

Annex 5: Process for Engagement and Consultation on 20 mph Schemes

1: Desire for a 20 mph Scheme Established

This could be because of:

- Petition.
- Lobbying by local people or organisations.
- Road Safety Outside Schools assessment.
- Centrally funded road safety, active travel or local street improvements scheme.
- A request through planning permission consultations as a requested condition of planning consent.

2: Feasibility Work Undertaken on Options and Scope, and Need for Supporting Engineering Measures

- Speed surveys will need to be commissioned to establish existing speeds to ascertain the need for “light touch” supporting engineering measures, traffic calming or not.
- For centrally funded schemes, this would be funded centrally. For schemes that the local member would like to consider in response to lobbying from local people, this would usually need to be commissioned using the budget allocated to the local member for highway improvements.

3: Informal Engagement Plan, Materials and Activities

- Officers will consult with the local Divisional Member on the level of informal engagement required for the proposed scheme. In most cases it is expected that there will be a two-stage process consisting of an informal engagement phase followed by a statutory consultation phase. However, for some smaller, straightforward schemes, an informal engagement phase might not be necessary.
- An advantage of undertaking an informal engagement phase is that this would provide community insight that could assist County Councillors to decide on whether to support proceeding with a 20 mph scheme prior to the higher cost required for detailed design and the subsequent statutory consultation process.
- If an informal engagement phase is required then the proposals and options will be presented to local people for their comment and suggestions, usually over a period of four weeks. This would usually include the following, with the level of engagement activities being commensurate with the size of the scheme, and in agreement with the local Divisional Member:
 - a “Commonplace” webportal containing drawings and descriptions of the scheme proposals and questions for people to provide their views. Questions will be included to be able to distinguish between different stakeholder groups and where people live in relation to the proposed scheme.
 - Advertising of the webportal on social media.
 - Advertising of the webportal using posters on lamp columns and bus stops.
 - Advertising of the webportal through leaflet drops.
 - Media releases and news articles.
 - Direct notification of key stakeholder groups.
 - Dissemination of the proposals by the local Divisional Member(s).
 - Face to face engagement events could be considered for larger schemes in agreement with the local Divisional Member.
 - Careful consideration will be given towards methods of engaging with seldom heard people, depending on local circumstances and stakeholders.

4: Results of Informal Engagement Analysed and Presented to the Local Divisional Member

- The results will be analysed to show the views of the respondents, broken down by different stakeholder groups, and where people live in relation to the proposed scheme. The views of the police will be sought also.
- If necessary, Officers will present options for refining and amending the scheme in light of the comments received.

- The local Divisional Member will then decide whether to proceed or not with the next stage of formal statutory consultation on the preferred scheme. If necessary, further engagement work could be undertaken if the scheme needs to be significantly amended. If there is disagreement between Officers and local Divisional Member on whether to proceed or not, or with any suggested amendments to the scheme, then a decision can be referred to the Cabinet member by the Highways Engagement and Commissioning Manager. The scheme can also be referred to the Cabinet member if there is a request to proceed outside the parameters of speed limit policy.
- The results of the informal engagement and the decision will be published on the same webportal so that local people are kept informed.

5: Formal Statutory Consultation

- Following agreement with the local Divisional Member, the scheme proposals will be presented to the public (following the requirements of the Road Traffic Act 1984 & The Local Authorities Traffic Orders (Procedure) (England & Wales) Regulations 1996), to provide them with the opportunity to comment and formally object for a period of at least 21 days. This will usually include:
 - A “SurreySays” webportal containing drawings and a description of the scheme, with the opportunity for local people to provide their comments and formal objections.
 - Legal notices erected on site advertising the statutory consultation.
 - Notices published in the local newspaper advertising the statutory consultation.
 - A leaflet drop to affected residents to advertise the consultation.
- The feedback and objections to the formal statutory consultation will be presented to the local Divisional Member along with Officers comments and recommendations. It will then be up to the local Divisional Member to decide whether to proceed or not. If there is disagreement between Officers and local Divisional Member on whether to proceed or not, or with any suggested amendments to the scheme, then a decision can be referred to the Cabinet member by the Highways Engagement and Commissioning Manager. The scheme can also be referred to the Cabinet member if there is a request to proceed outside the parameters of speed limit policy.
- The results of the formal statutory consultation and the decision will be published on the same webportal so that local people are kept informed.