

**DRAFT**

Minutes of the meeting of the  
**Reigate AND BANSTEAD LOCAL COMMITTEE**  
 held at 2.00 pm on 8 June 2015  
 at Reigate Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH.

**Surrey County Council Members:**

- \* Mrs Dorothy Ross-Tomlin (Chairman)
- \* Ms Barbara Thomson (Vice-Chairman)
- \* Mrs Natalie Bramhall
- \* Mr Jonathan Essex
- \* Mr Bob Gardner
- \* Mr Michael Gosling
- \* Dr Zully Grant-Duff
- \* Mr Ken Gulati
- \* Mrs Kay Hammond
- \* Mr Nick Harrison

**Borough / District Members:**

- \* Cllr Michael Blacker
- \* Cllr Richard Coad
- \* Cllr Dr Lynne Hack
- \* Cllr Norman Harris
- \* Cllr David Jackson
- \* Cllr Roger Newstead
- \* Cllr Jamie Paul
- \* Cllr Tony Schofield
- \* Cllr Bryn Truscott
- \* Cllr Mrs Rachel Turner

\* In attendance

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**1/15 CHAIRMAN'S ANNOUNCEMENTS [Item ]**

The Chairman welcomed the new Vice- Chairman Councillor Barbara Thomson and the new borough members: Councillor Richard Coad, Councillor Dr Lynne Hack, Councillor David Jackson, Councillor Jamie Paul and Councillor Bryn Truscott.

The Chairman thanked Joanna Long for all her hard work and welcomed Sue Briant who is seconded to cover the position until Sarah Quinn returns from maternity leave in October 2015. Sue's substantive post is Community Partnership and Committee Officer (Spelthorne).

The Chairman informed the Committee that David Grantham from Reigate.UK would be doing a sound recording of meeting.

**2/15 APOLOGIES FOR ABSENCE (AGENDA ITEM ONLY) [Item 1]**

## ITEM 2

The following Members of the Committee gave apologies for the meeting: Councillor Michael Blacker, Councillor David Jackson and Councillor Bryn Truscott.

### **3/15 MINUTES OF PREVIOUS MEETING (AGENDA ITEM ONLY) [Item 2]**

The following corrections were made to the Minutes:

Minute - 18/14

2<sup>nd</sup> paragraph to be changed to:

Members also highlighted the '**low weight of children**' in Merstham and Redhill West, Dr Kerr informed Members that the commonest reason for this is smoking in pregnant women and that this is the issue to try and address.

Subject to the above amendment, the minutes were agreed as a true and accurate record of the meeting.

### **4/15 DECLARATIONS OF INTEREST (AGENDA ITEM ONLY) [Item 3]**

None received.

### **5/15 PETITIONS (AGENDA ITEM ONLY) [Item 4]**

None received.

### **6/15 FORMAL PUBLIC QUESTIONS (AGENDA ITEM ONLY) [Item 5]**

None received.

### **7/15 FORMAL MEMBER QUESTIONS (AGENDA ITEM ONLY) [Item 6]**

None received.

### **8/15 HIGHWAYS SCHEME UPDATE 2015 (EXECUTIVE FUNCTION FOR DECISION) [Item 7]**

Declarations of Interest: None

Officers attending: Zena Curry, Anita Guy, John Lawlor Highways SCC

Petitions, Public Questions, Statements: None

Member Discussion – key points:

Members commented that £4,000 for the crossing at A217 Brighton Road, Lower Kingswood seemed too much. It was clarified that although this sum

had been allocated it could cost less. Members were informed that more information was likely to come out of a further study.

Members asked for clarification on the insufficient developer funding available to meet the estimated cost of the localised road widening at Tadworth Street.

Highways officers were asked to find out if Woodmansterne Lane, Banstead was on the Horizon list and to inform Councillor Gulati.

**The Committee:**

Noted the report.

**9/15 REVIEW OF COLD WEATHER PLAN AND WINTER SERVICE ARRANGEMENTS (EXECUTIVE FUNCTION FOR INFORMATION) [Item 8]**

Declarations of Interest: None

Officers attending: Zena Curry, Highways SCC

Petitions, Public Questions, Statements: None

Member Discussion – key points:

Members were informed that any issues would go back to the Winter Maintenance Task group.

Members commended the officers involved.

**The Local Committee (Reigate and Banstead) agreed to:**

**Consider the current highways cold weather provision and operations in their area and provide feedback, via their Local Committee Chairman, on any change requests.**

**Reasons:**

**To give the (Reigate & Banstead) Local Committee the opportunity to provide feedback into the annual review of winter service operations.**

**10/15 SOUTH EAST PERMIT SCHEME (FOR INFORMATION) [Item 9]**

Declarations of Interest: None

**Officers attending:** Kevin Orledge, Streetworks Team Manager  
**SCC, Michael Coombes and Liz Jones**

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

**Member Discussion – key points:**

Kevin apologised to members and pointed out that there was a typing error on page 52. The table entitled 'Inspection Totals' should read Reigate and Banstead against both entries and not Epsom and Ewell.

Members commented that there are a vast number of fixed penalty notices and asked whether there is more work that needs to be done alongside the notices. Members were informed that a large number come from BT Open Reach and that the company had been served with a formal improvement notice. The team meet with BT monthly and will do so until they have achieved 90% compliance.

Members requested a list of notices that have been breached. Members also asked what happens when contractors have left debris on the street and there is no response from them to clear this up. Officers informed Members that an information board is displayed next to the debris that the contractor has left, with the company's details on it.

Members asked whether there was a case for undertaking more inspections. Officers explained that more breaches are picked up in the B phase of inspection between the date when work finishes to any time up to six months later.

Members queried why offences are continuing to happen, in particular by 'Kier'. It was noted that officers meet monthly with Kier to review their work and their payment is reduced if work isn't satisfactory.

Members asked officers about the future for the South East Permit Scheme. Guidance is awaited from the DfTE in November; some of the conditions particularly around re-surfacing that can be issued at the moment will be lost.

It was queried whether more could be done where a utility company digs up the road within 6-12 months of it being re-surfaced. Officers commented that utility companies can't be stopped from putting in new connections at any time but they are working at getting better at identifying new connections in advance.

Members discussed whether permit fees could be increased. The Streetworks Team Manager clarified that this wasn't currently possible but if there was a change in decision on this he would notify the Committee.

Members asked whether the Council knows what works utility companies have planned in the next 5 years. Officers are aware of utility companies' forward plans but these often change particularly around building developments and newly surfaced roads.

**The Committee:**

Noted the report.

**11/15 GREATER REDHILL SUSTAINABLE TRANSPORT PACKAGE ( EXECUTIVE FUNCTION FOR DECISION) [Item 10]**

**Declarations of Interest:** None

**Officers attending:** Paul Fishwick LSTF Project Manager  
**SCC**

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

**Member Discussion – key points:**

Members were advised that funding had been awarded for the Greater Redhill Sustainable Transport Package, which was submitted to the C2C Local Enterprise Partnership on 15 December 2014. The proposals will require a public consultation, which has been arranged for a 6 week period commencing on 19 June and ending on 31 July 2015, to fit in with the tight timescale for delivery. A further report on Greater Redhill Sustainable Transport Package would be brought to the Local Committee in September.

Members were informed that as part of the consultation an exhibition would be held at East Surrey Hospital on 9 and 11 July 2015. Members welcomed the scheme and asked how the consultation would be promoted. The consultation would be 'on line', hard copies of the survey would be available and it would also be tweeted about. The consultation would be targeted at businesses, community groups and the hospital etc.

**The Local Committee (Reigate & Banstead) agreed:**

- (i) To note the project content.
- (ii) To approve the project to be the subject of consultation during June/July 2015.
- (iii) To delegate authority to the Area Highways Manager in consultation with the Chairman, Vice Chairman and Electoral Division Members covered by the project to agree the consultation material.

**Reasons:**

To ensure that the Local Committee is kept informed, the Local Committee is asked to note the progress made so far with the Greater Redhill Sustainable Transport Package.

Due to the tight timescales for delivery, a six week consultation period has been tentatively arranged to enable the results of the consultation to be presented to the Local Committee on 14 September to enable works to commence during the autumn of 2015 (on National Cycle Route 21).

The project will also require a number of approvals from this committee for example allowing cycling on widened footways and the advertisement of notices for the installation of toucan crossings and certain traffic orders.

## ITEM 2

However, these are currently in development and form part of the design process and will be presented to a later meeting of this committee.

### **12/15 PARKING REVIEW (EXECUTIVE FUNCTION FOR DECISION) [Item 11]**

**Declarations of Interest:** None

**Officers attending:** David Curl, Parking Strategy and Implementation Team Manager and Richard Peplow, Environment Projects Officer

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

**Member Discussion – key points:**

Councillor Grant-Duff wished to discuss some adjustments to schemes with officers.

A query was raised as to why the exit for Willmott Way was on the western side, the Parking Manager agreed to respond to Councillor Dr Hack on this.

Members raised the unfairness of the proposed restriction on the size of future parking reviews (50 sites) on larger boroughs such as Reigate and Banstead. Officers explained the reason for this was so as not to spread the review too thinly. Councillor Kay Hammond offered to bring this up at the forthcoming Cabinet meeting.

Members asked whether there would be any payment received from people using the Car Club Scheme; initially this wouldn't happen but as demand increased this could be looked at.

**The Local Committee (Reigate and Banstead) agreed that:**

- (i) The proposals in Annexes 1 and 2 are agreed **plus Wolverton Gardens subject to a meeting after the Committee and Location 26, London Road South, Merstham. Revise time of operation of parking restriction from 'Monday - Friday 2 - 3pm', to 'Monday - Friday 10am - 12noon', so as not to conflict with school 'pick up time'.**
- (ii) That if necessary, adjustments can be made to the proposals agreed at the meeting by the Parking Team Manager in consultation with the Chairman, Vice-Chairman and local Member prior to statutory consultation.
- (iii) the intention of the County Council to make Traffic Regulation Orders under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Reigate and Banstead as shown in the Annexes (and as subsequently modified by ii) is advertised and that if no objections are maintained, the Order is made.
- (iv) 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.

- (v) the Parking Strategy and Implementation Team Manager is authorised to progress and implement any further car club bays in consultation with the Chairman and the local county councillor.
- (vi) if necessary the Parking Team Manager will report the objections back to the local committee for resolution.
- (vii) To allocate funding of £15,000 in 2014/15 to implement the parking amendments.
- (viii) To establish a borough wide parking task group (to replace the Redhill Task Group) with the terms of reference set out in Annex 4.

**Reasons:**

Changes to the highway network, the built environment and society mean that parking behaviour changes and consequently it is necessary for a Highway Authority to carry out regular reviews of waiting and parking restrictions on the highway network.

It is recommended that the waiting restrictions in this report are progressed as they will help to:

- Improve road safety
- Increase access for emergency vehicles
- Help residents park nearer their homes
- Improve access to shops, facilities and businesses
- Increase access for refuse vehicles, buses and service vehicles
- Ease traffic congestion
- Better regulate parking

Delegating the authority to install car club bays will allow further expansion of the car club scheme, subject to community interest, sustainable growth and in locations agreed with local councillors.

A borough wide parking task group will help give direction to and prioritisation for on street parking initiatives in the Borough such as residents parking.

**13/15 CENTRAL CAR PARK HORLEY (EXECUTIVE FUNCTION FOR DECISION)  
[Item 12]**

**Declarations of Interest:** None

## ITEM 2

**Officers attending:** Dave Taylor, Transport Development Planning Senior Projects Manager

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

**Member Discussion – key points:**

Members were supportive of making the Traffic Regulation Order permanent.

Members commented that people were held up at the nearby junction due to the phasing of the traffic lights and requested that this was monitored at busy times. The Transport Development Planning Senior Projects Manager agreed to arrange a meeting to consider this and involve the Chairman of the Committee.

**The Local Committee (Reigate & Banstead) agreed:**

- (iii) The Experimental Traffic Regulation Order, which has reversed the one way working of the Central Car Park Service Road, is made permanent.

### **REASONS FOR RECOMMENDATIONS:**

- (i) The Experimental Traffic Regulation Order has been successfully operating for the last 15 months.
- (ii) There have been no formal objections to the Experimental Traffic Regulation Order and there is a general consensus that it has worked well.
- (iii) The revised working avoids conflict between vehicles exiting the Central Car Park and Waitrose Car Park, within close proximity to the signalised junction of Consort Way East and Victoria Road.

## **14/15 LIBRARY SERVICE REVIEW 2015 (EXECUTIVE FUNCTION FOR DECISION) [Item 13]**

**Declarations of Interest:** None

**Officers attending:** Kelly Saini-Badwal, Library Sectors Manager

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

**Member Discussion – key points:**

Members commented that with the changes resulting from Universal Credit in January 2016 the libraries would be a front line service for the community.

**The Local Committee (Reigate & Banstead) agreed that:**

1. Reigate library increase its hours from 35.5 hours per week to 42 hours per week



to bring it into line with the Group B libraries. This means that Reigate library offers a wider service to local users. The library will close on Mondays in line with other Group B libraries but the number of hours open will increase overall, including opening on Wednesdays (when the library is currently closed). Please see Annex 2 of the report for opening hours.

2. The number of hours Merstham library opens does not change but the opening times will be altered. Please see Annex 2 of the report for opening hours.
3. The overall change in hours in Reigate and Banstead is an increase of 6.5 hours per week.

**Reasons:**

- Customer feedback, including from “lapsed user” surveys, shows that it is easier for residents to remember standardised hours across libraries. There was positive feedback after introducing standardisation at Group A and B libraries in 2008. (Please see Annex 1 of the report for further details about Group A, B and C libraries).
- The majority of Group C community libraries’ opening hours have not altered for many years, and historically were originally based on local circumstances that no longer exist. Across the community libraries there is a huge disparity of hours so the approach has had to be to standardise within three levels of opening hours according to size and use.
- Standardisation allows the library service to implement new standardised staffing structures and staffing allocations across the County. This will ensure the library service has sufficient, cost effective, frontline cover across libraries, with relevant staff in the right place at the right time.
- The library service review identified changes in the patterns of use in Group C community libraries. The recommended changes to opening hours reflect how local residents are now using these libraries. The Library review identified patterns of use in the group C community libraries and have retained the most well used opening periods as a core of the new proposed opening hours.

**15/15 LOCAL COMMITTEE TASK GROUPS 2015/16 AND COMMUNITY SAFETY FUNDING (FOR DECISION) [Item 14]**

**Declarations of Interest:** None

**Officers attending:** Joanna Long, Community Partnership Team

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

**Member Discussion – key points:**

Members commented that the allocation of the community safety funding should be reviewed annually.

## ITEM 2

It was stated that the Chairman and Vice-Chairman of the Local Committee are ex-officio members of all the Local Committee Task Groups

### **The Local Committee (Reigate & Banstead) agreed:**

- (i) the terms of reference of the Youth Task Group, the Greater Redhill Sustainable Transport Package Task Group and the Parking Task Group, (included in the Parking Review report) as set out in Annex 1 of the report.
- (ii) to appoint the below representatives to the Youth Task Group, the Greater Redhill Sustainable Transport Package Task Group and the Parking Task Group for 2015-16.

### **Youth Task group**

Cllr Natalie Bramhall  
Cllr Ken Gulati  
Cllr Jonathan Essex

Cllr Jamie Paul  
Cllr Rachel Turner  
Cllr Richard Coad

### **Greater Redhill Sustainable Transport Package**

Cllr Natalie Bramhall  
Cllr Jonathan Essex  
Cllr Barbara Thomson  
Cllr Kay Hammond

Cllr Richard Coad  
Cllr David Jackson  
Cllr Tony Schofield

**Parking Task Group** – an additional County Councillor was added to the Parking Task Group.

Cllr Natalie Bramhall  
Cllr Jonathan Essex  
Cllr Dr Zully Grant-Duff  
Cllr Nick Harrison

Cllr Lynne Hack  
Cllr Roger Newstead  
Cllr Tony Schofield

- (iii) that the community safety budget of £3,337 that has been delegated to the Local Committee be transferred to the East

Surrey Community Safety Partnership for the purpose of addressing the criteria and monitoring requirements detailed in [paragraphs 1.5 and 10.2] of the report; and that the Community Partnership Manager authorises its expenditure in accordance with the Local Committee's decision.

Reasons:

- (i) The Local Committee's task groups enable the Local Committee to carry out its work in an efficient and expedient manner.
- (ii) Surrey County Council is a Responsible Authority on Community Safety Partnership and has a responsibility to be represented at their meetings. Contributing delegated funding will help to ensure that there is a sufficient budget to fund projects aimed at reducing crime and anti-social behaviour within the borough.
- (iii) The Local Committee has delegated authority over a small budget of £3,337 of Surrey County Council funding. The purpose of this funding is to address local areas of concern in relation to community safety.

#### **16/15 MEMBERS ALLOCATIONS (FOR DECISION) [Item 15]**

**Declarations of Interest:** None

**Officers attending:** Rowena Zelle, Community Partnership Team

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

**Member Discussion – key points:**

The Chairman encouraged Members to support the Magna Carta Needle Fund and the Surrey Looked After Fund. The Local Support Assistant to contact the Cabinet Member to offer support to the Surrey Looked After Fund.

**The Local Committee (Reigate & Banstead) agreed to note:**

- (iv) The amounts that have been spent from the Members' Allocation and Local Committee capital budgets, as set out in Annex 1 of the report.

**Reasons:**

The allocation of the Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Greater transparency in the use of public funds is achieved with the publication of what Members' Allocation funding has been spent on.

#### **17/15 CABINET FORWARD PLAN (FOR INFORMATION) [Item 16]**

ITEM 2

Members requested their comments raised under the Parking Review report about the unfairness of the proposed restriction on the size of future parking reviews (50 sites) on larger boroughs such as Reigate and Banstead be put in writing to the Cabinet.

The Committee **NOTED** the report.

**18/15 LOCAL COMMITTEE FORWARD PLAN (FOR INFORMATION) [Item 17]**

The Committee **NOTED** the report.

Meeting ended at: 3.25 pm

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**Chairman**