

# Agenda

2.00 pm

Tuesday, 9 March 2021

Remote Meeting

**Please note that due to the COVID-19 situation this meeting will take place remotely.**

A link to view the live and recorded webcast of the remote meeting will be available on the [Spelthorne Joint Committee](#) page on the council's website.



## Discussion

- Community Infrastructure Levy
- Highways Update

# You can get involved in the following ways

## Ask a question

If there is something you wish to know about how your council works or what it is doing in your area, you can ask the joint committee a question about it.

## Write a question

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

We will, where possible, endeavour to provide a written response to your question in advance of the meeting.

When you submit your question you will be sent an email invitation with a link to join the remote meeting, which will be held on Microsoft Teams.

This will enable you to listen to the Written Questions item and to then ask a further question based on the response provided if you wish, when invited to do so by the Chairman.

## 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/spelthorne>



Follow [@SpelthorneJC](https://twitter.com/SpelthorneJC) on Twitter

## Sign a petition

If you live, work or study in Surrey 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 Partnership Committee Officer 2 weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given 3 minutes to address the meeting remotely via MS Teams. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

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 (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 John Boughtflower, Ashford East (Vice-Chairman)  
Cllr Ian Beardsmore, Sunbury Common  
Cllr Maureen Attewell, Laleham and Shepperton Green  
Cllr Tom Fidler, Halliford and Sunbury West  
Cllr Thomas Lagden, Staines  
Cllr Jim McIlroy, Stanwell North  
Cllr Olivia Rybinski, Ashford Town

Chief Executive  
Spelthorne Borough Council  
**Daniel Mouawad**

Chief Executive  
Surrey County Council  
**Joanna Killian**

## **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

## **2 MINUTES FROM PREVIOUS MEETING**

(Pages 7 - 14)

To approve the Minutes of the previous meeting on 30 November 2020 as a correct record.

### **3 DECLARATIONS OF INTEREST**

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

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

#### **NOTES:**

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

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

(Pages 15 - 18)

To review any outstanding decisions and actions from the Joint Committee.

### **5 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.

### **6 WRITTEN MEMBER QUESTIONS**

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

### **7 WRITTEN PUBLIC QUESTIONS**

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

**8 COMMUNITY INFRASTRUCTURE LEVY (CIL) : APPROVAL OF PROJECTS** (Pages 19 - 78)

This report sets out recommendations for the allocation of Community Infrastructure Levy (CIL) funding across a selection of projects.

**9 HIGHWAYS UPDATE (EXECUTIVE FUNCTION)** (Pages 79 - 136)

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

The Joint Committee is asked to agree on allocations for the next financial year.

**10 FORWARD PROGRAMME 2020/21** (Pages 137 - 138)

To review the forward programme 2020/21, indicating any further preferences for inclusion.

**11 DATE OF NEXT MEETING**

To be held on Monday 19 July, 2021 (Time to be confirmed)

At the time of publishing this meeting is expected to be held remotely.

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Minutes of the meeting of the  
**Spelthorne JOINT COMMITTEE**  
held at 3.00 pm on 30 November 2020  
at Virtual meeting.

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 John Boughtflower (Vice-Chairman)
- \* Cllr Maureen Attewell
- \* Cllr Chris Bateson
- \* Cllr Sue Doran
- \* Cllr Tom Fidler
- \* Cllr Jim McIlroy
- \* Cllr Joanne Sexton

\* In attendance

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**45/19 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Cllr Jim McIlroy from Spelthorne Borough Council.

**46/19 MINUTES FROM PREVIOUS MEETING [Item 2]**

The minutes of the 16 December 2019 were approved as an accurate record.

**47/19 DECLARATIONS OF INTEREST [Item 3]**

No declarations of interest had been received.

**48/19 DECISION TRACKER (FOR INFORMATION) [Item 4]**

It was noted that there was only one outstanding item which was the visit to the Cemex site in Stanwell Moor. The visit had not taken place due to Covid restrictions but was anticipated to take place in early January 2021

**49/19 PETITIONS & PETITION RESPONSES [Item 5]**

Petition 1: Cycle/pedestrian bridge over Clock House Lane to Bedfont Lakes

The Lead Petitioner, spoke for three minutes. He brought the petition as he and his sons are avid cyclists and have found it dangerous to use the bridge to visit Bedfont Lakes. The petition attracted the support of 798 signatories who were Surrey residents.

The Divisional Member spoke in support of the petition, noting that this has been an issue for a number of years and that the bridge had seen a fatality back in 2001. However it was later stated that there had been a low level of casualties since and this was probably due to people avoiding crossing the bridge on a bike or on foot.

The Committee discussed the item, noting the history of the site and the level of funding that would need to be secured in order to implement provision for cyclists and pedestrians. It was also noted that as the bridge is located on the boundary with the London Borough of Hounslow, they would have a joint responsibility for sourcing the funding.

The Committee supported the proposal for new pedestrian and cycle facilities on the bridge and wanted to explore design and funding options.

The Joint Committee (Spelthorne) agreed:

- i. To indicate its support for new pedestrian / cycle facilities connecting Ashford to Bedfont Lakes along the Clock House Lane corridor, noting that funding options need to be clarified – including CIL and any contributions from the London Borough of Hounslow – and also noting that further exploration is needed to identify potential options.**

Reasons:

- i. The Joint Committee recognises the benefit of the proposal to the safety of pedestrians and cyclists.
- ii. The Joint Committee recognises that there are various design options and funding opportunities that need to be investigated before committing to this project.

#### Petition 2: Road Safety Changes to Long Lane, Stanwell.

The Lead Petitioner was unable to attend this meeting. The Divisional Member spoke in support of the petition which attracted the signatures of 222 Surrey residents. The road in question is a village road which is often used by HGVs who are visiting nearby Heathrow airport or the local warehouses. In addition to the concerns raised around the tragic incident in question, the councillor had been contacted by a number of residents about their ongoing safety concerns. The Member went on to say that he would like to see some specific measures being taken rather than the report just being noted. This stance was supported by a local borough councillor and the Vice-chairman.



The Area Highways Manager proposed that a feasibility study that is being discussed in item 10 could be extended to include road safety measures for Long Lane.

The amended recommendation was put forward and agreed by the Committee so that further investigation into possible measures could take place.

The Joint Committee (Spelthorne) agreed to:

- i. Note that the location and collision history have been discussed at the road safety partnership of Surrey County Council and Surrey Police and that investigative measures are ongoing **and the Committee agree to work with agencies to look at possible ways to address this situation.**

Reasons:

- i. The Committee recognises the potential dangers of the road in question and would like to examine ways to mitigate these.

Petition 3: Road safety improvements to Laleham Road (Commercial Road and Wheatsheaf Lane)

The Lead Petitioner spoke to support his petition highlighting the dangers for local residents including the elderly population and pupils to nearby schools. He also noted that there was a number of incidents of damage to parked cars which does not get captured by the police accident statistics. The Divisional Member also spoke in support of the petition and requested that a feasibility study could be included so that this proposal could be considered.

The Area Highways Manager stated that a number of options for this road was currently being considered including the active travel programme and that this location could certainly be considered for prioritisation should any of the current options not come to fruition. As the Committee supported this proposal, the amended recommendation below was agreed.

The Joint Committee (Spelthorne) agreed to:

- i. **Include a scheme for a pedestrian crossing on the list for prioritisation on future schemes.**

Reasons:

- i. The Committee recognised the potential safety benefits of a pedestrian crossing for local people.

**50/19 MEMBERS ALLOCATIONS [Item 6]**

The latest breakdown of the Members Community Allocations was noted. There were no further comments.

**51/19 WRITTEN MEMBERS QUESTIONS [Item 7]**

Three written questions were submitted about the local fire service and a response was received from the service and published as part of the supplementary agenda.

Due to the full agenda and the time constraints of the meeting, the Chairman requested that any follow up questions could be submitted to the Partnership Committee Officer in writing.

**52/19 WRITTEN PUBLIC QUESTIONS [Item 8]**

Three written questions were submitted relating to the Stanwell quarry site currently owned by Cemex and earmarked for a nature reserve as part of Heathrow expansion plans. The last question enquired about the new community funding available and whether this could be used to restore the site. A written response was supplied for each one and this was published as part of the supplementary agenda.

In view of the full agenda and the time constraints of the meeting, the Chairman invited the questioner to submit any follow up questions in writing to the Partnership Committee Officer. The Chairman also acknowledged that since receiving the written response, the questioner had indicated that he would be happy to work with the officer to find out more about 'Your Fund, Surrey'.

**53/19 ON STREET PARKING REVIEW (FOR DECISION) [Item 9]**

The Parking Engineer presented his report which contained a number of proposals for measures for on-street parking restrictions across the borough. The Chairman went through each division in turn, to allow Committee members to comment on the individual proposals and state any objections. As no objections were raised, the Committee proceeded to approve the three recommendations given in the report.

**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 annex A are agreed.
- 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 annex A 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:

- i. The Joint Committee recognises the benefits of the proposed programme.
- ii. These decisions authorise the Parking Officer to proceed with implementation.

#### **54/19 HIGHWAYS UPDATE (FOR DECISION) [Item 10]**

The Area Highways Manager invited questions on his report. The Chairman noted that the budget stated was £86,000 less than the budget they had been allocated last year and asked if there had been any increase on this since the report was issued. The AHM had stated that this had not changed at this time but there may be further financial adjustments before the end of the municipal year.

It was also noted that in recommendation three, two feasibility studies were mentioned but three were mentioned in the main body of the report. It was agreed that this was an error and will be remedied in the decisions and minutes.

Technical issues meant that the Chairman could not take any further part in the meeting and therefore the Vice-chairman presided over the remainder of the agenda.

The Committee moved to approve the recommendations incorporating the extension of a proposed feasibility study to include Ashford Road as set out in the decisions below.

The Joint Committee (Spelthorne) agreed to:

- i. Approve the proposed allocation of the 2021-22 Highways budgets as set out in table 3 (paragraphs 2.1.6 and 2.1.7 refer);
- ii. Note that the Gresham Road, Staines, scheme is included in Surrey County Council's bid for funding under tranche 2 of the Government's Active Travel programme, and await the outcome of this bid before deciding the next steps for this scheme (paragraph 2.2.2 and Annex A refer);
- iii. Approve the commissioning of **three** new feasibility studies to start in April 2021, as set out in table 4, to be funded from Committee's 2021-22 capital allocation (paragraphs 2.2.3, 2.2.4 and Annex B refer); **to include the extension of the Laleham Village 20mph feasibility study to consider a review of the speed limit in Ashford Road.**

- iv. Approve the revocation of the traffic order for the redundant bus lane in the right turn lane of the A308 Staines Road West on its eastbound approach to Escot Road (paragraphs 2.3.1 and 2.3.2 refer);
- v. 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:

- i. The Joint Committee recognises the benefits of the proposed programme
- ii. These decisions authorise the Area Highways Manager to proceed with the programme

#### **55/19 A308 SCHOOL ROAD JUNCTION (FOR DECISION) [Item 10a]**

This report was admitted as a late report to the meeting as it was a key decision affecting more than 2 divisions. It was deemed unreasonable for this item to be held over until the next committee date as this would have had the potential to adversely affect the start of the construction for this project.

The Chairman of the Select Committee (Communities, Environment & Highways) approved the late inclusion of this report in adherence to the Special Urgency Rules (Standing Orders 56.1 and 56.2) and this abided by the Council's Constitution Standing Order 44.2 and the Local Government Act 1972 (Article 6) relating to late agenda items.

The Area Highways Manager presented the report saying that it was hoped that work could start by March, hence the need to bring it to this committee. Preparation work for the logistics was already underway and a legal agreement to transfer funds from Highways England was being prepared. The AHM also confirmed that this project was now fully funded and did not require any Community Infrastructure Levy (CIL) funding.

Many of the members of the Committee remembered this item being previously brought to Committee for approval and were happy to see this project now come to fruition. It was recognised that this junction would bring safety benefits to the community. The decisions that were approved are listed below and gave the Highways team the authority to begin the implementation of the project.

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

- i. Authorise the advertisement of the Legal Notice for the proposed signalised toucan crossings across the A308 Staines Road West (eastern arm of

junction) and across School Road (see **Annex A** for location of proposed toucan crossings).

- ii. Authorise the advertisement of a notice in accordance with the Road Traffic Regulation Act 1984, the effect of which will be to implement any new waiting restrictions that are required at the junction in relation to the proposed new toucan crossings, revoke any existing traffic orders necessary to implement the changes, and, subject to no objections being upheld, that the order be made.
- iii. Authorise delegation of authority to the Area Highway Manager in consultation with the Chairman, Vice-Chairman and Divisional Member(s) to consider any representations and resolve any objections received in connection with the proposals.
- iv. Approve the construction of the scheme subject to the outcome of (ii) above

Reasons:

- i. The Joint Committee recognised the benefit of this scheme to local people
- ii. The decision allows the Area Highways Manager to proceed with the project.

#### **56/19 FORWARD PROGRAMME 2020/21 [Item 11]**

The Forward Plan was approved.

It was noted that the recommendations for the Community Infrastructure Levy should also be added to this plan. A joint council report on flood alleviation and riparian ownership (homeowners who have a responsibility for watercourses running across their properties) was also requested.

It was also noted that the report on task groups had been deferred to a future meeting in preparation for the next municipal year.

#### **57/19 DATE OF NEXT MEETING [Item 12]**

The date of the next meeting was noted and it was stated that this would be a remote meeting.

Meeting ended at: Time Not Specified

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**Chairman**

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**SURREY COUNTY COUNCIL**

**SPELTHORNE BOROUGH COUNCIL**

**JOINT COMMITTEE (SPELTHORNE)**



## **Spelthorne Joint Committee Decision & Action Tracker**

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

- Decisions and actions will be marked as **'open'**, where work to implement the decision is ongoing by the Joint Committee.
- 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. For some decisions the Committee and public will be able to monitor the progress through Surrey County Council website. A link to the webpage will be included on the item when marked as complete.
- 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 can remain on the tracker should the Committee request.

	<b>Meeting Date</b>	<b>Decision</b>	<b>Status (Open / Closed)</b>	<b>Officer</b>	<b>Comment or Update</b>
1.	15 July 2019	To review how the restoration of the Stanwell quarry is being monitored and arrange a site visit if possible.	<b>OPEN</b>	Partnerships Committee Officer (PCO), Surrey County Council (SCC)	Lockdown measures implemented at the end of 2020 have prevented the site visit from going ahead. However correspondence has been continued between the parties and Cemex have renewed their intention to host a site visit when it is safe to do so. Clearance of the site was scheduled to commence on 8 February subject to ecological survey.
2.	30 Nov 2020	<u>Petition 1: Cycle/pedestrian bridge over Clock House Lane to Bedford Lakes</u> To clarify funding opportunities for the proposed pedestrian/cycle facilities for the bridge.	<b>OPEN</b>	Area Highways Manager (AHM)	AHM to update as part of Highways report.
3	30 Nov 2020	<u>Petition 1</u> To write to the Leader of Hounslow Council to establish available funding/resources for the Ashford to Bedford Lakes	<b>OPEN</b>	Spelthorne Borough Council (SBC) Leader	Leader to update verbally at meeting on 9 March.



5	30 Nov 2020	<p><u>Petition 2: Road Safety Changes to Long Lane, Stanwell.</u></p> <p>Work with agencies to look at and address the situation.</p>	<b>CLOSED</b>	AHM	Included in feasibility study
6	30 Nov 2020	<p><u>Petition 3: Road safety improvements to Laleham Road (Commercial Road and Wheatsheaf Lane)</u></p> <p>Include a scheme for a pedestrian crossing on the list for prioritisation on future schemes.</p>	<b>CLOSED</b>	AHM	Included in Gresham Road active travel scheme.
7	30 Nov 2020	<p>Laleham Village proposed 20mph scheme included in the feasibility study for Ashford Road speed limit restrictions.</p>	<b>CLOSED</b>	AHM	Included in Feasibility study.





## **JOINT COMMITTEE (SPELTHORNE)**

**DATE: 09 MARCH 2021**

**LEAD OFFICER: JOANNA GHAZALEH – INFRASTRUCTURE DELIVERY  
COORDINATOR**

**ANN BIGGS – STRATEGIC PLANNING MANAGER**

**SUBJECT: APPROVAL OF CIL FUNDING – VARIOUS PROJECTS**

**DIVISION: ALL**

### **SUMMARY OF ISSUE:**

Spelthorne Borough Council introduced CIL in April 2015. To date, receipts in excess of £6million have been received.

Since 2020 there has been a focus on the allocation and spending of CIL. In order to proceed with this objective, discussions have taken place between the Leader, Joint Committee Chair and Portfolio Holder to consider bids received, ahead of the Task Group and amended Terms of Reference being agreed by the Joint Committee as set out later in this report.

Five applications for CIL funding have been considered by the informal working group, of which four are recommended to the Joint Committee for approval.

### **RECOMMENDATIONS:**

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

- (i) The amended Terms of Reference (Annexe 1) and accompanying Scoring Criteria (Annexe 2) are approved.
- (ii) Strategic CIL funding of £5,000,000 is agreed to Surrey County Council Highways – A308 Improvements bid (Annexe 3).
- (iii) Strategic CIL funding of £610,000 is agreed to Spelthorne Borough Council, Neighbourhood Services – Installation of outdoor gyms equipment (10 locations) (Annexe 4).
- (iv) Strategic CIL funding of £110,000 is agreed to a joint project between Spelthorne Borough Council Neighbourhood Services and Surrey County Council Highways – Replacement of automated restriction bollards on Staines High Street (Annexe 5).
- (v) Strategic CIL funding of £2,645.57 is agreed to Surrey County Council Highways – Installation of a Vehicle Activated Sign (VAS) on Chertsey Road (Annexe 6) on condition the amount is recouped from Shepperton's Local CIL allocation as agreed by Shepperton ward councillors.

## **REASONS FOR RECOMMENDATIONS:**

The Community Infrastructure Levy (CIL) Regulations require the council to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The above applications have been considered in context of existing and upcoming development within Spelthorne. A range of additional aspects have been taken into consideration, such as health and safety, wellbeing, and accessibility. The above schemes meet the general criteria to be considered for CIL funding, and it is recommended funding is granted.

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

- 1.1 Spelthorne Borough Council has been collecting CIL since April 2015, in which time receipts in excess of £6 million has been received.
- 1.2 Since 2020 there has been a focus on putting into place governance arrangements to allow the spending of CIL in line with the applicable Regulations. Terms of Reference for the 'CIL Task Group' (Annexe 1) have been drawn up along with the Scoring Criteria (Annexe 2).
- 1.3 In order to proceed with the allocation and spending of CIL, discussions have taken place between the Leader, Joint Committee Chair and Portfolio Holder to consider bids received.
- 1.4 Bids considered to meet both Spelthorne's strategic objectives, as well as the general CIL criteria, are now being recommended to the Spelthorne Joint Committee for approval. The Joint Committee is the decision-making body with regards to CIL Strategic Funding.
- 1.5 Governance arrangements for the allocation and spending of Local CIL are being finalised. The decision-making body with regards to Local CIL is recommended to be Local CIL Spending Boards comprising ward councillors. The Spelthorne Joint Committee is not involved in Local CIL decision making.
- 1.6 On 10 February 2021, five applications, requesting a total of £7,592,645.57 in Strategic CIL funding were considered.
- 1.7 Four of the five applications are recommended to the Joint Committee for approval for CIL funding. Further information on each application and scheme will be provided within this report.
- 1.8 In summary the amount recommended for approval totals £5,592,645.57, of which £5,590,000 is Strategic CIL funding, and £2,645.57 will be recouped from Local CIL funding once governance arrangements have been agreed.

### **2. ANALYSIS:**

- 2.1 The CIL Regulations require the Council to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.
- 2.2 Amendments to the CIL Regulations in September 2019 replaced the Regulation 123 list with the requirement for the Council to produce an annual Infrastructure Funding Statement (IFS). The first IFS was published in December 2020.

- 2.3 An IFS must be published annually to illustrate a summary of all financial contributions relating CIL within the Borough. It must include a statement of infrastructure projects which Spelthorne intends wholly or partly fund through CIL.
- 2.4 As a part of the new IFS requirement, along with work on the forthcoming Local Plan and Infrastructure Delivery Plan (IDP) officers met with a range of infrastructure providers and stakeholders in order to gauge their needs over a 15-year period.
- 2.5 As a part of this work, Strategic CIL bids were encouraged, and a total of five valid bids were received. Of the five bids, four are being recommended to the Joint Committee for CIL funding.
- 2.6 The four bids have been considered in context of existing and upcoming development within Spelthorne. A range of aspects have been taken into consideration, such as health and safety, wellbeing, and accessibility.
- 2.7 The above schemes meet the general criteria to be considered for CIL funding, and it is recommended funding is granted.

### **3. OPTIONS:**

#### **3.1 A308 Package**

- 3.2 This scheme is largely focussed on road safety. The proposal covers the A308 from Sunbury Cross to Fordbridge Roundabout, focusing on smart and sustainable improvements. The package proposes improvements to three major junctions along the A308. Improvements will result in a number of safety issues being addressed and are part of a larger project to promote walking and cycling. See Annexe 3 for full scheme details.
- 3.3 The High Level Aims as identified by Surrey CC Highways include improvements to safety, future proofing Local Plan impacts, improvements to resident wellbeing, and the encouragement of sustainable modes of travel.
- 3.4 The proposal is split into separate schemes which are all inter-linked but can be undertaken independently based on potential funding and timescale objectives. CIL funding will be spread over the 4-year delivery period. The funding will be released on provision of invoices.
- 3.5 Should CIL not be awarded, the project is still likely to proceed however alternative funding would have to be secured which may lead to a delay in delivery or in a piecemeal manner.
- 3.6 The scheme is recommended for approval for £5,000,000 of Strategic CIL funding.

#### **3.7 Outdoor Gym Equipment (10 locations)**

- 3.8 As we find ourselves in a global pandemic where emphasis is being put on health and wellbeing, this scheme has been viewed as positive by the working group to target current issues and promote a healthy lifestyle.
- 3.9 New development relies heavily on residents use of open and green spaces. A need has been identified to cater for the older youth and adults of all ages who are looking for health related equipment.

- 3.10 Placing open air gyms in green spaces encourages residents to participate in the Health Agenda and provides a facility that is readily accessible at all times and at no cost. Please see Annexe 4 for full scheme details
- 3.11 There are 10 identified locations for the proposed installation of outdoor gym equipment, as follows:
- Laleham Park, Laleham
  - Greenfield Recreation Ground, Laleham
  - Lammas Park, Staines
  - Manor Park, Shepperton
  - Cedars Recreation Ground, Sunbury
  - Kennington Recreation Ground, Sunbury
  - Stanwell Moor Recreation Ground
  - Alexandra Recreation Ground, Ashford
  - Staines Park
  - Ashford Recreation Ground
- 3.12 Funding for this provision is not available through alternative sources. As CIL is intended to support local communities, the provision of outdoor equipment will provide a number of health and wider community benefits as well as meeting a strategic objective to promote health and wellbeing borough wide.
- 3.13 This bid is considered to meet the Strategic CIL criteria as the Council intends to take a coordinated approach to the delivery of recreation facilities, which represents a strategic need across the Borough.
- 3.14 There would be a risk involved should this application be considered for Local CIL funding, whereby Local Spending Boards may have differing priorities for their CIL allocation, and/or may have insufficient funds to meet this strategic need.
- 3.15 This scheme is recommended for approval for £610,000 of Strategic CIL funding.
- 3.16 **Replacement of automated restriction bollards in Staines High Street**
- 3.17 The current bollards on Staines High Street have been deemed beyond economical repair since 2015.
- 3.18 This scheme would target a number of safety issues which need to be addressed. Please see Annexe 5 for full scheme details.
- 3.19 Staines is the main business and shopping district within Spelthorne. Staines has a growing number of residents and draws in visitors from further afield. Due to the strategic importance of Staines Town Centre, this bid is considered to meet the strategic purpose of CIL funding.
- 3.20 This scheme is recommended for approval for £110,000 of CIL Strategic funding.
- 3.21 **Installation of a Vehicle Activated Sign (VAS) Chertsey Road**
- 3.22 This scheme targets speeding and road safety issues on Chertsey Road, Shepperton.
- 3.23 Ordinarily, this scheme would be considered applicable for Local CIL funding. However, whilst governance arrangements are being finalised, for the scheme to

progress, initial monies will be allocated from Strategic CIL funding on the condition the amount is recouped from Shepperton's Local CIL allocation.

- 3.24 This has been agreed by Shepperton ward councillors. The funding will be moved across once Local CIL governance arrangements have been finalised.
- 3.25 There is no alternative funding for this scheme. Should CIL funding not be allocated, the scheme is unlikely to go ahead.
- 3.26 The scheme is recommended for approval for £2,645.57 of CIL funding.
- 3.27 **Staines Leisure Centre**
- 3.28 A bid for £2,000,000 of CIL was received from Spelthorne Borough Council towards the replacement Staines Leisure Centre.
- 3.29 The new replacement Leisure Centre is supported and promoted by the Council's own Leisure Team, officers, Cabinet and Full Council. A Needs Survey carried out in 2017 highlighted the demand from a range of sports and activities to support the project. Please see Annexe 7 for full scheme details.
- 3.30 Although this would be considered a strategic project catering for the local community, and required as a result of growth, it has been decided the scheme is better funded through alternative sources.
- 3.31 Should CIL funding not be committed to this scheme, funding will likely be secured from alternative sources and proceed.
- 3.32 This scheme is not recommended for approval for CIL funding at this time.

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

- 4.1 There is no requirement for consultation for the allocation of Strategic CIL funding.
- 4.2 Consultation is a requirement with regards to Local CIL Spend.
- 4.3 All the above scheme apart from the VAS are considered as Strategic CIL Spending.
- 4.4 Due to governance arrangements not being in place for Local CIL Spending, it is proposed that the VAS scheme is funded through the Strategic CIL at this time. Approval has been confirmed by Shepperton ward councillors that once Local CIL governance is in place, the amount of £2,645.57 will be moved from Shepperton's Local CIL allocation into the Strategic 'pot'.

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

- 5.1 The fundamental purpose of CIL is to support infrastructure required as a result of growth in an area.
- 5.2 The schemes recommended above meet these criteria, as well as a number of additional policies and strategies of both the Council and County. They are scheme which will benefit the current, and future residents of the Borough.
- 5.3 Forecasting has been undertaken to ensure the Council has sufficient CIL funds to commit the requested amount of money to each scheme. It has been confirmed that

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

the Council can commit to funding the above schemes whilst maintaining a £1 million reserve.

- 5.4 Where the scheme, such as the A308 package, is only partially reliant on CIL funding, it is understood that the remaining amount has been secured through alternative sources.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 The supported projects recommended for CIL funding would bring a number of benefits with regards to equalities and diversity across the Borough.
- 6.2 All four recommended projects would create enhanced local facilities for the residents of Spelthorne, regardless of their demographic.
- 6.3 Three of the recommended schemes focus on road safety. These schemes consider the safety of not only the motorist, but of all road users.
- 6.4 The A308 package and the bollards scheme in Staines particularly focus on pedestrian safety, once again, regardless of demographic.
- 6.5 The outdoor gym scheme considers the health and wellbeing of all residents, in line with the Borough’s Health Agenda. The installation of outdoor gyms will allow such equipment to be accessible to all, at no cost.

**7. LOCALISM:**

- 7.1 Three of the recommended projects have a specific focus on road safety. Addressing these safety issues will benefit residents across the Borough.
- 7.2 As well as targeting a number of safety issues, the A308 package will improve transport links, promote sustainable and alternative modes of transports, and allow connectivity and accessibility not only in the local area, but Borough wide.
- 7.3 The installation of outdoor gym equipment will allow residents to maintain a healthier lifestyle and take care of their wellbeing, in line with the Borough’s Health Agenda. The facility can be used at no cost, and with the proposal of a facility being installed at 10 locations across the Borough, they are easily accessible to residents.

**8. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Set out below
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	Set out below



### 8.1 Sustainability implications

The A308 scheme has a number of sustainability implications, particularly with regards to travel and transport. The scheme is a part of a wider project to create a cycling and walking corridor across the Borough. Improvements to the Junctions will create a smoother flow of traffic, ultimately reducing congestion and improving air quality within the area. Please see Annexe 3 for full scheme details.

### 8.2 Public Health implications

Both the A308 scheme and the installation of outdoor gym equipment will have implications with regards to public health.

As mentioned above the A308 scheme will aim to promote sustainable modes of travel within the Borough by creating a cycling and walking corridors.

The installation of outdoor gym equipment targets Spelthorne's health agenda enabling residents to access gym equipment in local parks at no cost, as well as promoting wellbeing and a healthy lifestyle.

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

9.1 The purpose of CIL is to fund infrastructure required as a result of growth. The Council is aware of current infrastructure requirements through its active engagement with keys infrastructure providers, particularly highlighted by work on the upcoming Infrastructure Delivery Plan (IDP) and Local Plan, which focus on growth in the Borough over a 15-year period.

9.2 The annual requirement to publish an Infrastructure Funding Statement (IFS) highlights the need for a transparent mechanism whereby CIL is allocated to projects meeting the general criteria for funding.

9.3 In conclusion, it is recommended that the Joint Committee approves the amended Terms of Reference, and total funding of £5,592,645.57 for the following schemes and amounts:

9.4 A308 Improvements bid (£5,000,000)

9.5 Installation of outdoor gyms equipment (10 locations) (£610,000)

9.6 Replacement of automated restriction bollards on Staines High Street (£110,000)

9.7 Installation of a Vehicle Activated Sign (VAS) on Chertsey Road (to be recouped from Local CIL) (£2,645.57)

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

10.1 Following approval from the Joint Committee, award letters will be sent to applicants to make them aware of the outcome.

10.2 The Council will expect to be provided with an estimated completion date of the project, the date at which funds will be transferred.

10.3 There will be the possibility of funding projects in phases, on the provision of evidence of funding required.

10.4 All projects awarded CIL funding are expected to commence within 12 months of the award date. This will be set out in the terms included in the award letters.

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**Contact Officer:**

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**Consulted:**

Leader of Spelthorne Borough Council – John Boughtflower  
Chairman of the Spelthorne Joint Committee – Richard Walsh  
Deputy Leader of Spelthorne Borough Council - Jim McIlroy  
Strategic Planning Manager, Spelthorne – Ann Biggs  
Principal Planning Officer (Policy) Spelthorne – Geoff Dawes  
Principal Planning Officer (Policy) Spelthorne – Jane Robinson  
Infrastructure Delivery Co-ordinator, Spelthorne – Joanna Ghazaleh

**Annexes:**

Annexe 1 – CIL Task Group Terms of Reference  
Annexe 2 – Scoring Criteria  
Annexe 3 – A308 Package  
Annexe 4 – Outdoor Gym Equipment  
Annexe 5 – Staines High Street Bollards  
Annexe 6 – VAS Chertsey Road  
Annexe 7 – Staines Leisure Centre

**Sources/background papers:**

N/A

## **Terms of Reference: Community Infrastructure Levy (CIL) Task Group**

### **1. Remit**

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

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

The Community Infrastructure Levy (CIL) Task Group will contain the Leader of Spelthorne Borough Council (Cllr John Boughtflower), the Chairman of the Spelthorne Joint Committee (Cllr Richard Walsh) and the Deputy Leader of Spelthorne Borough Council (Cllr Jim McIlroy), together with 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
- Infrastructure Delivery Co-ordinator

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.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million

The Task Group will be responsible for:

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

### **5. Output**

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

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## **Strategic CIL Applications – Assessment Criteria Scoring Sheet**

<b>Criteria and considerations</b>	<b>Weighting</b>
<p><b>Supporting growth</b>            Consideration of the extent to which the project supports development in the borough, including:</p> <ul style="list-style-type: none"> <li>- How the project helps mitigate the impact of additional development</li> <li>- The fit with policies or objectives in the Local Plan</li> <li>- The fit with known infrastructure needs identified in existing plans and strategies</li> </ul>	<b>30%</b>
<p><b>Benefits to residents/community support</b></p> <ul style="list-style-type: none"> <li>- Scale of benefit</li> <li>- Clear evidence of local support</li> <li>- Evidence that the project corresponds with known priorities for the local community</li> </ul>	<b>20%</b>
<p><b>Match funding</b>            Consideration of the proportional contribution of CIL to total project costs and the extent to which CIL funding would enable additional funding to be secured            No funding from other sources – 0            1-20% funding from other sources – 1            21-40% funding from other sources – 2            41-60% funding from other sources – 3            61-80% funding from other sources – 4            81% + funding from other sources - 5</p>	<b>20%</b>
<p><b>Value for money</b>            Consideration of:</p> <ul style="list-style-type: none"> <li>- CIL sought in relation to benefits to the local area</li> <li>- Suitability to be considered for CIL funding</li> <li>- Alternative funding sources available and considered</li> </ul>	<b>20%</b>
<p><b>Deliverability</b>            Assessment of feasibility of scheme:</p> <ul style="list-style-type: none"> <li>- Stage of project development</li> <li>- Status of funding</li> <li>- Long term sustainability of project</li> </ul>	<b>10%</b>

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## Community Infrastructure Levy

### Application for funding

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Completed applications must be sent with a location plan of the project and any other supporting explanatory material to: Planning Policy, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by emailing [planning.policy@spelthorne.gov.uk](mailto:planning.policy@spelthorne.gov.uk).

1. Personal Details*		2. Agent Details (if applicable)
<i>*If an agent is appointed, please complete only the Title and Name boxes below but complete the full contact details of the agent in 2.</i>		
Title	<input type="text" value="Mr"/>	<input type="text"/>
First Name	<input type="text" value="Lyndon"/>	<input type="text"/>
Last Name	<input type="text" value="Mendes"/>	<input type="text"/>
Job Title <small>(where relevant)</small>	<input type="text" value="Transport Policy Manager"/>	<input type="text"/>
Organisation <small>(where relevant)</small>	<input type="text" value="Surrey County Council"/>	<input type="text"/>
Address Line 1	<input type="text" value="County Hall"/>	<input type="text"/>
Line 2	<input type="text" value="Penrhyn Road"/>	<input type="text"/>
Line 3	<input type="text" value="Kingston Upon Thames"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>
Post Code	<input type="text" value="KT1 2DN"/>	<input type="text"/>
Telephone Number	<input type="text" value="T. +44(0)208 541 9393"/>	<input type="text"/>
E-mail Address	<input type="text" value="Lyndon.mendes@surreycc.gov.uk"/>	<input type="text"/>

### 3. Detailed description of the proposal.

#### A308 Corridor Phase 1 Congestion and Active Travel Improvement Package

The proposal covers the A308 from Sunbury Cross to Fordbridge Roundabout, focusing on smart and sustainable improvements, acknowledging the route's primary east-west traffic corridor function between Sunbury and Staines. The A308 "Staines Bypass" and "Staines Road West" is a strategic Borough route connecting the A30 to the M3/A316 forming a corridor that runs parallel to the M3; this has obtained Major Road Network status. The route connects the strategic road network from M3 junction 1 to the M25 junction 13. Roads connecting to this corridor link to Heathrow, Stanwell, Ashford and Feltham to the north, and to Staines, Laleham, Shepperton, Walton Bridge and Lower Sunbury to the south.

The proposal is split into separate schemes which are all inter-linked but can be undertaken independently based on potential funding and timescale objectives.

There are 5 signalised junctions along this section of the A308: School Road, Black Dog, The Shears, Tesco Extra Escot Road and Crossways (rear of Sunbury Cross shopping centre). These are all congestion and safety pinch points along the route which require improvements. The junctions and nature of the route also causes community severance. The three main traffic junctions, Black Dog, School Road and The Shears link Ashford Road, School Road, Littleton Road, Chertsey Road, Windmill Road and Cadbury Road which are north-south links within the Borough. The latter two are subsidiary junctions which are signalised with pedestrian crossing facilities connect to Sunbury Tesco and the servicing facilities and multi-storey car park for Sunbury Cross. The Crossways Junction also serves as an at-grade pedestrian crossing for Sunbury Cross Junction which is 150m to the east.

Spelthorne Borough Council is an air quality management area and the A308 corridor causes a significant amount of the air quality issues within the Borough due to its existing traffic dominated status. The route causes community severance splitting Upper Halliford, Sunbury, Staines and Ashford and there are limited existing safe pedestrian facilities along the route, with no toucan crossings available.

The proposed schemes outlined are included within Phase 1 of the A308 Improvement Package. There are additional schemes which link into the A308 and have been included in Phase 2 which will be facilitated by future Local Plan development.

Schemes 1-3 focus on improvements at the three main traffic junctions along the A308 (School Road, The Shears and Black Dog) to remodel lanes to improve traffic flow and overcome long-standing highway safety and severance issues by introducing pedestrian and cycling crossings.

Scheme 4 harnesses smart technologies focused on and linking all 5 signalised junctions with intelligent, responsive software to reduce congestion at the pinch-points which will smooth and optimise traffic flows along the whole A308 corridor. Scheme 4 compliments schemes 1-3 by optimising traffic flow to offset the introduction of crossings, and could plausibly see a net travel time reliability benefit for motor traffic.

The 5<sup>th</sup> scheme relates to a cycle and pedestrian corridor with facilities for these modes improved/introduced between Fordbridge Roundabout and Sunbury Cross. For cyclists, this would



involve significant upgrades to existing sections (Fordbridge Roundabout to School Road Junction and Escot Road to Green Street) and new sections to create a continuous link. Walking improvements would focus on safety and accessibility, and look to make short trips from homes to shops, services and bus stops located in the immediate vicinity of the A308 sufficiently pleasant and convenient to minimise instances of very short car trips along and across this strategic route. The 5<sup>th</sup> scheme is enhanced by schemes 1-3 which create a continuous route through junctions and to give access to the facility from neighbourhoods the other side of the A308.

### **Proposed Schemes in the Phase 1 A308 Package**

#### **1) School Road Junction Improvement**

Signalised crossings for pedestrians and cyclists, and improved traffic flow through lane remodelling at junction of A308 Staines Road West / Staines Bypass / B378 School Rd / C235 Ashford Rd. Toucan crossings would connect into scheme 5, connecting the A308 active travel route through the junction and allowing access to the route from all sides of the junction. The improvements would also reduce injuries and traffic delays at this junction as it is an accident hotspot. This can be undertaken as a standalone scheme but would be linked into Scheme 4 (Smart Technologies) and Scheme 5 (walking and cycling corridor).

#### **2) Black Dog Junction Improvement**

Signalised crossings for pedestrians and cyclists at junction of A308 Staines Road West / C233 Littleton Road / Chertsey Road. Crossings provide continued link for cyclists and pedestrians along the A308 active travel spine through the junction and allowing access to the route from other side of A308.

#### **3) The Shears Junction Improvement**

Signalised crossings for pedestrians and cyclists at junction of A308 Staines Road West / A244 Windmill Road / Cadbury Road. Crossings provide continued link for cyclists and pedestrians along the A308 active travel spine through the junction and allowing access to the route from other side of A308.

#### **4) A308 Smart Network**

New smart traffic control and monitoring equipment along the A308 and at the 5 signalised junctions along the A308; School Road, The Shears, The Crossways, Black Dog and Escot Road. Measures could include UTC and Trapeze traffic signal technologies, VMS signs, ANPR, average speed, safety and traffic monitoring cameras. Smart connected cameras and message signs for enhanced incident prevention / management and intelligent bus priority that automatically adjusts signal timings when a late-running bus approaches. Smart technologies play an important role in current and future transport planning to optimise traffic movements and improve highway safety using soft engineering infrastructure - these upgrades would ensure these junctions 'keep pace' with significant improvements in traffic management technologies.

A Collaborative Traffic Management approach (latter phases of the project) is proposed between Surrey County Council and Highways England that links signal co-ordination along the A308 between Sunbury Cross and Crooked Billet (junction signals controlled by Highways England) with the local network. Phase 1 of this national initiative is commencing for M25 J8 & J10 and A3 Junctions with Surrey's local network junctions in January 2020; the A308 could become another early beneficiary of this new approach. The collaborative traffic management approach and the new junction smart technologies along the A308 would improve journey times and safety by optimising flow through and between

junctions. Surrey Police would be able to utilise the ANPR cameras which would also provide crime and disorder benefits.

#### **5) A308 walking and cycling corridor**

An active travel (and technology) corridor along the A308. Active travel measures would be new/improved cycling facilities and improved pedestrian environment, with targeted improvements bus stop infrastructure. Would include ducting laid under the cycle facility ready for any future fibre optic network at little additional cost. Forms a substantial part of a future envisaged spine that could link potential key development sites in Staines and Sunbury Cross, as well as neighbourhood's en-route. It would replace/avoid additional car journeys in this congested area; overcomes severance; has health, sustainability and place-making benefits; and offers an opportunity to minimise cost and disruption of installing improved communications technology by constructing both together.

#### **High Level Aims**

The high level aims (not prioritised) of the overall Phase 1 A308 Congestion and Safety Improvement Package are as follows:

- Improving connections for sustainable travel.
- Improving highway safety and reducing collisions.
- As a minimum, no significant adverse impact on traffic flows and congestion.
- Ensuring designs include future proofing for Local Plan impacts.
- Harnessing smart technologies and methods of innovative mobility.

Surrey County Council has three corporate goals and the Highway and Transport Business Case 2016-2021 outlines how the service will delivery on those goals which marry with the high level objectives:

- Wellbeing - Everyone in Surrey has a great start to life and can live and age well.
  - ✓ Make the network safer for all users
  - ✓ Build community resilience
  - ✓ Enable healthier and sustainable travel options
- Economic prosperity - Surrey's economy remains strong and sustainable
  - ✓ Enable housing and other developments through new infrastructure
  - ✓ Improve network availability
  - ✓ Increase opportunities for Surrey residents and businesses
- Resident experience - Residents in Surrey experience public services that are easy to use, responsive and value for money
  - ✓ Keep the network in good condition
  - ✓ Improve resident engagement
  - ✓ More free flowing network
  - ✓ Achieve real efficiencies

#### **4. Any project for CIL funding must be for capital expenditure. Please confirm that your application is for capital spending only.**

The CIL funding is required for the construction costs and detailed design work which capital funding can be spent on.

The project would require revenue funding for feasibility work to link the three existing feasibility studies (undertaken via Joint Committee funding) at The Shears, Black Dog and School Road junctions. Concept feasibility would also be required for the walking and cycling corridor and investigation of the

benefits of smart technologies. Revenue funding is available via Surrey Futures pump-priming pot to spend on feasibility work for capital projects. The Joint Committee have also set aside an additional £18k for revenue feasibility work.

The next stage would also be to meet with Heathrow Airport Limited and discuss potential revenue and capital match funding for the project.

We would also be reviewing a potential EOI, subject to SCC prioritisation, to the recently published DfT Local Pinch-point Fund and with an EOI required by January 2020. The total fund available is £150 million in total, £75 million available in each year over two financial years from 2021 to 2022. Successful proposals are most likely to be in the region of £2-3million. This would be used as match funding for this CIL form request and timeframes for spend.

**5. Would your proposal help alleviate in some way the impact of further development within Spelthorne?**

The existing A308 road layout is dated and primarily constructed to serve motor traffic to the detriment of other travel options. The existing signal technology is old and outdated and the existing signals are not connected along the route. As such smart technologies, improved road layouts and sustainable connections would have significant potential to smooth traffic flows, improve road safety, encourage sustainable trips, and provide network management information to road users.

A current Surrey County Council (SCC) project, the Phase 1 Wider Staines Sustainable Transport Package, is providing cycling and walking improvements between Staines and Stanwell to the north of Spelthorne Borough. However, there is no coherent provision along most of the remaining main routes within the Borough and desire lines are generally poor for any mode of transport other than the private motor vehicle along and connecting to the A308.

Geographically speaking, the A308 bisects Spelthorne, separating and severing communities, employment and educational destinations and local amenities on both sides. Opportunities for pedestrians to cross the road and main side roads are very limited and unsafe. There is only one off-carriageway opportunity for cyclists to cross the A308– to the west of Fordbridge Roundabout. There are fragments of cycle route along the corridor, but these are poor in quality and do not offer a continuous connection.

There are a considerable number of short and first/last mile, journeys where the walking catchment is bisected by the A308, generating avoidable accidents and car trips. The Department for Transport-backed *Propensity to Cycle Tool* model identifies strong desire lines for cycle journeys along the Staines to Sunbury corridor.

Surrey bus routes (555 & 557), as shown in the accompanying map, are well-placed to support a greater development density and an expanded Heathrow Airport, but would benefit from improvements to waiting and boarding facilities (fully accessible, sheltered, RTPI), as well as intelligent bus priority measures at junctions. TfL buses would also benefit from these improvements.

These proposals have the potential to improve sustainable journey time reliability, cater for a growth in sustainable journeys, improve road safety, promote sustainable and healthy travel choices, improve accessibility, reduce isolation and improve the place quality of Spelthorne for its residents.

This corridor is our focus for CIL applications to fund highway and transport improvements because it

caters for a significant number of journeys to, from and within Spelthorne. The A308 falls within the proposed SCC Phase 2 of the Wider Staines Sustainable Transport Package.

Most new development in Spelthorne, wherever it is located, will impact traffic volumes on the A308. Additionally, we note that Spelthorne’s SHLAA (Autumn 2018) suggests there are concentrations of potential development sites in Staines, Ashford and Sunbury, in close proximity to the A308. As the Local Plan develops, these proposals can be refined and prioritised to ensure close alignment with the needs of new development.

**6. Financial Information:**

<p>a. Total cost of the project?</p>	<p>Capital - £10million design and construction approx. (On current prices may be subject to inflation.)  Revenue- Approximately £200-300k required for revenue based feasibility; this would include traffic modelling, feasibility and benefit analysis of smart technologies and assessment of re-provision of the public highway including concept Stage 1 designs for the junctions and the cycleway/footway.  The revenue money is needed at the beginning with stage 1 design for the schemes funded upfront and if the bid accepted then the funding could be capitalised.</p> <p>High level costs based on the following points.</p> <ul style="list-style-type: none"> <li>• No third party land envisaged at this stage from initial preliminary assessment of the public highway.</li> <li>• Detailed costs will be obtained via revenue funded feasibility studies- see above.</li> <li>• Cost dependent on scheme objectives and objective prioritisation which requires a joint agreement between Surrey County Council and Spelthorne Borough Council.</li> <li>• Match funding is needed. Discussions with Heathrow Airport Limited and EM3 LEP are required.</li> <li>• The DfT have published a “Local Pinch-point Fund” which this project would fit with. An expression of interest will be written and require Surrey Transport Infrastructure Assurance Network (TIAN) prioritisation to be formally submitted.</li> </ul>
<p>b. Amount of CIL funding required?</p>	<p>Approximately a 5 year scheme programme so annual CIL funding required depending on match funding that is sought and won which may have specific timescales for spend for example the DfT Local Pinch-point fund is spend between 2021-2022.  We are requesting that CIL funding from Spelthorne Borough Council is sought for 50% of the scheme</p>

<p>c. Amount and source of any other funding?</p> <p>d. Other funding sources pursued but not secured?</p> <p>e. Reason why no alternative funding sources are possible?</p>	<p>costs so approximately £5million over the 5 year programme.</p> <p>We need to investigate the match funding avenues. If potential match funding partners know that Spelthorne Borough Council are committed in principle to the scheme this will help to leverage match funding:</p> <ul style="list-style-type: none"> <li>• Heathrow Airport Limited</li> <li>• Surrey match funding from future committed projects along the A308 corridor.</li> <li>• TfL</li> <li>• EM3 LEP</li> <li>• Highways England (Designated Funds)</li> <li>• DfT Local Pinch-Point Fund</li> <li>• DfT Air Quality funding</li> </ul> <p>Highways England designated funds- not available this financial year but a future funding source. School Lane junction improvements are an approved designated future scheme.</p>
<p><b>7. Timescale of the project:</b></p>	
<p>a. Proposed start date:</p> <p>b. Proposed completion date:</p>	<p>Separate feasibility studies have been completed on the three main signalised Junctions; Black Dog, School Road and The Shears. Additional work required to link the junctions for traffic management. Further feasibility commencement for the Network Benefits and cycleway/footway subject to revenue funding agreement. 2020/2021 for feasibility and 2021/2022+ for construction.</p> <p>Approximately 2026-2027</p>
<p>c. Where CIL funding only represents part of the costs of your project would that money be required after a particular phase of the project? If so, when?</p>	<p>Annual CIL funding commitment required</p>
<p><b>8. Implementation:</b></p>	
<p>a. Which organisation will implement the proposal?</p> <p>b. Will it have authority to do so, including any agreements to undertake work on public land?</p> <p>c. Experience of the implementing organisation to delivery of projects of the scale and nature proposed?</p>	<p>Surrey County Council</p> <p>Yes the work is being undertaken on public highway</p> <p>Yes Surrey County Council have undertaken many projects of this nature; Wider Network Benefits East (eastern Surrey area), Leatherhead to Ashted shared cycle/footway and currently undertaking Town Centre</p>

Approaches project in Guildford. These have generally been funded by LEP money. CIL is now another avenue of funding being used to delivery public highway improvements. LEP funding would still be needed as potential match funding and/or revenue funding.

**9. Information to demonstrate by reference to costs and benefits that the proposal represents good value for money and there is a compelling case for approval.**

High-level benefits of the proposal are presented below. Feasibility studies for schemes 4 and 5 would offer clarity over specific benefits and scheme costs. Business case(s) would be developed for all schemes once feasibility is complete to confirm value for money.

**Beneficial outcomes**

**1. Reduce Congestion and address local pinch-points**

Improved traffic management technologies and techniques could be introduced to smooth traffic flows along the A308 between Crooked Billet and Sunbury Cross. There are 5 existing signal junctions which are all local pinch-points on the network and require improvements. The A308 forms part of the DfT's Major Road Network and is considered a key corridor linking to the strategic highway network. Smarter traffic lights along the route could be programmed to ensure signal junctions work together. SCC traffic signals could also be linked to Highways England signals at Crooked Billet and Sunbury Cross to extend this effect and smoothly connect the strategic and major road networks. The signal junctions would harness UTC which can sense traffic patterns and movements to coordinate the response to varying traffic conditions. This, together with average speed cameras, can improve road safety and air quality by smoothing traffic flows and minimise stop-start journey profiles that are particularly problematic from an air quality perspective (with Spelthorne Borough a declared Air Quality Management Area).

Overall, congestion in Surrey is calculated to have an economic cost of c. £550 million per year (Surrey Congestion Programme, 2011). Air pollution is the biggest environmental threat to health in the UK, with between 28,000 and 36,000 deaths a year attributed to long-term exposure, and there is strong evidence that air pollution causes the development of coronary heart disease, stroke, respiratory disease and lung cancer, and exacerbates asthma (Public Health England: <https://www.gov.uk/government/publications/improving-outdoor-air-quality-and-health-review-of-interventions>).

Schemes 1-3 would upgrade relevant junction infrastructure and scheme 4 would link the junctions with smart technology and reduce the pinch points.

**Figure 1** below shows typical morning peak time traffic on the A308 slowed in both directions along the A308 between School Road and Sunbury Cross – the series of junctions that this package proposes to link with smart traffic management technologies.

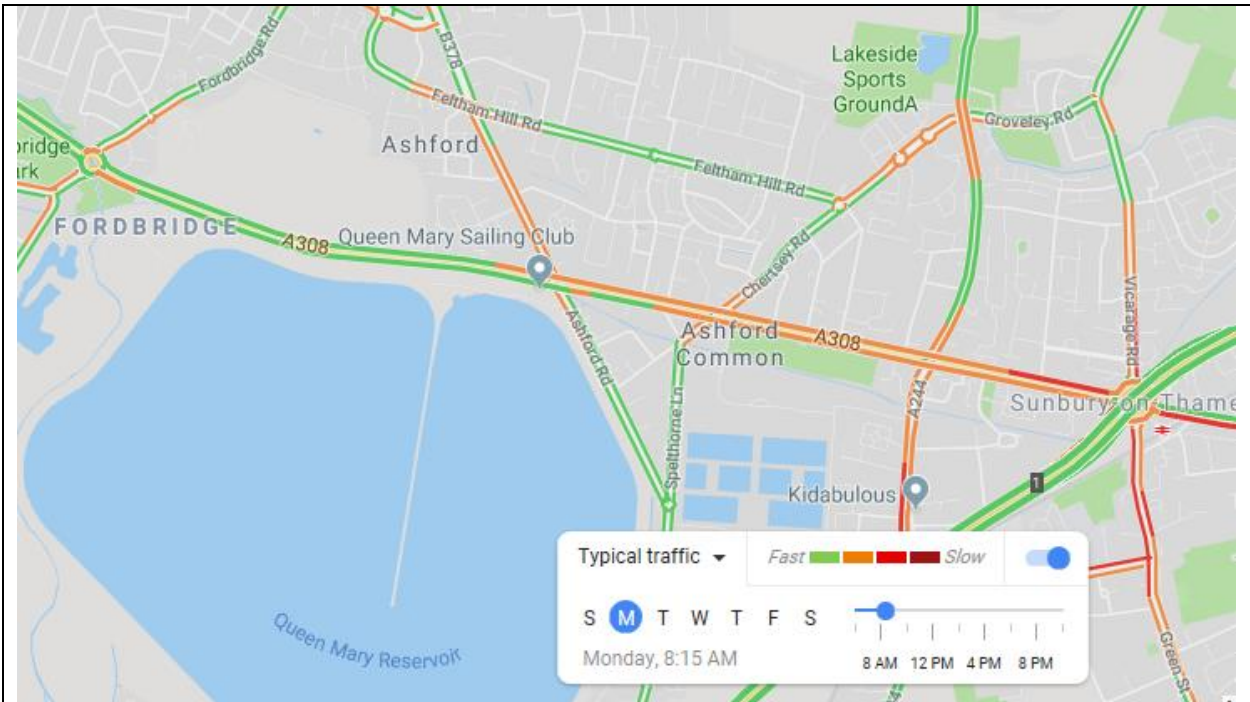
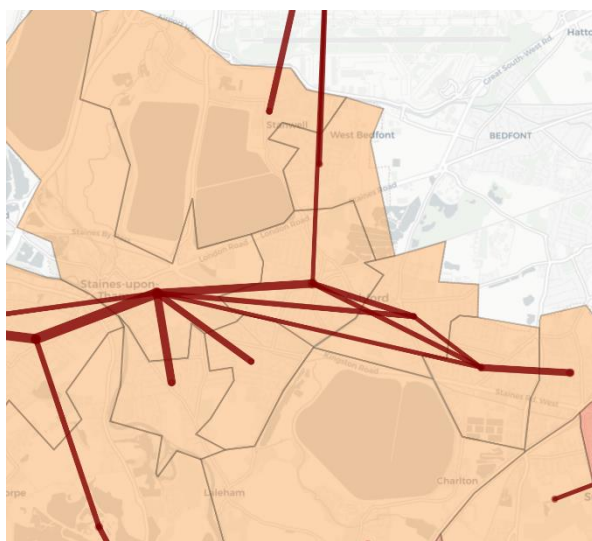


Figure 1: typical traffic, Monday morning 8.15am. Source: Google.

## 2. Encouraging healthy, sustainable travel

Active travel –public transport, walking, cycling, scooting or using one of these modes to travel to/from a bus stop or railway station – has substantial physical and mental health benefits for individuals, and at a wider level counters rising healthcare costs and avoids carbon emissions. Public Health England advocate increasing opportunities for active travel to help address the estimated £7.4 billion annual cost to the UK of physical inactivity (<https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life>).



The Department for Transport sponsored Propensity to Cycle Tool, as shown in **Figure 2**, identifies flows with the greatest potential for growing the number of cycle trips if there is investment in infrastructure. With a high proportion of local trips, a flat terrain and sitting within the catchment area of both Staines and Heathrow, the A308 is aligned with many of the strongest desire lines for cycling in Spelthorne.

Figure 2 (left): desire lines with the greatest potential to grow cycle trips in Spelthorne area. Source: Propensity to Cycle Tool

[www.pct.bike](http://www.pct.bike)



Scheme 5 would introduce infrastructure that unlocked these potential cycle trips as well as other active travel trips in the area, and would better support future developments in the area should their parking be limited by land availability or other constraints. Schemes 1, 2 and 3 would be necessary to give access to the walking/cycling/bus stop facilities from the other side of the A308. Proposals would include bus priority measures to improve journey times, improving existing sections of bus lanes to potential extend a bus lane from Escot Road Junction to Sunbury Cross and Trapeze software signaling to give priority at junctions. Bus lanes would also potential encompass enforcement measures for compliance. Cycle priority at junctions would also be included with toucan crossings and other measures to improve cycle safety.

### **3. More reliable journeys**

Improving journey time predictability can lead to greater economic benefits than minor improvements to average journey speed as businesses and commuters can efficiently plan their travel. Traffic management and information technologies that enable traffic signals to adapt to live traffic conditions and that monitor traffic to advise travellers of disruption through variable message signs, RTPI or Internet-connected devices can improve journey reliability and confidence in arrival times.

### **4. Overcoming severance**

The A308 is a wide, fast corridor route that separates the communities to its north and south. There are many local trip generators such as shops, schools, day centres and recreation grounds in close proximity to the A308 that are challenging to walk to if coming from the other side of the A308 on foot. As a result, avoidable trips will be made by car along and across the A308 to access these services, or indeed alternative services further away where the convenience of using the most local service has been removed. Residents/workers without access to a car have more limited access to services, and shops/businesses have a reduced potential catchment. This reduces the strategic A308 route's ability to accommodate additional traffic resulting from development throughout the borough, and places additional limits on the suitability of the area immediately around the A308 to support brownfield redevelopment, e.g. in Ashford Common and Windmill Road areas.

Schemes 1-3 would introduce controlled pedestrians/cycling crossings at the three principle junctions along the route where severance is most acute. Escot Road and The Crossways already include pedestrian crossings. All the pinch-points improvements would reduce the existing community severance and aid connections to the proposed active travel infrastructure.

**Figure 3** below shows the locations of these three crossings at The Shears, Black Dog and School Road junctions (crossing icons) together with key local trip generator sites (filled dots) within a 1km walk (circle outlines) of one or more proposed crossing.

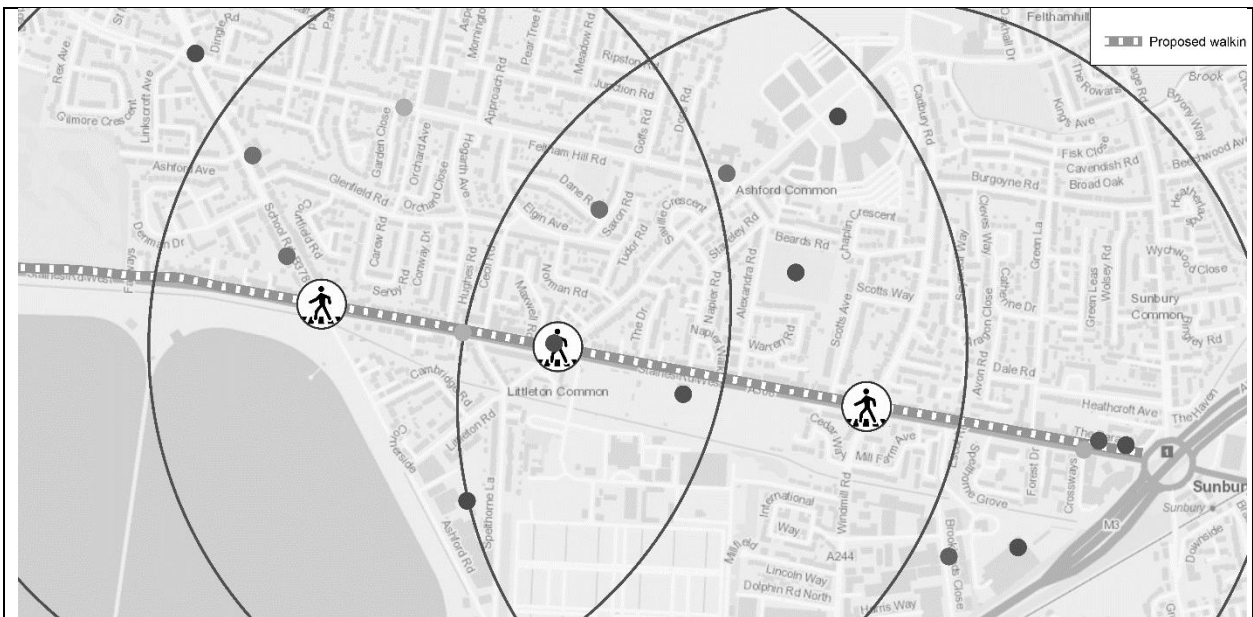


Figure 3. Proposed crossings and local trip generators within 1km walks.

## 5. Fewer accidents

Accidents can have life-changing, and occasionally fatal, consequences for those involved, in addition to damage to property. On average, each accident prevented is valued at £90,000 (government's published accident costs here: <https://www.gov.uk/government/statistical-data-sets/ras60-average-value-of-preventing-road-accidents>). There are immediate knock-on effects from incidents too of temporary disruption to the road network – improving safety on the A308 keeps Spelthorne's road network moving and better able to handle additional trips from new development. For the local area, accidents can be seen to be concentrated on the A308 corridor, particularly at its junctions.

Schemes 1-3 would introduce crossings and improved junction layouts at the three principle junctions along the route, two of which in particular are a focus for accidents and all of which reduce the likelihood of fatal collisions with non-motorised users. The existing merge lanes would be reduced on exit of the junctions which would improve safety as there is a significant number of side-on collisions currently.

**Figure 4** below shows the locations of these three crossings (crossing icons) together with recorded serious (orange dot) and fatal (red dot) accidents between 2012 and 2017.

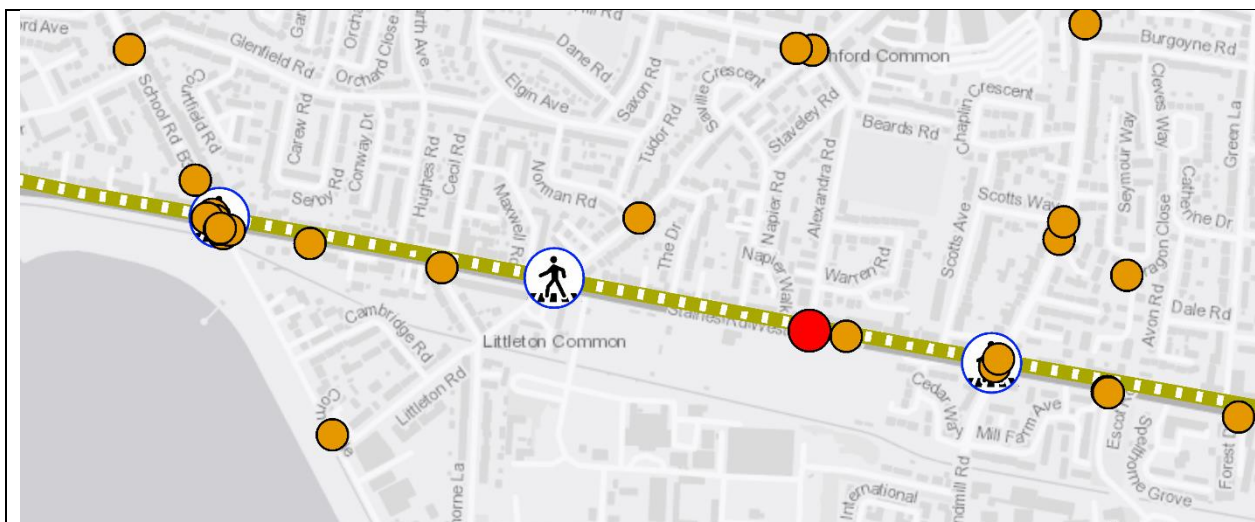


Figure 4: fatal and serious accidents around the A308, 2012-2017.

**10. Information by reference to a project plan and project management arrangements that the proposal is deliverable.**

In line with other similar projects the project plan and project management arrangements get refined once the feasibility study covering all the schemes have been completed.

The project is being managed by Stacey Capewell (Transport Strategy Project Manager) in the Transport Policy & Major Schemes team at Surrey County Council and assisted by Dug Tremellen (Transport Planner). Nick Healey (Local Area Highways Manager) also provides vital input to the project and the important link to the Spelthorne Joint Committee.

The project would be managed via the Transport Policy & Major Schemes team at Surrey County Council. Any CIL project would have to follow the existing financial arrangements in place which involve monthly Project Stocktake Meetings and the Transport Infrastructure Assurance Network. Any CIL project would need to be agreed by Spelthorne Borough Council but also go through Capital Project Panel at Surrey County Council to approve the project for works to the public highway.

The project is initially requesting CIL funding but we have a number of potential match funding partners as well as the DfT Local Pinch-point fund we would hope to submit an EOI to (subject to Surrey prioritisation) and if Spelthorne Borough Council can agree the project in principle then we can use that agreement as leverage to potentially obtain match funding. All third party funding pots require a level of match funding.

**11. Explain how any on-going maintenance costs will be met.**

Surrey Police would undertake the on-going communications and maintenance of the ANPR cameras that would be installed.

Signal maintenance for improved signals would be included in the annual Surrey County Council maintenance budget for Network Management. New signal technology is mainly above ground now so has reduced maintenance costs compared to older technology which was within the carriageway surfacing and required traffic management for ongoing maintenance.

Footway/Cycleway improvements and new technologies for ongoing maintenance would potentially require a maintenance contribution. This would need to be discussed with Network Management at SCC but is noted for completeness of the funding bid.

**12. Do you consider there are specific policies, strategies, priorities or initiatives of either Spelthorne Borough Council or Surrey County Council that this scheme may assist in implementing? If so, please explain what they are.**

**Local Transport Plan**

The Surrey Transport Plan objectives are for effective, reliable, safe and sustainable transport – to promote economic vibrancy, protect and enhance the environment and improve quality of life.

Through a set of subsidiary strategies, the Surrey Transport Plan also sets out aims in relation to:

- Improving journey information and reliability, for both private vehicle and public transport trips
- Reducing delays, for both private vehicle and public transport trips
- Improving air quality
- Developing rail services
- Increasing number of cyclists
- Improving cycle safety
- Mitigating impact of road freight
- Run an effective, safe, sustainable and accessible bus network
- Optimising parking provision
- Improving rights of way

**Spelthorne Borough Local Transport Strategy**

The strategy has four objectives:

- Promote travel by foot and bicycle within the borough
- Promote the use of public transport as an alternative to the car
- Manage current and future congestion throughout the borough
- Reduce NO<sub>2</sub> levels where they exceed national air quality objectives

The Spelthorne Local Transport Strategy 2014 will be updated in line with Spelthorne's new local plan, a R19 consultation will be carried out during Summer 2019. The Forward Programme is being updated annually (last update December 2018).

**Spelthorne Local Plan**

The Spelthorne Issues and Options consultation was carried out in May/June 2018. The majority of new development will be located on brownfield sites within Spelthorne mainly located around Staines-upon-Thames. Heathrow Airport Ltd (HAL) is proposing a new third runway to increase capacity and maintain the airport's international hub status. Spelthorne Council has supported expansion of Heathrow because of the economic benefits and opportunities it would bring to the Borough. This support is dependent on HAL making sure their scheme mitigates the impact on noise, traffic, air quality, the wider environment, infrastructure and local road networks. HAL has developed a range of options for the scheme, including land use, road realignment, river diversions and the position of the new runway. The traffic analysis for any proposed interventions is at an early stage but capacity improvements would most likely be required in and around Staines to cater for increased demand and release existing pinch points under railway lines and over the Thames. Focus is also needed on encouraging sustainable modes to Heathrow Airport and commuters. The DfT proposed MRN links the A308 to the A244 and the M3 at Sunbury Cross which may be a focus for improving sustainable modes depending on the detail of the strategic Spelthorne housing locations. Sunbury Cross Roundabout has historically been proposed for improvements to ease congestion and provide safer routes for pedestrians and cyclists.

### **Dft Major Road Network**

DfT proposed routes are the A308 to the north of Staines which leads to Sunbury and the M3 and the A244 from Sunbury through Walton and Esher. Additionally the A320, A317 and A30 have all been put forward for inclusion either by SCC or TfSE.

### **Enterprise M3 LEP Strategic Economic Plan**

#### **‘Dynamic, attractive towns’**

- What the LEP say: The LEP want to transform towns in a way that will attract ‘Young Urban Residents’ and skilled workers (to address skill gap) – ‘invest in the future of our town centres to create imaginative, dynamic places’; ‘support planned housing development and increase the attractiveness of the area as residential locations’ to draw in those leaving the overheated London housing market behind. Quality town centres are also needed to encourage sustainable inclusive growth and attract employment here in Surrey. Guildford and Woking remain ‘Growth Towns’.
- How this package could fit this: Investment in town/neighbourhood centres, including overcoming known problem points in town centre networks; improved walking/cycling/public realm; integrating new developments into surrounding urban fabric.

#### **‘The New Economy’**

- What the LEP say: The LEP will target infrastructure spend on driving growth in key sectors, especially in digital, knowledge-led economies (linked to the Innovation South agenda) and export-focussed businesses (linked to the UK Industrial Strategy agenda).
- How this package could fit this: Focus for connectivity and access to skilled workers and supply/export routes for areas that are concentrations of key sectors (maps 3, 4, 5, 6).

#### **‘Vital arteries’**

- What the LEP say: The LEP will support investment in regional road and rail links, esp. to Heathrow, Gatwick, the South Coast ports and London – especially when supporting growth in international trade. Transport for the South East (TfSE) growth corridors are particularly supported. Schemes should look to (a) lower congestion on roads and (b) improve capacity, frequency and journey times by rail, including southern access to Heathrow.
- How this package could fit this: Investment in M3 and M25, both TfSE priority corridors, and associated junctions/feeder routes.

#### **‘Sustainable growth corridors’**

- What the LEP say: The LEP will look to ‘enable the sustainable development of business growth, town centre regeneration and housing development, through the support of low carbon solutions and addressing poor air quality’; ‘our future focus should extend [from Growth/Step-Up Towns] to sustainable growth corridors’.
- How this package could fit this: Staines remains designated a ‘Step-Up Town’, and could form the centre of an Egham – Staines – Ashford/Sunbury growth corridor.

#### **‘Grand Opportunities’**

- What the LEP say: The LEP wants to ‘create an environment for digital solutions to connectivity such as smart mobility, autonomous and connected vehicles, mobility as a service to flourish’, linked to EM3’s Digital and Data Technologies ‘stimulant for growth’ – where LEP infrastructure funding supports the development of new digital/data products in the region.

- How this package could fit this: Schemes could be future-proofed for introduction of emerging technologies/services. Improved provision for MaaS in urban areas? Soft infrastructure investment, especially in open data? CAV/EV infrastructure? Changes to last-mile freight/package deliveries?

### **Surrey Community Vision 2030**

The Council's new Vision sets out the following relevant ambitions:

- Journeys across the county are easier, more predictable and safer
- Well connected communities, with effective infrastructure, that grow sustainably
- Residents live in clean, safe and green communities, where people and organisations embrace their environmental responsibilities
- Everyone has a place they can call home, with appropriate housing for all
- Businesses in Surrey thrive
- Everyone benefits from education, skills and employment opportunities that help them succeed in life
- Everyone lives healthy, active and fulfilling lives, and makes good choices about their wellbeing

### **Surrey County Council Highway and Transport Business Case**

The Highways, Transport & Environment Directorate's Business Plan prioritises supplement the Surrey Community Vision 2030:

- Wellbeing: safer services; resilient, healthy and sustainable places; enabling communities to self-deliver local priorities
- Economic prosperity: enabling sustainable development/growth; improved journey planning and reliability; new opportunities
- Resident experience: attractive places; value-for-money services; decision-making reflects local priorities

Signature:

Lyndon Mendes

Date: 09/08/19

# CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



## Spelthorne Takes Shape

# Guidance notes

## What is CIL and how is it allocated

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. The council has been collecting CIL since April 2015.

An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

## Strategic CIL

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure, such as school expansions, CCG identified priorities, or highway schemes to support and enable growth.

## What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

## Payment of CIL funds if awarded

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.



## Publicity

The applicant will need to agree to publicise the support of Spelthorne Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

## Completing the application form

To discuss a potential project or for further guidance, please contact the Strategic Planning Team on 01784 444 278 or email [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk).

Please submit the completed application form and supporting evidence via email to [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk)

Please read the CIL Strategic Funding Application Form – Guidance Notes before completing this form.

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by contacting the Strategic Planning Team on 01784 444 278 or email [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk) .

Please return completed application forms and supporting information to:  
[cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk) .

**Please Note**

Failure to answer all the questions on this form could impact upon the consideration and success of your application.

## Application Form

## Section A: Applicant Contact Information

Question	Answer
Organisation name	SPELTHORNE BOROUGH COUNCIL
Organisation address	WHITE HOUSE DEPOT ASHFORD TW15 3SE
Name of main contact	JACKIE TAYLOR
Position of main contact	GROUP HEAD OF NEIGHBOURHOOD SERVICES
Phone number for main contact	07946379739
Email address for main contact	j.taylor@spelthorne.gov.uk
Type of organisation (If a charity, please provide registration number)	n/a
Is the organisation able to reclaim VAT?	YES

## Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	<b>PROVISION OF FITNESS EQUIPMENT IN SBC PARKS</b>
2) Summary of the project proposal	<b>Covid restrictions for our residents have meant that more people are using our outdoor green spaces. This may be for exercise and/or play and we have seen an increase in visitors to our parks &amp; open spaces by all ages. The project aims to provide more activities for older children and adults of all ages in the parks by providing fitness equipment that can be used all year round without the need to join and pay fees to leisure centres</b>
3) Full address of project location	<b>Laleham Park Laleham Greenfield Recreation ground Laleham  Lammas Park Staines  Manor Park Shepperton  Cedars Recreation ground Sunbury Kennyngton Recreation ground Sunbury  Stanwell Moor Recreation ground Alexandra recreation ground Ashford Staines Park</b>

	<b>Ashford Recreation Ground</b>
4) Project partner/s (if applicable)	n/a
5) How will the proposed project help address the pressures caused by development in the borough?	New development relies heavily on residents use of open and green spaces, which has been more evident through Covid lockdowns. This has seen an increase in demand for facilities of all ages, play facilities are well catered for as these are available in all areas of the borough and are updated as and when needed. A need has been identified to cater for the older youth and adults of all ages who are looking for health related equipment.
6) What problem is the project addressing, and what are the expected outcomes?	Placing open air gyms in our green spaces encourages our residents to participate in the health agenda and also provides a facility that is readily accessible at all times and at no cost
7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.	Health Agenda
8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.	The funding will enable us to increase the facilities in all areas of the borough within our own parks & open spaces. The list of sites provided will give all residents in all areas access to facilities. There is no other funding available for this project.
9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?	There will be increased revenue expenditure for each site in terms of safety checks, maintenance, cleansing, vandalism & repair.
10) Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost estimates, supporting quotes, procurement	<b>Laleham Park Laleham</b> <b>£65k</b> <b>Greenfield Recreation ground Laleham</b> <b>£65k</b> <b>Lammas Park Staines</b> <b>£65k</b> <b>Manor Park Shepperton</b> <b>£60k</b> <b>Cedars Recreation ground Sunbury</b> <b>£60k</b>

policy).	<b>Kenyngton Recreation ground Sunbury £60k</b> <b>Stanwell Moor Recreation ground £50k</b> <b>Alexandra recreation ground Ashford £55k</b> <b>Staines Park £65k</b> <b>Ashford Recreation Ground £65k</b>
11) Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.	If funding is approved for any or all of the new gym facilities estimates will be sought from various providers. The process from procurement to installation is likely to take approx. 36 weeks but this will be dependent on whether planning permission is required, whether or not the proposed locations are green belt or flood plains, the procurement timetable, equipment availability and also installation staff who may be impacted by Covid related issues.
12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	At this stage it is unknown, but it is likely that any new facilities will need to go through a planning process.
13) Is there any additional information that may support the application?	none

## Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

<b>Funding Source</b>	<b>Amount</b>	<b>Detail</b>
CIL funding sought	£610,000	Purchase and installation of gym equipment at 10 sites
Infrastructure provider contribution	nil	
Third party contribution	nil	
Total cost of project	£610,000	

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

## Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Co-ordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

All organisations involved with the application will need to sign and date the form.

### Applicant organisation signature

Signed: *Jackie Taylor* GROUP HEAD OF NEIGHBOURHOOD SERVICES\_

Organisation: NEIGHBOURHOOD SERVICES

Date: 21 JANUARY 2021

### Supporting organisation signature (if applicable)

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

Organisation: \_\_\_\_\_

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

# CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



## Spelthorne Takes Shape

# Guidance notes

## What is CIL and how is it allocated

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An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

## Strategic CIL

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure, such as school expansions, CCG identified priorities, or highway schemes to support and enable growth.

Strategic CIL funds will also be allocated based on funding priorities identified during the Local Plan process and set out in the forthcoming Infrastructure Delivery Plan (IDP).

## What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

## Payment of CIL funds if awarded

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.



The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

## **Publicity**

The applicant will need to agree to publicise the support of Spelthorne Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

## **Completing the application form**

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**Please Note**

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# Application Form

## Section A: Applicant Contact Information

Question	Answer
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Organisation address	WHITE HOUSE DEPOT ASHFORD TW15 3SE
Name of main contact	JACKIE TAYLOR
Position of main contact	GROUP HEAD OF NEIGHBOURHOOD SERVICES
Phone number for main contact	07946379739
Email address for main contact	j.taylor@spelthorne.gov.uk
Type of organisation (If a charity, please provide registration number)	N/A
Is the organisation able to reclaim VAT?	YES

## Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	<b>REPLACEMENT OF AUTOMATED RESTRICTION BOLLARDS IN STAINES HIGH STREET</b>
2) Summary of the project proposal	<b>The bollards in Staines High street were originally installed over 20 years ago and have not been in operation since 2015 when it was decided that they were beyond economical repair. In addition to this as they are so old parts are no longer available. The high street is therefore open to any traffic 24 hours a day from either direction</b>
3) Full address of project location	<b>High Street Staines</b>
4) Project partner/s (if applicable)	<b>Surrey County Council Knowle Green Estates</b>
5) How will the proposed project help address the pressures caused by development in the borough?	As more residential properties are being built in Staines this creates more footfall on the high street. The high street is pedestrianised by a traffic order during the daytime. The problem with no bollards is that the through traffic at times when the street should be traffic free creates an unsafe environment for pedestrians on the high street.

6) What problem is the project addressing, and what are the expected outcomes?	No control over access by vehicles Creates an unsafe environment for pedestrians
7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.	There are none
8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which elements of the project, the funding secured is required to deliver.	The high street is a county highway and Surrey County Council are the owners and responsible for its maintenance. Funding for all is very limited and this much needed bollard replacement has been discussed at joint committee (JC). JC funds are very limited and where projects such as this take priority it means that other much needed improvements and repairs to highway areas are not undertaken. SCC have already commissioned a feasibility study for bollard replacement which will be undertaken this year but to be effective and draw out the issues and dangers and options it would not provide a true picture whilst the country and Staines is in lockdown and the majority of shops remain closed. This study should be complete this year and there is then the potential to seek funding from the JC but as mentioned this would mean that other much needed improvements and/or repairs elsewhere in the borough would be pushed back into another year. The total budget in any year for the JC to allocate funding is £100k and the cost of this project would not be met by 1 year of JC funding
9) Is there a related revenue spend associated with the project once it is complete, and if so, how will this be addressed?	There will be ongoing management, maintenance & repair of the bollards which will need to be funded from revenue. The management of the bollards in terms of allowing vehicle access to the high street would need to be managed by Elmsleigh security which may incur additional staffing costs and prior agreement to undertake this task from Elmsleigh.
10) Please set out the detailed breakdown of the estimated project cost and provide supporting costing documentation (e.g. planned spend profile, project cost estimates, supporting quotes, procurement policy).	Replacement bollards and CCTV link: £50,000 Allowance for any civil engineering element: £30,000 Legal and consultation costs: £15,000 Professional fees for detailed design, supervision, etc: £15,000  Total approx. £110,000  The estimate for professional fees assumes the project is done "in-house" by SCC; professional fees would be much higher if a consultant were to be employed for this project.
11) Please set out the proposed project delivery plan,	If funding is agreed a project plan including timescales could then be drawn up, these would need to align with the feasibility study and a programme of works that

<p>including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.</p>	<p>worked with current and planned activities in the high street</p>
<p>12) Please specify whether planning permission is required, and if it has already been secured (stating reference number).</p>	<p>Planning permission would not be required for this project however the works would create issues for those who need to gain vehicle access to the high street and a plan of access &amp; egress at all times would need to be drawn up</p>
<p>13) Is there any additional information that may support the application?</p>	<p>As more residential properties are being built in Staines this creates more footfall on the high street. The high street is pedestrianised by a traffic order during the daytime. The problem with no bollards is that the through traffic at times when the street should be traffic free creates an unsafe environment for pedestrians on the high street.</p> <p>In 2017 many authorities became aware that they needed to rethink their security strategies and requirements. During 2017, Europe and the UK became a higher target for hostile vehicle attacks, which involved terrorists deliberately ramming vehicles into pedestrians to cause destruction and harm.</p> <p>The UK's threat level rose to critical for the first time in ten years, spreading fear across the nation as to where another attack could potentially happen. Many open and crowded spaces started to implement temporary barriers whilst considering what security measures could be implemented long term to help mitigate attacks.</p> <p>The National Counter Terrorism Security Office also released a detailed Crowded Places Guidance, which offered advice for people in charge of security at crowded places such as shopping centres. This guide also details that to help mitigate an attack, the physical security products that should be installed include bollards, gates and street furniture.</p> <p>However, it isn't just terrorist attacks that would be deterred ram raids with criminals targeting ATM machines and high street shops would also be offered a level of protection if vehicle access was restricted to authorised vehicles only.</p>

## Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

<b>Funding Source</b>	<b>Amount</b>	<b>Detail</b>
CIL funding sought	£110,000	Remove & replace with new high automated street bollards
Infrastructure provider contribution	£5,000	Feasibility study
Third party contribution	nil	nil
Total cost of project	£115,000	Total estimated costs

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

## Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Coordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognize the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

All organisations involved with the application will need to sign and date the form.

### Applicant organisation signature

Signed: Jackie Taylor Group Head of Neighbourhood Services

Organisation: Spelthorne Borough Council

Date: \_\_\_\_21 January 2021\_\_\_\_\_

### Supporting organisation signature (if applicable)

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

Organisation: \_\_\_\_\_

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

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## Community Infrastructure Levy

### Application for funding

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Completed applications must be sent with a location plan of the project and any other supporting explanatory material to: Planning Policy, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by emailing [planning.policy@spelthorne.gov.uk](mailto:planning.policy@spelthorne.gov.uk).

1. Personal Details*		2. Agent's Details (if applicable)	
<i>*If an agent is appointed, please complete only the Title and Name boxes below but complete the full contact details of the agent in 2.</i>			
Title	Mr	Mr	
First Name	Nick	Nigel	
Last Name	Healey	Pond	
Job Title (where relevant)	Area Highway Manager	Road Safety Engineer	
Organisation (where relevant)	Surrey County Council	Surrey County Council	
Address Line 1	Merrow Complex	Quadrant Court	
Line 2	Whitebeam Lodge		
Line 3	Merrow Lane	35 Guildford Road	
Line 4	Merrow	Woking	
Post Code	GB4 7BQ	GU22 7QQ	
Telephone Number	07581 363351	020 8541 7384	
E-mail Address	nick.healey@surreycc.gov.uk	nigel.pond@surreycc.gov.uk	

<b>3. Detailed description of the proposal.</b>	
Purchase, installation and commissioning of a 450mm size speed limit reminder vehicle-activated sign (VAS), to be erected on a lighting column in D6283 Chertsey Road, Shepperton.	
<b>4. Any project for CIL funding must be for capital expenditure. Please confirm that your application is for capital spending only.</b>	
Yes.	
<b>5. Would your proposal help alleviate in some way the impact of further development within Spelthorne?</b>	
<b>6. Financial Information:</b>	
a. Total cost of the project?	£2,645.57
b. Amount of CIL funding required?	£2,645.57
c. Amount and source of any other funding?	£0
d. Other funding sources pursued but not secured?	1 Surrey Safety Camera Partnership (Drive Smart) 2 Spelthorne Local Committee 3 Surrey County Council (SCC) Integrated Transport Schemes (ITS).
1 Reason why no alternative funding sources are possible?	1 Regular speed enforcement isn't currently being carried out. 2 and 3. Current budgets are fully allocated.
<b>7. Timescale of the project:</b>	
a. Proposed start date:	Between April 2021 and March 2022.
b. Proposed completion date:	If CIL funds are secured, purchase orders will be issued and the works should be carried out around 6-8 weeks afterwards.
c. Where CIL funding only represents part of the costs of your project would that money be required after a particular phase of the project? If so, when?	CIL funding represents 100% of the full project cost.
<b>8. Implementation:</b>	
a. Which organisation will implement the proposal?	SCC has carried out the feasibility study and will order the works, using two established suppliers.

[Type here]

b. Will it have authority to do so, including any agreements to undertake work on public land?	Yes. All works will be carried out on SCC Highways land.
c. Experience of the implementing organisation to delivery of projects of the scale and nature proposed?	SCC have progressed in excess of 500 similar projects throughout the county over the last 19 years.

**9. Information to demonstrate by reference to costs and benefits that the proposal represents good value for money and there is a compelling case for approval.**

The lighting column pre-wiring preparation works (£145.57) will be carried out by SCCs street lighting contractor. The supply, installation and commissioning of the VAS (£2,500) will be carried out by SCCs preferred, long time supplier (of 19 years). In accordance with SCC procurement rules, we carry out price comparisons with other established VAS manufacturers on similar terms and conditions.

**10. Information by reference to a project plan and project management arrangements that the proposal is deliverable.**

1 – The pre-wiring of the lighting column will be carried out by SCCs street lighting contractor, Skanska in accordance with their established working procedures.  
2 – Once the pre-wiring is completed, the VAS manufacturer, Westcotec will erect the VAS onto the lighting column in accordance with their established working procedures, including BS 7671 (as amended).


**11. Explain how any on-going maintenance costs will be met.**

The vehicle-activated sign is supplied with a six-year warranty as standard, which covers parts and labour. There is a central VAS maintenance budget, which has been used to coordinate VAS maintenance since 2010. The pre-wiring in the lighting column is covered by the street lighting maintenance contract.

**12. Do you consider there are specific policies, strategies, priorities or initiatives of either Spelthorne Borough Council or Surrey County Council that this scheme may assist in implementing? If so, please explain what they are.**

Section 38 of the 1988 Road Traffic Act states that local authorities have a duty carry out a programme of measures to promote road safety. Speed surveys carried out in April 2019, showed that vehicle speeds were in excess of the 30mph speed limit. VAS installed in the optimum locations, have a proven record of reducing vehicle speeds and the likelihood of accidents.

Signature:



Date: Tue 19 Jan 2021

# CIL Strategic Funding Application Form and Guidance Notes for Applicants

SPELTHORNE BOROUGH COUNCIL



## Spelthorne Takes Shape

# Guidance notes

## What is CIL and how is it allocated

The Community Infrastructure Levy (CIL) allows the council to raise funds from some forms of new development to help fund the infrastructure needed to mitigate the impacts of new development. CIL funds are used for either local infrastructure or infrastructure of wider strategic benefit to the borough. The council has been collecting CIL since April 2015.

An initial 5% of CIL funds collected is retained by the council for administration purposes and 15% of the funds are allocated in local areas to infrastructure projects which are required in the communities where development took place.

## Strategic CIL

The remaining 80% of CIL funds are allocated towards strategic borough-wide infrastructure, such as school expansions, CCG identified priorities, or highway schemes to support and enable growth. The strategic CIL funds are allocated based on funding priorities set out in the Infrastructure Delivery Plan (IDP).

## What is not eligible for CIL funding

- Projects that have commenced prior to an application being submitted
- Ongoing revenue costs for a project
- Annual maintenance or repair
- Projects promoting a political party
- Projects that conflict with existing council policies
- VAT that you can recover

## Payment of CIL funds if awarded

Successful projects must be able to commence within the twelve months following the award and acceptance of the terms and conditions. Where relevant, the CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

Payment will be made after completion of the project to the satisfaction of Spelthorne Borough Council and after submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of expenditure. You must have a bank account in the name of your organisation into which the council will pay the funding.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

The assessment process is competitive and not all applications will be funded. There

is no right of appeal against the decision.

## **Publicity**

The applicant will need to agree to publicise the support of Spelthorne Borough Council and the council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

## **Completing the application form**

To discuss a potential project or for further guidance, please contact the Strategic Planning Team on 01784 444 278 or email [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk).

Please submit the completed application form and supporting evidence via email to [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk)

Please read the CIL Strategic Funding Application Form – Guidance Notes before completing this form.

This form must be used for all applications for Community Infrastructure Levy (CIL) funds. This includes projects decided by Spelthorne Borough Council or the Spelthorne Joint Committee.

Evidence for all bids must be supported by clear and robust information. All the following questions must be answered. You are welcome to seek further guidance on the likely eligibility of a project and information required from the Borough Council by contacting the Strategic Planning Team on 01784 444 278 or email [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk) .

Please return completed application forms and supporting information to: [cil@spelthorne.gov.uk](mailto:cil@spelthorne.gov.uk) .

**Please Note**

Failure to answer all the questions on this form could impact upon the consideration and success of your application.



# Application Form

## Section A: Applicant Contact Information

Question	Answer
Organisation name	Spelthorne Borough Council
Organisation address	Council Offices, Knowle Green, Staines Upon Thames
Name of main contact	Richard Mortimer
Position of main contact	Development Advisor
Phone number for main contact	01784 444245
Email address for main contact	r.mortimer@spelthorne.gov.uk
Type of organisation (If a charity, please provide registration number)	Local Authority
Is the organisation able to reclaim VAT?	Yes

## Section B: Project Overview and Strategic Case

Question	Answer
1) Project Title	<b>Proposed new leisure centre</b>
2) Summary of the project proposal	<b>New replacement leisure centre</b>
3) Full address of project location	<b>Knowle Green, Staines</b>
4) Project partner/s (if applicable)	<b>n/a</b>
5) How will the proposed project help address the pressures caused by development in the borough?	The new proposed leisure centre is designed to serve significantly more visitors than the existing one that currently has in the region of 550,000 visitors per annum. It will be a publicly accessible facility that contributes to the borough wide health and wellbeing. The centre will increase facilities and offer more flexible spaces to allow for more intensive use and a greater variety of activities. The pool benefits not only from providing increased capacity from 8 lanes but from micro filtration technology where chlorine is at extremely low levels making it accessible to swimmers that typically suffer from skin and breathing irritations/allergies. Additionally, there is a Learner Pool with a moveable floor and a kid's splash pad which will help in developing confidence in children whilst they learn how to swim. Other key features include

	<p>squash courts with moveable walls that enables the space to be more intensively used for additional studio capacity or other sports, The gym will also have at least 180 stations in comparison to 120 in the existing facility. The centre has also been future proofed with inbuilt expansion space so gym capacity can be increased as demand increases. The centre proposes fully accessible facilities and be dementia friendly.</p> <p>It is also being designed to a highly efficient energy standard and Passivhaus Institute accreditation is being sought. It will be the first of its kind in the UK. Also, Staines Town Centre is the proposed focus for accommodating current housing delivery targets and its population density is expected to significantly increase as new developments takes place as identified in the emerging Local Plan and the proposed Staines Town Centre Masterplan. Therefore this will increase pressures on demand for leisure facilities within the Borough. Not only is the proposed centre easily accessible to nearby public transport (bus/rail), it also occupies a highly sustainable location being accessible to the Borough's largest population agglomeration within a 10 minute isochrome. Therefore it is highly accessible to visitors visitors travelling on foot/cycle. .</p>
<p>6) What problem is the project addressing, and what are the expected outcomes?</p>	<p>The current leisure centre is approaching the end of its life cycle, is not energy efficient and the inherent maintenance liabilities are increasing. Also, there are newer private and public facilities which it has to compete with that offer a better experience. The new centre seeks to provide a better range of facilities and environment, increase participation in activities that improve local residents' health and wellbeing.</p>
<p>7) Please provide details of any supporting council policy, strategy, programme, action plan, etc.</p>	<p>The proposals are being supported and promoted by the Council's own Leisure Team, officers, Cabinet and Full Council. The Leisure Team have undertaken their own Needs Survey in 2017 and it is clear that there is demand from a range of sports and activities to support the project. The Councils own Corporate Plan and Health and Well Being Strategy 2016-2019 (which is being updated) also encourage the use and provision of leisure facilities that are accessible to the local community.</p>
<p>8) Why is strategic CIL funding being sought? What other sources of funding have been considered and applied for? Please specify which</p>	<p>The costs of building and future proofing a new leisure centre mean that the projected income do not fully cover the finance costs of the debt. A grant funding contribution is being sought to reduce the overall borrowing that the Council will inevitably have to make in order to deliver the project. It will also reduce the outgoing monthly debt servicing costs which will need to be paid post PC.</p>

elements of the project, the funding secured is required to deliver.	Furthermore in seeking CIL funding, this reduces the burden on Council Tax payers and makes the proposition more financially sustainable in the long term for all parties. Sports England grant funding had been explored however they have specific requirements in terms of building spec which generally increase project costs to a level that is greater than the grant funds they offer. Therefore, an application with them has not been progressed.
9) Please set out the proposed project delivery plan, including key tasks and milestones (this can be appended to your application). Please include plans and maps where relevant.	A project programme is attached with key milestones. Note that a planning application has been submitted and was validated on 10 December 2020. A link to the planning application is to be provided that includes all plans, computer generated imagery and supporting documents. It also includes a Statement of Community Involvement which articulates how community engagement has helped shape the project to meet its needs. Our SCI indicates over 90% support for the project.
10) Please specify whether planning permission is required, and if it has already been secured (stating reference number).	Yes, see above link to Spelthorne Borough Council's planning application.
11) Is there any additional information that may support the application?	The project is anticipated to be the first leisure centre to be 100% fully Passivhaus compliant in the UK. This is forecast to deliver a 70% reduction in energy consumption and CO2 levels. It will also provide approximately 50% reduction in waste too. As the building has to be more thermally efficient and air tightness standards have to be significantly greater than a normal leisure centre that is Building Regulations compliant, the costs of construction are greater. However, the additional investment is expected to deliver energy cost savings that will enable this to be paid back within 17-21 years based on current energy cost forecasts.

## Section C: Financial Summary

Please show in the table below the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme.

Funding Source	Amount	Detail
CIL funding sought	£2m	

When you have completed the application, please read and sign the declaration below and submit the application form as directed.

## Declaration

To the best of my knowledge the information I have provided on this application form is correct.

If Spelthorne Borough Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform the council's Infrastructure Delivery Co-ordinator of any material changes to the proposals set out above. When requested, I agree to provide the council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the council's statutory rights as the designated CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Spelthorne Borough Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Council's Infrastructure Spending Board manual filling system and summarised in the Council's ICT system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

<https://www.spelthorne.gov.uk/article/16811/Spelthorne-Council-Privacy-Notices>

All organisations involved with the application will need to sign and date the form.

### Applicant organisation signature

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

Organisation: \_\_\_\_\_

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

### Supporting organisation signature (if applicable)

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

Organisation: \_\_\_\_\_

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

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**JOINT COMMITTEE (SPELTHORNE)****DATE: 9<sup>TH</sup> MARCH 2021****LEAD OFFICER: NICK HEALEY  
AREA HIGHWAY MANAGER****SUBJECT: HIGHWAYS UPDATE****DIVISION: ALL****SUMMARY OF ISSUE(S):**

On 5<sup>th</sup> February 2021 the Cabinet Member for Highways and Transport announced an additional £12M capital funding over the next three financial years to invest in Integrated Transport Schemes (ITS schemes) and confirmed £3M capital funding for maintenance schemes in 2021-22. These sums are to be shared between the eleven Local and Joint Committees.

Decisions are needed to move forwards with the Clockhouse Lane railway bridge, Buckland School Road Safety Outside Schools, and Staines High Street pedestrian zone projects.

**RECOMMENDATIONS:**

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

- (i) Delegate authority to the Area Highway Manager in consultation with the Chairman, Vice Chairman and Divisional Members to decide a programme of schemes for next Financial Year 2021-22 in which to invest the additional ITS funding (paragraphs 2.1.1 to 2.1.9 refer);
- (ii) Allocate funding from its Capital ITS budget to investigate land constraints for the Clockhouse Lane railway bridge project (paragraphs 2.2.1 to 2.2.5 refer);
- (iii) Delegate authority to the Area Highway Manager in consultation with the Chairman, Vice Chairman and Divisional Members to decide which options to take forwards for implementation for the Buckland School Road Safety Outside Schools project (paragraphs 2.3.1 to 2.3.2 refer);
- (iv) Subject to funding being identified, authorise the Area Highway Manager in consultation with the Chairman, Vice Chairman and Divisional Member to advertise an amendment to the traffic regulation order that controls access to Staines High Street, to resolve any objections, if no insurmountable objections are raised to make the amendment, and to renew the rising bollard system to enforce the amended traffic regulation order (paragraphs 2.4.1 to 2.4.4 refer);
- (v) 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:**

A programme of schemes needs to be developed to invest Committee's share of the new allocation for ITS schemes in the next Financial Year 2021-22.

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

The land constraints are critical to understand what options are available for the Clockhouse Lane railway bridge project.

There are a number potential options for implementation for the Buckland School Road Safety Outside Schools scheme.

The feasibility study for the Staines High Street pedestrian zone (rising bollards) is now complete; authorisation is sought to move this project forwards, should funding be identified.

## 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:

### 2.1 Joint Committee finance

2.1.1 At the time of Committee's previous meeting in November 2020, it was anticipated that the Highways budgets available to the Joint Committee next Financial Year 2021-22 would be in line with the council's Medium Term Financial Strategy (MTFS), as follows:

- Committee revenue: £0
- Member revenue: £52,500 (£7,500 per Division)
- Capital: £177,778
- **Total: £230,278**

2.1.2 At the time it was recommended to allocate these budgets for 2021-22 as set out in Table 1 below.

**Table 1 Previously agreed allocation of 2021-22 budgets**

Allocation	Amount
Capital to deliver minor ITS schemes and feasibility studies	£100,000
Capital for patching / resurfacing of carriageways and footways	£77,800
Maintenance works according to priorities within each Division	£52,500 £7,500 per Divisional Member.
<b>Total</b>	<b>£230,300</b>



2.1.3 On 5th February 2021 the Cabinet Member for Highways and Transport announced an additional £12M capital funding over the next three financial years to invest in Integrated Transport Schemes (ITS schemes) and confirmed £3M capital funding for maintenance schemes in 2021-22. These sums are to be shared between the eleven Local and Joint Committee. This means that the budgets available to the Spelthorne Joint Committee for next Financial Year 2021-22 are now as follows:

- Committee revenue: £0 (unchanged)
- Member revenue: £52,500 (£7,500 per Division – unchanged)
- Capital maintenance: £264,000 (increase of £186,200 from MTFS)
- Capital ITS: £346,000 (increase of £246,000 from MTFS)
- **Total: £662,500** (increase of £432,200 from MTFS)

2.1.4 This in turn means that Committee's budget allocations for 2021-22 are updated as follows in Table 2 below:

**Table 2 Updated allocations of 2021-22 budgets**

Allocation	Amount
Capital ITS. For implementation of Highway improvement schemes.	£346,000 (to be invested in individual schemes – see below)
Capital maintenance. For example Local Structural Repair (LSR – large scale patching) of carriageways and / or footways.	£264,000 (approx. £37,700 per Division – priorities to be agreed with Divisional Members)
Maintenance works according to priorities within each Division	£52,500 £7,500 per Divisional Member.
<b>Total</b>	<b>£662,500</b>

2.1.5 Committee has a well-developed programme of feasibility work that feeds into its annual ITS programme. Committee has been able to deliver a fair number of the schemes developed through this programme using a combination of its own annual budget allocations together with historical s106 contributions. Committee's prioritisation list of ITS schemes is presented in Annex A. Members will see that a good number of these schemes are progressing through feasibility, with others in the pipeline to follow.

2.1.6 Unfortunately a number of schemes developed by Committee have been too expensive to be delivered using the resources at Committee's disposal. Other schemes have had to be deferred or implemented in stages to balance the annual spend against the available budget.

2.1.7 The additional capital ITS funding enables Committee to move ahead with the delivery of its annual ITS programme – drawing schemes from its feasibility programme. The additional capital means that more expensive schemes may now be deliverable, for which feasibility studies were completed in previous years.

- 2.1.8 The additional ITS funding is intended to be for the next three financial years. In 2021-22 this funding will need to be allocated to schemes that are well advanced in terms of feasibility / design. For 2022-23 and 2023-24 there would be time to develop a scheme from Committee's prioritisation list that has not yet started its journey through feasibility. If a scheme were to require extensive public consultation, it may not be feasible to deliver within the three-year timescale unless it is already well advanced.
- 2.1.9 It is recommended Committee delegates authority to the Area Highway Manager in consultation with the Chairman, Vice Chairman and Divisional Member to decide the programme of ITS schemes for next Financial Year 2021-22 to be funded with the additional funding. These schemes would be selected from the programme of feasibility / design work that Committee has been developing – as shown in Annex A – focussing on those that are furthest advanced. The Area Highway Manager would take into account availability of any funding from other sources to assist in the delivery of selected schemes with the objective of maximising the total investment value for Spelthorne.

## **2.2 Clockhouse Lane railway bridge**

- 2.2.1 At its November meeting Committee received a petition calling for provision of pedestrian and cycle access across the railway bridge in Clockhouse Lane. In response Committee requested a briefing not outlining potential options together with their likely cost estimates and key risks.
- 2.2.2 Officers have identified three options that could be explored further. The first is a bridge-based solution, which has already been investigated to an extent by the previous Mouchel feasibility study that was funded by the (then) Local Committee and the London Borough of Hounslow. The second option is based on traffic signals, and the third is based on a one-way system.
- 2.2.3 The key risks associated with the different options are cost, land availability and traffic impact. These risks would need to be considered and managed from the very earliest stages of any project. The only option that is likely to be affordable within the Highways budgets available to the Joint Committee would be the option based on a one-way system. The options based on either a bridge or traffic signals would require funding from other sources. There is no guarantee of additional land being available beyond the Highway boundary, which could limit the options available. The options based on traffic signals or a one-way system have the potential to cause traffic congestion.
- 2.2.4 A briefing note providing further detail on the different options is included in Annex B.
- 2.2.5 It is recommended that Committee allocates funding from its Capital ITS budget to investigate the land constraints further – as this is critical to understanding which options might be feasible.

## **2.3 Buckland School Road Safety Outside Schools scheme**

- 2.3.1 The feasibility study for two elements of the Buckland School Road Safety Outside Schools scheme is complete and presented in Annex C. Feasibility work for the third element – improvements for pedestrians at the mini-roundabout junction of Worple Road and Staines Road – is still ongoing.

2.3.2 It is recommended that the Area Highway Manager reviews the feasibility work completed so far in consultation with the Chairman, Vice Chairman and Division Member, and decides which options to take forwards for implementation

## **2.4 Staines High Street Pedestrian Zone**

2.4.1 The feasibility study for the renewal of the rising bollards that control access to Staines High Street is complete and presented in Annex D. Officers have been working with a rising bollard supplier to develop a specification for a replacement system. Officers have also reviewed the existing 2001 traffic regulation order to establish the most appropriate legal process to achieve the desired operating regime.

2.4.2 The estimated cost to renew the rising bollards and to undertake the necessary legal work, would be £110,000. This would include public consultation, and also focussed consultation with the Staines BID. This would also include a maintenance and service contract with the bollard supplier to cover the first five years' operation.

2.4.3 Key to the renewal of the rising bollard system is for the bollards to be operated by a resource that is available 24 hours a day, 7 days a week. It was previously agreed that a CCTV feed could be routed from the bollards to the security office in the Elmsleigh Centre, which is manned 24 hours a day, 7 days a week. Should funding be identified to implement this project, officers would engage with the Elmsleigh Centre management to confirm that this is still feasible from their point of view. An operating protocol would then need to be agreed by means of a Memorandum of Understanding.

2.4.4 It is recommended to authorise the Area Highway Manager, subject to funding being identified, to advertise an amendment to the traffic regulation order that controls the Staines High Street pedestrian zone, and to renew the rising bollard system. If Committee were to agree to this recommendation, and should funding be identified, the Area Highway Manager would proceed in consultation with the Chairman, Vice Chairman and Divisional Member.

## **3. OPTIONS:**

3.1 As described above.

## **4. CONSULTATIONS:**

4.1 As described above.

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

5.1 As described 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.

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

## 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 Recommendations have been made to facilitate the development and delivery of the 2021-22 ITS programme, including the next steps for the Clockhouse Lane railway bridge project.

## 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, and to develop next Financial Year's programme of investment.

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**Contact Officer:** Nick Healey

**Consulted:** See above.

**Annexes:** Four.

**Sources/background papers:** None

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SPELTHORNE LTP SCHEMES RANKING - MARCH 2019																																							
No.	Rank	Scheme / Title	County Division	Developer funding £(k)	Congestion					Accessibility					Safety					Environment					Economy			FINAL SCORE	Cost £(k)										
					Vehicle delay impact	Traffic growth impact	Support travel plan	Technological congestion management	Parking management	Con. Score	Wgtd. Adj.	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%			15%	15%	20%	Econ. Score	Wgtd. Adj.					
		<p>scheme will have a positive or negative effect, using the range of (-5 -4 -3 -2 -1 0 1 2 3 4 5), with negative figures being a negative effect, and positive ones beneficial. The score given should reflect factors such as the type of road, traffic volumes, likely impact of scheme etc.</p> <p>For KSI and accident statistics, the number of accidents over the preceding three year period should be entered, but only if these are directly relevant to the purpose of the scheme.</p>																																					
		<b>Schemes with feasibility or detailed design complete</b>																																					
		These are schemes that Committee could consider for construction next Financial Year 2019-20, subject to funding being available.																																					
		<b>Key:</b>																																					
		Detailed design complete or in progress.																																					
		Feasibility study complete or in progress.																																					
	1	Shepperton High Street - pedestrian improvements (Design complete, due for implementation in 2020-21)	Shepperton		0	0	1	0	1	2.00	30.00	1	1	2	0	0	4.00	60.00	0	0	5	1	2	0	0	8.00	280.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	370.00	8
	2	Walton Lane - amend one-way system (Feasibility in progress)	Laleham and Shepperton		1	0	0	0	0	1.00	15.00	0	0	0	0	0	0.00	0.00	1	1	1	0	0	0	0	3.00	105.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	120.00	10
	3	Lower Hampton Road, Sunbury - casualty reduction and speed management scheme (Design complete, due for implementation in 2020-21)	Lower Sunbury and Halliford		-1	0	0	0	0	-1.00	-15.00	0	0	1	0	1	2.00	30.00	1	0	2	2	1	0	0	6.00	210.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	225.00	20
	4	Gresham Road - speed reducing measures - ref petitions to Committee in March 2017, December 2018 (Feasibility complete) <i>Due to be progressed as part of the Active Travel programme.</i>	Staines		-1	1	2	0	2	4.00	60.00	1	2	1	0	1	5.00	75.00	1	0	4	2	3	1	0	11.00	385.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	520.00	50
	5	Walton Bridge Road pedestrian crossing x 2 (Feasibility in progress)	Laleham and Shepperton		0	0	1	0	0	1.00	15.00	2	2	2	1	0	7.00	105.00	0	0	0	1	1	0	0	2.00	70.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	190.00	20
38/06	6	Buckland School (RSOS scheme) (Feasibility in progress)	Staines South & Ashford West		0	0	1	0	2	3.00	45.00	2	0	2	0	0	4.00	60.00	1	0	0	1	3	0	0	5.00	175.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	280.00	30
	7	A308 / A244 Staines Road West / Windmill Road / Cadbury Road pedestrian improvements (Feasibility study complete)	Sunbury Common and Ashford Common		-1	0	2	1	0	2.00	30.00	4	0	4	4	4	16.00	240.00	1	0	1	0	2	0	0	4.00	140.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	410.00	170
03/09	8	Horton Road, Stanwell Moor Village - new width restriction to back up the environmental weight restriction (Feasibility study complete.)	Stanwell and Stanwell Moor		0	0	0	0	0	0.00	0.00	0	0	0	0	0	0.00	0.00	0	0	0	0	0	0	1	1.00	35.00	0	0	0	4	4.00	60.00	0	0	0.00	0.00	95.00	50
	9	A308 junction with Chertsey Road (Black Dog junction) - improved pedestrian facilities (Feasibility study complete.)	Sunbury Common and Ashford Common		-1	0	1	1	0	1.00	15.00	4	0	4	4	4	16.00	240.00	0	0	1	0	2	0	0	3.00	105.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	360.00	200
	10	Cadbury Road junction with Chertsey Road - pedestrian facilities (Feasibility study complete)	Sunbury Common and Ashford Common		0	0	3	2	0	5.00	75.00	4	0	4	4	4	16.00	240.00	0	0	0	1	3	0	0	4.00	140.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	455.00	450
	11	Garrick Close parking (Options developed in consultation with Divisional Member.)	Staines		0	0	0	0	2	2.00	30.00	0	0	0	0	0	0.00	0.00	0	0	0	0	0	0	0	0.00	0.00	-1	-1	0	0	-2.00	-30.00	0	0	0.00	0.00	0.00	15

**No feasibility or detailed design to date**

This means that cost estimates for ranking purposes are VERY approximate. These are schemes Committee could consider for feasibility studies next Financial Year 2019-20.

1	Link from Hawke Park cycle route to Green Lane Toucan	Lower Sunbury and Halliford	0	0	2	0	0	2.00	30.00	2	0	2	0	2	6.00	90.00	0	0	0	0	2	0	0	2.00	70.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	190.00	30
2	Feltham Hill Road near Woodlands Parade - new pedestrian crossing	Sunbury Common and Ashford Common	-1	0	1	0	0	0.00	0.00	2	0	1	0	0	3.00	45.00	0	0	1	0	2	0	0	3.00	105.00	0	0	0	0	0.00	0.00	0	2	2.00	40.00	190.00	30
3	Lower Sunbury area wide road safety and speed management study to include Nursery Road, Green Street, Manor Lane, The Avenue, French Street and adjoining side roads.	Lower Sunbury and Halliford	-1	1	1	0	1	2.00	30.00	1	0	2	0	1	4.00	60.00	7	3	18	2	2	1	0	33.00	1155.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	1245.00	200
4	Extend Thames Street 20mph Zone into The Avenue (Relates to Lower Sunbury area wide study.) (Feasibility study due to start in 2021-22)	Lower Sunbury and Halliford	-1	1	1	0	1	2.00	30.00	1	0	2	0	1	4.00	60.00	0	1	5	2	2	1	0	11.00	385.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	475.00	100
5	A244 Upper Halliford Road/Nursery Road junction - improvements for pedestrians	Lower Sunbury and Halliford	-1	0	3	2	0	4.00	60.00	4	3	4	4	4	19.00	285.00	0	0	0	0	2	0	0	2.00	70.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	415.00	100
6	Feltham Road - HGV mitigation inc traffic calming, ped crossing near Verona Court, road surface improvement and iron work relocation - Also speed management in response to residents' concerns over the speed of traffic and consequent risk of casualties	Ashford	-1	0	0	0	0	-1.00	-15.00	0	0	1	0	0	1.00	15.00	2	0	9	1	1	0	0	13.00	455.00	0	1	2	2	5.00	75.00	1	0	1.00	20.00	550.00	150
7	Church Street / Wraysbury Road HGV management and footway widening by the junction with Vicarage Road - may need to consider a one-way system	Staines	1	0	0	0	0	1.00	15.00	4	0	4	0	0	8.00	120.00	0	0	0	0	0	0	0	0.00	0.00	0	0	0	3	3.00	45.00	0	0	0.00	0.00	180.00	50
8	Kingston Road junction with Woodthorpe Road capacity improvements	Staines South & Ashford West	3	-1	0	1	0	3.00	45.00	0	1	0	0	0	1.00	15.00	0	0	3	0	0	0	0	3.00	105.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	165.00	50
9	Kingston Road j/w Rosefield upgrade zebra crossing to improve pedestrian safety	Staines	1	0	1	0	0	2.00	30.00	1	2	2	0	0	5.00	75.00	1	0	0	1	1	1	0	4.00	140.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	245.00	100
10	Fordbridge Road cycle facilities connecting from Marshall's RAB (Part of Spelthorne Cycle Strategy.) (Depends on acquisition of land from Watersplash Farm site.)	Lower Sunbury and Halliford	0	2	2	0	0	4.00	60.00	2	0	2	2	4	10.00	150.00	0	0	1	1	2	0	0	4.00	140.00	0	1	0	0	1.00	15.00	0	2	2.00	40.00	405.00	200
11	Church Road jw Stanwell Road replace stand alone crossings with signals at junction	Staines South & Ashford West and Stanwell & Stanwell Moor	2	2	2	2	0	8.00	120.00	2	0	2	0	2	6.00	90.00	0	3	1	1	2	0	0	7.00	245.00	1	1	0	0	2.00	30.00	0	1	1.00	20.00	505.00	250
12	Cadbury Road - HGV mitigation inc traffic calming, ped crossing near Meadhurst, road surface improvement and iron work relocation	Sunbury Common and Ashford Common	-1	-2	0	0	0	-3.00	-45.00	0	0	2	1	2	5.00	75.00	2	1	1	3	1	0	0	8.00	280.00	1	1	1	2	5.00	75.00	0	-1	-1.00	-20.00	365.00	200
13	Staines Road East cycle facilities (Part of Spelthorne Cycle Strategy.)	Lower Sunbury and Halliford	0	2	2	0	0	4.00	60.00	2	0	2	0	4	8.00	120.00	0	0	3	1	2	0	0	6.00	210.00	0	1	0	0	0.00	0.00	0	2	2.00	40.00	430.00	300
14	Feltham Hill Road jw School Road / Convent Road - improved pedestrian facilities	Ashford	0	0	2	2	0	4.00	60.00	3	0	4	4	0	11.00	165.00	0	0	1	0	3	0	0	4.00	140.00	0	0	0	0	0.00	0.00	0	2	2.00	40.00	405.00	400
15	Kingston Road - holistic road safety and sustainable transport study along whole corridor	Staines / Staines South and Ashford West	0	0	2	0	1	3.00	45.00	1	0	1	0	3	5.00	75.00	1	0	0	1	3	0	0	5.00	175.00	0	0	0	0	0.00	0.00	0	0	0.00	0.00	295.00	300
16	A244 Upper Halliford Road Pedestrian Improvements	Lower Sunbury and Halliford						0.00	0.00						0.00	0.00	0	0	1					1.00	35.00					0.00	0.00			0.00	0.00	35.00	150

**Not scored yet**

tbc	Chertsey Road, between Staines Road West and Feltham Hill Road - road safety / speed management improvements (Feasibility in progress)	Sunbury Common and Ashford Common						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	Implement a legal 20mph Zone in Stratton Road, Rooksmead Road and Sunmead Road (the existing apparent 20mph Zone is not legal and does not comply with SCC policy)	Lower Sunbury and Halliford						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	Staines Road, Laleham - new pedestrian crossing facilities near Notcutts Garden Centre Requested by Cllr Turner Stewart	Staines South and Ashford West						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	Staines Road, Laleham - improve narrow footway on approach to Laleham Village - any opportunity for cycle facilities? Requested by Cllrs Walsh & Turner Stewart	Laleham and Shepperton						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	Laleham Road, Staines - casualty reduction and speed management scheme - to include consideration of improvements for pedestrians and cyclists Requested by Cllr Sinead Mooney	Staines						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	Long Lane, Stanwell - replace / renew width restriction. (Feasibility study due to start in 2021-22)	Stanwell and Stanwell Moor						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	East - west off carriageway cycle route through Lower Sunbury linking to A244 and destinations along the route (eg Schools)	Lower Sunbury and Halliford						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	
tbc	Laleham Village 20mph zone Suggestion from meeting of Laleham Residents' Association, John Boughtflower, Sinead Mooney & Matt Furniss Need to coordinate with Shepperton Studios pedestrian crossing and village gateways scheme. (Feasibility study due to start in 2021-22)	Laleham and Shepperton						0.00	0.00						0.00	0.00								0.00	0.00					0.00	0.00			0.00	0.00	0.00	

**Major / Intermediate Schemes**

	Church Road, Ashford Respond to pedestrian casualties. Remove service roads and replace with parking bays and possible cycle facilities. Big improvement for pedestrians and cyclists. Change priority from motorised traffic to pedestrians.	Ashford
	Sunbury Cross - Close subways and install surface crossings	Sunbury
	New Thames Bridge in Lower Sunbury for pedestrians and cyclists	Lower Sunbury and Halliford
	Staines Accessibility improvements - all modes of transport Needs holistic study to identify transport needs and potential solutions.	Staines

These are all major schemes, for which the Joint Committee could realistically allocate funding for feasibility and detailed design using its delegated budgets. However these schemes could not be funded by the Joint Committee due to their likely cost - all in the order of £Ms. The exception is the Cycle Strategy development, for which individual links could be funded by the Joint Committee for staged delivery over a number of years.

	Spelthorne Cycle Strategy development - various links and schemes to create a comprehensive and coherent network	All
	Clockhouse Lane foot / cycle bridge	Ashford
	A308 Corridor improvement	Various

**Schemes removed from the list as they are now complete, or due to be completed imminently**

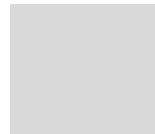
Church Street/Green Street-extend 20mph zone to start of one way system	Lower Sunbury and Halliford	Due to be completed this Financial Year 2020-21
A308/ B378 School Road junction improvement	Ashford & Sunbury Common and Ashford Common	Now funded from Highways England's Designated Funds fund

**Schemes recommended to be put on the back burner as it is expected that these will be addressed as part of another project**

66/06	HGV signs from M25 J13 to Heathrow - link to freight study	Stanwell and Stanwell Moor	Expected to be addressed as part of the Heathrow expansion project.
	Stanwell Moor Road / Park Road HGV U-turn facility	Stanwell and Stanwell Moor	Expected to be addressed as part of the Heathrow expansion project.
	Charlton Village pedestrian crossing	Laleham and Shepperton	Being considered as part of Shepperton Studios development.
	Littleton Village (Squires Bridge Road) speed and traffic management	Laleham and Shepperton	Being considered as part of Shepperton Studios development.
	Charlton Road jw New Road roundabout	Laleham and Shepperton	Being considered as part of Shepperton Studios development.
	Laleham Village pedestrian crossing & village gateways	Laleham and Shepperton	Being considered as part of Shepperton Studios development.



Benefit/ Cost
46250.000
12000.000
11250.000
10400.000
9500.000
9333.333
2411.765
1900.000
1800.000
1011.111
0.000



6333.333

6333.333

6225.000

4750.000

4150.000

3666.667

3600.000

3300.000

2450.000

2025.000

2020.000

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## **Potential options to provide footway over the railway at Clockhouse Lane**

### **New parallel pedestrian / cycle bridge**

This would require widening of the embankments to allow for works to construct bridge pier supports. It may be possible for the bridge structure itself to be pre-fabricated and lifted in. However, on its own this would not provide off-carriageway facilities for pedestrians on the approaches to the bridge. Additional land would be required on both sides of the bridge to provide a pedestrian facility. This would likely be on the east side to connect to existing footways, a distance of approximately 300 metres. These works would require embankment works and utility diversions to provide a platform for a footway.

This option would have no impact on existing traffic movements.

The cost of this option is high, including for acquisition of land, construction works, bridge structure, traffic management and rail possessions. Timescales are likely to be lengthy with acquisition of land and liaison with Network Rail. There would likely be significant disruption during construction, including potential temporary accesses to undertake the works.

Cost estimate: £2 million to £4 million

Confidence in cost estimate: low

### **Traffic signals**

A traffic signal solution would provide alternate single way running so the remaining carriageway space could be used by non-motorised users. The 300 metre distance between existing footways is too great for a traffic signal solution. The time required to clear the section of one way carriageway would cause significant delay. Also, the reduced visibility over the bridge would not allow for safe operation. The traffic signal solution could be feasible over a shorter distance. To achieve this would require extending the existing footways towards the bridge, with the traffic signal stop lines also situated close to the bridge on each side. To extend the footways would require additional land, embankment works and utility diversions as for the parallel bridge option.

There would be impact on motorised users due to the alternate single directional running, potentially leading to congestion. Timescales are likely to be lengthy with acquisition of land and there would likely be significant disruption during construction, including potential temporary accesses to undertake the works

Cost estimate: £500k to £1 million

Confidence in cost estimate: low

### **One-way system**

A one-way system would allow one half of the existing carriageway to be allocated for non-motorised users. This option would consist of mainly signs and some minor kerb and footway works to provide a level route. Some form of delineation would likely be required to separate motorised traffic from the footway area, such as an edging and/or guardrail or barriers plus appropriate road markings.

A northbound one-way system would likely start north of the private road for Ashford Smallholdings so all accesses to the south of the railway would be unaffected in terms of permitted movements.

There would be impact on motorised users due to the single way running. A solution for access to Bridge Farm, immediately to the north of the railway bridge, would need to be found as the current layout is not conducive to safe access from the northbound direction.

Cost estimate: £75k to £150k plus works to provide access to Bridge Farm.

Confidence in cost estimate: medium

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# **Buckland Primary School**

## **Pedestrian safety improvements**

**Options Report  
November 2020**



**SURREY**

Project Title: **Buckland Primary School**  
Pedestrian Safety Improvements

Document Title: Options Report

Client Reference: PC1005

Date: November 2020

Prepared By: Jamie Daly

Authorised By: Nick Healey

Amendment List

Issue / Rev	Issue / Rev Date	Removed		Inserted	
		Page	Issue / Rev	Page	Issue / Rev



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**1. INTRODUCTION:**

Surrey County Council have been asked to investigate the options for improving pedestrian safety around Buckland Primary School in Berryscroft Road, Laleham, Staines Upon Thames. The school caters for approximately 420 children from Reception Year up to Year 6 of their education, which is in general an age range of 4 to 10. With this age range in mind, children will generally either walk (accompanied by an adult) or be dropped off by car. The surrounding area is generally residential with roads subject to a 30mph speed limit and a high level of on street parking. The level of on street parking and wide nature of some of the junction bellmouths make it harder to feel safe when crossing in the vicinity of the schools.

This report therefore focuses in particular on the area in the vicinity of the school in terms of the options for providing pedestrian improvements, including dropped kerbs crossing facilities that are as safe as possible.

**2. SITE ANALYSIS:**

Both the infants and Juniors Schools sit on the same campus located on Berryscroft Road, between the B376 Staines Road to the west and The B377 Ashford Road to the East. Refer to *figure 1* for the site location.

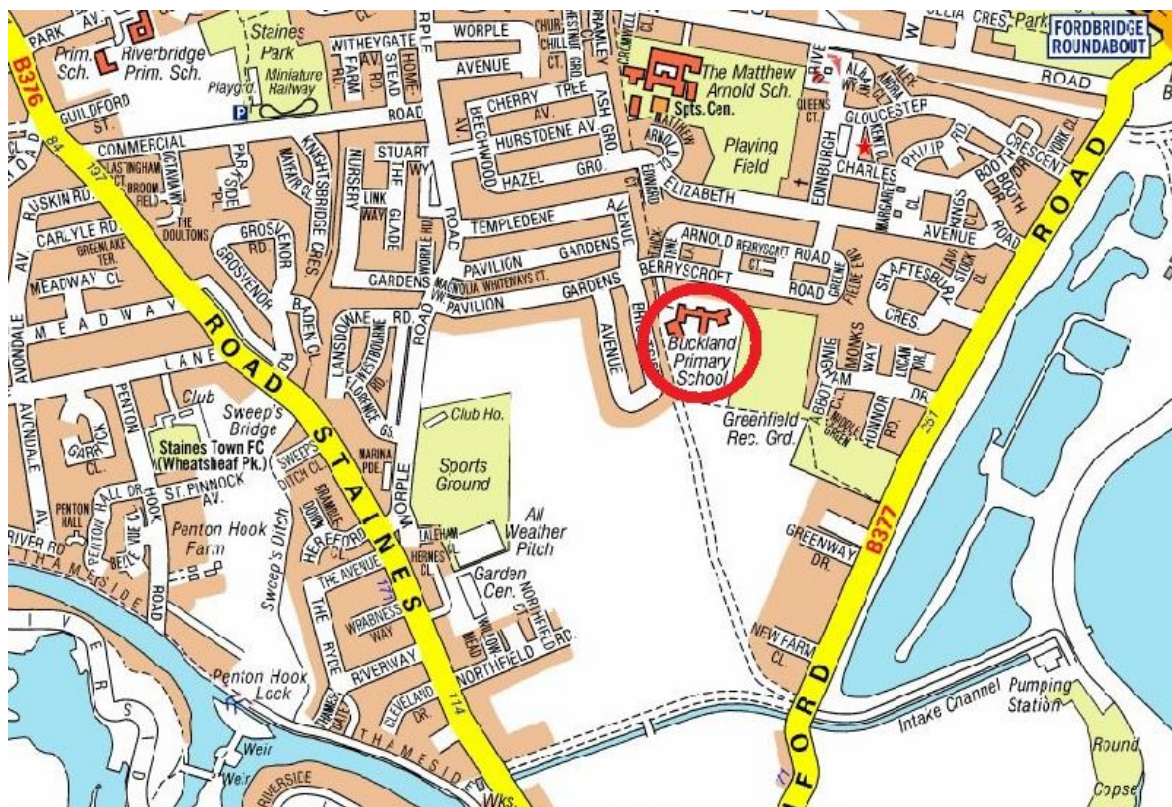


Figure 1 – site location

Buckland Primary School is located on Berryscroft Road, which is a single carriageway D classification road with one lane in each direction that is subject to a speed limit of 30mph. Vehicles can access Berryscroft Road from the north via Arnold Road and the west via Pavillion Gardens. Both of these are D classification roads that are similar in nature to Berryscroft Road but at the western end of Pavillion Gardens is Worple Road, which is a busier C classification Road.

The area surrounding the school and along Pavillion Gardens generally has residential properties both sides of the road but Worple Road, whilst still residential is a wider road accommodating a higher volume of cars. It is known that pedestrians walk across Worple Road in order to access the school along Pavillion Gardens so whilst slightly remote from the school itself, this report will also look at improvements near to the junction of Pavillion Gardens and Worple Road.

### **3. DATA COLLECTION:**

#### **3.1 Personal Injury Collisions**

An assessment has been made of the personal injury collisions in this area covering a period of three years from 2017 to 2019. The area assessed covered Berryscroft Road, Arnold Road, Thickthorne Lane, Green Fielde End, Pavillion Gardens and the length of Worple Road from Pavillion Gardens to the existing speed cushions just south of Lansdowne Road.

During this period there were zero recorded personal injury collisions.

<b>Personal Injury Collisions 2016 to 2018</b>			
<b>Year</b>	<b>Slight</b>	<b>Serious</b>	<b>Fatal</b>
2017	0	0	0
2018	0	0	0
2019	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Figure 2 - Personal injury collision data*

The police only record personal injury collisions, so these statistics do not capture any damage only incidents where the police do not often attend.

### 3.2 Highways Extents

The road and footway network in Berryscroft Road (around Buckland Primary School) is maintained as Highway by Surrey County Council as represented by the yellow coloured areas on the plan below.

The options for improvements in this area sit within the Highway Boundary.

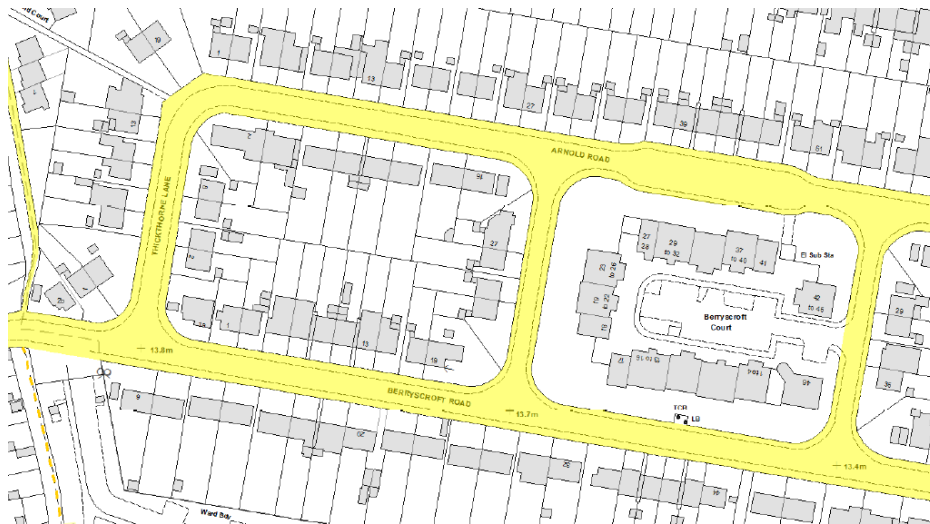


Figure 3 – Berryscroft Road Surrey County Council Highway

The road, footway network and adjacent verges around the junction of Worple Road and Pavillion Gardens are maintained as Highway by Surrey County Council as represented by the yellow coloured areas on the plan below.

The options for improvements in this area sit within the Highway Boundary.

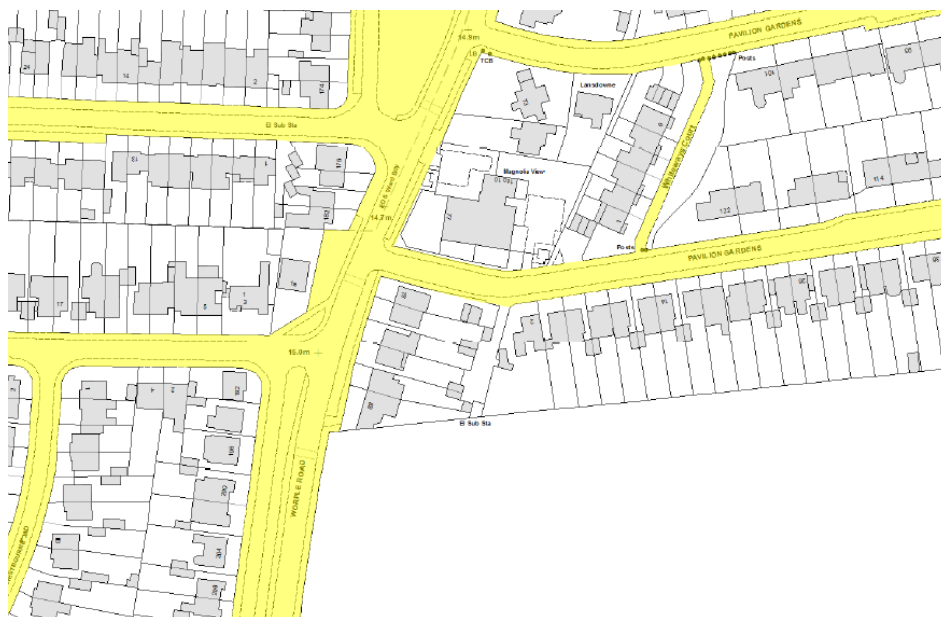


Figure 4 – Worple Road junction with Pavillion Gardens Surrey County Council Highway

### 3.3 Road Safety Audit

Those options deemed feasible were submitted for an initial (stage 1) Road Safety Audit but unfortunately the COVID-19 lockdown restrictions were introduced before this could be undertaken. The Road Safety Team therefore undertook a desktop study instead, the comments from which have been included within this report.

It must be noted that should any of the options be favoured, they would be subject to a full stage 2 Road Safety Audit, which would include a site visit. This is particularly important to note as the comments received so far have been based on a desktop survey only so the Stage 2 audit may raise issues not previously mentioned.

## **4. DISCUSSION AND OPTIONS:**

A number of options have been investigated, which could offer a safer highway environment for all users. These are discussed below;

### **4.1 Location 1 option (a) - dropped kerbs near numbers 46 and 48 Berryscroft Road (refer to drawing PC1005\_04)**

Taking into account the bus stop on the northern side of Berryscroft Road (adjacent to Berryscroft Court Community Centre), this option is to provide a set of pedestrian dropped kerbs across Berryscroft Road, just west of its junction with Thickthorne Lane. There are currently no crossing facilities along this length of Berryscroft Road for pedestrians to get to and from the bus stop so providing a clear location for this to happen would be a positive step.

#### Pro's

- Would provide a clear location for people to cross the road to and from the bus stop.
- Improved accessibility for those with wheelchairs, pushchairs and the like to and from the bus stop.
- All works are within the Public Highway so no affect on private land.

#### Con's

- Would require some of the existing on street parking to be removed in order to provide the facility and ensure visibility can be achieved. This is likely to be opposed by the residents as parking appears to be limited in this area.
- The proposed yellow lines would be required to clearly indicate the length of road to be kept free of parking, but enforcement is likely to be limited so there could be times when parking does occur, particularly at peak school times for example.

**Guide Price £9,500.00**

#### **4.2 Location 1 option (b) - dropped kerbs with build out near numbers 46 and 48 Berryscroft Road (refer to drawing PC1005\_05)**

Similarly to 4.1, this option is to provide a set of pedestrian dropped kerbs across Berryscroft Road, just west of its junction with Thickthorne Lane but this option shows a kerb build out on the southern side. This would shorten the crossing distance for pedestrians and could have a slightly reduced impact on parking over option (a).

##### Pro's

- Would provide a clear location for people to cross the road to and from the bus stop.
- Improved accessibility for those with wheelchairs, pushchairs and the like to and from the bus stop.
- The build out shortens the crossing distance and therefore time for pedestrians.
- All works are within the Public Highway so no affect on private land.

##### Con's

- Would require some of the existing on street parking to be removed in order to provide the facility. This is likely to be opposed by the residents as parking appears to be limited in this area.
- The proposed yellow lines would be required to clearly indicate the length of road to be kept free of parking, but enforcement is likely to be limited so there could be times when parking does occur, particularly at peak school times for example.

**Guide Price £11,000**

### **4.3 Location 2 option (b) – Junction narrowing with pedestrian dropped kerb improvements opposite number 20 Berryscroft Road** (refer to drawing PC1005\_07)

The bellmouth of this junction is wider than you would usually expect in a residential area. An option to provide a central pedestrian crossing island within the bellmouth of this junction was investigated but the turning movements analysis concluded that it would not work for a refuse vehicle so this option is to build out the kerb radius on either side and provide upgraded pedestrian dropped kerbs. This options also seeks to provide an additional pedestrian dropped kerb across the Berryscroft Road to assist people going to and from the school.

#### Pro's

- Reduced crossing distance for pedestrians wishing to continue along the northern footway of Berryscroft Road.
- Improved visibility for pedestrians looking into the side road and also for drivers to be able to see people trying to cross.
- In theory, vehicle speeds should be reduced as the junction mouth would be a tighter turn.
- An additional crossing point for the main length of Berryscroft Road.
- All works are within the Public Highway so no affect on private land.

#### Con's

- The proposed yellow lines would be required to ensure the junction and pedestrian dropped kerbs were clear of parked vehicles, but this is likely to displace an element of on street parking. This is likely to be opposed by the residents as parking appears to be limited in this area.
- Enforcement of any new parking restrictions is likely to be limited so there could be times when parking does occur, particularly at peak school times for example.

**Guide Price £21,500**

#### **4.4 Location 3 option (b) - Junction narrowing with pedestrian dropped kerb improvements at the Thickthorne Lane junction** (refer to drawing PC1005\_09)

As with location 2, the bellmouth of the junction with Thickthorne Lane is also wider than you would usually expect in a residential area. An option to provide a central pedestrian crossing island within the bellmouth of this junction was also investigated but again, the turning movements analysis concluded that it would not work for a refuse vehicle. This option is therefore to build out the kerb radius on either side and provide upgraded pedestrian dropped kerbs. An additional pedestrian dropped kerb across the Berryscroft Road itself is also included in order to assist people going to and from the school.

##### Pro's

- Reduced crossing distance for pedestrians wishing to continue along the northern footway of Berryscroft Road.
- Improved visibility for pedestrians looking into the side road and also for drivers to be able to see people trying to cross.
- In theory, vehicle speeds should be reduced as the junction mouth would be a tighter turn.
- An additional crossing point for the main length of Berryscroft Road.
- All works are within the Public Highway so no affect on private land.

##### Con's

- There has been an issue with vehicles crossing the footway to park within the frontage of the adjacent property, which is in direct conflict with the pedestrian dropped kerb locations so any works at this location would need to ensure that could not happen.

**Guide Price £21,500**



#### **4.5 Location 4 - dropped kerbs just west of the Primary School entrance** (refer to drawing PC1005\_10)

Taking into account the footpath than runs down between the houses from Edward Court just to the north, this option shows the provision of new pedestrian dropped kerbs near the main entrance to the school site, where the path meets Berrycroft Road. These would need to be located just east of the existing vehicular access but the area is already covered by on street parking restrictions so this could be a simple improvement.

##### Pro's

- Would provide a clear location for people to cross the road to and from the bus stop.
- Improved accessibility for those with wheelchairs, pushchairs and the like to and from the school.
- The existing parking restrictions should ensure visibility is retained at all times.
- All works are within the Public Highway so no affect on private land.

##### Con's

- None.

**Guide Price £8,500**

#### **4.6 Location 5 options (a) and (b) – raised table and pedestrian crossing island in Worple Road, just south of Pavillion Gardens**

At this location, replacing the existing speed cushions with a raised table that doubles up as a pedestrian crossing facility would usually be a good option but on the eastern side, the verge and footway already fall backwards towards the properties. Raising the level of the crossing point to match the top of a raised table would therefore exacerbate this with the potential to create a gradient that is difficult for the elderly or that is slippery during the winter.

Another common solution to improving pedestrian crossing facilities would be a central pedestrian refuge island and the existing central hatching lends itself to this but again, there are issues. The existing hatching measures 1.35m wide but Surrey's standard for pedestrian islands is to target a width of 2m with a minimum. Whilst islands narrower than 2m have been provided in the past they cannot accommodate as many people waiting and can leave users with pedal bikes for example feeling exposed. Widening the road at this location in order to provide a 2m island also presents some difficulties due to the presence of two telecoms cabinets on the western side and the slope down from the road to the footway on the eastern side so this has not been considered further.

For these reasons and because there appears to be an alternative solution, these have not been considered further.

#### **4.7 Location 5 option (c) – carriageway narrowing with dropped kerbs on Worple Road just south of Pavillion Gardens (refer to drawing PC1005\_13)**

An alternative to the ideas discussed in 4.6 would be to narrow the width of the road for pedestrians wishing to cross. It would be logical to do this by building out on the eastern side so it could be tied into the junction radius of Worple Road and the opportunity could also be taken to try and reduce the likelihood of over-run of the verge from larger vehicles turning left out of Worple Road. Building out the eastern side could also provide an opportunity to reduce the gradient of the footway link up from the existing footway to the new feature.

The central hatching would be tapered down to a centre line at the crossing facility providing a shorter crossing distance. Immediately after the narrowing, the eastern kerb would return to meet the existing to ensure the existing southbound bus stop is unaffected.

To ensure there is no break in the series of existing vertical traffic calming features and to provide the best opportunity for speeds to be reduced near to this feature, the proposal is to remove all three of the existing speed cushions but replace them with one cushion on each approach to the dropped kerbs. This will provide a consistent feature on both approaches.

**Guide Price £19,500**

#### **4.8 Location 6 – raised table across the full width of Worple Road just south of Lansdowne Road (refer to drawing PC1005\_14)**

Vertical deflection is already established in this location due to the set of three speed cushions so in order to provide pedestrian dropped kerbs it seems logical to try and replace them with something that combines the two. The proposal for this location therefore consists of a raised table that also incorporates pedestrian dropped kerbs. This will ensure there is no loss of traffic calming features whilst providing a facility that will serve pedestrians wishing to walk in many different directions. Providing dropped kerbs at a raised table has the benefit that speeds should be better controlled than locations between features.

Worple Road is a bus route so in accordance with Surrey County Council's guidance, the flat top will need to be 7.5m long and the ramps 1.5m long.

The suggested location is further south than the existing speed cushions for two specific reasons;

- 1) the road is very flat and observations during a heavy period of rainfall indicate that water collects in the channels but does not obviously flow in any one direction. It is therefore advisable to ensure there are gullies at each corner to ensure surface water has a mechanism to get away. Locating the feature south would utilize two existing gullies, hence the proposal only requires two new gullies as opposed to four.
- 2) there is an existing street light immediately adjacent to the start of the proposed raised table that should prove beneficial in helping to illuminate the area.

**Guide Price £33,500**

#### **4.9 Area wide one way option – covering Thickthorne Lane, Arnold Road and Berryscroft Road (refer to drawing PC1005\_15)**

This option is for a short one way system around the residential roads just east of the school entrance. Vehicles travelling eastbound past the school on Berryscroft Road would be diverted into Thickthorne Lane and Arnold Road, both of which would become one way. Where Arnold Road then meets the first Berryscroft Road link section, vehicles would be required to give way because traffic on the section of Arnold Road beyond that point would still be subject to two way flow as they are at present. Having given way, vehicles could continue straight along Arnold Road as normal or turn right into the Berryscroft Road link section (which would also become one way in a southbound direction). The section of Berryscroft Road, which then runs westbound back towards the school entrance would remain two way apart from a very short section just east of Thickthorne Lane, which would be narrowed to ensure westbound vehicles could not enter.

Physical measures as well as signing and road markings would be required to make it clear which direction vehicles are permitted to travel in and to try and ensure motorists were not tempted to disobey the signs. The eastbound bus stop currently adjacent to Berryscroft Court would need to be relocated north onto Arnold Road to ensure passengers could still board or alight within this neighborhood. The physical measures shown would also provide opportunities for the provision of improved pedestrian crossing facilities.

There is a significant level on street parking that already occurs on the roads affected so making some of them one way could in fact reduce congestion, particularly around school drop off and pick up times. With any new one way system there is a risk that vehicle speeds increase but in this instance the amount of on street parking could mitigate that to some extent.

##### Pro's

- Could reduce traffic congestion at peak times.
- Has the potential to provide additional / improved pedestrian dropped kerb facilities at various locations.
- All works are within the Public Highway so no affect on private land.

##### Con's

- There is the potential for vehicle speeds to increase.
- Re-locating the bus stop from Berryscroft Road to Arnold Road may inconvenience bus users and / or generate some concerns from residents.
- Would introduce inconvenience to some residents in terms of access / egress from certain directions but that may be outweighed by some of the benefits.

**Guide Price £60,000**

## **5. RECOMMENDATION:**

The options discussed throughout Section 4 of this report are those that could be promoted but there is no real distinction between them in terms of being able to prioritise one over another. The options should therefore be considered as a palette of improvements from which to choose from should there be a desire, public pressure and budget to do so.

## **6. APPENDICIES**

### **Drawings showing proposed options:**

PC1005\_04 – Location 1 (option a) dropped kerbs

PC1005\_05 – Location 1 (option b) dropped kerbs and build out

PC1005\_07 – Location 2 (option b) narrowing at junction

PC1005\_09 – Location 3 (option b) narrowing at junction

PC1005\_10 – Location 4 dropped kerbs

PC1005\_13 – Location 5 (option c) narrowing on Worple Road

PC1005\_14 – Location 6 raised table on Worple Road

PC1005\_15 – One way system

Approx 30m of double yellow line to protect proposed crossing from parked vehicles. Double yellow lines to extend to tangent point of Berryscroft Road (East)

Approx 3no. on street parking space removed (shown purple).

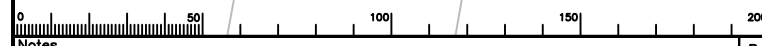
New 2m wide dropped kerbs.

Approx 30m of double yellow line to provide improved visibility to the west for pedestrians crossing. It would also serve to cover the existing driveways of numbers 48 and 50.

**NOTES:**

1. This option could not be progressed without the inclusion of parking controls.

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LOCATION 1 – Option a

Guide price £9,500.00

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Drawn by JD Sig. JD Date 28.11.19

Checked by originator Sig. Date

Approved by Sig. Date

Project: BUCKLAND PRIMARY SCHOOL, BERRYS-CROFT ROAD  
PEDESTRIAN SAFETY IMPROVEMENTS

Drawing: LOCATION 1 (option a) - PEDESTRIAN DROPPED KERBS  
NEAR BERRYS-CROFT ROAD (EAST)

SHEET 1 OF 1

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION	
In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following significant residual risks. (Reference shall also be made to the Design Hazard Log)	
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Approx 30m of double yellow line to protect proposed crossing from parked vehicles. Double yellow lines to extend to tangent point of Berryscroft Road (East)

BERRYS-CROFT ROAD

BERRYS-CROFT ROAD (EAST)

4.11

New 2m wide dropped kerbs.

Proposed keep right bollard.

2no. on street parking space removed (shown purple).

1.80

OLC12

Kerb build out with dropped kerb to provide improved visibility to the west for pedestrians crossing.

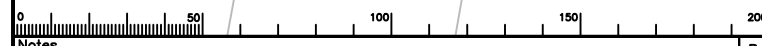
**NOTES:**

1. The yellow lines shown may not be as critical as those in option a but are recommended as there is a high possibility of parking opposite and immediately to the east of the buildout, which would restrict visibility for pedestrians and for motorists to be able to see pedestrians waiting.

46

48

50



LOCATION 1 – Option b

Guide price £11,000

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North Point		
Drawn by	J.D.	28.11.19
Checked by	J.D.	28.11.19
Approved by		

Project: BUCKLAND PRIMARY SCHOOL, BERRYS-CROFT ROAD  
 PEDESTRIAN SAFETY IMPROVEMENTS  
 Drawing: LOCATION 1 (option b) - PEDESTRIAN DROPPED KERBS AND BUILD OUT NEAR BERRYS-CROFT ROAD (EAST)  
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 SHEET 1 OF 1

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Approx 25m of double yellow line to protect crossing point from parked vehicles and improve visibility for / of pedestrians.

Existing dropped kerb to be removed and replaced with a new 2m wide facility within kerb build out.

1.04

BERRYS CROFT ROAD (WEST)

Approx 30m of double yellow line to protect crossing points from parked vehicles and improve visibility for / of pedestrians.

Existing dropped kerb to be removed and replaced with a new 2m wide facility within kerb build out.

1.26

BERRYS CROFT ROAD

Kerb build out to narrow the crossing distance and improve visibility.

New 2m wide dropped kerbs.

NOTES:

- 1. Existing road markings would need to be adjusted to suit.

Approx 15m of double yellow line to protect crossing from parked vehicles and provide improved visibility for / of pedestrians crossing.

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<b>SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION</b>	
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0 50 100 150 200

LOCATION 2 - Option b

Guide price £21,500

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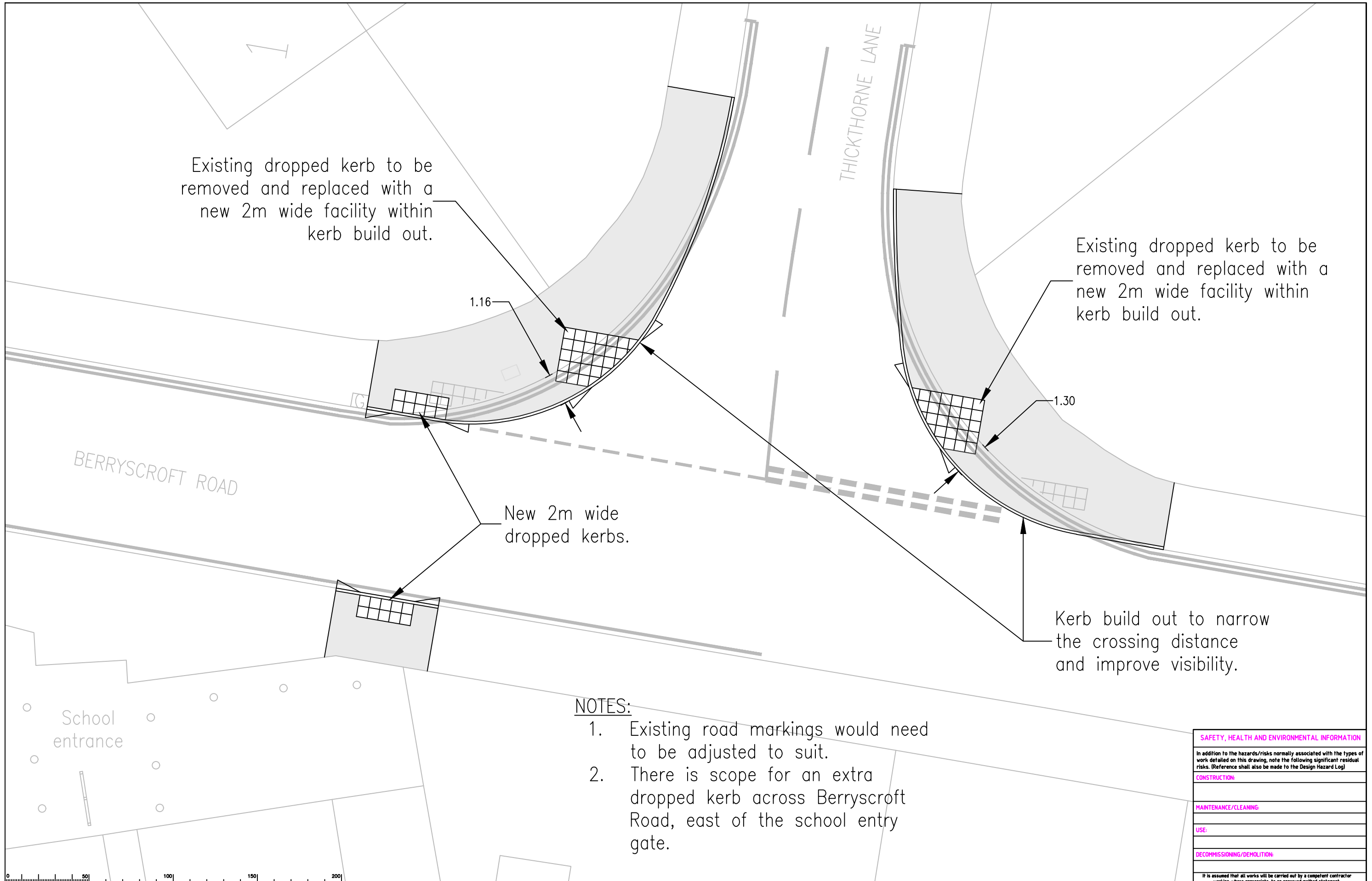
Project: BUCKLAND PRIMARY SCHOOL, BERRYS CROFT ROAD  
PEDESTRIAN SAFETY IMPROVEMENTS

Drawing: LOCATION 2 (option b) - NARROWING OF THE BELLMOUTH AT THE JUNCTION OF BERRYS CROFT ROAD (WEST)



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- NOTES:**
- Existing road markings would need to be adjusted to suit.
  - There is scope for an extra dropped kerb across Berryscroft Road, east of the school entry gate.

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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)
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Notes

LOCATION 3 – Option b

Guide price £21,500

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Project

BUCKLAND PRIMARY SCHOOL, BERRYS CROFT ROAD  
PEDESTRIAN SAFETY IMPROVEMENTS

Drawing

LOCATION 3 (option b) - NARROWING OF THE BELLMOUTH AND DROPPED KERBS AT THICKTHORNE LANE

Scale N.T.S

Project No. PC1005

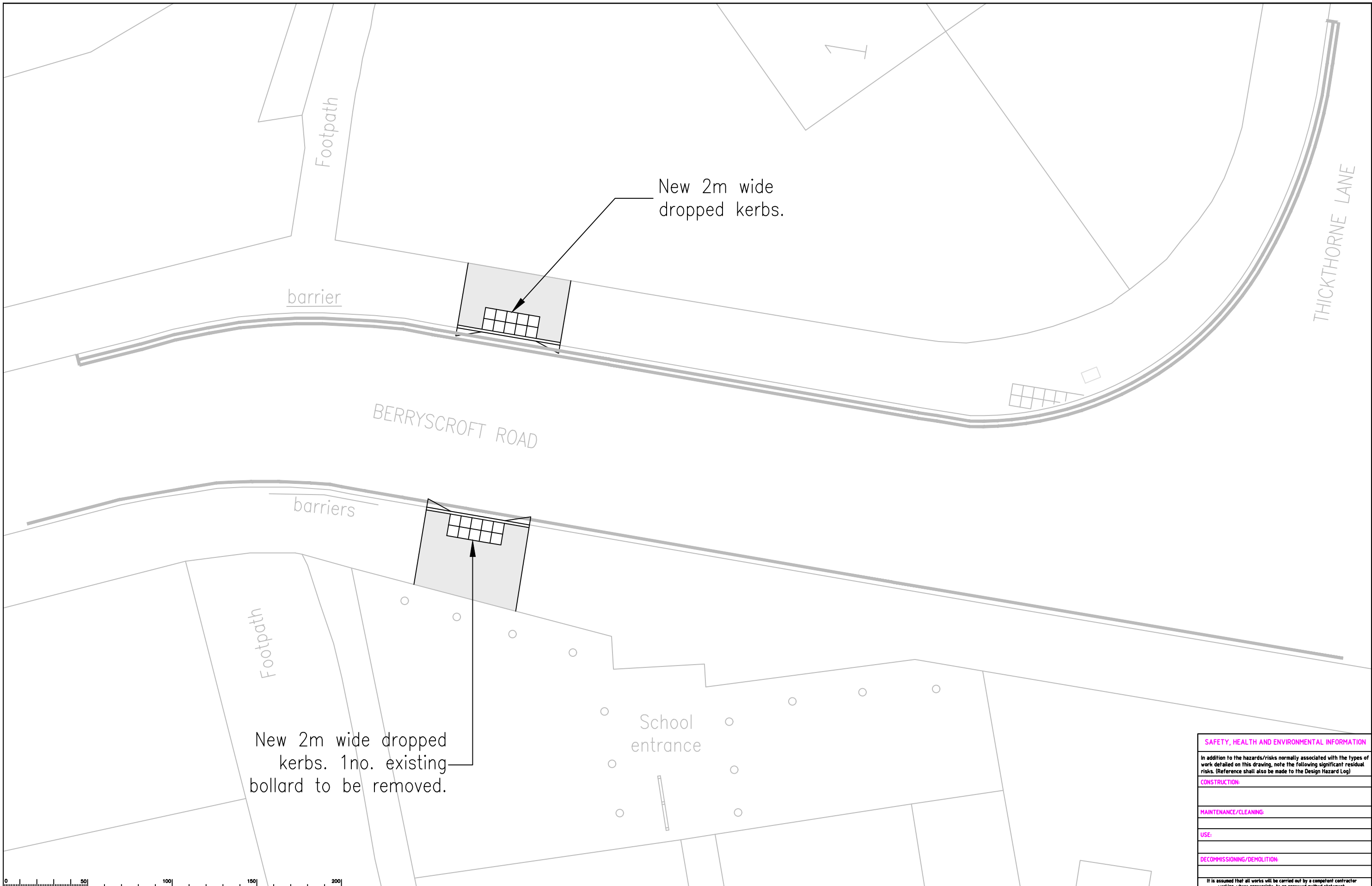
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Notes

0 50 100 150 200

**LOCATION 4**

Guide price £8,500

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Project

**BUCKLAND PRIMARY SCHOOL, BERRYS-CROFT ROAD**

**PEDESTRIAN SAFETY IMPROVEMENTS**

Drawing

**LOCATION 4 - PEDESTRIAN DROPPED KERBS**

**NEAR THE SCHOOL ENTRANCE**

SHEET 1 OF 1

**SURREY COUNTY COUNCIL**

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Contract Sheet No. **PC1005\_10**

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Junction markings and central hatching adjusted to suit.

3no. existing speed cushions to be removed.

Existing dropped kerb to be removed and replaced with a new 2m wide facility.

1no. proposed 2.4m x 1.6m speed cushion.

Kerb build out to narrow the crossing width for pedestrians.

1no. proposed 2.4m x 1.6m speed cushion.

Existing dropped kerb to be removed and replaced with a new 2m wide facility set approximately 1m out from the existing kerbline.

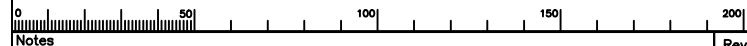
Existing tree.

**NOTES:**

- Existing road markings would need to be adjusted to suit.
- Existing bus stop location to remain.

Rigid Bus  
TFL ABSD GUIDE 2017 (UK)

Existing bus stop.



LOCATION 5 - Option c  
Guide price £19,500

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Project  
BUCKLAND PRIMARY SCHOOL PEDESTRIAN SAFETY IMPROVEMENTS ON WORPLE ROAD  
Drawing  
LOCATION 5 (option c) - PEDESTRIAN DROPPED KERB WITH BUILD OUT ON WORPLE ROAD  
SHEET 1 OF 1

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**NOTES:**

1. Existing road markings would need to be adjusted to suit.

3no. existing speed cushions to be removed and the carriageway re-instated.

New road gully.

Extend footway by approximately 19m. To be achieved using timber edgings and standard footway surfacing.

New road gully.

4m wide pedestrian dropped kerbs.

10m long raised table to replace the existing speed cushions.

Start of proposed raised table located at existing road gullies.

Existing street light.

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WORPLE ROAD

**SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION**

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

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MAINTENANCE/CLEANING:
USE:
DECOMMISSIONING/DEMOLITION:

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Notes

**LOCATION 6**

Guide price £33,500

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Project  
**BUCKLAND PRIMARY SCHOOL PEDESTRIAN SAFETY IMPROVEMENTS ON WORPLE ROAD**

Drawing  
**LOCATION 6 - RAISED TABLE ON WORPLE ROAD, SOUTH OF LANSDOWNE ROAD**

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Project No.	PC1005
Contract Sheet No.	
Drawing No.	PC1005_14
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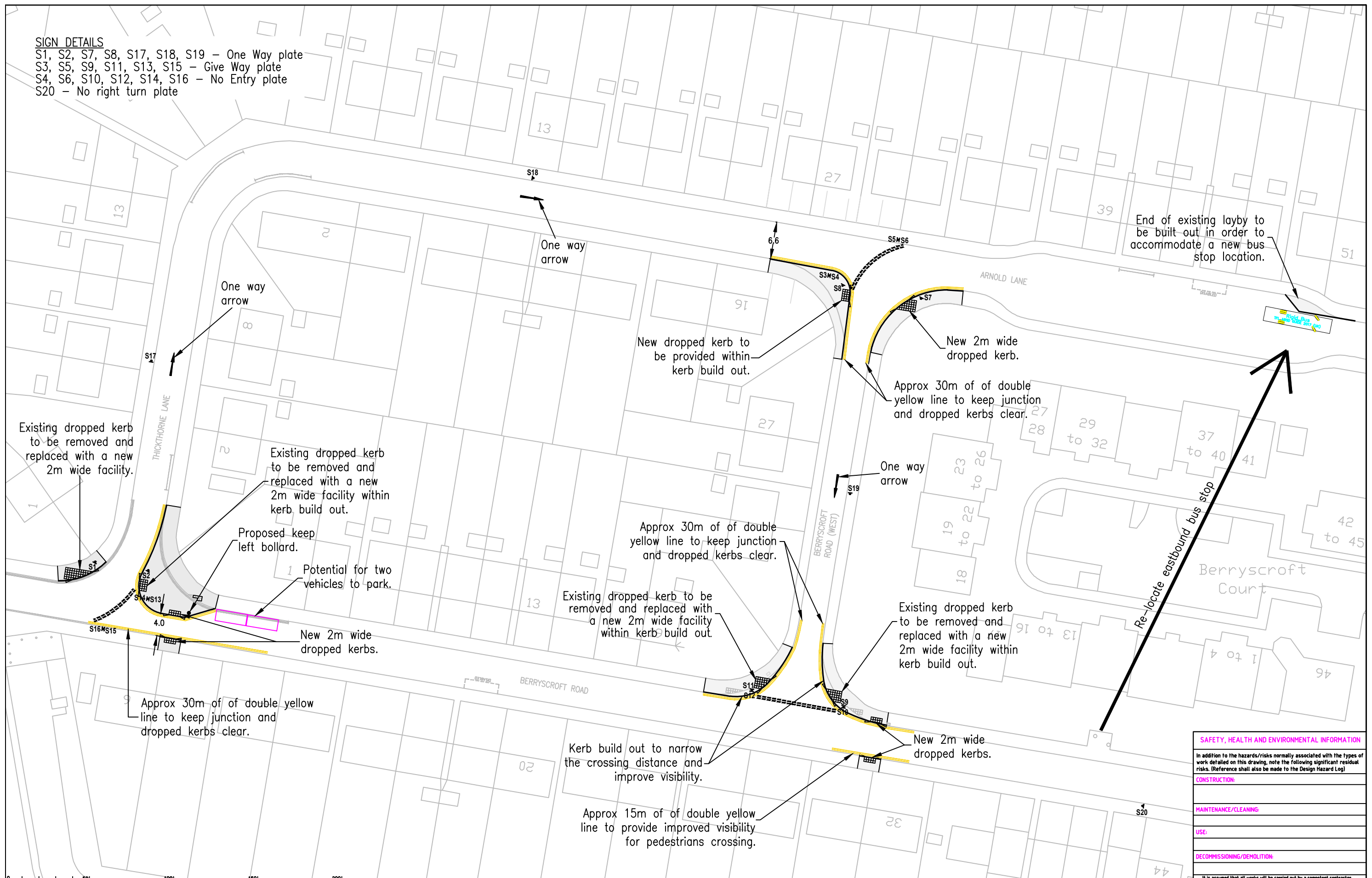
Scale: N.T.S.

SHEET 1 OF 1

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**SIGN DETAILS**

- S1, S2, S7, S8, S17, S18, S19 – One Way plate
- S3, S5, S9, S11, S13, S15 – Give Way plate
- S4, S6, S10, S12, S14, S16 – No Entry plate
- S20 – No right turn plate



End of existing layby to be built-out in order to accommodate a new bus stop location.

Re-locate eastbound bus stop

**SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION**

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

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

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

ONE WAY SYSTEM  
Guide price £60,000

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

North Point	Project
	BUCKLAND PRIMARY SCHOOL, BERRYSCROFT ROAD PEDESTRIAN SAFETY IMPROVEMENTS

ONE WAY SYSTEM FOR BERRYSCROFT ROAD,  
THICKTHORNE LANE AND BERRYSCROFT ROAD (WEST)

**SURREY COUNTY COUNCIL**

Project No. PC1005  
 Contract Sheet No. PC1005\_15  
 Drawing No. PC1005\_15  
 Classification PRESENTATION

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# STAINES HIGH STREET PEDESTRIAN ZONE

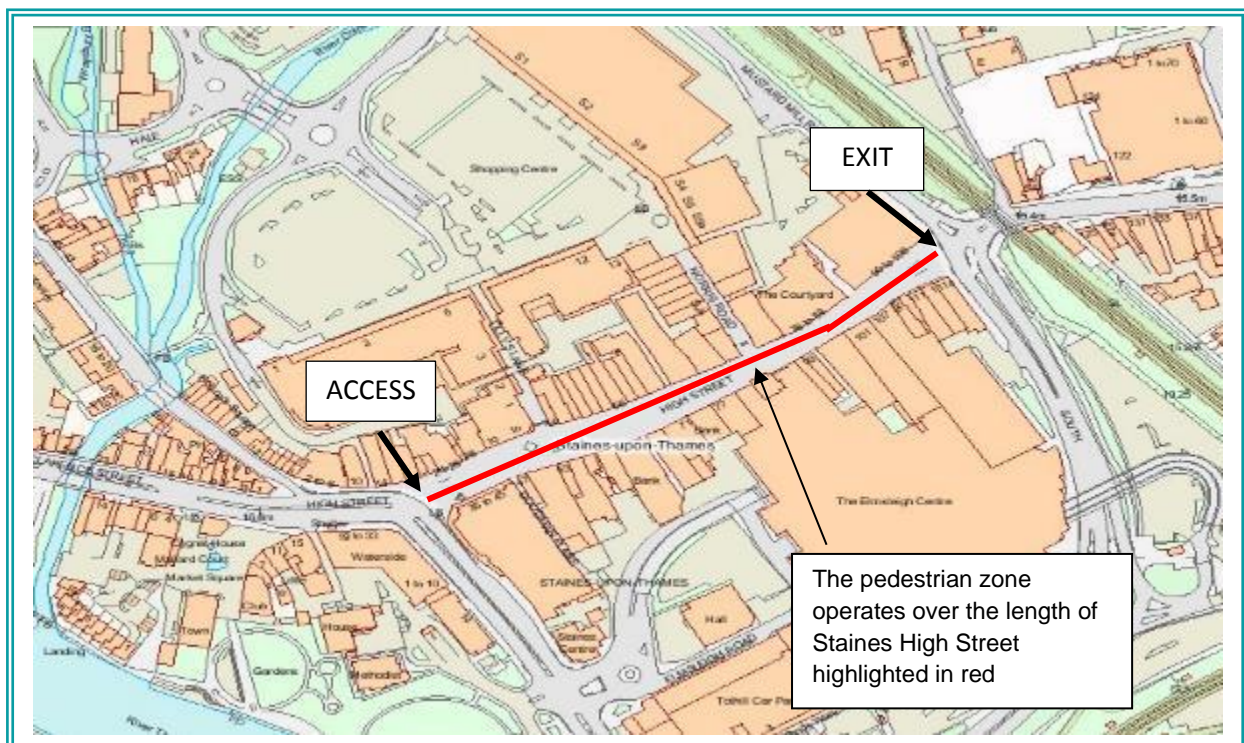


## Background

The section of Staines High Street between its junctions with Thames Street and South Street is currently restricted to pedestrians only. All vehicles are prohibited from travelling along this section of the High Street. This includes ridden pedal cycles (although cyclists may dismount and push their cycles). However, there are a number of exemptions to the restriction including:

- Enable Emergency service vehicles on operational duty.
- To comply with the requirements if a Police Officer in uniform
- To enable a vehicle to be used in pursuance of statutory powers or duties
- Businesses or residents that has been issued a permit by Spelthorne Borough Council
- To enable a vehicle to operate in association with cash and bullion deliveries to banks and building societies in the High Street
- Deliveries are permitted from 5pm to 09.30am Monday to Saturday and all-day Sunday

Up until 2015, the restrictions were enforced by a system of Automated Rising Bollards at either end of the High Street. However, for the past 6 years the bollards have not been in operation due to being damaged beyond economical repair. Although the existing Traffic Regulation Order restricting all vehicles on the High Street is still in place, as there are no physical restriction measures (bollards) vehicles can not only access the High Street from the western end (Thames Street) but also from the eastern end against the one-way system, 24 hours a day.





### *Issues/Problems*

- Regular complaints about vehicles illegally accessing the High Street during the restricted hours despite road markings and signs at either end.
- The existing permit system is outdated, and no longer viable due to not having controlled access measures in place
- Reports of vehicles entering from the eastern end against the one-way system
- The High Street is legally a pedestrian zone, (with exemptions) but without control over vehicle access, pedestrian safety is at risk.
- Several businesses have outside seating in the daytime and evenings, so there is a desire to minimise access to the High Street as much as possible during the day and evenings.

### *Working Together to find a solution*

In 2019, a Staines High Street Pedestrian Zone Workshop was held between SCC officers, Borough and local County Councillors from the Joint Committee for Spelthorne, representatives from the Staines-Upon Thames Business Improvement District, and Two Rivers Shopping Centre.

The workshop's objectives were to establish if funding could be secured to replace the faulty bollards, what existing conditions under the traffic regulation order would need to be reviewed and updated to reflect the current needs of the businesses within the High Street.

### **IDENTIFIED NEW NEEDS TO BE CONSIDERED**

- Access for deliveries to the front of several businesses will be required
- Number of residential accommodations above shops/businesses has increased – access requirements will need to be reviewed.
- Minimise access to the High Street to accommodate the increased numbers of businesses with outside seating areas in the daytime and evenings.
- Vehicles associated with the weekly market will require access during operation times – 4.00am – 8.30pm.
- Access for overnight deliveries is preferable to enable the High Street to be as free as possible from traffic when it is busiest with pedestrians.
- As part of the Spelthorne Sustainable Transport Package (an area wide package of walking, cycling and bus improvements) allow cycling in the High Street in both directions at all times of the day.

### **SUGGESTED OPERATIONAL EXEMPTIONS– TRAFFIC REGULATION ORDER**

**No access for any vehicle at any time, with the following exceptions:**

- collections and deliveries of cash,
- emergency services

- vehicles needed for road maintenance or utility works,
- vehicles directed by a police officer in uniform
- vehicles associated with the market(s) between 4am and 8.30pm on market days, vehicles for which permission has been given in writing by either Spelthorne Borough Council or Surrey County Council (this would be used to cover vehicles needed for building maintenance and special events)
- Cyclists

**Access for general deliveries overnight at the following times:**

- 8pm Sunday to 7am Monday
- 7pm Monday to 7am Tuesday
- 7pm Tuesday to 6am Wednesday
- 8pm Wednesday to 7am Thursday
- 7pm Thursday to 6am Friday
- 8pm Friday to 6am Saturday
- 8pm Saturday to 6am Sunday

**Access Control Options**

**OPTION 1; AUTOMATED RISING BOLLARD SYSTEM**

- An Automated Rising Bollard system (default in the raised position)  
2 bollards to be installed to control access to the High Street (Thames Street)  
2 bollards to be installed at the exit to the High Street (South Street) again defaulting in the raised position, to prevent motorists entering from the wrong end
- By means of CCTV, Elmsleigh Centre security staff can determine whether a vehicle presenting at the entrance to the High Street had legitimate access according to the operational exemptions detailed above.

***Estimated Total Costs: £110,000 including fees for TRO amendments and a 5-year Maintenance and Service Contract with ATG Access.***

**OPTION 2; AUTOMATED NUMBER PLATE RECOGNITION (ANPR) SYSTEM**

- ANPR operated rising bollards would enable drivers to access and exit the bollards automatically.

***Estimated Total Costs: £140,000 including TRO fees and a 5-year Maintenance and Service Contract with ATG Access.***

*What happens next*

- Funding to be secured
- Project Plan with agreed timescales and milestones
- Detailed Design
- Public Consultation

### Similar schemes – Egham High Street

Like Staines, there is a section of Egham High Street which is restricted to pedestrians only. Prior to 2007, the restriction was enforced by gates at the start of the pedestrian zone. However, the gate was not locked. As such, they could easily be opened allowing the restrictions subject to significant abuse.

Following a public consultation, The Local Committee for Runnymede funded and introduced a Rising Bollard System to control access to vehicles along the High Street. In this instance, vehicles exempt from the restrictions, were issued with fobs to gain access. Intercom links to CCTV security who can remotely operate the bollards ensured vehicles with legitimate access without a fob were granted access.

### Photos of Completed Project



Entry point for vehicles on Egham High Street



Exit point for vehicles on Egham High Street







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### Joint Committee (Spelthorne) - Forward Plan

Details of future meetings			
<p>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>			
Standing items	Purpose	Contact Officer	Proposed date
<b>Highways Update (for decision)</b>	Standing item for all Spelthorne Joint Committees	SCC Area Highway Manager	ALL
<b>Decision Tracker</b>	To review progress on previous decisions and decide the next steps	Partnership Committee Officer	ALL
<b>Members' Allocation</b>	Looking at the updated breakdown of county councillors' community funding.	Partnership Committee Officer	ALL
<b>Forward Programme</b>	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
Scheduled items.			
<b>Transport strategy</b>	Installation of electric vehicle charge points	SCC/ Steve Howard	19 July 2021
<b>Task Groups</b>	Review task groups their Terms of Reference and membership	SCC/Carys Walker	19 July 2021

**Suggested items.**

<b>Flooding</b>	Flood alleviation and riparian ownership (information item)	SCC/SBC/EA	
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