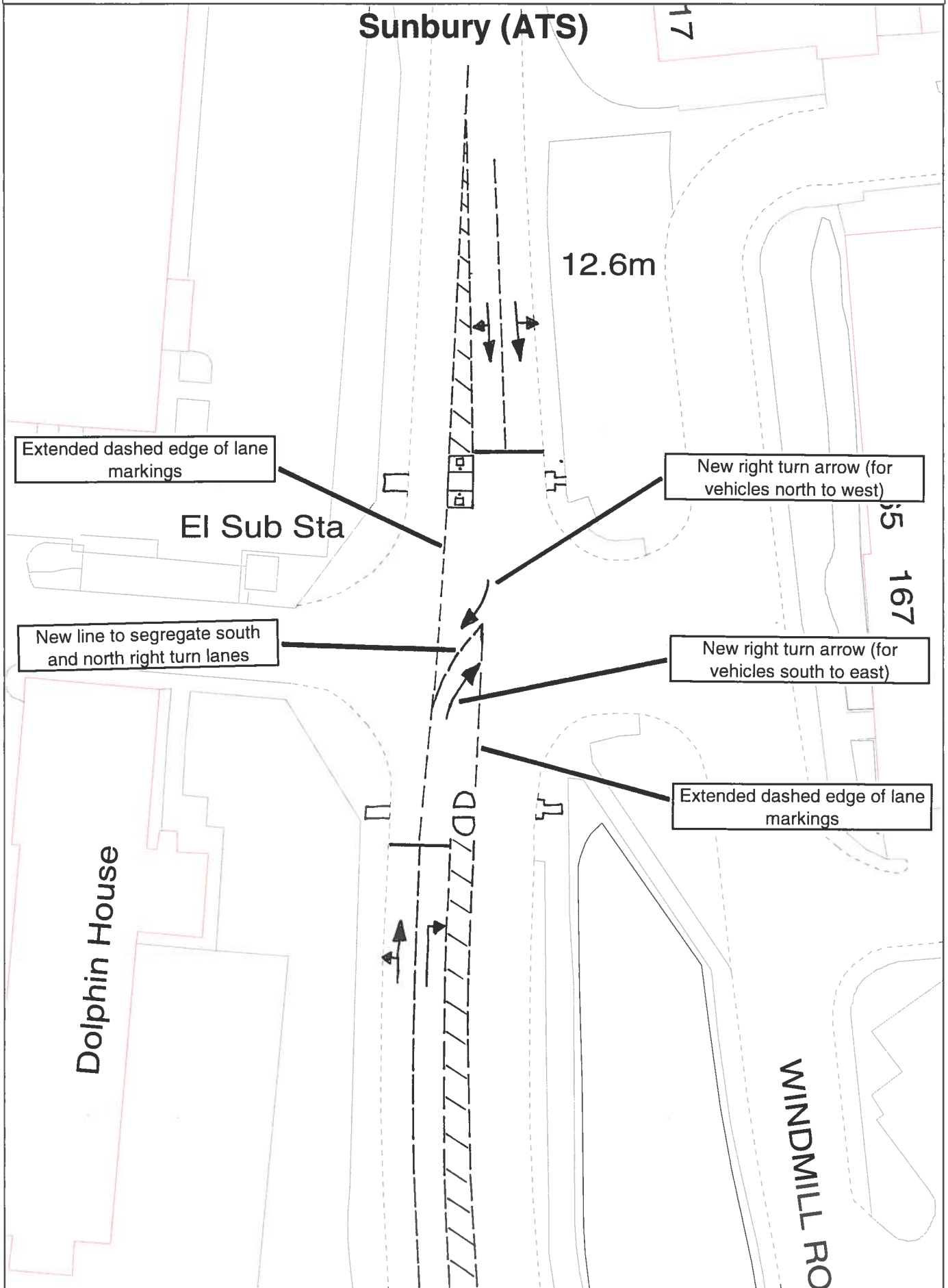
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Date: 05/04/2018

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# RSS0451 - A244 Windmill Road Jct. Dolphin Road, Sunbury (ATS)



Extended dashed edge of lane markings

EI Sub Sta

New line to segregate south and north right turn lanes

New right turn arrow (for vehicles north to west)

New right turn arrow (for vehicles south to east)

Extended dashed edge of lane markings

Dolphin House

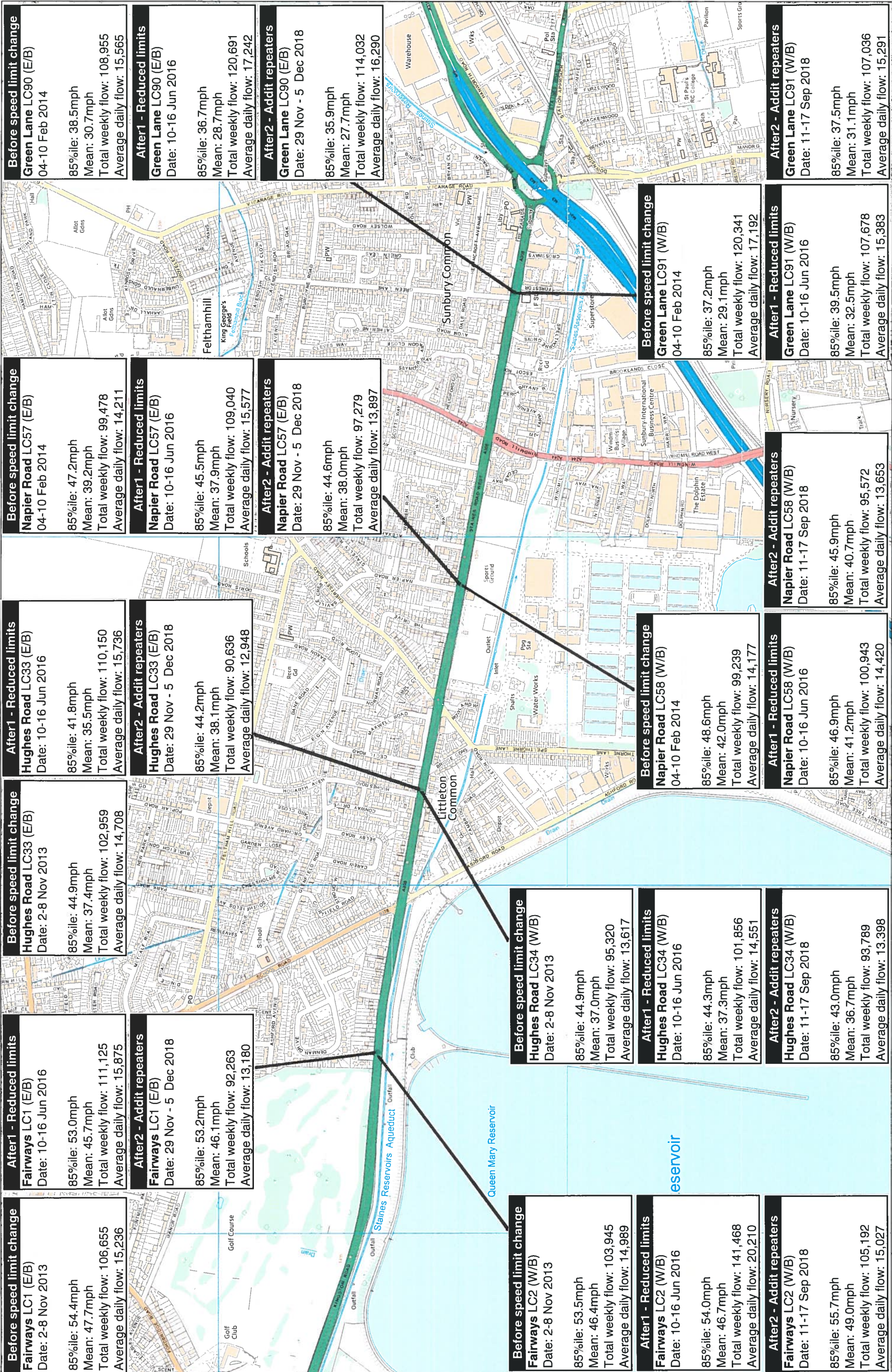
WINDMILL RO

Scale 1:500

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Date: 21/05/2019

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**Before speed limit change**  
**Fairways LC1 (E/B)**  
 Date: 2-8 Nov 2013  
 85%ile: 54.4mph  
 Mean: 47.7mph  
 Total weekly flow: 106,655  
 Average daily flow: 15,236

**After1 - Reduced limits**  
**Fairways LC1 (E/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 53.0mph  
 Mean: 45.7mph  
 Total weekly flow: 111,125  
 Average daily flow: 15,875

**After2 - Addit repeaters**  
**Fairways LC1 (E/B)**  
 Date: 29 Nov - 5 Dec 2018  
 85%ile: 53.2mph  
 Mean: 46.1mph  
 Total weekly flow: 92,263  
 Average daily flow: 13,180

**Before speed limit change**  
**Fairways LC2 (W/B)**  
 Date: 2-8 Nov 2013  
 85%ile: 53.5mph  
 Mean: 46.4mph  
 Total weekly flow: 103,945  
 Average daily flow: 14,989

**After1 - Reduced limits**  
**Fairways LC2 (W/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 54.0mph  
 Mean: 46.7mph  
 Total weekly flow: 141,468  
 Average daily flow: 20,210

**After2 - Addit repeaters**  
**Fairways LC2 (W/B)**  
 Date: 11-17 Sep 2018  
 85%ile: 55.7mph  
 Mean: 49.0mph  
 Total weekly flow: 105,192  
 Average daily flow: 15,027

**Before speed limit change**  
**Hughes Road LC33 (E/B)**  
 Date: 2-8 Nov 2013  
 85%ile: 44.9mph  
 Mean: 37.4mph  
 Total weekly flow: 102,959  
 Average daily flow: 14,708

**After1 - Reduced limits**  
**Hughes Road LC33 (E/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 41.8mph  
 Mean: 35.5mph  
 Total weekly flow: 110,150  
 Average daily flow: 15,736

**After2 - Addit repeaters**  
**Hughes Road LC33 (E/B)**  
 Date: 29 Nov - 5 Dec 2018  
 85%ile: 44.2mph  
 Mean: 38.1mph  
 Total weekly flow: 90,636  
 Average daily flow: 12,948

**Before speed limit change**  
**Hughes Road LC34 (W/B)**  
 Date: 2-8 Nov 2013  
 85%ile: 44.9mph  
 Mean: 37.0mph  
 Total weekly flow: 95,320  
 Average daily flow: 13,617

**After1 - Reduced limits**  
**Hughes Road LC34 (W/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 44.3mph  
 Mean: 37.3mph  
 Total weekly flow: 101,856  
 Average daily flow: 14,551

**After2 - Addit repeaters**  
**Hughes Road LC34 (W/B)**  
 Date: 11-17 Sep 2018  
 85%ile: 43.0mph  
 Mean: 36.7mph  
 Total weekly flow: 93,789  
 Average daily flow: 13,398

**Before speed limit change**  
**Napier Road LC57 (E/B)**  
 Date: 04-10 Feb 2014  
 85%ile: 47.2mph  
 Mean: 39.2mph  
 Total weekly flow: 99,478  
 Average daily flow: 14,211

**After1 - Reduced limits**  
**Napier Road LC57 (E/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 45.5mph  
 Mean: 37.9mph  
 Total weekly flow: 109,040  
 Average daily flow: 15,577

**After2 - Addit repeaters**  
**Napier Road LC57 (E/B)**  
 Date: 29 Nov - 5 Dec 2018  
 85%ile: 44.6mph  
 Mean: 38.0mph  
 Total weekly flow: 97,279  
 Average daily flow: 13,897

**Before speed limit change**  
**Napier Road LC58 (W/B)**  
 Date: 04-10 Feb 2014  
 85%ile: 48.6mph  
 Mean: 42.0mph  
 Total weekly flow: 99,239  
 Average daily flow: 14,177

**After1 - Reduced limits**  
**Napier Road LC58 (W/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 46.9mph  
 Mean: 41.2mph  
 Total weekly flow: 100,943  
 Average daily flow: 14,420

**After2 - Addit repeaters**  
**Napier Road LC58 (W/B)**  
 Date: 11-17 Sep 2018  
 85%ile: 45.9mph  
 Mean: 40.7mph  
 Total weekly flow: 95,572  
 Average daily flow: 13,653

**Before speed limit change**  
**Green Lane LC90 (E/B)**  
 Date: 04-10 Feb 2014  
 85%ile: 38.5mph  
 Mean: 30.7mph  
 Total weekly flow: 108,955  
 Average daily flow: 15,565

**After1 - Reduced limits**  
**Green Lane LC90 (E/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 36.7mph  
 Mean: 28.7mph  
 Total weekly flow: 120,691  
 Average daily flow: 17,242

**After2 - Addit repeaters**  
**Green Lane LC90 (E/B)**  
 Date: 29 Nov - 5 Dec 2018  
 85%ile: 35.9mph  
 Mean: 27.7mph  
 Total weekly flow: 114,032  
 Average daily flow: 16,290

**Before speed limit change**  
**Green Lane LC91 (W/B)**  
 Date: 04-10 Feb 2014  
 85%ile: 37.2mph  
 Mean: 29.1mph  
 Total weekly flow: 120,341  
 Average daily flow: 17,192

**After1 - Reduced limits**  
**Green Lane LC91 (W/B)**  
 Date: 10-16 Jun 2016  
 85%ile: 39.5mph  
 Mean: 32.5mph  
 Total weekly flow: 107,678  
 Average daily flow: 15,383

**After2 - Addit repeaters**  
**Green Lane LC91 (W/B)**  
 Date: 11-17 Sep 2018  
 85%ile: 37.5mph  
 Mean: 31.1mph  
 Total weekly flow: 107,036  
 Average daily flow: 15,291

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## **Annex I – Staines Road West speed limit reduction – detailed commentary**

Annex H contains the before and after speed survey results for A308 Staines Road West, Ashford to Sunbury. Speed surveys were carried out in November 2013 and February 2014 before the speed limits were reduced. The speed limits were reduced in March 2016.

The first speed surveys after the speed limit reductions were carried out in June 2016. The most recent speed surveys (after the additional repeater signs were installed) were carried out in September 2018 (westbound) and December 2018 (eastbound).

Seven-day speed surveys were conducted in both directions at four sites, giving eight locations altogether.

### **Near Jct. Fairways (40/50mph)**

The eastbound carriageway was reduced from 50mph to 40mph. Comparing the before and first after speed surveys, there was an initial reduction in both 85<sup>th</sup> percentile and mean speeds. The most recent surveys show a slight rise in vehicle speeds.

The westbound carriageway remained as a 50mph. Both the second and third speed surveys show a rise in vehicle speeds.

### **Near Jct. Hughes Road (40mph)**

Both the eastbound and westbound speed limits were reduced from 50mph to 40mph. The eastbound vehicle speeds appeared to be reduced significantly after the speed limit reduced, then went back up to their original levels in the latest surveys. The westbound vehicle speeds have shown a modest reduction in the second and third surveys.

### **Jct. Napier Road (40mph)**

Both the eastbound and westbound speed limits were reduced from 50mph to 40mph. Both the eastbound and westbound vehicle speeds have shown a modest reduction in the second and third surveys.

### **Jct. Green Lane (30mph)**

Both the eastbound and westbound speed limits were reduced from 40mph to 30mph. The eastbound vehicle speeds have shown a modest reduction in the second and third surveys. The westbound vehicle speeds showed an increase in 2016, compared to 2014, but reduced in 2018, but still above their 2014 level.

## **Summary**

Of the eight locations, four in each direction, five have shown a reduction in vehicle speeds in 2018 compared to 2014, Fairways (E/B), Napier Road (E/B), Green Lane (E/B), Napier Road (W/B), Hughes Road (W/B).

Of the eight locations, two have shown a slight increase Fairways (W/B), Green Lane (W/B), whilst Hughes Road (E/B) is about the same.

The locations that have shown the biggest reductions in vehicle speeds (up to 2.6mph 85<sup>th</sup> percentile) coincide with the biggest concentration of accidents before the speed limits were reduced. This may explain why the accidents have reduced (see below).

The number of accidents recorded in each year as follows:

2010 – 19  
2011 – 27  
2012 – 26  
2013 – 15  
2014 – 31  
2015 – 16  
2016 – 18 (6 in three months before speed limit was reduced, 12 in the nine months after)  
2017 – 15  
2018 – 14

At the time of writing accident data available for March 2019 was not available, so we only have two years and 11 months of after data. Notwithstanding this, in the three years before reduction in the speed limit there were **64** accidents and **41** in the two years and 11 months after.

If there were no additional accidents to be reported up to March 2019, this would represent a **reduction** in accidents of **35.9%**.

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



**DATE: 15 JULY 2019**

**LEAD OFFICER: GORDON FALCONER, COMMUNITY SAFETY MANAGER**

**SUBJECT: JOINT COMMITTEE COMMUNITY SAFETY FUNDING**

**DIVISION: All**

**SUMMARY OF ISSUE:**

The Joint Committee has a delegated budget of £3000 for community safety projects in 2019/20. This report sets out the process by which this funding should be allocated to the Community Safety Partnership and/or other local community organisations that promote the safety and wellbeing of residents.

NB – In Spelthorne the Community Safety Partnership is known as the Spelthorne Safer Stronger Partnership (SSSP) which is how it will be referred to in this report.

**RECOMMENDATIONS:**

**The Joint Committee (Spelthorne) is asked to agree that:**

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

**REASONS FOR RECOMMENDATIONS:**

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

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

- 1.1 Prior to 2016, the Committee had historically chosen to passport its delegated community safety funding to the local Community Safety Partnership (CSP) to assist in their efforts to tackle crime and anti-social behaviour on behalf of residents.
- 1.2 Following countywide analysis of the projects that were funded through CSPs and the outcomes achieved, the Joint Committee agreed that the SSSP should firstly be invited to provide an outline of any prospective projects that could be supported from the committee's funding for approval. This aimed to provide greater oversight of the committee's expenditure. In the context of the County's Medium Term Financial Plan and the requirement upon all county services to contribute to significant savings, the process would also help to achieve better value for money from projects in support of the County Council's wider community safety priorities.

## **2. ANALYSIS:**

- 2.1 In 2018/19 the committee awarded funding for a project to deter knife crime through a theatre presentation that would be performed in local schools. An officer from the Community Safety Team will talk about this project to the Committee at the meeting.
- 2.2 As in the previous year, a clear and simple process designed to support SSSP will be adopted in order that funds can be processed efficiently this year.
- 2.3 SSSP will be invited to submit a brief outline of the projects that it would like to put the committee's funding towards, using a simple template designed for this purpose.
- 2.4 To assist CSPs in identifying suitable projects, the following criteria will be provided as a guide:
  - a) Results in residents feeling safer.
  - b) Has clear outcomes that align with the priorities of the local committee and/or the CSP.
  - c) Is non recurrent expenditure.
  - d) Does not fund routine CSP activities (e.g. salaries, training).
  - e) Is not subsumed into generalised or non-descript funding pots.
  - f) Does not duplicate funding already provided (e.g. domestic abuse services, youth work, transport costs, literature which could be coordinated across all CSPs).



2.5 To ensure that funds can be distributed speedily and efficiently, it is recommended that authority is delegated to the Community Safety Manager, in consultation with the Chairman and Vice-Chairman of the Joint Committee, to authorise the expenditure of the committee's funds outside the formal quarterly committee meeting cycle. This should allow local organisations to obtain approval, initiate and implement projects with the minimum of delay.

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

### **3. OPTIONS:**

3.1 All viable options were considered and appraised when forming the recommendations to the Joint Committee. The previous arrangement, whereby the committee transferred both its funding and the decision-making about how the funding could be used to SSSP was not considered to provide sufficient information on the impact that the funding or the outcomes it had achieved.

3.2 The recommended funding arrangements will employ a simple process for the commitment of funds by the committee to enable greater scrutiny over the use of this funding.

### **4. CONSULTATIONS:**

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

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

5.1 The costs of the recommendations in this report are contained within existing revenue budgets. Early scrutiny of proposed projects by SSSP and local organisations will help to achieve better value for money for the Committee's funding.

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

6.1 There are no direct equalities or diversity implications. However, through its membership of SSSP, the County Council can help to ensure that local services are accessible to harder to reach groups. SSSP also maintains ongoing monitoring of hate and domestic abuse crimes.

## **7. LOCALISM:**

7.1 The proposals contained in this report will enable SSSP and/or other suitable local organisations to submit projects that support the County Council's strategic goal of enhancing resident experience.

## **8. OTHER IMPLICATIONS:**

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

### **8.1 Crime and Disorder implications**

The committee's funding for local community safety projects enables SSSP and/or other local organisations to help to promote safety, reduce crime, and tackle antisocial behaviour and raise awareness of safer practices and behaviours.

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

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

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

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

### **Contact Officer:**

Carys Walker, Partnership Committee Officer (Spelthorne), Telephone 01932 794081

### **Consulted:**

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

### **Annexes: None**

### **Sources/background papers:**

Not applicable.

**SPELTHORNE BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL**



**SPELTHORNE JOINT COMMITTEE**

**DATE: 15 JULY 2019**

**LEAD OFFICER: MARY HOLDAWAY  
ACTIVE LIFESTYLE & WELLBEING MANAGER**

**SUBJECT: HEALTH & WELLBEING STRATEGY UPDATE**

**AREA(S) AFFECTED: ALL**

**SUMMARY OF ISSUE:**

The Spelthorne Health & Wellbeing Strategy (Appendix 1) was adopted in April 2016. This reports outlines the progress against the strategy in 2018/19 (Appendix 2).

**RECOMMENDATIONS:**

**The Spelthorne Joint Committee is asked to note:**

- (i) The progress of the Health & Wellbeing Strategy action plan in 2018-19

**REASONS FOR RECOMMENDATIONS:**

The Spelthorne Health & Wellbeing Strategy aims to identify areas for development to improve the health and wellbeing of local residents. The action plan has clear targets to ensure that progress can be monitored.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 The first Spelthorne Health & Wellbeing Strategy was adopted by Cabinet in April 2016. Along with many other agencies, Spelthorne Borough Council has a key role in improving the health and wellbeing of its residents. Many council services such as Housing, Independent Living, Leisure, Environmental Health, Community Development, Planning, Sustainability and Community Safety, support the wider health needs of our communities. The Community Wellbeing Group leads on the Health & Wellbeing Strategy at Spelthorne Council. This report is for information on the progress of actions in the 2018/2019 action plan.
- 1.2 Following the recent launch of the Surrey Health and Wellbeing Strategy, a new strategy will now be written for Spelthorne

- 1.3 The Spelthorne Health & Wellbeing Strategic Group has been reformed over the last few years and has been reactive to issues that have arisen, particularly in relation to funding cuts across various agencies. The Group is jointly chaired by Cllr Maureen Attewell and Deborah Ashman and has representatives including a county councillor, colleagues from the CCG and voluntary groups. The work of the group complements the Health & Wellbeing Strategy whilst focusing on topical issues such as sexual health services, transport to special schools etc.

## **2. ANALYSIS:**

- 2.1 The Public Health England 2018 'Spelthorne' Profile identifies some key statistics:

- 17.6% children in the borough aged 10-11 are obese
- Spelthorne is the worst in Surrey for:
  - Under 75 mortality rate: cardiovascular
  - Diabetes diagnosis (aged 17+)
  - Smoking prevalence in adults (aged 18+)
  - Infant mortality rate
  - Obese children (aged 10-11)
  - Deprivation score
  - Children in low income families (under 16s)
  - Violent crime (violent offences)

The profiles also highlights significant improvements that have been made since 2017 in the following areas:

- Hospital stays for self-harm
- Hip fractures in older people (aged 65+)
- Alcohol specific stays (under 18s)
- Physically active adults (aged 19+)
- New sexually transmitted infections

- 2.2 The priorities for the Health & Wellbeing Strategy complement the North West Surrey Clinical Commissioning Group's Strategic Objectives and Surrey County Council Health & Wellbeing Strategy Priorities.

- 2.3 Some of the headline news stories for Spelthorne in 2018/19 include:

- Housing
  - Bugle House was built and rehoused 8 households who were owed a homelessness duty, all of whom were in costly nightly paid accommodation.
  - Harper House, acquired by Knowle Green Estates in 2016 is currently used by the Council for nightly paid emergency accommodation. There are plans for the site to be rebuilt, potentially with Homes England grant funding. Subject to planning approval, this will provide vastly improved accommodation for homeless households.
  - The White House, a property in Ashford, is similarly awaiting confirmation of grant funding and planning consent. The White House site will offer a single persons homeless hostel with 27 units and 4 'move on' bedsits.

- The Council have recently worked with Knowle Green Estates and developed three 2 bed houses at Churchill Way, Sunbury. These were let to 3 households who were owed a homelessness duty.
- Independent Living
  - Spelthorne Borough Council funded the build of an extension at the Greeno Community Centre in Shepperton to be dedicated for use by the OPAL (Old People Actively Living) group. This is a dedicated group for people with high needs including those living with dementia.
  - The Greeno Community Centre also received Lottery funding for a minibus to help transport people into the centre.
- Leisure
  - Two successful funding bids secured from Tesco Bags of Help totalling £3000 were awarded to provide a Fit & Fed programme. Twelve days of activity were delivered across the summer and October half term holidays in 2018. These initiatives benefited 132 young people. Participants were involved in a range of sports including cage cricket, boxing and dance as well as being provided with breakfast and lunch. The project aims were to work with harder to reach young people including those on free school meals, young people with Special education needs (SEN) and those that are less active. Residual funding has been put aside for further sessions to be delivered this summer.
- Environmental Health

In March 2018, Surrey County Council we were awarded an £145k Air Quality Grant by Defra for a schools air quality awareness project. Spelthorne were designated the lead authority for the project, the outcomes of which have been implemented by the Surrey County Council Safer Travel Team. The project delivered a series of measures designed to raise awareness of air quality issues with primary and secondary school children to encourage behaviour change and reduce vehicle idling particularly outside schools. Some of the measures included:

  - A media campaign which ran between 17 September and 14 October across social media, printed publications, radio adverts, bus backs and bus stop ad-shells.
  - A performing arts company developed a bespoke air quality play and toured around schools across Surrey including 9 in Spelthorne.
  - London Sustainability Exchange delivered a workshop and whole school assemblies to schools. The workshop included the erection of 10 diffusion tubes to help children understand the science of monitoring. Six Spelthorne schools received in-school workshops and resources
  - The London Sustainability Exchange also provided 5 schools with focused support to deliver an anti-idling campaign. Two of these were in Spelthorne
  - County wide, bikeability training is on-going with 46 schools having booked 2,512 extra training places through to April 2019.
  - Surrey County Council's sustainable travel Golden Boot challenge will be rebranded as an air quality themed 'Green Boot Challenge'. This will include a new a smart phone App for school children and parents to supplement the hands up in school surveys reported via the website. The App will be trialled in June

2019 in up to 50 of the 450 participating schools county wide and then would be fully rolled out in June 2020.

**3. OPTIONS:**

3.1 This report is for information only.

**4. CONSULTATIONS:**

4.1 All relevant departments within Spelthorne Council were consulted to ensure accurate monitoring of progress to date.

**5. FINANCIAL IMPLICATIONS:**

5.1 The actions are carried out within the relevant department's budgets or grant funding. There are no additional financial implications.

5.2 A robust Health & Wellbeing Strategy is required to assist with sourcing external funding.

**6. WIDER IMPLICATIONS:**

6.1 The Strategy will support and link in with other council strategies including the Housing, Economic and Leisure & Cultural Strategies. The aim of the strategy is to improve the health and wellbeing outcomes for the local community.

6.2 The strategy complements the work of the Spelthorne Health & Wellbeing Strategic Group which consists of a broad range of organisations from Council to CCG and voluntary groups. This gives a wider community view and influence into the group.

6.3 Council Policies and Priorities

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

The Health & Wellbeing Strategy aims to improve the health of local residents. Safeguarding is one of the key priorities outlined with the strategy. One of the actions is to improve air quality by promoting sustainable travel.

## **7. CONCLUSION AND RECOMMENDATIONS:**

- 7.1 Joint Committee are asked to note the progress of the Health & Wellbeing Strategy Action Plan outcomes for 2018/2019.

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

- 8.1 The new Surrey Health & Wellbeing Strategy has just been launched so ideas for a new Spelthorne Strategy will now start to be developed. The Spelthorne Health & Wellbeing Group will be consulted to contribute ideas and themes for the strategy. The progress on the Health & Wellbeing Strategy and action plan will be reported back to this Joint Committee.
- 8.2 A couple of focus projects will be undertaken over the next year:
- Housing
    - Following a successful grant funding application with MHCLG, the Housing Options team are improving their offer to rough sleepers, or those at risk of rough sleeping in Spelthorne, with a Rough Sleeper Project. The project will seek to map services in the local area for rough sleepers, and also to engage more directly and assertively with those sleeping on our streets, supporting them to leave the streets for good. The project runs to 31 May 2020, but will be evaluated part-way through to consider if there is a
  - Environmental Health
    - SBC have put aside funding to install further electric Vehicle charging points at Knowle Green.

### **Contact Officer:**

Mary Holdaway – [m.holdaway@spelthorne.gov.uk](mailto:m.holdaway@spelthorne.gov.uk) or 01784 446261

### **Consulted:**

Spelthorne Borough Council staff:

Deborah Ashman, Lisa Stonehouse, Tracey Willmott-French, Olivia Flint, Fidelma Harding, Rob Thomas, Nigel Drury, Niky Rentall, Mark Rachwal, Ken Emerson

Cabinet Member:

Cllr Maureen Attewell

### **Annexes:**

Appendix 1 – Spelthorne Health & Wellbeing Strategy

Appendix 2 – Action Plan Progress to for 2018/2019

### **Background papers:**

There are no background papers.

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# Spelthorne Health and Wellbeing Strategy 2016-19





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## Foreword

I am delighted to introduce Spelthorne's first Health and Wellbeing Strategy. This strategy represents a significant step forward to improving the health and wellbeing of the people of Spelthorne.

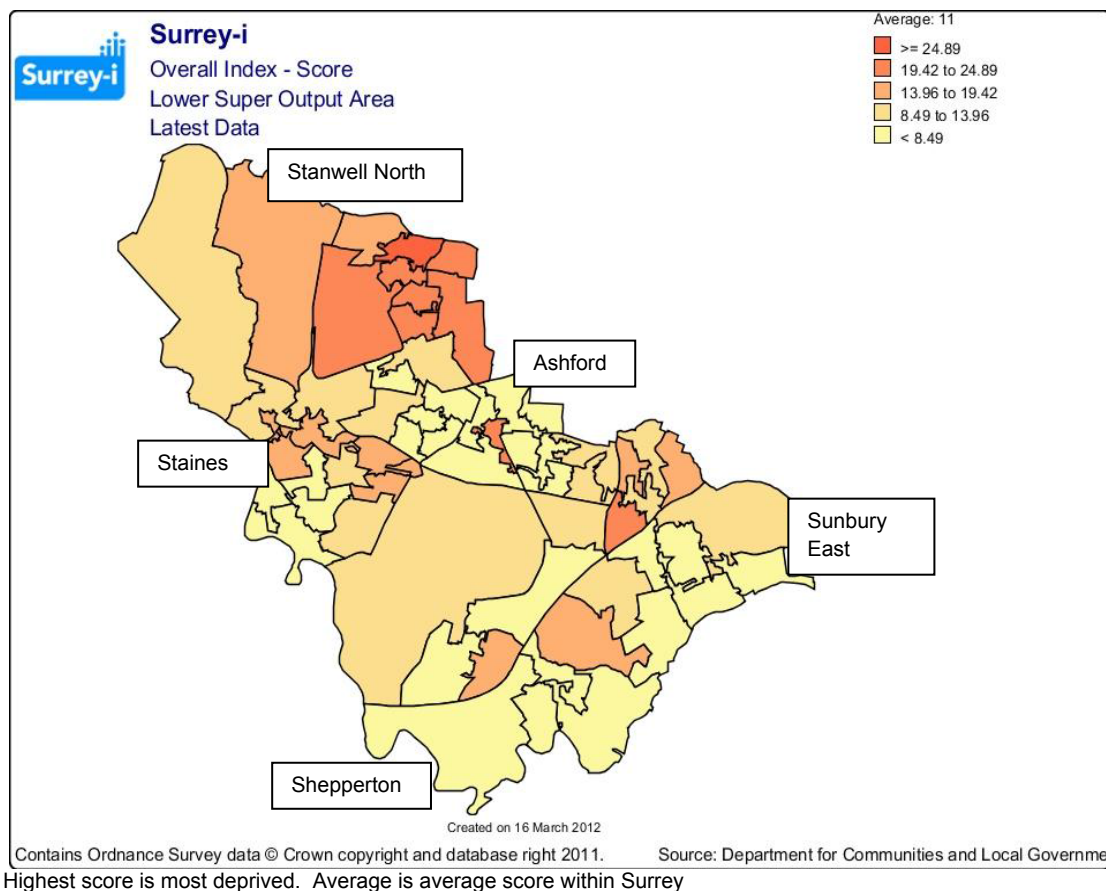
The strategy presents a new and exciting opportunity to build on and succeed in partnership working. The strategy outlines 4 key priorities where it is recognised that by working together we can achieve the greatest results. We look forward to making the most of the extensive skills and knowledge of our communities and services to jointly tackle the health challenges we face today. We are fortunate in Spelthorne that many of our residents already experience good levels of health and wellbeing. However, some of us do not, and these health inequalities must be addressed. We have a duty to work together to make a real difference to people's lives while improving the health of the general population. The challenges we face will not be solved overnight but tackling these together will be a main priority.

**Cllr Maureen Attewell**

## 1. Spelthorne Borough Council Overview

- 1.1 The Borough of Spelthorne lies to the south west of London and is a relatively small borough, just six miles long and two and a half miles wide. It is located 15 miles from central London and shares its northern border with Heathrow Airport. The River Thames defines its long southern boundary.
- 1.2 It is densely populated and has five main urban areas - Ashford, Shepperton, Staines-upon-Thames, Stanwell and Sunbury-on-Thames.
- 1.3 The population of approximately 95,598 (2011) live in about 39,500 dwellings. The mix of dwellings and density makes Spelthorne more similar to the adjoining London boroughs than the rest of Surrey. The population is relatively older than average with a projection that it will get older over the next 20 years.
- 1.4 The Borough is economically active although its unemployment claimant count of 0.9% (February 2015) has been at that level for the previous 6 months. It is adjacent to some major employment centres especially Heathrow Airport, which employs more than 3,900 Spelthorne residents (March 2010).
- 1.5 Surrey is one of the healthiest counties in the UK and Spelthorne fares well in the majority of health measures when compared with the national picture and our neighbouring boroughs. However, Spelthorne Borough Council recognises the key role it plays in helping to improve the health and wellbeing of residents, particularly those in areas of greater deprivation where certain health issues are more prevalent and there is much greater need. There are small pockets of deprivation in the borough (see figure one) in parts of Stanwell, Ashford, Staines-upon-Thames and Sunbury Common.
- 1.6 Ashford and St Peter's Hospital Trust are the key hospitals for Spelthorne with Ashford Hospital being the only hospital situated within the borough. The nearest accident and emergency is located outside the borough at St Peter's in Chertsey.
- 1.7 There are 11 GP surgeries in Spelthorne. All the surgeries in Spelthorne are part of the North West Surrey Clinical Commissioning Group.
- 1.8 Recreational facilities include two leisure centres, over 750 acres of parks and open spaces, golf courses, water sports and Kempton Park racecourse.
- 1.9 Spelthorne also has four community centres and a wellbeing centre.

**Figure 1:** Overall Index of Deprivation 2010 by lower Super Output Area Spelthorne. Super output areas (SOA) were designed to improve the reporting of small area statistics and are built up from groups of output areas (OA).



## 2. National/Policy context

- 2.1 To safeguard its future the NHS needs to change to meet the challenges it faces. Only by modernising can the NHS tackle the problems of today and avoid a crisis tomorrow. The Health and Social Care Act 2012 put Clinical Commissioning Groups (CCG) at the centre of commissioning and gave a new focus to public health.
- 2.2 The Health and Social Care Act 2012 indicates significant changes, giving the NHS, Spelthorne and our partners the chance to develop local actions to make improvements to services in our borough.
- 2.3 The responsibility of delivering this act locally is the North West Surrey CCG Group and Surrey County Council (SCC). Their statutory duties are:
  - the Healthy Child Programme for school-age children (including school nurses)
  - sexual health services (excluding contraceptive services provided under the GP contract and HIV treatment)
  - public mental health services

- local programmes to promote physical activity, improve diet/nutrition and prevent/address obesity
- drug misuse and alcohol misuse services
- tobacco control, including stop smoking services and prevention activity
- NHS health checks
- local initiatives to prevent accidental injury, including falls prevention
- local initiatives to reduce seasonal mortality.

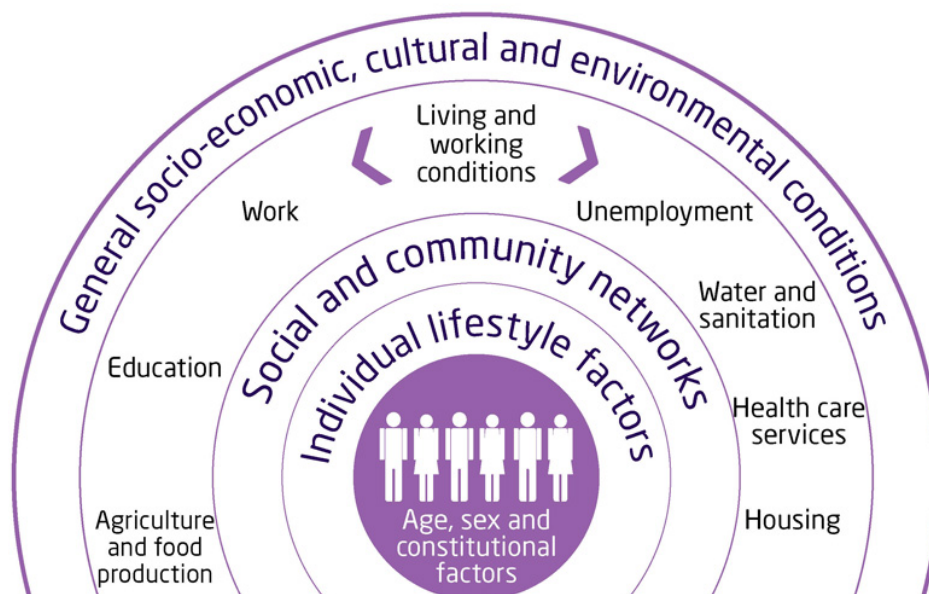
### **Why prevention?**

“Prevention of ill health has traditionally been the responsibility of the NHS, but we put prevention in the context of the social determinants of health. Hence, all our recommendations require involvement of a range of stakeholders. Local and national decisions made in schools, the workplace, at home, and in government services all have the potential to help or hinder ill-health prevention.”

(Marmot 2010 – Executive Summary)

- 2.4 Ill health prevention forms the foundation and influences this strategy to improve health and wellbeing. The evidence base for this is substantial, and includes:
- The Global Burden of Disease Survey 2010
  - Social Model of Health
  - The Marmot Review
- 2.5 The Global Burden of Disease 2010 Study is the largest study of its kind ever undertaken, and shows that in the UK, the contribution of unhealthy behaviours to the overall burden of disease is enormous. This represents a key opportunity to improve health and wellbeing by targeting these behaviours through prevention action. According to the survey, the top 5 risks factors are tobacco smoking, raised blood pressure, obesity, physical inactivity, and alcohol; all of which are entirely, or in large part, amenable to prevention. Tobacco smoking alone accounts for 12% of the burden of disease, the single greatest cause of ill health in the UK, and is responsible for 1 in 7 of all deaths in Surrey.
- 2.6 The Social Model of Health, as shown in the following figure, also outlines that health is determined by a complex interaction between individual characteristics, lifestyle and the physical, social and economic environment.

**Figure 2: The Social Model of Health**



Source: Dahlgren, G. and Whitehead, M. (1993) Tackling inequalities in health: what can we learn from what has been tried?

- 2.7 The Marmot Review also highlights that health inequalities arise from social inequalities, and action on inequalities require a focus on prevention. Prevention incorporates both the narrow definition of tackling unhealthy behaviours, and the wider definition of action on socio-economic determinants to prevent the onset of ill-health in the future.

### 3. Surrey Setting

- 3.1 Over one million people live in Surrey. Each and every one of them has their own health and wellbeing needs. Meeting those needs is a complex task and health, social care, third (voluntary) sector and community leaders must all work together to succeed in supporting people to resolve these needs in an effective and efficient manner.
- 3.2 The Commissioning Intentions drawn up by NHS North West Surrey Clinical Commissioning Group (NWS CCG) outline the priorities being taken forward to provide the best possible health for the population of North West Surrey.
- 3.3 Surrey County Council as lead for public health has set up a Health and Wellbeing board and they have produced a Health and Wellbeing Strategy. Their strategy prioritises actions which can be achieved in partnership and demonstrates how needs identified through the Joint Strategic Needs Assessment (JSNA) and other sources are to be addressed. Decisions about health and care are then based on clinical expertise, evidence from the JSNA, and input from locally elected councillors and the public. The general public can make comments via initiatives such as Health Watch Surrey and at public meetings. This means decisions about action and investment can be genuinely local, rather than solely a reflection of national priorities.

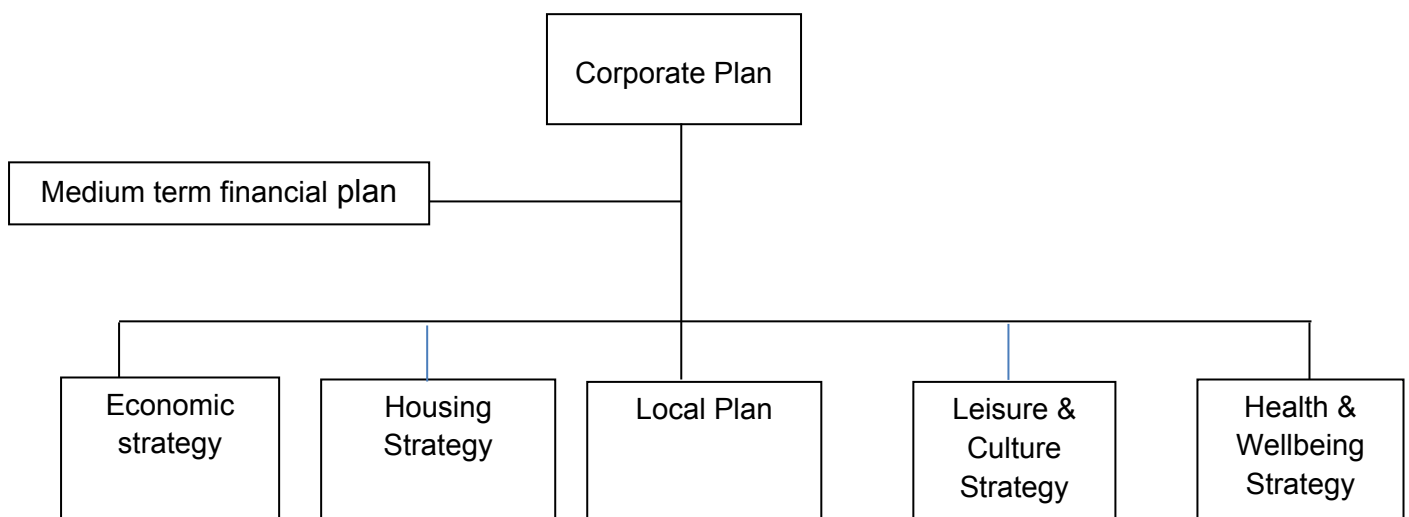


3.4 Based on the local evidence and knowledge, Spelthorne Borough Council has developed four health priorities in areas where we have influence and control. We will work as a team to develop and identify where we link with and complement the SCC and North West Surrey CCG objectives and priorities.

<p style="text-align: center;"><b>North West Surrey Clinical Commissioning Group Strategic Objectives (2014-18)</b></p> <ol style="list-style-type: none"> <li>1. Increase length of life and prevent people from dying prematurely</li> <li>2. Improve quality of life and promote independence</li> <li>3. Optimise the integration, quality and effectiveness of services</li> <li>4. Help people recover from ill-health</li> <li>5. Target spend for greatest gain and eliminate waste</li> </ol>	<p style="text-align: center;"><b>Surrey County Council Health and Wellbeing Strategy Priorities</b></p> <ol style="list-style-type: none"> <li>1. Improving children’s health and wellbeing</li> <li>2. Developing a prevention approach</li> <li>3. Promoting emotional wellbeing and mental health</li> <li>4. Improving older adults health and wellbeing</li> <li>5. Safeguarding the population</li> </ol>
<p><b>Spelthorne Borough Council Priorities</b></p> <ol style="list-style-type: none"> <li>1. A borough where health inequalities are reducing among young and old</li> <li>2. Developing a preventative approach</li> <li>3. Improve emotional and mental wellbeing</li> <li>4. Safeguarding</li> </ol>	

## 4. Health in Spelthorne

- 4.1 The county of Surrey is one of the least deprived in the country and its population generally enjoys good health and wellbeing. In Spelthorne, many of the Borough's residents also enjoy good health compared with many areas, but there are small pockets of deprivation in specific wards. Significant problems also persist in the population which can lead to ill health, particularly obesity, smoking and physical inactivity, which are important causes of early death and ill health.
- 4.2 Developing this Health and Wellbeing Strategy will ensure that we have a locally determined set of priorities. It will enable us to provide partners such as the Clinical Commissioning Groups (CCG) and Surrey County Council with information to inform their future plans and therefore assist our partnership working.
- 4.3 This strategy is part of a number of corporate plans and strategies supporting Health & Wellbeing in its broader sense in Spelthorne.



- 4.4 The strategy has also been informed by a residents' survey (2014) which identifies the following as being important and related to Health and Wellbeing:
- Clean areas/clean streets (sense of wellbeing)
  - Waste and recycling (public health)
  - Parks and open spaces (opportunities to keep fit and well)
- 4.5 The following tables highlight how Spelthorne compares with both England and Surrey.

**Table 1: Data Summary for England, Surrey and Spelthorne**

	<b>England</b>	<b>Surrey</b>	<b>Spelthorne</b>
Total number of carers (2011 census)	5,430,016 (10.2%)	108,433 (9.6%)	9,844 (10.3%)
Admission episodes for alcohol related conditions per 100,000 (2013/14) <sup>1</sup>	645	525	554
Smoking Prevalence (2014) <sup>1</sup>	18%	16.6%	15.9%
Excess winter deaths (2011-14) <sup>1</sup>	15.6%	15.9%	17%
Excess weight in adults - the percentage of adults classified as overweight or obese (2012-14) <sup>1</sup>	64.6%	63.4%	62.8%
Obese adults (2012-2014) <sup>1</sup>	24%	22.5%	25%
Obese children (year 6) <sup>1</sup>	19.1%	16.4%	15.5%
Homelessness acceptances – per thousand households (2014-2015) <sup>1</sup>	2.4	2	3.2
Percentage of physically active adults – those achieving 150 minutes of at least moderate intensity activity per week (2014) <sup>1</sup>	57%	59%	55.8%

<sup>1</sup> Public Health Profiles 2015 (Public Health England)

**Table 2: Surrey & Spelthorne Comparison Table**

	<b>Surrey</b>	<b>Spelthorne</b>	<b>Comments</b>
Life expectancy <sup>1</sup>	84 years for women 80.5 years for men	83.8 years women 80.7 years men	The life expectancy varies greatly from the most deprived areas compared to the least deprived
Children living in poverty <sup>1</sup>	13.7%	13.6%  Highest in Ashford North/Stanwell South & North, Sunbury Common	Children living in poverty are less likely to do well in school, resulting in poorer job opportunities. They are likely to live five years less than their peers.
Bed and Breakfast / Temporary accommodation <sup>2</sup> (Dec 2015)	215 Households in B&B  729 Households in temporary accommodation	84 Households in B&B (25 of which have shared facilities)  121 Households in temporary accommodation arranged by local authority	Spelthorne has the highest number of families in B&B – (both shared facilities and self-contained) in Surrey. These families often have no access to GPs, schools or play areas and can suffer from isolation. They may also experience problems such as poor nutrition.
Dementia Prevalence in 65+ population. (2012-13) <sup>5</sup>	3.4%	3.4%	

<sup>1</sup>Public Health Profiles 2015 (Public Health England)

<sup>2</sup> Spelthorne P1E

<sup>3</sup> Surrey I community wellbeing, Spelthorne area profile

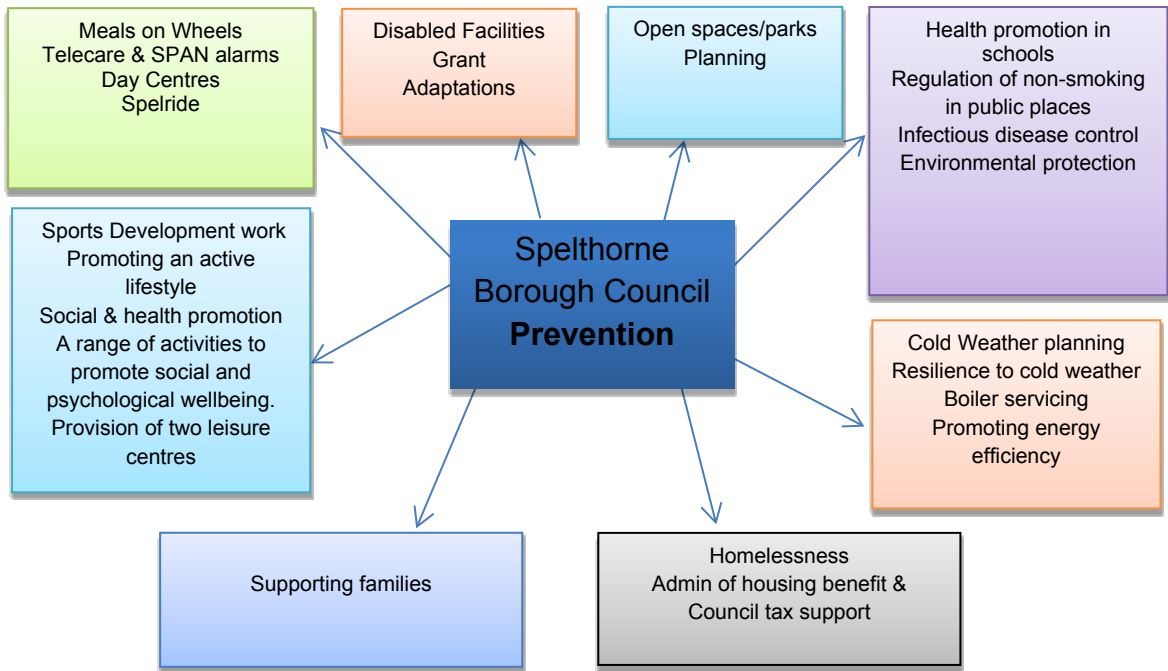
<sup>4</sup> Surrey I JSNA Summary Spelthorne, Surrey i

<sup>5</sup> Surrey JSNA - Dementia Chapter Surrey i

**Figure 3: Current provision to support the wellbeing of Spelthorne residents**

4.6 As a local authority we provide support to our residents in many ways, focusing on prevention.

**A snapshot of Spelthorne's current functions:**



## Our Vision

“To reduce inequalities and improve health and wellbeing of people living in Spelthorne”

### 5. Our priorities

- 5.1 We have developed four health and wellbeing priorities for the borough which also complement SCC and CCG priorities. Spelthorne and partners will obviously continue to work on their statutory and discretionary functions and various other special projects, but these four priorities have been identified as requiring additional focus.

#### Our priorities Areas

- 5.2 **Priority 1: A borough where health inequalities are reducing amongst all ages**

Focusing on:

- Children living in poverty
- Older people in need of social care and those that need help to remain at home independently
- People with learning and physical disabilities
- People with dementia and their carers

- 5.3 **Priority 2: Develop a preventative approach**

To prevent ill health and promote wellness concentrating on:

- Reducing smoking and alcohol misuse to increase life expectancy
- Increasing physical activity and reducing obesity
- Reducing excess winter deaths
- Improving air quality
- People in inadequate housing
- People who have come for help with housing/homeless situation
- People who need advice on maximising income/benefit advice

- 5.4 **Priority 3: Improve emotional and mental wellbeing**

- Promote initiatives to encourage positive mental health

## 5.5 Priority 4: Safeguarding the population

- Ensure that children and adults whose circumstances make them vulnerable, will be safeguarded and protected from avoidable harm.
- We will ensure that safeguarding policies and procedures are followed by us and our partners.
- People who use our services will feel safe.

## 5.6 If we get all the priorities right we hope to see the following outcomes:

- The gap in the life expectancy between the most deprived and least deprived areas across Spelthorne will narrow
- The current increase in people being admitted to hospital due to drinking alcohol will slow
- People who use our services will feel safe
- There will be fewer avoidable winter deaths
- Older people are able to stay in their own homes longer
- More people (children and adults) will be physically active
- More people will be a healthy weight

## 6. Developing the action plan, the annual review and engagement with partners

- 6.1 The Strategy will be reviewed each year and progress monitored by the Spelthorne Health and Wellbeing Group and Cabinet/Performance Monitoring Forum.
- 6.2 Progress on each of the 'actions' in this strategy will be monitored by the Health & Wellbeing group and in an annual review to Cabinet/Performance Monitoring Forum.
- 6.3 This Health and Wellbeing Strategy embraces a commitment to partnership working that draws together all of the key stakeholders. It is intended that the promotion of this strategy will be through the Health and Wellbeing Group and that it is a 'living' document focussing on national, Surrey and local health priorities. It is likely to change over time as priorities are set. Spelthorne will adopt any changes and ensure that it supports its population in improving the health and wellbeing of its residents.

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## Action Plan for 2018/2019

### Priority 1: A Borough where health inequalities are reducing amongst all ages


Areas for development	Target	Action	Timescale	Lead	Update on Progress
<b>Children living in poverty</b>	Support 250 families to be able to have coping mechanisms.	Continuation of the troubled families programme phase 2 (Surrey Supporting Families programme).	June 2015-2020	Supporting Families	☺ 281 in total since the start of the project and 36 families in 18/19 in Spelthorne
	Analyse responses to play scheme voucher questionnaire and revise offer of subsidised play scheme places as applicable.	Voucher application forms will be issued to those in receipt of benefits and families referred by housing options and family support.	Summer 2018	Leisure	☺ Amount used in summer 2018 = £11,406. 216 families applied and were issued with vouchers, 134 families used their vouchers, 11 families applied and were either not eligible or we had run out of

					vouchers. 62% of families used vouchers, compared to 51% in 17/18. Met with home school link workers to discuss a new referral procedure for 2019.
	Work with Sunbury Local Family Partnership to upstream homeless prevention and maximise income.	The Sunbury Local Family Partnership is being set up in Sunbury Common to offer early preventative help to families.	2018/2019	Housing	😊 Attended initial meetings to introduce service and explain the referral process.
<b>Older people in need of social care and those that need help to remain at home independently</b>	Hold Living & Ageing Well Week annually in October	Hold a variety of activities during the week at community centres, leisure centres and other locations, encouraging long term participation.	October 2018	Independent Living/Leisure	😞 Didn't hold event in 2018 due to staff shortage
	Increase number of mobile sim units in borough to 10.	The SPAN service provides an alarm with to any client who would benefit from being able to get help at the press of a button.	2018/2019	Independent Living	😊 Exceeded target and have brought

					in an extra 120
	Increase number of Meals on Wheels delivered by 1%. Offer the service 365 days a year and include sandwiches.	To provide a delivery of a hot nutritious daily meal for people in their own homes, either as a result of self-referral or as part of a care package.	2018/2019	Independent Living	☹️ Meals are provided 365 days a year and sandwiches are provided 5 days a week. Increase of 1% missed. A review of the service is being undertaken.
	Continue to offer a wide range of activities via the four community centres, as well as signposting and advice.	Encourage new Spelthorne residents to use our services using various promotional methods.	2018/2019	Independent Living	😊 Ongoing. New activities have been introduced including laughing yoga & increased chair based from once to twice a week due to demand
	Offer wellbeing prescriptions and ensure referrals have a response within 15 days.	GPs will complete a referral form and email across to SBC. The Wellbeing Advisor will then meet with clients to	2018/2019	Leisure/ Independent Living	😊 167 referrals received in 18/19 and all

		discuss issues raised and signpost people to local opportunities			responded within 15 days.
<b>People with learning and physical disabilities</b>	Analyse provision of Spelthorne Para Sports Club to determine the long term sustainability.	The club will run twice monthly from April for one term before analysing the attendance and sustainability. A rota is to be put in place for volunteers to assist with recruitment and retention.	2018/2019	Leisure	☹️ Attendance at club has fluctuated with best attendance in Jan & Feb. Review taking place to determine provision from September.
	Ensure Spelthorne Boccia club is self-sustainable.	Recruit/train volunteers and set up club committee.	2018/2019	Leisure	☹️ Good club attendance and volunteers taking on more roles. Still to establish committee
	Spelthorne and Sunbury Leisure Centres to be awarded the 'Inclusive Fitness Initiative (IFI) mark' accreditation	The Inclusive Fitness Initiative (IFI) aims to support leisure centres to become more welcoming and offer accessible environments to disabled people. It helps leisure facilities to assist more disabled people to become physically active.	December 2018	Leisure	☹️ Sunbury are making suitable adaptations before their assessment in June. Spelthorne Leisure

					Centre have IFI equipment but need to re-apply for accreditation.
	Spelthorne residents helped to live independently in their own homes with Disabled Facilities Grants. Applications for level access showers and stair lifts will be informed of the outcome within 5 days of their application.	To provide disabled facility grants to fund adaptations to vulnerable people's homes.	2018/2019	Independent Living	☺ Most applications are turned around within 5 days. Joined the handy person scheme in Oct '18 with Woking & Runnymede for small jobs for residents.
<b>People with dementia and their carers</b>	Continue to offer people with high needs a supportive and safe place at Fordbridge and Greeno Day Centre, which gives carers a break.	The OPAL group will continue to run from both Fordbridge and Greeno Community Centres for those with additional support needs. A hot lunch and refreshments are available and various activities take place daily.	2018/2019	Independent Living	☺ The group enjoyed lots of outdoor trips due to a warm summer. Greeno have now got a room especially for opal group only (build was finished in March '19)

	Establish two more Dementia Friendly Communities in Spelthorne	Businesses and communities will be encouraged to be dementia friendly.	2018/2019	Community Development	 <p>One is established and discussions with residents in Sunbury have begun to progress setting up a group.</p>
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## Priority 2: Develop a preventative approach

Areas for development	Target	Action	Timescale	Lead	Update on Progress
<b>Reducing smoking</b>	Raise awareness of the Surrey Smoke Free Alliance.	Attendance at the smoke free alliance. Promote their campaigns and initiative through local marketing avenues including the Borough Bulletin and website.	Ongoing	Environmental Health	😊 Attended meetings. No countywide campaign relevant to Spelthorne in 18/19.
<b>Reducing alcohol consumption</b>	To encourage responsible drinking and the prevention of underage sales. Promote at two Partnership Action Days.	To work with licensed premises, police and trading standards to promote responsible retailing and ensure against underage sales and help address problem drinking.	Ongoing	Environmental Health	😐 Ongoing. Reviewing Partnership Action Days for 2019.
<b>Increasing life expectancy</b>	Signpost referrals from wellbeing prescriptions to activities to reduce social isolation	Encouraging people to become involved with social activities will increase people's self-worth.	2018/2019	Leisure/ Independent Living	😊 Referrals regularly signposted to social activities including community centres
	Health checks to be carried out at Spelthorne and Sunbury Leisure Centres and local businesses.	Promote through local marketing avenues including the Borough Bulletin and website. Train more staff to deliver checks.	2018/2019	Leisure	😐 Health checks promoted on council website, however, no checks were carried out due to staff shortages.

					Training now arranged for staff to be able to offer these.
	Complete a community needs assessment for Sunbury Common.	We will work with partners including Public Health, Surrey Police, Kenyngton Manor School & Children's Centre and Sunbury Youth Centre to carry out a community needs assessment in Sunbury Common. This will identify how residents feel about their local area and any areas to address.	2018/2019	Leisure	☺ Needs assessment complete working with relevant partners. Findings to be implemented.
<b>Increasing physical activity and reduce obesity</b>	Increase the number of physically active adults. Recruit 50 new walkers and 12 new cyclists to the schemes.	Promote the Walking for Health, Cycling for Health and Get Active 50+ projects.	2018/2019	Leisure	☺ 81 new walkers and 10 new cyclists
	Encourage the use of green space/outdoors for exercise and physical activity.	Deliver at least 8 Xplorer (orienteering) events throughout the year including new parks in Stanwell and Sunbury Common.	December 2018	Leisure	☺ 10 events held in 18/19 including 3 in Stanwell and 3 in Sunbury Common
	Increase physical activity amongst families	Set up Sporteering challenge which encourages people to explore their local area using a phone app.	2018/2019	Leisure	☺ Sporteering challenge set up and promoted over Easter 2018.
	Deliver 'Fit & Fed' programmes in youth centres during school holidays	The Fit & Fed programme aims to offer young people the opportunity to participate in physical activity and eat a healthy meal during school holiday periods. The outcome of the funding bid	2018/2019	Leisure	☺ Two successful funding bids secured totalling £3000. Twelve



		to the Tesco bags of help scheme will influence how long the project can run for.			days of activity delivered across Summer and October 2018, benefiting 132 young people.
	Raise awareness of healthy eating initiatives.	Promote the Eat Out Eat Well scheme during food hygiene inspections in premises with food hygiene ratings of 3, 4 or 5 stars.	Ongoing	Environmental Health	😊 Ongoing – promotion of scheme is included in letter to premises following inspections.
	Fordbridge Community Centre to deliver cookery course to another 5 individuals	A cookery course will be delivered on a 1:1 basis, aimed primarily at older gentleman who are widowed	2018/2019	Independent Living	😊 10 individuals attended 1:1 courses. Stopped now due to no volunteer to deliver courses.
<b>Reducing excess winter deaths</b>	Helping vulnerable Spelthorne residents to keep sufficiently warm over the winter months by providing interim heating while boiler repairs are being progressed within 1 working day.	To help vulnerable people keep warm with the repair/servicing of their boilers through the 'Warmer Homes Grants'.	Ongoing	Environmental Health	😊 Grants continue to be provided to vulnerable residents to ensure their heating systems continue to work effectively. 8 warmer home grants were given over 2018-19.

	Raise awareness that a warm home environment is vitally important for health.	Support the project, in partnership with Action Surrey and all LA's in Surrey to promote this Surrey wide initiative to target properties in Spelthorne. To ensure homes, particularly those in fuel poverty, on low income and vulnerable to the cold. Homes should also be free from trip/fall hazards and in a state of good repair. Raise awareness of the financial assistance which is available via Action Surrey; Spelthorne Borough Council and energy providers via local marketing avenues.	2018/2019	Sustainability	😊 Regular promotion and information supplied in the Borough Bulletin, through targeted mail-outs, leaflets with the Council Tax mail-out, council communication channels and on social media.
<b>Improving air quality</b>	Work to improve the air quality statistics.	Installation of three dual Fast Electric Vehicle (EV) charging points within the Borough. Continued adoption of SCC Vehicular and Cycle Parking Guidance for EV charging in new developments. Completion of Surrey Air Quality Modelling. Publication of Spelthorne Air Quality Action Plan.	2018/2019	Environmental Health	😊 Council staff charging point installed. Recently made a joint bid with Surrey County Council in a project that if successful would lead to installation of 20 new charging locations. SBC have put aside funding to install

					<p>additional charging points. SCC Vehicular and Cycle Parking Guidance continues to be routinely applied to all developments of 10 or more residential units and commercial developments of greater than 1,000 sq.m. Received draft modelling outputs and reports. Expect to take receipt of the final documents in June 2019. Publication of Spelthorne Air Quality Action Plan has been delayed as the above modelling (and</p>
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					<p>accompanying source apportionment work) is required to inform the Action Planning. Selected a preferred consultant to facilitate the Action Planning and prepare the report. Finalising the specification of work which will involve scenario testing on the modelling to illustrate the potential scale of improvements achievable from selected actions.</p>
	<p>Increase the number of individuals signed up for the Air Alert to 125.</p>	<p>Promote through targeted communications (bulletin articles, notices at pharmacies, schools, occupational health within large companies, and the use of social media).</p>	<p>2018/2019</p>	<p>Environmental Health</p>	<p>😊 Membership now stands at 105 residents. Further publicity on this planned around Clean</p>

					Air Day on 20 June 2019.
	Promote sustainable travel.	<p>Expand network of EV charge points within the Borough, with a focus on key transport routes, taking advantage of available funding opportunities and S106 monies.</p> <p>Run a series of public events &amp; afterschool workshops through the year to promote low carbon travel options.</p>	2018/2019	Sustainability	<p>☹️</p> <p>Unsuccessful to date in securing additional funding for rolling out further EV charge points. Continuing to explore funding options. An internal staff event is run annually to promote low carbon travel. External public events and workshops have yet to be progressed. Awarded a £145k air quality grant by Defra for a schools air quality awareness project for 40 schools across Surrey.</p>

					Spelthorne specific terms 9 primary schools received the Theatre in Education performance and 6 primary & secondary schools have been receiving the in-school workshops and resources. Two Spelthorne Schools are being supported to run anti-idling campaigns.
<b>People in inadequate housing</b>	To make best use of the Governments Affordable Warmth Programme Eco Flex	To continue working with Happy Energy and Action Surrey to use the funding provided through the Eco Flexibility scheme. To make best use of the funding from energy suppliers to support our residents enabling them to heat their homes for less.	Ongoing	Sustainability	😊 Working with Action Surrey and Happy Energy in the last year, 348 measures have been installed in fuel poor homes in SBC through the ECO scheme, the

					fourth highest install rate in the South-East of England.
<b>People who come for help with housing/homeless situation</b>	200 homeless cases prevented each year.	Effective prevention methods such as negotiations with landlords, financial assistance to manage rent shortfalls and debt advice.	2018/2019	Housing	😊 215 prevented at end of year.
	Revise homeless strategy to assess services available and identify gaps	A new strategy will be written.	2018/2019	Housing	😞 Timescale revised and both a new housing strategy and homeless strategy to be written in 2019 with commencement of 01/01/20. Joint Councillor and Officers meeting are underway.
	Work with Knowle Green Estates to increase the number of suitable properties for homeless people and to prevent homelessness	Refurb the Harper Hotel to help keep people in the borough. Explore options for The White House and Benwell.	2018/2019	Housing	😊 Harper House now looking to be rebuilt hopefully with Homes England grant. White House similarly awaiting confirmation of grant but both projects moving

					for planning consent. Bugle house was built and rehoused 8 homeless households
	Ensure personal housing plans include health issues	Successful implementation of the Homelessness Reduction Act	2018/2019	Housing	☺ PHPs look at all health and medical needs
	Establish pathway plans for: Care Leavers, Ex Forces, People leaving hospital, people with mental health, ex offenders, domestic abuse, gypsies & travellers and evictions from social housing.	Establish clear referral methods and suitable options for all groups.	2018/2019	Housing	☺ As part of homeless reduction act, preparations pathway plans were written to fill gaps in service in time for April 2018 commencement. Care leavers is responsibility of Surrey CC and a draft has been approved.





### Priority 3: Improve Emotional and Mental Wellbeing

Areas for development	Target	Action	Timescale	Lead	Update on Progress
<b>Promote initiatives to encourage positive mental health</b>	Reduce social isolation.	To run community centres that provide a variety of activities and services including lunches, exercises and various outings and holidays to help keep the older generation mentally and physically fit and help prevent isolation. Offer accessible transport through Spelride to enable residents to access community centres and other social activities.	Ongoing	Independent Living	😊 Greeno received lotto money for a new minibus to help bring residents in to the centre.
	Encourage independent living.	Work in partnership with Age UK Surrey, other agencies and the voluntary sector to provide a joint service to promote independence.	Ongoing	Independent Living	😊 Ongoing
	Increase the attendances at the community centres by 2% to promote positive mental and physical health.	Offer a wide variety of activities such as bingo, computer lessons, exercise classes, language classes etc as well as hairdresser, chiropody, gym & holistic therapy.	Ongoing	Independent Living	😊 Met 2% increase, mostly for holistic therapies. Gym received lotto funding so bought more equipment and increased number of days offered,

					which are now full.
	Review catering provision at Staines Community Centre	A review needs to be undertaken to establish whether a community café or full catering service is offered.	2018/2019	Independent Living	☺ Café has been running all year, new catering from June 19.
	Signpost people to suitable activities through wellbeing prescriptions	Signposting people to leisure activities and other social groups to improve people's mental health.	2018/2019	Independent Living	☺ Regularly signpost people to activities run at community centres; walking for health; and swimming
	Hold Living and Ageing Well Week annually in October	Hold a variety of activities during the week at community centres, leisure centres and other locations, encouraging long term participation.	October 2018	Independent Living/Leisure	☹ Event not held in 2018 due to staff shortage.

## Priority 4: Safeguarding

Areas for development	Target	Action	Timescale	Lead	Update on Progress
<b>Ensure that children and adults whose circumstances make them vulnerable, will be safeguarded and protected from avoidable harm.</b>	Internal and external training programme and procedures.	The Spelthorne Safeguarding Children and Adults at Risk procedures and training programme will continue to be updated in line with Surrey County Council guidance.	Ongoing	Safeguarding Officers	 <p>An Adult safeguarding working group has been set up.</p> <p>There have been safeguarding presentations at staff inductions during the year.</p>
	Work with the new Sunbury Local Family Partnership to identify actions for the local community in order to improve outcomes for families.	The Sunbury Local Family Partnership, led by Surrey County Council, is being set up in Sunbury Common to offer early preventative help to families.	2018/2019	Terry Collier in liaison with Housing, Leisure and Community Development	 <p>The local family partnership meetings continue and there is also a north of the borough meeting which is also going well. They are useful networking opportunities</p>

					for a variety of agencies.
<p><b>We will ensure that safeguarding policies and procedures are followed by us and our partners.</b></p>	<p>Continuing development of policies. All staff work in accordance with the safeguarding policy and feel able to report concerns.</p>	<p>Update and renew policies where required Promote Safeguarding policies and the procedures for reporting concerns.</p>	<p>Ongoing</p>	<p>Safeguarding Officers</p>	<p>😊 Spelthorne is represented at Safeguarding children and adults Borough and District and County meetings to ensure that we are aware of current policies and procedures.</p>

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



**DATE:** 15 JULY 2019

**LEAD OFFICER:** CARYS WALKER  
 PARTNERSHIP COMMITTEE OFFICER

**SUBJECT:** REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES

**DIVISION:** ALL

**SUMMARY OF ISSUE:**

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

**RECOMMENDATIONS:**

**The Joint Committee (Spelthorne) is asked to agree:**

- (i) The continuation of the Joint Committee's task groups for the year 2019/20 as set out in 2.10- 2.16 of this report and the Terms of Reference for each as set out on Annex 1.
- (ii) To agree the membership as set out in each Terms of Reference
- (iii) To note in Annex 2, the Terms of Reference and membership of the external bodies set out in 2.2 – 2.9 of the report.
- (iv) To appoint Joint Committee members to these groups from the nominations set out in the supplementary document to be made available to Members ahead of the meeting.

**REASONS FOR RECOMMENDATIONS:**

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

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Joint Committee task groups are usually established at the start of each municipal year. Membership of each task group is nominated and decided by councillors of the Joint Committee. Representation on external bodies is similarly decided and is reviewed and agreed by committee members annually. The proposed membership and terms of reference for the committee's task groups are contained in Annexes 1 and 2 of this report. The committee is requested to make appointments to the external bodies and task groups, as

detailed in paragraphs 2.1 to 2.12 of this report.

## **2. ANALYSIS:**

2.1 The Committee is asked to consider appointing members to the following groups:

### **2.2 External bodies**

2.3 **Spelthorne Safer Stronger Partnership Board (Community Safety Partnership)** Spelthorne Safer Stronger Partnership Board (SSSP) is a statutory Board. It is chaired by the Deputy Chief Executive of Spelthorne Borough Council and meets quarterly.

### **2.4 Early Help Advisory Board**

2.5 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.

2.6 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.

2.7 It is recommended therefore that no changes should be made to LC/JC appointments to the EHABs until after this review has been completed.

### **2.8 Spelthorne Health and Wellbeing Strategic Group**

2.9 The Strategic Group meets quarterly and is chaired by the Spelthorne Borough Council Group Head for Community Wellbeing in conjunction with the Spelthorne Borough Council portfolio holder for Community Wellbeing.

### **2.10 Joint Committee Task groups**

#### **2.11 Parking Task Group**

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

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

#### **2.13 Transport Task Group (TTG)**

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

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

**2.15 Community Infrastructure Levy (CIL) Task Group**

2.16 This is run by Spelthorne Borough Council and contains

- the Spelthorne Portfolio holder for Planning and Economic Development
- Strategic Planning Manager, Spelthorne
- Principal Planning Officer (Policy), Spelthorne

County Council Officers are called as required

**3. OPTIONS:**

- 3.1 The committee can confirm the task groups and the corresponding terms of reference as set out in the report. Alternatively, it can establish new task groups, dispense with previous task groups or amend Terms of Reference to reflect changing needs (such as to expand membership). 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, amend these appointments or choose not to make the appointment.

**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, both councils 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:**

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

### 8.1 Crime and Disorder implications

The county council's membership of local CSPs helps ensure the achievement of its community safety priorities.

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

- 9.1 The Committee is asked to consider the membership and continuation 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.

### **Annexes:**

Annex 1 – Terms of Reference - Task Groups

Annex 2 – Terms of Reference - External Bodies

Annex 3 – Joint Committee nominations for task groups (supplementary item)

### **Sources/background papers:**

Not applicable.



## **SPELTHORNE JOINT COMMITTEE: 15 JULY 201**

### **Item 14 Representation on Joint Committee Partnerships, External Bodies and Task Groups 2019-20**

#### **ANNEX 1 (i)**

#### **SPELTHORNE JOINT COMMITTEE TASK GROUPS: TERMS OF REFERENCE**

##### **GENERAL**

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

#### **COMMUNITY INFRASTRUCTURE LEVY (CIL) TASK GROUP**

##### **Terms of Reference:**

##### **1. Remit**

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

##### **2. Membership of Task Group**

The Community Infrastructure Levy (CIL) Task Group will contain the Chairman and Vice Chairman of the Spelthorne Joint Committee (Borough Councillor and County Councillor), the Spelthorne Borough Council Portfolio holder for Planning and Economic Development and relevant officers from the two authorities.

For Spelthorne Borough Council the following officer representation will apply:

- Strategic Planning Manager, Spelthorne
- Principal Planning Officer (Policy), Spelthorne

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

- Spatial Planning
- Transport Policy
- Infrastructure Agreements
- School Commissioning

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

### **3. Meetings**

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

### **4. Objectives**

**The Task Group objectives are:**

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

**The Task Group will be responsible for:**

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

### **5. Output**

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

## **PARKING TASK GROUP**

**Terms of Reference:**

### **Membership**

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

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

### **General**

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

## **TRANSPORT TASK GROUP (TTG)**

### **Terms of Reference:**

#### **Membership**

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

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

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

### **General**

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

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## **SPELTHORNE JOINT COMMITTEE: 15 JULY 2019**

### **Item 14 Representation on Joint Committee Partnerships, External Bodies and Task Groups 2019-20**

#### **ANNEX 2**

### **SPELTHORNE STRONGER SAFER PARTNERSHIP BOARD** **(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). In Spelthorne the CSP is known as the Spelthorne Safer Stronger Partnership (SSSP).

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

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

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

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

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

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

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

### **3. Vision and Objectives**

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

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

#### **4. Partnership Plan**

The SSSP will produce a three year 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 SSSP and council and will be revised annually.

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

The Partnership Plan will contain information on how the 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 SSSP Board members.

#### **5. Meetings**

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

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

#### **6. Appointment of a Chair and Vice Chair and Responsibilities**

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

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

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

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

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

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

## **7. Decision Making Procedures**

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

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

## **8. Resources**

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

## **9. Financial Matters**

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

- The SSSP will identify resources to enable them to deliver on the actions identified within the Partnership Plan on an annual basis.
- The Partnership will receive a budget summary report at each meeting.
- The SSSP will identify four representatives from those that make up the 'responsible authorities' membership to approve funding spend. This should always meet the objectives of the action plan.
- All capital assets purchased on behalf of the Partnership will remain the property the Partnership.
- All capital assets belonging to the Partnership cannot be sold or transferred by any of the individual partners without full agreement of the funding panel of the SSSP.
- The Spelthorne Borough Council Community Safety Manager will be responsible for the Funding audit trail.



- All projects and activities commissioned by the SSSP will be evaluated to ensure that limited resources are spent in the most appropriate way to ensure 'value for money'. Representation will be taken from those agencies which allocate specific funds.

## **10. Risk Management**

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

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

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

## **11. Monitoring and Evaluating Performance**

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

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

## **12. Information Sharing Protocol**

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

## **13. Complaints**

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

## **14. Review**

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

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

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

**15. Signatures**

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

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

(a) Organisation: Chief Executive of Spelthorne Borough Council  
\_\_\_\_\_  
Position: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

(b) Organisation: Spelthorne Borough Council Community Safety Manager  
\_\_\_\_\_  
Position: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

(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

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Position:

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Print Name:

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Signed:

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Date:

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(f) Organisation: Surrey Fire & Rescue Service

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Position:

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Print Name:

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Signed:

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Date:

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

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Position:

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Print Name:

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Signed:

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Date:

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(h) Organisation: Surrey & Sussex Probation Service

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Position:

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Print Name:

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Signed:

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Date:

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

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Position:

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Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(l) Organisation: A2 Dominion Housing Association

Position: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**16. Contact details**

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

## **SPELTHORNE HEALTH AND WELLBEING STRATEGIC GROUP**

### **Membership, Terms of Reference and Operating Arrangements**

#### **1. PURPOSE**

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

#### **2. MEMBERSHIP**

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

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

#### **3. TERMS OF REFERENCE**

The responsibilities of the Health and Wellbeing Strategic Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will report to the Spelthorne Joint Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To oversee the Spelthorne Health & Wellbeing Networking Group.

(d) To consider any issues raised by the Spelthorne Health & Wellbeing Networking Group and to determine what needs to be done to resolve these issues.

(e) To provide an opportunity for the sharing of relevant information between agencies.

(f) To link to other local, partnership groups as appropriate e.g. the Youth Task Group.

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

#### **4. OPERATING PROCEDURES**

##### **(a) Support**

Administrative support will be carried out by Spelthorne Borough Council.

##### **(b) Chairman**

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

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

##### **(c) Frequency of meetings**

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

##### **(d) Reporting to the community**

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

##### **(e) Decision making**

The Group will seek to operate by consensus.

#### **5. LIFETIME OF THE GROUP**

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

## **APPENDIX 1**

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

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

## **APPENDIX 2**

### **Spelthorne Health & Wellbeing Strategic Group Equalities Statement**

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

Spelthorne Health and Wellbeing Strategic Group is committed to:

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

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

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

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## **EARLY HELP ADVISORY BOARD**

### **Terms of Reference**

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

#### **Scope**

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

#### **Purpose**

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

#### **Key responsibilities**

- Have strategic oversight of the co-ordination and effectiveness of the local early help offer.
- Provide support and challenge to the development of the local early help offer
- Support the development of a joined up local plan which prioritises early help needs and outcomes
- Work collectively with local operational networks to implement a local plan
- Maintain an oversight of the development and effectiveness of the Local Family Partnership
- Support the development of local early help commissioning plans and participate in commissioning processes to deliver a local joined up early help offer



- Work locally to identify gaps in provision regarding early help and to identify and mitigate against risks
- Support the practitioners' networks including co-ordinating training and development opportunities in accordance with local need
- Help capture the voice of families, children and young people
- Communicate with key local stakeholders outside of the meeting to raise awareness of the local early help offer and developments.
- Update the Early Help Transformation Programme Delivery Group via the Strategic Leads for Young People and Families, escalating any risks as required.
- Provide an annual report to the local or joint committee on early help.

### **Chair**

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

### **Ways of working**

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

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

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

### **Meeting Membership**

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

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

Representation should consider:

- Borough or district council
- Secondary education
- Primary education

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

This should not be seen as exhaustive

### Joint Committee (Spelthorne) - Forward Plan

<b>Details of future meetings</b>			
<p><b>Dates for the Spelthorne Joint Committee 2019/20</b> 15<sup>th</sup> July, 30<sup>th</sup> September, 16<sup>th</sup> December, 23<sup>rd</sup> March 2020            The Committee meeting commences at 6.30pm (Informal Public Question Time 6.30pm – approx. 7.00pm). 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>			
<b>Standing items</b>	<b>Purpose</b>	<b>Contact Officer</b>	<b>Proposed date</b>
<b>Highways Update (for decision)</b>	Standing item for all Spelthorne Joint Committees	SCC Area Highway Manager	ALL
<b>Decision Tracker</b>	For information	Partnership Committee Officer	ALL
<b>Members Allocations</b>	Updates on members allocations: Highways and Community fund	Partnership Committee Officer/ Area Highways Manager	ALL
<b>Forward Programme</b>	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
<b>Scheduled items</b>			
<b>Fire service</b>	Update on service provision across borough	Andy Littler, SCC - Asst Group Commander	September 2019
<b>LHR expansion</b>	Update from Ann Biggs (following on from Oct 2018) to coincide with 2 <sup>nd</sup> consultation exercise	Ann Biggs / Heather Morgan SBC	September 2019
<b>Military Covenant</b>	Work with the military in Spelthorne	Sarah Goodman/ Canon Peter Bruinvels	September 2019
<b>Parking review update (for decision)</b>	Responses from Stanwell Moor consultation and recommendations	Jack Roberts (SCC)	September 2019

<b>Education</b>	Spelthorne Schools Together	Michael Graham SBC	September 2019
<b>Secondary shopping centres project</b>	The lessons learned from the joint initiative between SCC & SBC in respect of the secondary shopping centres improvements project.	Keith McGroary SBC	December 2019
<b>Network management</b>	A discussion / explanation of the management of the roadworks	Matthew Jezzard SCC	December 2019

#### **Suggested topics not yet confirmed**

<b>Topic</b>	<b>Purpose</b>	<b>Lead officer</b>	<b>Suggested date</b>
<b>Education update</b>	For information. Updating on schools improvement transition work and future role of committees in education	Paula Evans SCC	Spring 2019
<b>Emergency Management</b>	Update for information	Ian Good	Spring 2019
<b>Early Help</b>	Update for information	Tim Kitchen	Tbc 2019
<b>Children's Services</b>	Update for information	Cabinet Member (Mary Lewis)	
<b>Adult Social Care</b>	Update for information	Cabinet Member (Sinead Mooney)	
<b>Homelessness update</b>	Update on the provisions for the homeless in Spelthorne	David Birley SBC	December 2019.