

Agenda

Waverley Local Committee

**We welcome you to
Waverley Local Committee**
Your Councillors, Your Community
and the Issues that Matter to You

- Please submit the text of formal questions and statements by 12.00 on 17 March to: d.north@surreycc.gov.uk
- The meeting will start with an informal question time at 1.30pm; this will last for a maximum of 30 minutes, or until there are no further questions, at which point the formal meeting will begin.



Venue

Location: Haslemere Hall,
Bridge Road, Haslemere,
Surrey GU27 2AS

Date: Friday, 21 March 2014

Time: 1.30 pm

You can get involved in the following ways

Get involved

Ask a question

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

Write a question

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

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

Sign a petition

If you live, work or study in Surrey and have a local issue of concern, you can petition the local committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the committee officer 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. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

Thank you for coming to the Local Committee meeting

Your Partnership officer is here to help. If you would like to talk about something in today's meeting or have a local initiative or concern please contact them through the channels below.

Email: d.north@surreycc.gov.uk

Tel: 01483 517530

Website: www.surreycc.gov.uk/waverley



Surrey County Council Appointed Members

Mrs Pat Frost, Farnham Central (Chairman)
Mr David Harmer, Waverley Western Villages (Vice-Chairman)
Mrs Nikki Barton, Haslemere
Mr Steve Cosser, Godalming North
Ms Denise Le Gal, Farnham North
Mr Peter Martin, Godalming South Milford and Witley
Mr David Munro, Farnham South
Mr Alan Young, Cranleigh and Ewhurst
Mrs Victoria Young, Waverley Eastern Villages

Borough Council Appointed Members

Cllr Brian Adams, Frensham, Dockenfield and Tilford
Cllr Maurice Byham, Bramley Busbridge and Hascombe
Cllr Elizabeth Cable, Witley and Hambledon
Cllr Carole Cockburn, Farnham Bourne
Cllr Brian Ellis, Cranleigh West
Cllr Robert Knowles, Haslemere East and Grayswood
Cllr Bryn Morgan, Elstead and Thursley
Cllr Julia Potts, Farnham Upper Hale
Cllr Simon Thornton, Godalming Central and Ockford

Chief Executive
David McNulty

If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language please either call David North, Community Partnership & Committee Officer on 01483 517530 or write to the Community Partnerships Team at Godalming Social Services Centre, Bridge Street, Godalming, GU7 1LA or d.north@surreycc.gov.uk

This is a meeting in public. If you would like to attend and you have any special requirements, please contact us using the above contact details.

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Reporting on meetings via social media

Anyone attending a council meeting in the public seating area is welcome to report on the proceedings, making use of social media (e.g. to tweet or blog), provided that this does not disturb the business of the meeting. To support this, County Hall has wifi available for those visiting the building so please ask at reception for details.

Members taking part in a council meeting may also use social media. However, members are reminded that they must take account of all information presented before making a decision and should actively listen and be courteous to others, particularly witnesses providing evidence.

Webcasting

In line with our commitment to openness and transparency, we webcast County Council, Cabinet and Planning & Regulatory Committee meetings as well as the Surrey Police and Crime Panel. These webcasts are available live and for six months after each meeting at www.surreycc.gov.uk/webcasts.

Generally, the public seating areas are not covered by the webcast. However by entering the meeting room and using the public seating areas, then the public is deemed to be consenting to being filmed by the Council and to the possible use of these images and sound recordings for webcasting and/or training purposes.

We also webcast some select and local committee meetings where there is expected to be significant public interest in the discussion.

Requests for recording meetings

Members of the public are permitted to film, record or take photographs at council meetings provided that this does not disturb the business of the meeting and there is sufficient space. If you wish to film a particular meeting, please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can give their consent and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision in all matters of dispute in regard to the use of social media and filming in a committee meeting.

Using Mobile Technology

You may use mobile technology provided that it does not interfere with the PA or induction loop system. As a courtesy to others and to avoid disruption to the meeting, all mobile technology should be on silent mode during meetings.

			
Mrs Pat Frost (Chairman) Farnham Central	Mr David Harmer (Vice-Chairman) Waverley Western Villages	Mrs Nikki Barton Haslemere	Mr Steve Cosser Godalming North
			
Ms Denise Le Gal Farnham North	Mr Peter Martin Godalming South, Milford & Witley	Mr David Munro Farnham South	Mr Alan Young Cranleigh & Ewhurst
	 SURREY COUNTY COUNCIL Local Committee (Waverley) County Councillors 2013-17		
Mrs Victoria Young Waverley Eastern Villages			

			
Mr Brian Adams Frensham, Dockenfield & Tilford	Mr Maurice Byham Bramley, Busbridge & Hascombe	Mrs Elizabeth Cable Witley & Hambledon	Mrs Carole Cockburn Farnham Bourne
			
Mr Brian Ellis Cranleigh West	Mr Robert Knowles Haslemere East & Grayswood	Mr Bryn Morgan Elstead & Thursley	Ms Julia Potts Farnham Upper Hale
	 Local Committee (Waverley) Borough Council Co-optees 2013-14		
Mr Simon Thornton Godalming Central & Ockford			

For councillor contact details, please contact David North, Community Partnership and Committee Officer (d.north@surreycc.gov.uk /01483 517530) or visit <http://mycouncil.surreycc.gov.uk/mgCommitteeDetails.aspx?ID=195>

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 14)

To approve the minutes of the previous meeting as a correct record.

3 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

4 PETITIONS

To receive any petitions in accordance with Standing Order 68. Notice should 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 e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

5 FORMAL PUBLIC QUESTIONS

To answer any questions from residents or businesses within the Waverley Borough area in accordance with Standing Order 69. Notice should be given in writing or by email to the Community Partnership and Committee Officer by 12 noon four working days before the meeting.

6 MEMBER QUESTIONS

To receive any written questions from Members under Standing Order 47.

7 DEMENTIA FRIENDLY SURREY

(Pages 15 - 56)

To agree to support the objectives of the Dementia Friendly initiative.

8 RESPONSE TO PETITION: BRAMLEY

(Pages 57 - 58)

To agree a response to the petition presented at the previous meeting.

9 HIGHWAYS UPDATE (Pages 59 - 94)

To note the progress made and the status of schemes, to consider the allocation of funding to support flooding recovery and to consider applications for funding under the highways localism scheme for 2014-15.

10 OPERATION HORIZON: UPDATE FOR WAVERLEY (Pages 95 - 116)

To review progress in the first year and consider the programme for the second and subsequent years of the project.

11 ROAD SAFETY POLICY UPDATE (Pages 117 - 140)

To comment on a draft update to the County Council's policy on setting local speed limits and a new draft policy to address road safety outside schools, including school crossing patrols.

12 LOCAL COMMITTEE FORWARD PROGRAMME (Pages 141 - 144)

To note the proposed forward programme and agree any additional items for inclusion.

DRAFT

Minutes of the meeting of the
WAVERLEY LOCAL COMMITTEE
 held at 1.30 pm on 13 December 2013
 at Godalming Baptist Church.

Surrey County Council Members:

- * Mrs Pat Frost (Chairman)
- * Mr David Harmer (Vice-Chairman)
- * Mrs Nikki Barton
- * Mr Steve Cosser
- Ms Denise Le Gal
- * Mr Peter Martin
- * Mr David Munro
- * Mr Alan Young
- * Mrs Victoria Young

Borough Council Members:

- * Cllr Brian Adams
- * Cllr Maurice Byham
- * Cllr Elizabeth Cable
- * Cllr Carole Cockburn
- * Cllr Brian Ellis
- * Cllr Robert Knowles
- * Cllr Bryn Morgan
- * Cllr Julia Potts
- * Cllr Simon Thornton

* In attendance

59/13 APOLOGIES FOR ABSENCE [Item 1]

Apologies for absence were received from Ms Denise Le Gal.

60/13 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 20 September 2013 were agreed as a correct record.

61/13 DECLARATIONS OF INTEREST [Item 3]

Ms J Potts asked the Committee to note a non-pecuniary interest in Item 13: Surrey Cycling Strategy on the grounds that she is Portfolio Holder at Waverley Borough Council for Leisure, Culture and Young People.

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62/13 PETITIONS [Item 4]

Mr D Starr presented a petition on behalf of residents in Bramley and surrounding areas requesting the Local Committee to support the introduction of:

- A pedestrian crossing on Station Road
- A 20mph speed limit from The Street in Womersley, along Station Road to its junction with the A281 in Bramley

Residents believe that the proposed measures would benefit the whole community, including St Catherine's School, children using school buses which stop in Station Road, users of bus routes 53 and 63 and other road users. In his presentation Mr Starr referred to a number of recent road accidents and drew attention to residents' concerns about the increasingly heavy use of the road and inappropriate vehicle speeds in circumstances where there are felt to be a number of hazards, e.g. poor visibility and sight lines, low pavements and obstructions caused by the location of bus-stops. Residents would prefer two pedestrian crossings: one close to the Downlink and one near to St Catherine's School.

The Chairman thanked residents for their petition and confirmed that the Committee would consider a report on the matter at its next meeting.

63/13 FORMAL PUBLIC QUESTIONS [Item 5]

The text of ten public questions received and the responses provided are attached at **Annex 1**. The Chairman announced that she would consider questions 8-10 which related to Item 8 (Annual review of on-street parking in Waverley) during discussion of that item.

Supplementary questions relating to questions 1-7 were received as follows.

1. Mrs Sandars asked whether consultation on further secondary school places in Farnham would extend to members of the public. The Chairman replied that this would take place, but to a limited extent. Projections of need are currently being carried out and nothing is excluded at this stage.
2. Mr Price felt the response provided in relation to the junction of Frith Hill Road with Deanery Road, Godalming was inadequate, as was a recent Freedom of Information (FOI) request on Highways' handling of the matter. The Area Highways Manager understood that further information would be provided to fulfil the FOI request. Mr S Cosser, as local County Councillor, requested that officers ensure that information on Highways' reasons for their position on this matter be provided to residents.
3. Mr P Hunter (on behalf of Thursley Parish Council) referred to the County Council's responsibility to ensure that emergency services are able to reach those in need promptly and pointed out that recent closures of the A3 would have caused substantial delays. The Chairman replied that the Council is taking the impact of closures on Thursley and other areas very seriously.

5. Mr D Wylde sought an assurance that the needs of disabled people would be given consideration in assessing the feasibility of relocating day centre provision in Farnham. The Chairman confirmed that she had made this assurance.

64/13 MEMBER QUESTIONS [Item 6]

There were no member questions.

65/13 POLICE AND CRIME COMMISSIONER FOR SURREY [Item 7]

The Chairman introduced Mr Kevin Hurley, Police and Crime Commissioner (PCC) for Surrey. Mr Hurley summarised the responsibilities of the PCC:

- Establish the priorities of the public
- Establish a budget for the force
- Hold the Chief Constable to account
- Broaden partnership working

The priorities on which Mr Hurley was elected are:

- Take a zero-tolerance approach to policing in Surrey
- Deliver more visible street policing
- Put victims at the centre of the criminal justice system
- Give you more opportunities to have your say about policing
- Protect local policing, standing up for officers and promoting the highest standards of service

The principal challenge facing the PCC is financial and savings are needed; he noted that salaries account for the largest element in the Police budget. In his first year in office the PCC has worked with Sussex Police to maximise joint back-office and operational support functions and with partners in Surrey to explore savings on emergency services through more collaboration. Progress has been made in developing a regional capacity to address criminal activity which is best addressed at that level. He is making representations to central government for increased funding for Surrey Police and has cancelled a major computer development project; the sale of Police Stations has been resumed following a review. Mr Hurley feels that he and his deputies are visible to the public and will be holding a Crime Summit in Waverley on 11 March 2014 at Farnham Maltings.

Mr Hurley reassured the Committee that he has a clear understanding of the distinction between his role and that of the Chief Constable in terms of operational matters and that he holds her to account on a monthly basis for progress against his priorities. He is equally alert to the need for care in measuring policing outcomes and, alone amongst PCCs nationally, he has not given the force performance targets. In response to a question about specific activity to focus on crime and antisocial behaviour in rural areas, Mr Hurley referred to the comprehensive nature of his “zero tolerance” commitment and explained that the Chief Constable constantly keeps the balance of her resources under review, including that between rural and urban policing. The Chairman added that the Police and Crime Panel, which scrutinizes the PCC at the county level, has established a task group to examine rural crime.

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Mr Hurley responded to a question on amalgamation of forces, by reflecting his view that the public's interest is principally in visible, front-line policing and that support and managerial functions can be shared amongst forces; his own opinion is that there should be fewer forces nationally.

The PCC confirmed his commitment to neighbourhood policing and, although the number of Police and Community Support Officers would decrease overall, the local presence would not reduce.

Finally, Mr Hurley responded to a member of the public who had raised a question about the Police's capacity to respond to human trafficking (especially involving children): the scale of this problem in Surrey is unknown, but he is pursuing the matter at a regional level.

The Chairman thanked Mr Hurley for his contribution.

66/13 ANNUAL REVIEW OF ON-STREET PARKING IN WAVERLEY [Item 8]

Consideration of proposals for Farnham Central was completed before Item 7.

The following locations were discussed (plan reference in brackets):

Farnham Central

Guildford Road (24015, 24016) It was noted that consideration would need to be given to mitigating possible displacement.

Station Hill (24025) The location is noted for poor air quality and the proposals have been designed to alleviate congestion in the vicinity of the level crossing and to improve movement.

Weydon Lane (24032) It was recognised that there are opposing views in the community on these proposals which are best assessed through statutory consultation.

Farnham North

Upper Hale Road area (24127) It was hoped that, subject to satisfactory enforcement, concerns about parking adjacent to the school and children's centre would be addressed through the proposals. Officers agreed to review the possibility of advertising additional restrictions on the corners at the junction of Spring Lane with Folly Lane North.

Farnham South

Lancaster Avenue/Little Austins Road/Mavins Road area (24121, 24130) The complexity of this area and the pressures of commuter parking were noted, along with a recognition that there are concerns about consequential displacement into adjacent roads. It was felt that Lancaster Avenue needs to be included in an area solution and Mr D Munro, as local County Councillor, requested that the proposals return to the Local Committee for decision after statutory consultation.

Frensham Road j/w Gold Hill (Private) (24039) Local members expressed some concerns about the impact of the proposed measures on the viability of the local shops.

Godalming North

Town End Street, Latimer Road, Carlos Street, Croft Road, Upper Queen Street and South Street (24075, 24076) Mr S Cosser, as local County Councillor, reported that residents and businesses had been given the opportunity to develop their own proposals and their representatives, invited to address the Committee, were satisfied with the extent to which these had been reflected in the published plans. Mr P Martin, however, expressed serious concerns that users other than residents, e.g. town centre workers, would be excluded and that displacement elsewhere would lead to the extension of restrictions into adjacent roads in subsequent reviews. He felt that a piecemeal approach was inappropriate and requested that his vote against the proposals be recorded.

Mint Street and Station Road (24077) It was suggested that careful implementation would be necessary in view of the proposed changes to established parking arrangements.

Catteshall Lane j/w Langham Close (no plan) Officers undertook to advertise restrictions at this location.

Godalming South, Milford and Witley

Portsmouth Road, Milford (24067) While members wished to improve sight lines at this location it was noted that some opposition would be revealed in the consultation process. It was pointed out that current discussions about traffic mitigation measures for the Upper Tuesley development may have some impact on the parking proposals and officers were asked to make contact with Waverley Borough Council Planning colleagues to explore the implications and any funding which might be released by the development.

Brook Road, Wormley (24135) Officers undertook to include in the statutory consultation additional restrictions on the north side of the junction with Bridewell Close.

Waverley Western Villages

Thursley Road, Elstead (24142) Officers agreed to add additional restrictions at the eastern side of the Green to the statutory consultation. There was some discussion about further restrictions on the western side, but it was felt that this may have an adverse impact on the adjacent businesses and that it was not appropriate to develop detailed proposals at this stage.

Tower Road, Hindhead (24137) At the junction with Moorlands Close, officers agreed to amend the proposals by replacing the existing single white line with a double yellow line and extending the restriction to cover one additional dwelling on the south side.

Waverley Eastern Villages

The Street, Womersley (24134) It was noted that the proposed double yellow lines around the Pepperpot may not be supported in consultation.

Eastwood Road j/w Riverside Drive, Bramley (24115) It was noted that the proposed restrictions may not be supported in consultation.

Horsham Road, Bramley (24096) It was felt that the proposals to extend existing restrictions to cover access to the premises of Robertson & Sons and to introduce a single yellow line outside these premises were premature and officers agreed to withdraw this part of the proposal. It was noted that the correct location is "High Street".

Haslemere

In relation to Haslemere generally Mrs N Barton felt that the recently introduced arrangements had settled down, albeit with some displacement. The town faces some possible changes in the light of the forthcoming public inquiry on the Wey Hill car park and continuing discussions about a Multi-Storey Car Park at the station.

Derby Road and Church Road (24050) Mr D Boyd thanked officers for their response to his public question in which they undertook to include the following in the statutory consultation:

- Derby Road: Extend the proposed double yellow lines on the south side by Church Road further westwards so that they are in line with the proposed double yellow lines on the north side.
- Church Road: Extend the existing double yellow lines by Derby Road further southwards to improve safety and sight lines on the junction.

Courts Hill Road (24058.24117) Officers amended the published proposal: the proposed double yellow line shown opposite number 15 would be moved in its entirety so that it is opposite the driveways to numbers 15 and 17. Mr D Pope, in a supplementary question to a response provided to Ms J Godden and speaking on behalf of supporters of the existing restrictions in Courts Hill Road (West), asked the Committee to bear in mind residents' concerns about the arrangements relating to Haughton House and to be aware that the matter is contentious locally. The Chairman agreed that, following statutory consultation, a decision on Courts Hill Road would be made by the full Committee.

Lion Lane (24049, 24051) Officers tabled an addition to the published text: "In addition, extend the existing double yellow lines north of the entrance to the Co-operative store and revoke part of the parking bay by the same length in order to improve sight lines and access, particularly for large delivery vehicles."

Cranleigh and Ewhurst

Mr A Young thanked officers for their work and drew attention to the wider parking situation in Cranleigh and the comprehensive review undertaken; he hoped that arrangements could be put in place to introduce alternative

payment options for users of the Waverley Borough Council off-street car parks.

The Common i/w Horseshoe Lane, Cranleigh (24141) Officers agreed to include additional restrictions along the northern side of Horseshoe Lane subject to their having agreed feasibility with the local County Councillor.

Officers estimated that advertisement of the proposals contained in the review would take place in late February or March 2014 and pointed out that referral of schemes to the full Committee for decision would delay implementation. However, an additional resolution (contained in (vi) below) was proposed by Mr D Munro, seconded by Mr A Young and accepted by the Committee. The recommendations were put to the Committee ((i) amended to reflect adjustments made at the meeting) and agreed; Mr P Martin's opposition to the proposals for Town End Street, Latimer Road, Carlos Street, Croft Road, Upper Queen Street and South Street (Godalming) was recorded.

The Chairman requested an update on progress at the next meeting of the Committee on 21 March 2014.

Resolved to agree that:

- (i) The proposed amendments to on-street parking restrictions in Waverley as described in the report, shown in detail on drawings in Annex A of the report and adjusted in certain locations at the meeting (see below), are agreed as a basis for statutory consultation..
- (ii) 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. An additional member may be invited for comment.
- (iii) It allocates funding as detailed in paragraph 5.1 of this report to proceed with the introduction of the parking amendments.
- (iv) 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 Waverley as shown on the drawings in Annex A (and subsequently modified by (ii)) is advertised and that if no objections are maintained, the orders are made.
- (v) 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.
- (vi) The Parking Strategy and Implementation Team Manager be authorised to agree with the Chairman of the committee a process for deciding which of those proposals considered under the arrangements described in (v) above should return to this committee for final decision, bearing in mind the committee's wish not to delay the overall programme.

Adjustments agreed at the meeting

Section	Plan	Location	Amendment
3.2	24127	Spring Lane j/w Folly Lane North, Upper Hale	Officers to re-assess the implementation of restrictions at the junction and advertise if appropriate.
3.4		Catteshall Lane j/w Langham Close, Godalming	Include restrictions at this junction in statutory consultation.
3.5	24067	Portsmouth Road, Milford	Officers were requested to discuss with Waverley Borough Council Planning Officers the implications of the proposed traffic mitigation measures for the Upper Tuesley development and consider any related funding available.
3.5	24135	Brook Road j/w Bridewell Close, Wormley	Include restrictions on north side of this junction in statutory consultation.
3.6	24142	Thursley Road, Elstead	Include additional restrictions on eastern side of the Green in statutory consultation.
3.6	24137	Tower Road j/w Moorlands Close, Hindhead	Replace existing single white line with double yellow line and extend to cover one additional dwelling on the south side.
3.7	24096	High Street, Bramley	Withdraw the proposal to extend existing restrictions to cover access to the premises of Robertson & Sons and withdraw the proposal to introduce a single yellow line outside Robertson & Sons.
3.8	24050	Derby Road, Haslemere	Extend the proposed double yellow lines on the south side by Church Road further westwards so that they are in line with the proposed double yellow lines on the north side.
3.8	24050	Church Road, Haslemere	Extend the existing double yellow lines by Derby Road further southwards to improve safety and sight lines on the junction.

3.8	24058/24117	Courts Hill Road, Haslemere	The proposed double yellow line shown opposite number 15 be moved in its entirety so that it is opposite the driveways to numbers 15 and 17.
3.8	24049/24051	Lion Lane, Haslemere	Add to text: "In addition, extend the existing double yellow lines north of the entrance to the Co-operative store and revoke part of the parking bay by the same length in order to improve sight lines and access, particularly for large delivery vehicles."
3.9	24141	Horseshoe Lane, Cranleigh	Include additional restrictions along the northern side of Horseshoe Lane subject to officers having agreed feasibility with the local County Councillor.

Reason

It was recommended that the waiting restrictions are implemented as detailed in Annex A of the report. They will make a positive impact towards:-

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

[The following members left the meeting during this item: Mr R Knowles, Mr B Ellis, Mrs V Young, Mrs N Barton, Mr B Morgan, Mr B Adams.]

67/13 RESPONSE TO PETITION: A287 FRENHAM [Item 10]

This item was taken before Item 9 on the published agenda.

Mr D Jones, presenter of the original petition, was invited by the Chairman to respond: he welcomed the officers' proposal and commended the scheme to the Committee.

Resolved to:

- (i) Note the proposed response to the petition.
- (ii) Consider inclusion of the proposed scheme in the programme set out in

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Item 1 on the agenda.

Reason

The Committee is required to respond to petitions presented.

68/13 UPDATE ON HIGHWAY IMPROVEMENT PROGRAMME 2013-14 [Item 9]

The proposal relating to the A281 in Bramley was welcomed. Mr M Byham will discuss the precise location of the northern terminal signage with officers.

Resolved to:

- (i) Note progress.
- (ii) Agree to extend the 30mph speed limit on the A281 Horsham Road at Bramley by approximately 130 metres to the north of the village.

Reason

Bramley Parish Council had requested extending the 30mph limit through the village both north and south along the A281 (see the report presented to the 20 September 2013 meeting of the Committee at Item 12). Highways officers and the Police have agreed it would be appropriate to extend the limit to the north only, but by a considerably lesser distance than originally requested by the Parish Council.

69/13 HIGHWAYS BUDGETS FOR 2014-15 [Item 11]

The Committee debated the proposed funding arrangements for the Lengthsman scheme. While recognising the success of the scheme in some parishes, a number of members were concerned about a lack of equity across the borough, in that residents in areas whose town/parish councils had opted not to apply to participate, were disadvantaged. These members would prefer an alternative arrangement in which the budget is made available on a divisional basis for members to allocate for additional work as appropriate. There was an opposing view, however, that rural parishes benefited from the existing form of the scheme and that the process need not be onerous. It was noted that the matter would return to the next meeting for a formal decision on allocations for 2014-15 and the Chairman undertook to consider the comments made.

Following the decision made in Item 10, Mr D Harmer proposed an amendment to recommendation (i) to enable the proposed 40mph limit on the A287 between Gong Hill Drive and Fifield Lane, Frensham to be added to the programme, funding to be allocated as follows: £8000 of the costs to be found from the Waverley Western Villages drainage budget and the residue from the unallocated sum. The amendment was seconded by the Chairman and agreed by the Committee.

Mr S Cosser requested that his opposition to resolution (ii) be recorded.

Resolved to:

- (i) Agree that the improvement (ITS) schemes described in this report form the Waverley LTP programme for 2014/15, with Maintenance Capital and Revenue funding reserved to implement the programme, also that the implementation of a 40mph speed limit on the A287 between Gong Hill Drive and Fifield Lane, Frensham (as agreed at Item 10) be added to the programme, £8000 of the costs to be found from the Waverley Western Villages drainage budget and the residue from the unallocated sum.
- (ii) Agree allocations to the Lengthsman scheme and other revenue and capital headings as described at 1.3 of this report.
- (iii) Authorise the Area Highway Manager (AHM) to progress the schemes included in the programme in consultation with local elected members and associated task groups.
- (iv) Subject to approval of recommendations (i) and (ii) authorise the AHM to consider and determine any objections submitted following the statutory advertisement of the traffic orders and notices associated with the programme of schemes, in consultation with the Chairman and/or Vice-Chairman of the Local Committee and relevant local councillors.
- (v) Delegate authority to the AHM in consultation with the Chairman and Vice-Chairman and locally affected Members to amend budgets throughout the year if required to ensure the budget is allocated in a timely manner.
- (vi) Agree that Community Enhancement Fund is devolved to each County Councillor based on an equal allocation of £5,000 per division

Reason

The committee was asked to agree 2014/15 allocations at this stage so that scheme design can start at the earliest opportunity, increasing confidence in delivery.

[Ms J Potts, Mr D Munro, Mr A Young and Mr M Byham left the meeting.]

70/13 WITLEY AREA: SPEED LIMIT ASSESSMENTS [Item 12]

On the recommendation of the relevant local councillors, the Committee agreed on options presented in the report as set out below.

Resolved to agree:

- (i) **A283 Petworth Road**, Witley (between Chichester Hall and Witley Court): to retain the existing 40mph speed limit.
- (ii) **C31 Brook Road** Wormley (entire length between the A283 Petworth Road and the A286 Haslemere Road): to introduce a 40mph limit

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between the A283 Petworth Road and Church Lane, the 'Preferred Limit' according to policy; to introduce a 30mph limit between the junction with Church Lane and the junction with the A286 Haslemere Road; to introduce a 30mph limit in the D151 Church Lane between the junction with Brook Road and the A286 Haslemere Road.

- (iii) **C31 Combe Lane**, Wormley (between the A283 Petworth Road and a point just south of Coopers Place): to introduce a 40mph limit, the 'Preferred Limit' according to policy; the same 40mph limit should be introduced in New Road, which is currently 60mph.
- (iv) **C32 Station Lane**, Milford (entire length): reduce the speed limit from 60mph to 40mph.
- (v) That where recommendations are to change the speed limit to give authority to advertise a notice in accordance with the Traffic Regulation Act 1984 the effects of which will be to implement the proposed speed limit changes and revoke any existing traffic orders necessary to implement the changes subject to no objections being maintained the Order be made.
- (vi) That authorisation is given to the Area Team Manager in consultation with the Chairman of the Local Committee and Local Member resolve any objections received in connection with the proposals.
- (vii) Where recommendations are that the speed limit should remain, that no further action is necessary.

Reason

Recommendations were made based upon existing policy, in consultation with Surrey Police.

71/13 RESULT OF CONSULTATION ON SURREY CYCLING STRATEGY [Item 13]

The intention to disaggregate the responses to borough level was welcomed. Members shared a concern that the proposal that local committees should oversee the development of local cycling plans may create public expectations that could not be met. There was interest in having oversight of events and an input into proposals for cycle routes, but also a recognition that resources for cycling would need to be balanced by the other highways priorities assessed by the Committee. It was noted that a programme of developed schemes may put the council in a stronger position in applications for government funding. It was agreed that local task groups should consider cycling proposals. Members were reminded that there is an active Cycle Forum in Waverley.

Resolved to note the consultation response and proposed Cycling Strategy.

Reason

The Surrey Cycling Strategy has been developed following extensive consultation. The Surrey County Council Cabinet will consider the strategy on 17 December 2013.

72/13 IMPLEMENTATION OF SOUTH EAST PERMIT SCHEME FOR WORK ON THE HIGHWAY [Item 14]

The Committee noted updated data from the scheme which covered the additional period since preparation of the report: this was proportional in scale to that published. It was reported that approximately 50% of Fixed Penalty Notices issued to contractors in the first month of operation were issued for not displaying the required information on site. It is possible that the number of notices issued at this stage may reflect initial unfamiliarity with the scheme's requirements.

Officers undertook to review the accuracy of the periodic list of highway works issued to County Councillors and to consider the wider context of applications received, e.g. the potential impact on businesses at particular times.

The Chairman thanked the officers involved with implementing the scheme.

Resolved to note the contents of the report.

Reason

The report was for information only.

73/13 LOCAL COMMITTEE FORWARD PROGRAMME [Item 15]

Resolved to agree the Forward Programme, as outlined in Annex 1 of the report.

Reason

Members were asked to comment on the Forward Programme so that officers can publicise the meetings and prepare the necessary reports.

Meeting ended at: 5.15 pm

Chairman

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)

DATE: 21 MARCH 2014

LEAD OFFICER: LEAH O'DONOVAN, PROJECT OFFICER – DEMENTIA

SUBJECT: DEMENTIA FRIENDLY SURREY

DIVISION: ALL WAVERLEY DIVISIONS



SUMMARY OF ISSUE:
This report updates the Committee on the work of Dementia Friendly Surrey.
RECOMMENDATIONS:
<p>The Local Committee (Waverley) is asked to note:</p> <ul style="list-style-type: none"> (i) The progress of the Dementia Friendly Surrey project; (ii) The particular work being done to make Waverley more dementia-friendly; and (iii) The suggestion that the Committee either appoint one Dementia Friendly Surrey Champion or the whole Committee becomes a collective Champion.
REASONS FOR RECOMMENDATIONS:
Local Committees and Members are very well-placed to help carry on the work of Dementia Friendly Surrey, making our communities better places to live for people with dementia, their family and carers.

1. INTRODUCTION AND BACKGROUND:
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1.1 Dementia is the umbrella term for a set of symptoms that may include memory loss and difficulties with thinking, problem-solving or language. There are many types of dementia, the most common of which is Alzheimer's Disease. Attached at **Annex 1** is a factsheet on the different types of dementia.

1.2 Dementia Friendly Surrey is a partnership between Surrey County Council and three GP Clinical Commissioning Groups (CCGs), including Guildford and Waverley. The project has an overall budget of £464,000 and uses this to work towards a more dementia-friendly future. It is part of the wider Ageing

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Well programme and is an example of Family, Friends and Community Support in practice.

2. ANALYSIS:

- 2.1 There are an estimated 15,500 people aged 65 and over living with dementia in Surrey and this is expected to rise to 19,000 by 2020, which is an increase of almost 23%. There are also approximately 300 people under the age of 65 (known as young onset) living with dementia in Surrey.
- 2.2 In Waverley, it is estimated that 1,895 people aged 65 and over are living with dementia. This is expected to rise to 2,396 by 2020, which is an increase of more than 26%.
- 2.3 National research suggests that two-thirds of people with dementia live in the community, with only one-third in care homes. In a 2012 national survey by the Alzheimer's Society, 61% of respondents said they felt that their community does not understand how to help them live well and 41% felt they do not have a voice in their community.

3. PROGRESS TO DATE:

- 3.1 The project has six key areas of work, progress on which is covered in the sections below:
- a. Dementia Friendly Surrey Champions
 - b. Recognition symbol
 - c. Dementia awareness training offer
 - d. Innovation Fund
 - e. Public awareness campaign
 - f. Peer support and carers needs

4. CHAMPIONS

What we set out to achieve

- 4.1 We set out to build a pool of individual and organisational Dementia Friendly Surrey Champions who are supported to become more dementia friendly and act as advocates in their local community. A target was set for a total of 120 Champions across Surrey.

What we have achieved

- 4.2 A Champion certificate and pack has been designed and is issued to all new Champions. This pack and the Dementia Friendly Surrey website provide useful resources such as awareness raising materials, to help Champions take action.

4.3 We have exceeded the target and there are now 125 Champions (84 groups, services or organisations and 41 individuals) across Surrey including: Councillors, Surrey Fire and Rescue service, Surrey Library service, Trading Standards, care homes and domiciliary care services, District and Borough Councils, pharmacies, dental practices, GP practices, legal and financial services, leisure providers, small businesses and voluntary sector organisations.

4.4 In Waverley, there are 15 Champions (two individuals, 13 organisations). These include local Councillors Steve Cosser and David Munro, Farnham Maltings, the Farnham, Godalming and Herons Leisure Centres, Busbridge and Hambledon Church, home care agencies, care homes and Waverley Borough Council.

4.5 Waverley Champions are taking action in a variety of ways, including:

- a. Delivering dementia awareness workshops to people in the Farnham area;
- b. Working with Dementia Friendly Surrey to deliver public awareness events, including the recent Dementia Friendly Guildford week;
- c. Committing to train their staff and volunteers through the training programme offered by Dementia Friendly Surrey; and
- d. Establishing new support groups and improving befriending and other community services to ensure they're dementia-friendly.

Next steps

4.6 We will organise a celebratory event for Champions to showcase their work and form links with each other.

4.7 We will continue to recruit Champions and support them to take action. This will be supported by Adult Social Care Commissioning and aligned to Ageing Well and the Local DLIGs, and overseen by the Dementia Friendly Surrey Steering Group.

4.8 Champions will play a key role in taking forward dementia friendly communities work in their local area beyond the lifetime of the project. We are looking at how the Champions, and any local alliances they wish to form, can be aligned with their local DLIG.

5. RECOGNITION SYMBOL

What we set out to achieve

5.1 We also set out to develop a kite mark to demonstrate to the public which organisations and services in Surrey are dementia friendly.

What we have achieved

5.2 We have been guided by national developments and guidance around dementia friendly communities work and adopted the national recognition symbol issued by the Alzheimer's Society. The symbol can be placed in

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retailer's windows or on websites and demonstrates that an organisation is working towards becoming more dementia friendly. Dementia Friendly Surrey registered as an early adopter of the symbol and has permission to issue the symbol to Champion organisations across Surrey.



Figure 1 Dementia Friendly Recognition Symbol

Next steps

5.3 This scheme is not an accreditation and no formal assessment is made of the organisations that adopt the symbol. However, a yearly self-assessment is required to demonstrate progress towards becoming a dementia friendly County and Champions will be asked to provide updates on what action they have taken. The first self-assessment will be in summer 2014 and will be undertaken by Adult Social Care Commissioning, and overseen by the Dementia Friendly Surrey Steering Group.

6. DEMENTIA AWARENESS TRAINING OFFER

What we set out to achieve

6.1 A need was identified for dementia training across whole communities, particularly for staff and volunteers in customer facing roles. We set out to establish a menu of training options to flexibly meet the needs of a range of groups and organisations with a target of at least 50 different organisations taking up this training.

What we have achieved

6.2 Following a competitive tendering process, The Dementia Training Company Ltd has been commissioned to provide training throughout 2014. Three training formats have been developed and courses are offered free of charge:

- a. Cascade courses which bring together representatives from across sectors. These courses give delegates knowledge and resources to share their learning with others in their group or organisation.
- b. Tailored short courses for specific organisations or groups of organisations from the same sector.
- c. A self-study pack.

6.3 Across Surrey over 100 services or organisations have expressed interest in receiving training. Cascade courses have been established in Surrey Heath, Woking, Runnymede and Elmbridge and courses will be scheduled in the remaining Districts and Boroughs. Five short courses have been scheduled for specific organisations, including GP practices.

6.4 In Waverley, DC Leisure runs the leisure centres. The company has committed to training staff in these centres and two short courses were delivered in January. Learners completed a self-assessment quiz pre and post course and comparison shows that knowledge and confidence more than doubled. Course evaluations show that participants valued the opportunity to learn how dementia may affect their customers and reflect on how they can support those customers in real life situations.

6.5 Farnham Maltings held a short course on 3 March and is in talks with the training administration team to host the borough's cascade course in April.

6.6 Cranleigh Medical Practice will be running a short course at the end of April.

Next steps

6.7 Further work is needed to encourage businesses to commit to train staff. We will continue to promote training through business forums and make contact with head offices as appropriate. We will write to top employers to encourage them to take up this training offer.

6.8 Administrative support for cascade courses will be provided by the Shared Services Centre Training Administration Team and administration of short courses and self-study packs will be undertaken by Adult Social Care Commissioning.

6.9 We are working with the Dementia Training Consortium and colleagues from the Surrey County Council HR and Organisational Development service to look at how The Surrey Skills Academy, an online platform from which to deliver training, could support this training beyond 2014.

7. INNOVATION FUND

What we set out to achieve

7.1 We set out to support communities to promote social inclusion and improve the quality of life of people with dementia and their carers by establishing an Innovation Fund of £50,000.

What we achieved

7.2 The Innovation Fund was launched in June 2013 and the total pot of funding was increased to £55,000. Community groups and organisations were given the opportunity to bid for up to £5000 and £5000 was ring-fenced for projects with Black and Minority Ethnic populations.

7.3 The fund had 64 applications totalling almost £250,000. From the 64 applications, 14 projects were awarded funding across Surrey. These range from befriending services and peer support groups to awareness raising campaigns. A briefing has been circulated to Members previously to make them aware of projects funded in their area.

7.4 In Waverley, there were four successful Innovation Fund bids:

Age UK Guildford and	Care for a cuppa?	The aim is twofold; to provide activity sessions for older people with early
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Waverley		stages of dementia whilst enabling carers to attend support and information meetings at the same venue. In addition we will be giving dementia awareness training to our 200 home helpers and our volunteers.
Carers at Home Waverley	Dementia carers support group	The aim is to give carers of those living with Dementia/Alzheimer's somewhere to go with their loved ones at no cost to themselves. Once there to have someone watch over and stimulate their loved ones while they receive a welcome break and can socialise with other carers.
Farnham Maltings	Mindful Maltings	The Mind Full project aims to make a shift in the culture and thinking of Farnham Maltings so that it is informed by and responds to the needs of people with dementia and their carers. Through a programme of training, adjustments and activities the project will establish the venue as a welcoming, safe and responsive set of spaces long past the initial investment.
Two Counties Care Ltd	Farnham Alzheimer's Cafe	<ul style="list-style-type: none"> • To establish an Alzheimers Cafe in the Farnham Maltings, where our visitors can also be introduced to the wide variety of arts & craft activities on offer at the Maltings which may be of interest to them. • The café will operate on one evening per month, be run by volunteers and be based on the Bere Miesen model, for which we have been formally trained by Dr. Gemma Jones.

7.5 Following on from the Innovation Fund, Guildford & Waverley CCG has used their remaining funding from the countywide project to fund additional local projects aimed at making Guildford and Waverley more dementia-friendly. The following bids will be based in the Waverley area:

Alzheimer's Society	Peer support group for people diagnosed with early onset dementia and their carers	The aim is to provide the opportunity for learning with and from peers, in a safe and non-clinical environment where people with dementia and their carer's can share the experience of living with dementia whilst socially integrating within their
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		<p>community.</p> <p>The aim is to meet on a monthly basis in designated local pubs, run by volunteers and supported by a dementia navigator. We also aim to offer other professionals a platform from which to discuss topical issues relevant to the younger person</p>
Busbridge & Hambledon Church	Befriending support programme for people with Dementia	<p>The Church will develop its befriender scheme to include those with the early and advanced stages of Dementia, with trained volunteers and a befriender coordinator ensuring the scheme is available to all in the community.</p> <p>Utilising the Church's Prime Time activities for older people and young people they will look to expand the network to bring people with dementia and their carers/family together to offer support and kindness</p>
Surrey Arts	Carers Choir	Inspired by Gareth Malone's 'Military Wives' Choir this project aspires to create a carers choir in every borough and district across Surrey and bring them together for a performance opportunity at a celebratory concert to mark the 800th Magna Carta anniversary in 2015.
Waverley Borough Council	Dementia Diaries iPods project	The aim is to undertake a project based on creating better interaction and awareness between primary school children and those faced with dementia. The project seeks to use a number of innovative and interesting ways to engage children and older adults, involving; music, reminiscence, art, storytelling and interviewing. Educating children at an early age about dementia will increase confidence and insight into a condition increasing affecting communities in the UK.
Surrey Association of Visually Impaired (SAVI)	Dementia and Visual Impairment – the Link Training Course	To develop a new course which will highlight the many links between Dementia and Visual Impairment. To deliver this course free of charge to

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		care and health providers across Guildford and Waverley enabling them to understand the links and provide them with information and skills on how to recognise and support clients who have both conditions.
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Next steps

7.6 Projects are required to provide a progress report by April 2014 and a final evaluation report by April 2015. Key learning points from projects will be shared with partners through Dementia Local Implementation Groups (DLIGs), the Dementia Partnership Board and other networks.

7.7 Guildford & Waverley CCG will also monitor the local projects they have funded.

8. PUBLIC AWARENESS CAMPAIGN

What we set out to achieve

8.1 The 2012 dementia awareness survey and subsequent engagement with people with dementia and their carers as part of Dementia Friendly Surrey indicated a need to improve public understanding of dementia. We set out to develop and deliver a high impact public awareness campaign to challenge the myths surrounding dementia.

8.2 The campaign was launched in September 2013 and a range of channels were used to reach the widest possible audience. These included: magazine advertorials; social media; local radio; bus and train panel advertising; local events; and distribution of over 70,000 myth busting flyers to key public places such as libraries and GP practices. People with dementia, carers and Champions shared their stories and experiences with Eagle Radio and the podcasts can be found at <http://www.964eagle.co.uk/newsextra/dementiamonth.php>. As well as concentrated activity during September there are ongoing aspects to the campaign including:

- a. Champions and others continue to run their own events using materials available on the Dementia Friendly Surrey website at www.dementiafriendlysurrey.org.uk. The Alzheimer's Society is putting on three events across Waverley with the Health Secretary and local MP, Jeremy Hunt. Two have already been held in Haslemere and Godalming. The third one is planned for Farnham in April.
- b. The Dementia Friendly Surrey team attend public events and meetings of community groups, such as the Cranleigh Rotary Club, and business networks, such as the Farnham Chamber of Commerce.
- c. To help young people to understand dementia, copies of an informative and easy to read book called The Dementia Diaries have

www.surreycc.gov.uk/waverley

been circulated to junior, primary, secondary and independent schools across Surrey, with a letter explaining how the book can be used. The book has also been distributed to 35 libraries. As mentioned above, Waverley Borough Council has been funded by the CCG to use the books on a project to improve awareness of dementia amongst primary school pupils. Students will interview local residents with dementia to learn about what music they like to listen to. They will then research this music and load it on to iPods purchased for the project for use by local care homes or day centres, using age-appropriate headphones.

8.3 Independent evaluation showed that the campaign had a high impact on those who had seen it. In eight towns across Surrey, 300 members of the public were interviewed and key findings include:

- a. 94% of those who had seen the campaign claimed it had changed their perceptions or increased their understanding of dementia.
- b. Campaign awareness was higher in those aged 50 and over.
- c. People thought the campaign was empathetic (90%), informative (almost 90%), educational (almost 80%) and thought provoking (65%).

Next steps

8.4 Evaluation suggests that further campaign activity is needed to reach more people and that this should continue to focus on challenging the myths surrounding dementia. A radio and social media campaign will be launched in February 2014. Future activity could also focus on increasing awareness of local services and support. We are currently strengthening the link between the Dementia Friendly Surrey web pages and dementia services on Surrey Information Point.

8.5 In Waverley, there are discussions with Champions on putting on a concert in the Farnham area at the Maltings. This would be for people with dementia and their carers.

9. PEER SUPPORT AND CARERS NEEDS

What we set out to achieve

9.1 We set out to address the gaps in carers support and peer support provision which were highlighted through engagement with people with dementia and carers.

What we have achieved

9.2 A mapping exercise of peer support provision across the county has identified the gaps and enabled us to focus efforts to fill these.

9.3 A number of new peer support groups have been funded through the Innovation Fund, particularly in the Waverley area. We are also working with some District and Borough Councils to encourage them to use Personalisation, Prevention and Partnership (PPP) funds to establish groups.

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9.4 A simple guide to setting up peer support clubs has been produced by the Runnymede Dementia Carers Support Group and this is being widely promoted to help people establish their own groups. Written by someone who set up her own group, it offers practical advice to anyone wanting to start a group.

Next steps

9.5 Commissioners of services for carers and services for people with dementia are discussing ways to address the specific needs of this group of carers and a presentation has been made to the Carers Commissioning Group.

10. WITHIN SURREY COUNTY COUNCIL

10.1 Surrey County Council is a member of the Dementia Action Alliance which is a coming together of over 900 organisations to deliver the National Dementia Declaration, a set of seven outcomes informed by people with dementia and their carers. The Council's action plan, against which regular progress updates are made, can be found in **Annex 2**.

10.2 A presentation was given to the HR Senior Leadership Network in late 2013 and subsequently a guide to becoming a dementia friendly employer has been circulated to this network.

10.3 Dementia Friendly Surrey is working with the Library service, Facilities teams and Trading Standards to up-skill staff who may be working with people with dementia. Surrey Fire and Rescue Service are also rolling out their own programme of dementia awareness training.

11. LEGACY AND SUSTAINABILITY

Local structures

11.1 Governance of Dementia Friendly Surrey is provided by a cross-sector Steering Group. The group will continue to meet beyond the initial one year funded project to oversee ongoing work strands including the training programme, progress of the Innovation Fund projects, recognition scheme and project evaluation.

11.2 The Steering Group is focusing on identifying the local structures necessary to maintain a sustainable dementia friendly community and the role of existing networks such as the Dementia Partnership Board, Dementia Local Implementation Groups (DLIGs), Ageing Well Steering Group, Older People's Forums, Wellbeing Centre partnerships, and a growing pool of Champions.

Giving people with dementia and carers a stronger voice

11.3 People living with dementia and their carers have contributed to the public awareness campaign, spoken at meetings and events, and helped to evaluate Innovation Fund applications and training provider bids. Strengthening the voice of people with dementia and carers in local decision making is a central aspect of the Dementia Friendly Surrey vision. The

Steering Group is exploring the options to achieve this and a paper will be taken to the Dementia Partnership Board in due course.

12. EVALUATION

- 12.1 Working to become dementia friendly is a journey and the evaluation will take place for a period of one year from March 2014 in order to reflect this. This will be undertaken by Adult Social Care Commissioning and overseen by the Dementia Friendly Surrey Steering Group. Evaluation will capture progress against targets for Champions and training, highlight examples of good practice from the pool of Champions, measure quantitative changes in outcomes such as diagnosis and service use, and explore changes in the experience that people with dementia and their families have of their community. See **Annex 3** for the draft evaluation plan.

13. CONSULTATIONS:

- 13.1 In 2012, Surrey County Council and NHS Surrey commissioned a dementia awareness survey of Surrey residents. Of the 2,306 25% believed that once you have a diagnosis of dementia there is little that can be done to help you and a further 25% believed that it is not possible to live a full and active life with a diagnosis of dementia. However, research suggests that it is often the attitudes and reactions of others, or fear of negative reactions, which lead to the person with dementia becoming isolated from the community and ceasing to be a part of the networks, groups and clubs they previously belonged to.

- a. In Surrey, people living with dementia and their carers have told us that a dementia friendly community is one that enables them to:
- b. Carry on doing the things they have always done: "...a bit more help in shops with choosing items."
- c. Find their way around and feel safe: "...I think that signposts could be placed at a low level too with larger lettering."
- d. Keep in touch with people and feel that they belong in their community: "...it would be good if there were more support groups that we could attend together."

- 13.2 The content and future legacy proposal for dementia friendly Surrey was shared with the dementia friendly Surrey steering group in December. The report has also been shared with colleagues from ageing well who sponsored this project and the dementia training partnership forum.

14. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 14.1 The project had a budget of £464,000. This has been spent in the financial year, with the exception of around £120,000 which is being rolled over to continue the training programme.
- 14.2 Monitoring of the Innovation Fund projects will continue throughout 2014/15 to ensure they are delivering on their objectives.

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14.3 The training provider will have regular quality assurance meetings with the project team throughout 2014.

14.4 The Steering Group will continue to monitor spend throughout 2014.

15. EQUALITIES AND DIVERSITY IMPLICATIONS:

15.1 An Equalities Impact Assessment has been completed as part of the project. The Department Equalities Group is currently reviewing the EIA and it is hoped that it will be approved by the end of March.

16. LOCALISM:

16.1 The Dementia Friendly Surrey project has benefits for all communities in Waverley. These include:

- a. Supporting people to live independently and safely at home resulting in reduction in avoidable admissions and less time needed in residential or hospital care.
- b. Greater awareness - supporting increase in presentation to primary care and diagnosis rate.
- c. Reduced social isolation and improved wellbeing of the person with dementia and carers.
- d. Benefits for the wider community including older people, families with children, people with other disabilities.

16.2 The local Innovation Fund bids and CCG-funded projects will especially benefit local people with dementia and their carers by providing much-needed activities and peer support groups.

16.3 Herons, Godalming and Cranleigh leisure centres are now better equipped to provide good customer service to people with dementia and their carers. Once the cascade course is set up for Waverley borough, this will be promoted widely among businesses and organisations, adding to the number of shops able to support people with dementia in their daily living.

17. OTHER IMPLICATIONS:

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

17.1 Crime and Disorder implications

- a. Contact between the police and people with dementia is most likely to happen in a crisis situation. Response teams and neighbourhood teams may interact with individuals on a regular basis. Dementia Friendly Surrey will work with Surrey Police to ensure their staff are appropriately trained.

17.2 Safeguarding responsibilities for vulnerable children and adults implications

- a. Safeguarding responsibilities will not be affected but we anticipate that improved awareness of dementia within communities will result in increased signposting to services and reporting of safeguarding issues.

17.3 Public Health implications

- a. The campaign has, and will continue to, increase awareness of the role of healthy lifestyle in reducing dementia risk. It is anticipated that increased awareness will also result in more people receiving an early diagnosis and accessing appropriate support.

18. CONCLUSION AND RECOMMENDATIONS:

- 18.1 Nurturing dementia-friendly communities requires the commitment and action of whole communities.
- 18.2 The Local Committee is ideally positioned to motivate the public, community groups, businesses and other organisations to identify the steps they can take. It is therefore recommended that the Committee either appoints one member to be a Dementia Friendly Surrey Champion or collectively becomes a Champion and formally endorses the project.
- 18.3 The Committee can also consider using its allowance to support local services, activities and groups for people with dementia and their carers.

19. WHAT HAPPENS NEXT:

- 19.1 Upon agreement that the Committee will become a Champion:
 - a. Dementia Friendly Surrey can arrange a dementia information session for Committee members;
 - b. At this session, the Dementia Friendly Surrey team can help the Committee finalise what actions they will take as a Champion; and
 - c. The Committee would then complete the Champion commitment and begin implementing actions. The commitment form is attached at **Annex 4** for information.

Contact Officer:

Leah O'Donovan, Project Officer – Dementia, 020 8541 7030

Consulted:

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We have consulted a range of stakeholders on the subject of Dementia Friendly Communities including: people with dementia and their carers, stakeholders from the public, private and voluntary sector, SCC and Waverley Borough Council Officers.

Annexes:

- Annex 1 What is dementia? Factsheet
- Annex 2 Dementia Action Alliance action plan
- Annex 3 Draft evaluation plan
- Annex 4 Champion commitment forms

Sources/background papers:

- Alzheimer's Society (2012) 'Dementia 2012: a national challenge'. Available at: http://www.alzheimers.org.uk/site/scripts/download_info.php?fileID=1389
 - Alzheimer's Society (2013) 'Dementia 2013: The hidden voice of loneliness'. Available at: http://www.alzheimers.org.uk/site/scripts/download_info.php?fileID=1677
 - The full summary of feedback from people with dementia and carers can be found at www.dementiafriendlysurrey.org.uk
 - Ageing well in Surrey. Visit: <http://www.surreycc.gov.uk/social-care-and-health/adult-social-care/getting-involved-in-adult-social-care-plans-and-services/ageing-well-in-surrey>
 - Local Government Association (2010). Developing dementia-friendly communities: Learning and guidance for local authorities. http://www.local.gov.uk/c/document_library/get_file?uuid=0a7a291b-d6a3-4df6-9352-e2f3232db943&groupId=10171
 - Surrey JSNA Dementia Chapter.
 - Alzheimers Society. Public awareness of dementia: What every commissioner needs to know. http://www.alzheimers.org.uk/site/scripts/download_info.php?fileID=778
 - World Health Organization. http://www.who.int/ageing/age_friendly_cities/en/
 - Dementia Action Alliance. <http://www.dementiaaction.org.uk/>
 - Dementia and mental health services for older people in Surrey. http://www.surreycc.gov.uk/_data/assets/pdf_file/0020/175223/Surrey-Dementia-and-Older-Peoples-Mental-Health-Strategy-July-2011.pdf
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What is dementia?

This factsheet explains what dementia is, including the causes and symptoms, and how it is diagnosed and treated. It also looks at some of the different types of dementia.

The word dementia describes a set of symptoms that may include memory loss and difficulties with thinking, problem-solving or language. These changes are often small to start with, but for someone with dementia they have become severe enough to affect daily life. A person with dementia may also experience changes in their mood or behaviour.

Dementia is caused when the brain is damaged by diseases, such as Alzheimer's disease or a series of strokes. Alzheimer's disease is the most common cause of dementia but not all dementia is due to Alzheimer's. The specific symptoms that someone with dementia experiences will depend on the parts of the brain that are damaged and the disease that is causing the dementia.

Symptoms

Each person is unique and will experience dementia in their own way. The different types of dementia tend to affect people differently, especially in the early stages. How others respond to the person, and how supportive or enabling the person's surroundings are, also greatly affect how well someone can live with dementia.

A person with dementia will have cognitive symptoms (problems with thinking or memory). They will often have problems with some of the following:

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- day-to-day memory – difficulty recalling events that happened recently
- concentrating, planning or organising – difficulties making decisions, solving problems or carrying out a sequence of tasks (eg cooking a meal)
- language – difficulties following a conversation or finding the right word for something
- visuospatial skills – problems judging distances (eg on stairs) and seeing objects in three dimensions
- orientation – losing track of the day or date, or becoming confused about where they are.

As well as these cognitive symptoms, a person with dementia will often have changes in their mood. For example, they may become frustrated or irritable, withdrawn, anxious, easily upset or unusually sad.

With some types of dementia, the person may see things that are not really there (visual hallucinations) or believe things that are not true (delusions).

Dementia is progressive, which means the symptoms gradually get worse over time. How quickly dementia progresses varies greatly from person to person.

As dementia progresses, the person may develop behaviours that seem unusual or out of character. These behaviours may include repetitive questioning, pacing, disturbed sleep patterns or agitation. They can be distressing or challenging for the person and their carer.

A person with dementia, especially in the later stages, may have physical symptoms such as muscle weakness or weight loss. Changes in sleep pattern and appetite are also common.

What causes dementia?

There are many diseases that result in dementia. The most common types of dementia are outlined below:

- **Alzheimer's disease** – This is the most common cause of dementia. Brain cells are surrounded by an abnormal protein and their internal structure is also damaged. In time, chemical connections between brain cells are lost and some cells die. Problems with day-to-day memory are often noticed first, but other symptoms may include difficulties with: finding the right words, solving problems, making decisions, or perceiving things in three dimensions.
- **Vascular dementia** – If the oxygen supply to the brain is reduced because of narrowing or blockage of blood vessels, some brain cells become damaged or die. This causes vascular dementia. The symptoms can occur either suddenly following one large stroke, or over time through a series of small strokes or damage to small blood vessels deep in the brain. The symptoms of vascular dementia vary and may overlap with those of Alzheimer's disease. Many people have difficulties with problem-solving or planning, thinking quickly and concentrating. They may also have short periods when they get very confused.
- **Mixed dementia** – This is when someone has more than one type of dementia, and a mixture of symptoms. It is common for someone to have Alzheimer's disease and vascular dementia together.
- **Dementia with Lewy bodies** – This type of dementia involves tiny abnormal structures (Lewy bodies) developing inside brain cells. They disrupt the brain's chemistry and lead to the death of brain cells. Early symptoms can include fluctuating alertness, difficulties with judging distances and hallucinations. Day-to-day memory is usually affected less than in early Alzheimer's disease. Dementia with Lewy bodies is closely related to Parkinson's disease and often has some of the same symptoms, including difficulty with movement.
- **Frontotemporal dementia (including Pick's disease)** – In frontotemporal dementia, the front and side parts of the brain are damaged over time when clumps of abnormal proteins form inside

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nerve cells, causing them to die. At first, changes in personality and behaviour may be the most obvious signs. Depending on where the damage is, the person may have difficulties with fluent speech or may forget the meaning of words or objects.

The symptoms of these types of dementia are often different in the early stages but become more similar in the later stages. This is because more of the brain becomes affected as the different diseases progress.

In the later stages of dementia, the person will need more and more support to carry out everyday tasks. However, many people with dementia maintain their independence and live well for years after their diagnosis. Information, advice and support are available for the person and their carer to help them live well with dementia.

Rarer causes of dementia

There are many other diseases that can lead to dementia. These are rare: together they account for only about five per cent of all dementia. They tend to be more common among younger people with dementia (under the age of 65).

These rarer causes include alcohol-related brain damage (including Korsakoff's syndrome), corticobasal degeneration, progressive supranuclear palsy, HIV infection, Niemann-Pick disease type C, and Creutzfeldt-Jakob disease (CJD).

Some people with Parkinson's disease or Huntington's disease develop dementia as the illness gets worse. People with Down's syndrome are also at a particular risk of developing Alzheimer's disease as they get older.

Mild cognitive impairment

Some people have problems with their memory or thinking but these are not severe enough to interfere with everyday life. In this case, a doctor may diagnose mild cognitive impairment (MCI). Research

shows that people with MCI have an increased risk of developing dementia; about 10–15 per cent of this group will develop dementia each year.

However, MCI can also be caused by other conditions such as anxiety, depression, physical illness and side effects of medication. Because of this, some people with MCI do not go on to develop dementia, and a small number of people will even get better.

Who gets dementia?

There are around 800,000 people in the UK with dementia. It mainly affects people over the age of 65 (one in 14 people in this age group have dementia), and the likelihood of developing dementia increases significantly with age. However, it can affect younger people: there are at least 17,000 people in the UK who developed dementia before they were 65. It is likely that this figure has been underestimated and the real number may be up to three times higher. Dementia can affect men and women.

Scientists are investigating the ways dementia might run in the family. In a very small number of people, certain types of dementia are inherited as a single gene that causes the disease, usually before age 65. A much larger number of people will inherit a combination of genes that increases or decreases their risk of developing dementia in much less direct ways.

How can I tell if I have dementia?

Becoming a bit more forgetful does not necessarily mean that you have dementia. Many people notice that their memory becomes a bit less reliable as they get older – for example they might forget someone's name. Memory loss can also be a sign of stress, depression or certain physical illnesses.

However, anyone who is worried that their memory is getting noticeably worse, or who has other symptoms such as those listed above, should discuss their concerns with the GP.

Diagnosing dementia

It is very important to get a proper assessment of problems with memory or thinking. They may be caused by a treatable condition such as depression or an infection, rather than dementia.

If the cause is dementia, a diagnosis has many benefits. It provides someone with an explanation for their symptoms, gives access to treatment, advice and support, and allows them to prepare for the future and plan ahead. Knowing the type of dementia (eg Alzheimer's disease, vascular dementia) may allow appropriate drug treatments to be offered.

Dementia will usually be diagnosed by a specialist doctor such as a psychiatrist (a mental health specialist), a geriatrician (a doctor specialising in the physical health of older people) or a neurologist (someone who concentrates on diseases of the nervous system). Occasionally a GP or specialist nurse will make the diagnosis, depending on their expertise and training.

There is no single test for dementia. A diagnosis is based on a combination of things:

- taking a 'history' – by the doctor talking to the person and someone who knows them well about how their problems developed and how they are now affecting their daily life
- cognitive tests of mental abilities (eg memory, thinking) – simpler tests will be carried out by a nurse or doctor, more specialist tests by a psychologist
- physical examination and tests (eg blood tests) – to exclude other possible causes of the symptoms
- a scan of the brain – if this is needed to make the diagnosis.

A common pattern is for the GP to make an initial assessment and then refer the person to a memory clinic or other specialist service for more detailed assessment. A specialist doctor will have more expertise

in dementia and will be able to arrange more detailed tests and brain scans if needed. The diagnosis should be communicated clearly to the person and usually also those closest to them, along with a discussion about the next steps.

How is dementia treated?

The vast majority of causes of dementia cannot be cured, although research is continuing into developing drugs, vaccines and other medical treatments. There is also a lot that can be done to enable someone with dementia to live well with the condition. Care and support should be 'person-centred', valuing the person as a unique individual.

Non-drug treatments and support

A range of support, therapies and activities that don't require medication can help someone to live well with dementia. The GP, memory service or local Alzheimer's Society should be able to advise on what is available.

Support for the person and their carer after a diagnosis should give them a chance to talk things over with a specialist, ask questions about the diagnosis, and think about the future. Information should be given on where to get help if needed in the future and how to stay physically and mentally well.

Talking therapies, such as counselling, can help someone come to terms with their diagnosis. Another treatment called cognitive behavioural therapy (CBT) may be offered to help with depression or anxiety.

Cognitive rehabilitation can enable an individual to retain mental skills and raise their confidence. There is also lots that can be done at home to help someone with dementia remain independent and live well with memory loss. Support ranges from devices such as pill boxes or calendar clocks to practical tips on how to develop routines or break tasks into simpler steps.

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Activities that help to keep the mind active, such as cognitive stimulation, are popular. As the condition progresses, many people with dementia enjoy reminiscence and life story work (in which the person is encouraged to share their life experiences and memories). Such activities may help improve someone's mental abilities, mood and wellbeing.

It is vital that people with dementia stay as active as they can – physically, mentally and socially. Everyone needs meaningful activities that they enjoy doing and which bring confidence and self-esteem.

Drug treatments

There are drugs that can help to improve the symptoms of dementia or that, in some cases, may stop them progressing for a while.

A person with mild to moderate Alzheimer's disease or mixed dementia may be prescribed donepezil (often known by the brand name Aricept), rivastigmine (eg Exelon) or galantamine (eg Reminyl). These may temporarily relieve memory problems and improve alertness, level of interest and daily living. In the moderate or severe stages of Alzheimer's disease someone may be offered memantine (eg Ebixa). This may help with mental abilities and daily living, and ease distressing or challenging behaviours and delusions.

Donepezil, rivastigmine and galantamine can be helpful for someone with dementia with Lewy bodies who has distressing hallucinations or delusions, or who has behaviours that challenge.

For a person with vascular dementia, drugs will be offered to treat the underlying conditions. These conditions often include high blood pressure, high cholesterol, diabetes or heart problems. Controlling these may help slow the progression of dementia.

A wide range of other drugs may be prescribed at different times for a person with dementia. These include drugs for depression or anxiety, sleeping tablets or antipsychotics. Note that some of these drugs can have severe side effects. Not all are recommended for all types of

dementia. Health professionals will generally advise that a non-drug approach is tried first before prescribing medication.

Can dementia be prevented?

It is not usually possible to say for sure why a particular person has developed dementia. It is known that high blood pressure, lack of physical exercise and smoking – all of which lead to narrowing of the arteries – increase the risk of developing Alzheimer's disease and vascular dementia. There is evidence that a healthy lifestyle, especially in mid-life, can help reduce the risk of dementia. Regular physical exercise (eg cycling, brisk walking), maintaining a healthy weight, not smoking, and drinking only in moderation are all linked to a reduced risk of dementia.

It is important that conditions such as diabetes, heart problems, high blood pressure and high cholesterol are all kept under control. Getting depression treated early is also important. A balanced diet may help to reduce risk.

A balanced diet is one which is low in saturated fat, does not have too much salt, dairy or meat, and includes plenty of fish and fresh fruit and vegetables.

All these healthy lifestyle choices will also reduce the risk of other serious conditions such as stroke, heart disease and cancer.

It also seems that keeping socially and mentally active in the later years may help lower the risk of dementia. Being socially active could include visiting friends or going to a place of worship, while being mentally active could include doing puzzles or reading.

Further reading

Alzheimer's Society produces factsheets on a wide range of topics, including:

- What is Alzheimer's disease? (401)
- What is vascular dementia? (402)
- What is dementia with Lewy bodies (DLB)? (403)
- What is frontotemporal dementia? (404)
- What is Korsakoff's syndrome? (438)
- Mild cognitive impairment (470)
- Rarer causes of dementia (442)
- Diagnosis and assessment (426)
- The progression of Alzheimer's disease and other dementias (458)
- Am I at risk of developing dementia? (450)
- Genetics of dementia (405)
- Coping with memory loss (526)
- Talking therapies (including counselling, psychotherapy and CBT) (445)
- Drug treatments for Alzheimer's disease (407).

This publication contains information and general advice. It should not be used as a substitute for personalised advice from a qualified professional. Alzheimer's Society does not accept any liability arising from its use. We strive to ensure that the content is accurate and up to date, but information can change over time. Please refer to our website for the latest version and for full terms and conditions.

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Factsheet 400LP

Last reviewed: August 2013
Next review due: August 2015

Reviewed by: Dr Daniel Harwood, Consultant Psychiatrist, South London and Maudsley NHS Foundation Trust and Dr Yvonne McCulloch, Clinical Health Psychology and Neuropsychology Department, Charing Cross Hospital, London

This factsheet has also been reviewed by people affected by dementia. A list of sources is available on request.



Alzheimer's Society National Dementia Helpline

England, Wales and Northern Ireland:
0300 222 11 22

9am–5pm Monday–Friday
10am–4pm Saturday–Sunday

alzheimers.org.uk

Alzheimer's Society is the UK's leading support and research charity for people with dementia, their families and carers.



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Annex 2

Dementia Action Alliance Surrey County Council action plan

1. Host Dementia Friendly Surrey project

We continue to host Dementia Friendly Surrey and work closely with Clinical Commissioning Groups and other partners to implement 5 strands of work including:

- Recruiting local Dementia Friendly Surrey Champions, of which there are now over 120.
- Delivering a training programme for community groups, businesses and other organisations.
- Delivering an Innovation Fund which is supporting 14 projects to improve the lives of people with dementia and carers.
- Delivering a community awareness campaign that was launched in September 2013 to challenge the myths surrounding dementia.
- Exploring and implementing solutions to fill gaps in peer support and to meet carer needs.

This project was funded through the Prime Ministers Dementia Challenge for one year and we are working with partners to sustain the activity needed to build a Dementia Friendly Surrey.

2. Commission a domiciliary care service with a person-centred approach

With the growing prevalence of dementia there is an ambition for all agencies to be competent to support individuals with dementia and carers. The current re-tender of home based care services provides the ideal opportunity to get this right combining quality person centred care with local alliances of support (family, friends and community support).

3. Work with Dementia Local Implementation Groups to develop local directories of dementia-related services

Directories are in place for three of the five areas. Directories are being developed for the other two areas. These directories are available for download on Surrey Information Point.

4. Establish Wellbeing Centres across Surrey

Centres are established in Spelthorne, Runnymede, Elmbridge, Epsom and Ewell and Tandridge. Centres will be opening in Woking, Guildford and Mole Valley in Spring 2014 and Surrey Heath in Summer 2014. Centres will be established in the remaining two Boroughs in 2015.

5. Continue to establish a consistent approach to training for staff working with dementia

The Surrey Dementia Training Consortium was established in September 2012 with the primary aim to meet the training and professional development needs of staff in Surrey in public, private and voluntary organisations, and in health and social care sectors. Core members - drawn from these organisations and sectors, as well as sector skills councils - agree on the benefits of exploiting multi-agency collaboration, maximising resources, and developing training programmes consistent with

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achieving the objectives of the Surrey Dementia Strategy. The operation of this Consortium is part of a wider workforce strategy for Adult Social Care and links to the development of the Surrey Academy. A subgroup focuses on the operational issues and has recently produced a mapping of training levels and qualifications and an audit of training opportunities across Surrey.

6. Support the development of care home forums

The objectives of these forums are to develop best practice person centred care and risk management practices that will reduce avoidable admissions to acute hospitals. A well attended care home forum has been established in the Frimley area. This is attended by over 80 care home staff from Surrey and North East Hampshire. A second forum has recently been established in North West Surrey and plans are underway for a forum in East Surrey. We will work with the Surrey Care Association to support the development of these forums and ensure that their memberships are actively involved in the work at a local level.

7. Share experience of working to improve outcomes for people with dementia

Surrey County Council hosted the Surrey Dementia Conference in November 2013. Over 100 people attended from health, social care, the voluntary sector and beyond. Delegates were updated on national developments from Professor Alistair Burns, heard from people with dementia and carers about the challenges they face and explored progress and learning from three key partnership projects which aim to tackle some of these challenges: Wellbeing Centres, Dementia Friendly Surrey and Telecare.

Dementia Friendly Surrey has received funding from Skills for Care to gather and share learning from the project.

Annex 3 Draft evaluation plan

The aim of this evaluation is to:

- 1) Assess the extent to which key deliverables of the Dementia Friendly Surrey project have been delivered,
- 2) Assess the extent to which the Dementia Friendly Surrey project has impacted on key outcomes including those defined at the beginning of the project,
- 3) Identify lessons learned.

Alongside the main project evaluation we will conduct the yearly self-assessment of progress required by the Alzheimer's Society 'Working to become dementia friendly' recognition scheme. We have also been awarded £3500 from Skills for Care to report on outcomes and learning from this project. Timescales for these reports are included in the schedule below.

Milestone	By when?
Short term (1 month post project)	
Data collected and analysis completed	31/03/14
6 month report to Skills for Care due	31/03/14
Draft short term evaluation report and intermediate evaluation plan circulated to Steering Group	18/04/14
Comments received from Steering Group	02/05/14
Final short term evaluation report published on Dementia Friendly Surrey website	16/05/14
Recognition scheme yearly self-assessment due	30/05/14
Intermediate term (6 months post project)	
Data collected and analysis completed	29/08/14
Draft intermediate term evaluation report and long term evaluation plan circulated to Steering Group	19/09/14
12 month report to Skills for Care due	30/09/14
Comments received from Steering Group	03/10/14
Final intermediate term evaluation report published on Dementia Friendly Surrey website	17/10/14
Long term (13 months post project)	
Data collected and analysis completed	27/03/15
Draft long term evaluation report circulated to Steering Group	30/01/15
Comments received from Steering Group	10/04/15
Final long term evaluation report published on Dementia Friendly Surrey website	01/05/15

Short Term Evaluation

Evaluation Type	Evaluation Area	Target or question	Evaluation activity	Completed by
Outputs/ deliverables	Dementia Friendly Surrey Champions	20 Dementia Champions per CCG area	Measure number of Champions in total and by CCG area	17/03/2014
	Dementia Friendly Surrey Champions	What actions have Champions taken to make their community more dementia friendly?	Collate case studies on the activities of dementia champions	17/03/2014
	Recognition Scheme	50 organisations issued with the Recognition symbol	Measure number of organisations issued with recognition symbol across Surrey	17/03/2014
	Community Awareness	Three public events attended in each CCG area	Record the number of events attended. Describe the types of event attended.	17/03/2014
	Community Awareness	Dementia awareness information available in key public places including shops, libraries and GP surgeries	Describe the key messages included in public awareness materials. Record the number and type of public venues to which Dementia	17/03/2014

			Friendly Surrey materials have been distributed.	
	Community Awareness	A minimum of two positive local media features about dementia	Record the level of local media coverage of dementia and Dementia Friendly Surrey. Describe the range of local media coverage of dementia and Dementia Friendly Surrey.	17/03/2014
	Community Awareness	A minimum of one school or college in each CCG area engaging in dementia friendly communities work	Record number of schools or colleges engaging in dementia friendly communities work. Collate case studies on the activities of local schools and colleges.	17/03/14
	Innovation Fund	A range of innovative projects delivered across Surrey with demonstrable positive outcomes for people with dementia and/or carers	Record the number and location of projects funded. Describe the aims and objectives, key timeframes, expected	31/03/14

			<p>outcomes and cost of projects funded.</p> <p>Describe the current progress and initial learning points from these projects.</p>	
Outcomes	Number of patients presenting to primary care for diagnosis.	10% increase in number of people presenting to primary care for diagnosis.	<p>Collate information on number of people who have</p> <ul style="list-style-type: none"> • been referred (by social services, community health professionals) or • made a self referral to Primary care for a memory assessment since 2012 	17/03/2014
	Number of patients being referred onward to secondary assessment.	10% increase in referrals to secondary assessment.	Collate Surrey-wide data on referrals from Primary care to CMHT(OP) 2012 – 2014	17/03/2014
	Shift to community based support and care	10% reduction in number of people with a diagnosis of dementia being admitted to	Exact measurement process to be explored with relevant partners and Surrey County	17/03/2014

		residential or nursing care	Council Business Intelligence team.	
	Shift to community based support and care	15% increase in the uptake of community support services such as Telecare, Wellbeing centres and Day care	Exact measurement process to be confirmed with partners but could include: Information on <ul style="list-style-type: none"> • Telecare uptake • Wellbeing centre footfall • Day care service referrals From 2012 -2014	17/03/2014
	Number of referrals to Dementia Navigators	15% increase in referrals.	Collect and analyse Dementia Navigator referral data for the period 2012 – 2014.	17/03/2014
Lessons learned			Collate lessons learned from project team and key stakeholders including Steering Group.	31/03/2014

Intermediate Evaluation

This phase will:

- Report on uptake of training and Champion scheme.
- Repeat outcome measures as above.
- Collect any additional lessons learned.
- Repeat the 'Dementia quiz' to measure changes in public awareness (by comparison to data from 2012 quiz).

Long term evaluation

This phase will:

- Report on final uptake of training and Champion scheme.
- Report on outcomes and lessons learned from Innovation Fund.
- Repeat outcome measures as above and assess whether targets have been reached.
- Explore what changes people with dementia and carers have experienced in their community.
- Consolidate the learning and impact of the Dementia friendly Surrey project to assess whether all the aims and objectives have been delivered.
- Be shared locally and nationally.



**Dementia
Friendly
Surrey**

Champion Commitment

Dementia is a significant concern for our local population yet there are a number of steps which we can take to make sure our communities are inclusive and welcoming places for those affected by dementia.

Making Surrey dementia friendly is a journey that relies on shared commitment and action. This is why Dementia Friendly Surrey are calling on you to join us and become a Dementia Friendly Surrey Champion.

Who can become a Dementia Friendly Surrey Champion?

If you are committed to helping people live well with dementia in their community, you can become a Dementia Friendly Surrey Champion. You might have memory problems or dementia yourself, care for or know someone who does, work with people with dementia, or simply have an interest in making a difference.

Everyone has a valuable contribution to make.

What does a Dementia Friendly Surrey Champion do?

Champions are volunteers and you can be a Champion in whatever way suits you best. Every action counts and you are not expected to commit a fixed amount of time to your dementia friendly activity.

How can I become a Dementia Friendly Surrey Champion?

Follow these simple steps:

Step 1: Tell us a bit about you. These contact details will only be used to get in touch with you about Dementia Friendly Surrey and your details will not be passed on.

Name

Email address

Telephone number

Postal address

Please tick the box that most applies to you:

I am a person with dementia or memory problems	<input type="checkbox"/>
I am a carer, family member or friend of a person with dementia or memory problems	<input type="checkbox"/>
I work with people with dementia or memory problems	<input type="checkbox"/>
None of the above but I am committed to making my community more dementia friendly	<input type="checkbox"/>

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Step 2: Are you already working with people with dementia or memory problems? If yes, please briefly highlight your activities below. If not go to step 3

Work I already do includes:

Step 3: Finally, please tell us how you intend to contribute towards a more dementia friendly future for Surrey. We have given some suggestions below to get you started but you may have other ideas which you can list in the blank space.

As a Dementia Friendly Surrey Champion I will...

Share my experience of dementia with other people to help them understand what it is like to live with dementia or care for someone who has dementia.	<input type="checkbox"/>
Raise awareness of dementia in my workplace, school or groups I belong to.	<input type="checkbox"/>
Help to promote Dementia Friendly Surrey and encourage others to become Dementia Friendly Surrey Champions.	<input type="checkbox"/>
Encourage my employer to consider signing up as a Dementia Friendly Surrey Champion organisation.	<input type="checkbox"/>
Attend an Alzheimer's Society Dementia Friends training session to learn more about what it is like to live with dementia.	<input type="checkbox"/>
Volunteer with an organisation that supports people with dementia.	<input type="checkbox"/>
Signpost people affected by dementia to information and support.	<input type="checkbox"/>
Other (please describe)	

Dementia Friendly Surrey Champions will receive a certificate and resource pack.

All Champions are encouraged to keep in touch with regular updates about what you have been doing to support Dementia Friendly Surrey.

By becoming a Dementia Friendly Surrey Champion you are helping people to live and age well in Surrey.

If you would like to get involved in the wider Ageing Well programme please pick a pledge or a number of pledges below:



1. I/ we will ensure that people feel included as full and equal members of the community and are not socially isolated or excluded. That they have opportunities to be involved socially and economically and are able to play an active role in the community if they wish regardless of age, disability, race, religion or belief, sex, sexual orientation or caring responsibilities.	<input type="checkbox"/>
2. I/we will enable people to get out and about on transport easily.	<input type="checkbox"/>
3. I/ we will ensure people know where to access clear advice and information that will help people remain independent and in control of their lives as they age.	<input type="checkbox"/>
4. I/ we will ensure people will have access to supportive technology that enables people to live independently in their own homes.	<input type="checkbox"/>
5. I/ we will encourage people to be active, eat well and be informed about how to stay healthier both physically and mentally.	<input type="checkbox"/>
6. I/ we will ensure people will have access to practical help and support available from competent, trustworthy and affordable agencies for activities such as housework, home maintenance, gardening and shopping.	<input type="checkbox"/>
7. I/ we will ensure that people with additional or particular needs are supported flexibly at critical times, for example those with older people living with dementia and older people who need assistance after a period of illness and/or bereavement.	<input type="checkbox"/>
8. I/ we will ensure that support is available to people that allows them to feel safe and secure at home and when out in the community.	<input type="checkbox"/>
9. I/ we will ensure that people are as aware of relevant allowances such as the Attendance Allowance or grants to seek to ensure financial stability with as much control as possible over money.	<input type="checkbox"/>
10. I/ we will ensure that carers will have access to timely and accessible support.	<input type="checkbox"/>

Please tick this box if you would like someone to get in touch with you to discuss how you can take action

Please return the form to: dementia.friendly@surreycc.gov.uk or

Dementia Friendly Surrey, Third floor, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

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Champion Organisation or Group Commitment

Dementia is a significant concern for our local population yet there are a number of steps we can take to make sure our communities are inclusive and welcoming places for those affected by dementia.

Making Surrey more dementia friendly is a journey that relies on shared commitment and action. This is why Dementia Friendly Surrey is calling on community groups, services, businesses and other organisations to join us and become a Dementia Friendly Surrey Champion.

Who can become a Dementia Friendly Surrey Champion?

Any community group, business or other organisation that is committed to making Surrey a better place to live for people with dementia, their families and carers.

What are the benefits of working to become dementia friendly?

- It will enable you to maintain your existing customers or members who might have, or be developing dementia.
- It will enable you to attract new customers or members.
- If you are an organisation, supporting Dementia Friendly Surrey is a positive step towards your community charter or corporate social responsibility policy.
- You will receive recognition for your efforts on the Dementia Friendly Surrey web pages and you can access the national recognition symbol launched by the Alzheimer's Society.

What can my organisation, group or service do to become more dementia friendly?

Here are some suggestions but you may have other ideas.

- Access training so you can best support customers or members with memory problems or dementia. **Throughout 2014 free of charge training is available through Dementia Friendly Surrey.** For more information visit www.dementiafriendlysurrey.org.uk.
- Make the physical environment more dementia friendly. **You can find a really simple checklist at www.dementiafriendlysurrey.org.uk.**
- Review your policies, including Human Resources policies, to make sure the needs of people with dementia and carers are taken into account.
- Provide information on dementia and local services and support.
- Support our public awareness campaign by displaying myth busting materials. **Find out what materials are available at www.dementiafriendlysurrey.org.uk.**
- Sponsor or provide a venue for a Dementia Friendly Surrey event.
- Enable your staff to volunteer with an organisation that supports people with dementia.
- Encourage others to become Dementia Friendly Surrey Champions.

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How to become a Dementia Friendly Surrey Champion

Simply follow these steps

Step 1: Tell us a bit about your group, organisation or service.

Name of group, organisation or service

Type of group, organisation or service

Email address

Telephone number

Postal address

Step 2: Are you already working with people with dementia or memory problems? If yes, please briefly highlight your activities below.

Work we already do includes:

Step 3: Finally, now that you are signing up to the dementia friendly scheme, please let us know how you intend to contribute to a more dementia friendly future for Surrey.

As a Dementia Friendly Surrey Champion we will ...

Dementia Friendly Surrey Champions will receive a certificate and resource pack.

All Champions are encouraged to keep in touch with regular updates about what you have been doing to support Dementia Friendly Surrey.

By becoming a Dementia Friendly Surrey Champion you are helping people to live and age well in Surrey.

If you would like to get involved in the wider Ageing Well programme please pick a pledge or a number of pledges below:



1. I/ we will ensure that people feel included as full and equal members of the community and are not socially isolated or excluded. That they have opportunities to be involved socially and economically and are able to play an active role in the community if they wish regardless of age, disability, race, religion or belief, sex, sexual orientation or caring responsibilities.	<input type="checkbox"/>
2. I/we will enable people to get out and about on transport easily.	<input type="checkbox"/>
3. I/ we will ensure people know where to access clear advice and information that will help people remain independent and in control of their lives as they age.	<input type="checkbox"/>
4. I/ we will ensure people will have access to supportive technology that enables people to live independently in their own homes.	<input type="checkbox"/>
5. I/ we will encourage people to be active, eat well and be informed about how to stay healthier both physically and mentally.	<input type="checkbox"/>
6. I/ we will ensure people will have access to practical help and support available from competent, trustworthy and affordable agencies for activities such as housework, home maintenance, gardening and shopping.	<input type="checkbox"/>
7. I/ we will ensure that people with additional or particular needs are supported flexibly at critical times, for example those with older people living with dementia and older people who need assistance after a period of illness and/or bereavement.	<input type="checkbox"/>
8. I/ we will ensure that support is available to people that allows them to feel safe and secure at home and when out in the community.	<input type="checkbox"/>
9. I/ we will ensure that people are as aware of relevant allowances such as the Attendance Allowance or grants to seek to ensure financial stability with as much control as possible over money.	<input type="checkbox"/>
10. I/ we will ensure that carers will have access to timely and accessible support.	<input type="checkbox"/>

Please tick this box if you would like someone to get in touch with you to discuss how you can take action

Please return the form to: dementia.friendly@surreycc.gov.uk or

Dementia Friendly Surrey, Third floor, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

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SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)**

DATE: 21 MARCH 2014
LEAD OFFICER: JOHN HILDER
 AREA TEAM MANAGER



SUBJECT: RESPONSE TO PETITION: BRAMLEY
DIVISION: WAVERLEY EASTERN VILLAGES

SUMMARY OF ISSUE:

At the meeting of the Local Committee held on 13 December 2013 Mr D Starr presented a petition on behalf of residents in Bramley and surrounding areas requesting the Committee to support the introduction of:

- A pedestrian crossing on Station Road
- A 20mph speed limit from The Street in Wonersh, along Station Road to its junction with the A281 in Bramley

The petitioners believe that the proposed measures would benefit the whole community, including St Catherine's School, children using school buses which stop in Station Road, users of bus routes 53 and 63 and other road users. In his presentation Mr Starr referred to a number of recent road accidents and drew attention to residents' concerns about the increasingly heavy use of the road and inappropriate vehicle speeds in circumstances where there are felt to be a number of hazards, e.g. poor visibility and sight lines, low pavements and obstructions caused by the location of bus-stops. Residents would prefer two pedestrian crossings: one close to the Downslink and one near to St Catherine's School.

PROPOSED RESPONSE

The Area Highways Team is currently carrying out a feasibility study covering the length of Station Road, Bramley, concentrating on vehicle speeds and pedestrian movements at key locations such as the Downs Link, Barton Road junction and St Catherine's School. This will be discussed with the Parish Council once the study is finalised, which is expected to be in late March/early April.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree to note the proposed response to the petition.

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Contact Officer:

John Hilder, Area Highways Manager: 03456 009 009.

Consulted:

N/A

Annexes:

None

Sources/background papers: Petition presented at meeting on 13 December 2013.

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (WAVERLEY)**

DATE: 21 MARCH 2014
LEAD OFFICER: JOHN HILDER
AREA HIGHWAY MANAGER (SOUTH WEST)
SUBJECT: HIGHWAYS UPDATE
DIVISION: ALL DIVISIONS IN WAVERLEY

**SUMMARY OF ISSUE:**

This report provides an update on the 2013/14 programme of minor highway works funded by this committee as well as Section 106 (developer funded) schemes. The Committee is asked to consider directing funding towards flood recovery in the borough in 2014/15 and to approve applications to fund work through the Highways Localism scheme.

RECOMMENDATIONS:**The Local Committee (Waverley) is asked to:**

- (i) Note the effects of the recent extreme weather across Waverley and Surrey.
- (ii) Agree that up to £50,000 be allocated from the 2014/15 budget towards flood recovery works organised by the Area Team.
- (iii) Agree to fund the 2014/15 Localism (Lengsthman) scheme applications submitted by Chiddingfold Parish Council, Dunsfold Parish Council, First Wessex (Sandy Hill and The Chantrys), Hambledon Parish Council, Haslemere Town Council and Farnham Town Council, subject to officer scrutiny to ensure proposed works fall within the remit of the scheme

REASONS FOR RECOMMENDATIONS:

To contribute to flood recovery in Waverley and to support local enhanced maintenance on the highway through the Highways Localism scheme.

1. INTRODUCTION AND ANALYSIS:**1.1 FLOODING 2013/14**

- 1.1.1 The following was taken from the Surrey County Council website on 24th February 2014:

ITEM 9

'The repair bill to fix Surrey's flood-affected roads and bridges over Christmas has spiralled to £12.5 million – before this month's flooding is even taken into account.

A major clear-up of the 2,500 worst-affected Surrey roads is underway after devastating flooding twice hit the county over Christmas and again this month.

Over Christmas, heavy storms and burst riverbanks, including the Mole and the Wey, prompted county council teams to tackle hundreds of flooded roads, plus fallen trees and damaged bridges.

This month (February) the emergency services, councils, the Environment Agency and the Army helped thousands of people affected by River Thames flooding, including more than 1,000 people rescued by Surrey firefighters.

Before the latest flooding began on 9 February, council roads inspectors assessing damage across the county gave early estimates that the clear-up would cost around £5 million. This has now gone up to £12.5 million, with around £800,000 alone expected to be needed to rebuild Flanchford Road bridge near Reigate. The council has bid for Government funding to help repair six miles of A-roads and B-roads, plus 39 bridges.

John Furey, the county council's Cabinet Member for Highways, said: "The water levels from February's flooding have only just begun to drop in Surrey, so the £12.5 million repair bill from the damage over Christmas is just the tip of the iceberg.

"We'll do everything we can to put things right for the residents of Surrey, but this extra financial burden is huge so we hope our bids for Government funding are successful."

1.1.2 On 11 February David Hodge, Leader of the County Council, said that some planned non-urgent highways works would "pause" where there was a need to tackle flooding affecting residents and key roads. Speaking at a meeting of the Full Council, Mr Hodge said: "Our highways teams will continue to work round the clock with the main focus on tackling the effects of flooding, clearing roads and fallen trees, but all essential work across the county will continue as normal."

1.1.3 As well as direct damage, the weather has affected reactive repair work over the past months, particularly potholes. Gangs have often had to work in the rain to carry out urgent repairs in roads where foundations are saturated and unsurprisingly early failure rates are higher than usual. This is at the time of year, late winter and early spring, when numbers of new potholes are at their highest. Dry weather, as well as funding, is needed to recover from the effects of the winter of 2013/14 on the road network.

1.2 2013/14 HIGHWAYS BUDGET

1.2.1 Budgets available to this committee in 2013/14 are as follows:

	£
Capital Integrated Transport Schemes (ITS) (Improvement Schemes)	262,000
Capital Maintenance	262,000
Revenue Maintenance	<u>317,000</u>
Total	841,000
And in addition	
Community Enhancement Fund	45,000

1.3 ALLOCATIONS

1.3.1 At the meeting of 14 December 2012 the Committee agreed that the funding set out above should be allocated towards a programme of improvement schemes (Integrated Transport Schemes: ITS) as listed at **Annex 1** with an estimated value of **£695,000**.

1.3.2 The Committee also made the following allocations towards revenue work:

Reserve funding for the Highways Localism (Lengthsman) scheme	£20,000
Implement Parking Review recommendations	£15,000
Jetter for 3 weeks	£15,000
Ad hoc signs, lines, bollards, etc. by local team	<u>£10,000</u>
Total	£60,000

1.3.3 The **Community Enhancement Fund** was allocated to individual county councillors for Waverley at £5,000 per councillor.

1.3.4 The residue of £86,000 (841k – 695k – 60k) is held in reserve against potential increases in costs since estimates made before design has commenced are indicative at best. Any surplus could be directed to Local Structural Repair (LSR: surfacing) work later in the year.

1.3.5 At its meeting on 5 July 2013 the Committee considered Localism bids from parish and town councils and agreed that the **Lengthsman Scheme** allocation would be increased by up to £20,000 to a total maximum of £40,000.

1.4 2013/14 BUDGET PROGRESS AND UPDATE

1.4.1 Improvement Schemes

1.4.1.1 Progress is shown at **Annex 1**.

1.4.1.2 The planned **Longbridge crossing** scheme in Farnham was cancelled because development agreements associated with both East Street and the old police station are expected to provide greatly improved crossing facilities both at the junction with Union Road and immediately north of the bridge over the river Wey. Following discussion with the Chairman of the Committee and local members, the Area Manager directed the Longbridge allocation of £120,000 towards refurbishing the road table in Park Row, extending the Trinity Hill/Drovers Way traffic calming scheme, refurbishing footways in the town centre conservation area and re-surfacing (LSR scheme) the Guildford Road Trading Estate service road.

1.4.1.3 Two schemes, **Cranleigh/Ewhurst Footway/Cycleway** and **Marshall Road Footway/Cycleway**, have had to be deferred to 2014/15 because legal agreements to construct on third party land have not been completed, although negotiations are ongoing. Both have 2013/14 allocations of £90,000 (so £180,000 combined) which will be re-profiled (carried forward) to 2014/15 subject to agreement by Cabinet.

1.4.1.4 The **Vicarage Walk** and **Station Road** pedestrian schemes in Godalming start in March and will complete during April. As a result costs will be incurred against the 2014/15 budget, although the Committee made provision against this eventuality by keeping £263,000 in reserve when allocating the 2014/15 budget at the meeting on 13 December 2013.

1.4.2 Community Enhancement

1.4.2.1 At the end of February 2014 £44,810 of the £45,000 allocated at £5,000 per county councillor had been either spent or committed, so this budget has been fully utilised.

1.4.3 Lengthsman Scheme (Highways Localism) 2013/14

1.4.3.1 At the end of February 2014 **Lengthsman** bids from Parish and Town Councils for Hambledon, Chiddingfold, Dunsfold, Haslemere, Farnham, Bramley and Western Villages had been signed off by highways officers and a total of £39,910 transferred to these councils. There was a slow start to this new initiative in its first year, with parishes gaining understanding as to what work they could undertake and what work is classed as 'non-highway', and so outside the remit of the scheme. However, the budget has been fully utilised and officers will review the work that parishes have carried out and report further later in the year.

1.5 LENGTHSMAN SCHEME (HIGHWAYS LOCALISM) IN 2014/15

1.5.1 At the meeting on 13 December 2013 the Committee allocated £45,000 towards the Lengthsman scheme in 2014/15.

- 1.5.2 In December 2013 the Lengthsman Team wrote to ever parish and town council across Surrey reminding them to submit bids for 2014/15 as soon as possible. The following bids have been received for Waverley:

Chiddingfold Parish Council	£6,000
Dunsfold Parish Council	£8,000
First Wessex (Sandy Hill and The Chantrys (Farnham))	£7,061
Hambledon Parish Council	£2,500
Haslemere Town Council	£5,000
Farnham Town Council	<u>£13,800</u>
Total	£42,361

- 1.5.3 Details of the applications are set out in **Annex 2**. The Committee is recommended to approve these. As in 2013/14 Area Team officers will scrutinise bids to ensure works fall within with the remit of the scheme before signing off funding.

1.6 FLOOD RECOVERY

- 1.6.1 The Committee may wish to consider redirecting 2014/15 funding towards flood recovery. In the coming months there will be a centrally led programme of repair works required as a result of flooding and of course the Area Team has already input to this for Waverley. There may be benefit in the Committee making funds available to the Area Team to achieve small scale quick but lasting fixes, particularly to road drainage systems, though this will be dependent to some extent on the availability of resources (staff and machines) to actually carry out work at a time when demand will be very high. The Area Manager suggests that up to £50,000 is directed towards this with updates on use coming to future meetings.

2. OPTIONS:

- 2.1 As discussed with members.

3. CONSULTATIONS:

- 3.1 Appropriate consultation will be carried out for all schemes.

4. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 4.1 Works will be carried out by the County Council's term highways contractor, Kier, who won the term contract in a competitive tender process. Arrangements for the Highways Localism scheme are set out in 1.5 above.

5. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 5.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding.

6. LOCALISM:

- 6.1 Works and schemes are designed to improve and make safer the facilities for local communities in the borough.

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- 6.2 The Highways Localism initiative allows parish councils and other relevant organisations to undertake enhanced maintenance of the public highway.

7. OTHER IMPLICATIONS:

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

8.1 CRIME AND DISORDER IMPLICATIONS

- 8.1 A well-managed highway network can contribute to reduction in crime and disorder.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The report provides information to enable the Committee to maintain ongoing oversight of its programme of schemes and associated budgets.

10. WHAT HAPPENS NEXT:

- 10.1 Officers will continue to progress the programme of schemes agreed by the Committee.

Contact Officer:

John Hilder
Area Highways Manager (South West)
Tel 0300 200 1003
wah@surreycc.gov.uk

Consulted:

As described within the report.

Annexes:

Annex 1: Integrated Transport Scheme Programme for 2013/14
Annex 2: Highways Localism applications for 2014/15

Sources/background papers:

Local Committee (Waverley) 14 December 2012 Item 9: 'Local Committee Capital and Revenue Budgets and Recommended Allocations for 2013/14'.
Local Committee (Waverley) 5 July 2013 Item 14: 'Localism in Highways: An update on devolved Highways delivery'.
Local Committee (Waverley) 13 December July 2013 Item 11: 'Highways Budgets for 2014 – 2015'.

Complete 2012/13 Schemes	Estimated Cost**	Status	Construction	Comment
Marshall Road Cycle link	90,000	Detailed design complete. SCC legal instructed on dedication of land.	Defer to 2014/15	Potential PIC contribution £55,471
Longbridge Pedestrian Crossing	120,000	Cancel due to proposed S278 works on Union Rd/Longbridge for East St development & Police Station development	See Status column	Replace with Park Row refurbishment, extended Trinity Hill scheme and LSR (Guildford Trading Estate & town centre)
The Street Womersley – New footway	30,000	Cancelled due to complexity and estimated cost (£150,000)	See Status column	PC agree new VAS at Park Drive junction.
‘New’ Schemes for 2013/14				
B2127 Bookhurst Rd Cran/Ewh Shared use cycle footway	90,000	In design. Planned March 2014 start but defer to 2014/15 pending agreement on dedication of land.	See Status column	Waiting for detailed design. Discuss with landowners Nov/Dec. S106 contribution 75,000. PIC 25,420
B2127 The Street Ewhurst Ped Crossing – Feasibility only	5,000	Feasibility study complete.		PC have agreed preferred option.
B2128 High St Cranleigh - De-clutter (Local Office lead)	20,000	Complete.		Complete subject to snagging.
C140 Dunsfold Rd Alfold - Ped Facilities - Feasibility	5,000	Feasibility study in progress.		Feasibility Studies carried out later in the year. Priority given to design and build.
A283 Petworth Rd Chiddingfold- Ped facilities - Feasibility	5,000	Feasibility study in progress		As above
A283 Bramley Village Speed Limit Review	15,000	Review complete, install March/April		
D5308 Lickfolds Rd Rowledge- Speed Limit Review	5,000	Complete		
A325 Wrecclesham Hill - Speed Management (Local Office Lead)	15,000	Complete		
D5301 The Avenue Rowledge- Ped Facilities	20,000	Complete		Complete, some snagging.
D5353 Drovers Way (Folly Hill Estate) Ped Refuge	15,000	Complete.		Extend scheme utilising funding from abandoned Longbridge crossing starts Jan.
D5421 Station Rd Godalming - Ped Crossing Facilities - Feasibility	5,000	Combined with Vicarage Walk below, install March/April.		Discuss proposals with TC Dec, combine with Vicarage Walk below.
D5403 Borough Rd Godalming - Ped Crossing Facilities Vicarage Walk	120,000	Combined with Station Road above, install March/April.		Waiting for detailed design and cost. Install Feb/March.
Speed Limit reviews: A283 Culmer Hill/Petworth Rd, Sandhills Road/Brook Road, Combe Lane, Station Lane (Milford)	25,000	Install March.		See report on today’s agenda
A286 Western Villages Speed Limit Review Brook Village to Grayswood Village	15,000	Complete.		Reduced limit agreed Sept LC. Install Jan/Feb
B2131 Lower St (Fosters Bridge) Haslemere Flood Assessment – Feasibility only	10,000	Feasibility study underway.		Short term measures (new gullies) installed.
A287 Bell Road (Coomers Triangle) Haslemere - One Way/Junction Improvements – Feasibility only	10,000	Feasibility underway	Feasibility Studies carried out later in the year.	
A287 Hindhead Rd (Critchmere Hill) - Junction Improvements – Feasibility only	10,000	Feasibility underway	Feasibility Studies carried out later in the year.	
A333 Portsmouth Rd Hindhead - VAS (Local Office Lead)	5,000	Complete	Complete	

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Waverley Western Villages - Mobile VAS (Local Office lead)	5,000	Complete		VAS now in use by the Police.
C26 The Street Dockenfield - Pinch Point (Local Office Lead)	10,000	Complete.		
Borough Wide Ad-hoc Signs & Lines	10,000	Complete		
Critchmere Hill -Prohibit Left Turn onto A287 Hindhad Road, Shottermill	5,000	Complete.		
B2131 Cranleigh - Street Lighting Upgrade (Street Lighting Lead - Jack Lee)	30,000	Complete		
Sub-total	£695,000			
Section 106 Funded Schemes				ITEM 9
A287 Frensham Rd (Bourne Crossroads) Farnham - Zebra Crossing Section 106.	46,751	Complete.		
Kings Road Haslemere - Buildout S106	15,000	Cancelled, not required since yellow line revisions		

**** Estimated Costs: All highway schemes are unique with multiple variables. Estimates are based on similar completed schemes, and final prices following design could vary significantly**

Surrey County Council's Local Committee for

WAVERLEY

**Bid for Local Committee Allocations for
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer questions 1-4 below. Please select the further questions dependent on the nature of your request.

1. Your details

a) **Name of organisation:** [CHIDDINGFOLD PARISH COUNCIL](#)

Status of this organisation:

Voluntary

Charity

Local authority

Private

b) **Contact details**

Name: [Sue Frossard](#)

Position in organisation: [Parish Clerk](#)

Company Name: [Chiddingfold Parish Council](#)

Address Line 1: [The Banking House](#)

Address Line 2: [The Green](#)

Town: [Chiddingfold](#)

County: [Surrey](#)

Post code: [GU8 4TU](#)

Telephone: [01428 683906](#)

E-mail: clerk@chiddingfold-pc.gov.uk

c) **Name of local County Councillor:** [Cllr Mrs Victoria Young](#)

2. If you are bidding for funding of a lengthsman or work force please complete this section

a) What area(s) will the lengthsman operate in?

[Within the parish boundary of Chiddingfold.](#)

b) If different from previous section, who is the lead contact that will be administering the scheme? (name, position in organization, full address, phone, email)

[As above.](#)

c) Have you approached local suppliers for prices and an idea of how much time they will work on behalf of the parish(es) or town council?

[Yes.](#)

d) How much funding are you requesting?

[£6,000.](#)

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e) Are you looking for funding on a matched/part or fully funded basis? If matched or part funding, how is the remainder of the money being raised?

Part funded basis; any balance of funding required for our planned schedule will come from the precept. The Parish Council has received a clear message through consultation with residents, and a 'per household' survey when we updated our Parish Plan, that the maintenance work we propose undertaking through this scheme is a high priority, as it has not previously been carried out to an acceptable standard by the responsible authority and remedial work is long overdue.

f) Briefly give details on how you would run the lengthsman scheme. For example, how you might manage working across a number of areas.

The scheme will be run in the same way as the Parish undertakes maintenance of its own Freehold or Leased land and Common Land. The contractor, who has worked for the Parish Council for fifteen years, will continue with the extended schedule of work, developed last year, to carry out tasks specific to this scheme. The schedule has evolved in line with the experience of last year's very successful scheme of work:

- (a) ditch, drain and culvert regular maintenance to clear blockages and prevent flooding; and
- (b) clearing vegetation from Rights of Way (other than where they run across private land); and
- (c) trimming some verges and hedges bordering the highway, where responsibility is with Surrey Highways or is not known.

If your bid is agreed we will send a grant agreement for you to complete, including providing bank account details as all payments will be made by BACS. The payment will be made on or after 1 April 2013.

3. If you are bidding for funding for Amenity Improvements, Work Match or Buying extra services please complete this section

a) Please give details of what you are looking to achieve, including dates, locations etc.

N.B: This is for improvements on highway land and is not to be used to improve private property or common land. This is targeted towards small, local schemes and not to refurbish or replace large areas. For example, it could be used to replace signs in a number of locations in a village. It should not be used to replace or renew all signs, lines and street furniture.

Not applicable.

b) How much funding are you requesting?

Not applicable.

c) Are you looking for funding on a matched/part or fully funded basis? If matched or part funding, how is the remainder of the money being raised?

Not applicable.

We may contact you to clarify details of the bid around what you are likely to achieve and how. For example, by delivering the work through an SCC contractor or your own local supplier.

If your bid is agreed, depending on the nature of the work involved, SCC Highways may programme the work, it may be passed to another SCC service, such as Countryside or we may send a grant agreement for you to complete, including providing bank account details as all payments will be made by BACS. The payment will be made on or after 1 April 2013.

4. If you are bidding for 'Public Realm' traffic calming, please complete this section

a) Please give details of the location where you want this type of scheme to be implemented. Attach photographs, maps etc if you feel it is necessary.

Not applicable.

b) Please provide details of the issue(s) that have led to you bidding for this type of scheme at this location. This should include if you have ever contacted the county council before about this issue and what action was taken.

[Not applicable.](#)

c) You will need to demonstrate that the wider community supports this bid. Outline how you would go about doing this, or give evidence of what support already exists.

[Not applicable.](#)

If the local committee agrees to commission the design of the scheme at the location given, our normal design process needs to be followed. This includes a feasibility study, design, consultation, potential re-design following the consultation and construction. It is unlikely that any bid received will be completed (designed and built) in 2013/14 financial year. Depending on the complexity of the request, location etc the scheme may be deferred to later years.

5. If you are looking to take over an SCC service, in the same way as the Lingfield Division, please complete this section

a) Please give details of what you are requesting to take on.

[No we are not attempting to emulate Lingfield. For Clarification the lengthsman scheme the Parish Council wishes to implement, for clearing ditches, drains and culverts and for clearing Rights of Way is intended to be pro-active. It is preventative maintenance which will alleviate road flooding, encroachment of vegetation and footpath access issues and will complement and improve, not replace, the re-active service provided by the SCC Highways Authority.](#)

We will be in contact to advise on possible options to take this forward, taking account of the issues highlighted in the further information document sent with this form.

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

Parish Lengthsman Pricing Form

Company Name: Chris Balchin (Sole Trader)

Contact Name: Chris Balchin

Address: Brookbank Villa, Woodside Road, Chiddingfold, Surrey, GU8 4RR

Telephone: 01428 683741

Mobile: 07775 601569

Email: cdtbal@tiscali.co.uk

VAT Number: Not registered

Insurance

For you, or a member of your company, to be eligible to become a Lengthsman you must have a minimum of £5million of Public Liability Insurance.

	Yes	No
Do you have minimum £5million Public Liability?	✓	<input type="checkbox"/>
If not, are you willing to obtain a minimum £5 million before the 1 st April 2014?	<input type="checkbox"/>	<input type="checkbox"/>

Relevant Equipment

The Lengthsman will be expected to supply their own transport and equipment. Please provide details of relevant equipment that you currently have or will acquire for the duration of the contract, e.g. urban mowers, strimmers, chainsaw etc.

Pick-up truck; mowers, strimmers, blowers, chain-saws, (powered) hedge cutters, sprayers, hand tools, hi-viz clothing, weather protection, safety clothing, safety footwear and gloves, cones, barriers, tape, temporary 'workman' signs, rods, angled forks, scrapers, pushers.

Capacity & Hourly Rate

		5-10hrs	11-15hrs	16-20hrs	20hrs+
Please indicate the number of hours that you could spend in the parish area over the course of a month and what your hourly rate would be	Ditches/drains /hedges PRW		£25 £30		

Health & Safety

Demonstrate your understanding of Health & Safety awareness and procedures below:

I carry out a risk assessment for each task. This takes into account -

Surrounding hazards: overhead wires; electric fences; wildlife; domestic and farm animals; and roads.

Public liability: risk to vehicles; pedestrians; riders or property.

Personal safety: appropriate clothing; head, hand and foot protection; ear defenders; equipment tested and maintained; carry a mobile phone; employ a helper if using dangerous equipment or working at the road-side.

Appraisal of specific task: weather conditions and temperature; thorough inspection of the work site; removal of hazardous rubbish; enclosure/isolation of the work site; use of appropriate tools for the job; thorough clearance of debris post-work; appropriate disposal of vegetation for composting or to a green waste site.

Relevant Experience / Technical Ability

Please provide examples of similar contracts, working directly for a Parish Council or group of Parish Councils, working on the highway and dealing directly with clients and customers if any:

I have 16 years of experience in grounds maintenance working privately within the parish. This includes managing and maintaining grassland, ditches, streams; also hedges and trees, which sometimes requires traffic management if bordering a road. I provide a gamekeeper service to two local land-owners, where my duties include managing game and public shoots, in addition to land and stream management. My clients include Chiddingfold Parish Council, where I have worked for 9 years maintaining their leased and owned land, common land and recreation grounds. I also carry out emergency, ad-hoc clearance of ditches and drains when blockages cause flooding and repair of grips which these fail to work when crushed by vehicles.

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Surrey County Council's Local Committee for

WAVERLEY



**Bid for Local Committee Allocations for
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below.

1. Your details

a) **Name of organisation:**

DUNSFOLD PARISH COUNCIL

Status of this organisation:

Voluntary

Charity

Local authority

Private

b) **Contact details**

Name: Celeste Lawrence

Position in organisation: Clerk to Council

Company Name: Dunsfold Parish Council

Address Line 1: Unit 3, The Orchard

Address Line 2: Chiddingfold Road

Town: Dunsfold

County: Surrey

Post code: GU8 4PB

Telephone: 01483 200980

E-mail: celeste.lawrence@btconnect.com

c) **Name of your County Councillor:** Victoria Young

2. Bid Detail

a) Please provide **details of the work** and what **area(s)** will the work take place or will the lengthsman operate in?

Roads, ditches and Commons area within the Parish boundary and cleaning road signs.

b) If different from previous section, who is the **lead contact** that will be administering the scheme? (name, position in organisation, full address, phone, email)

As above

c) Have you approached **local suppliers** for prices and an idea of how much time they will work on behalf of the local council/s or residents association? Please detail.

Yes, please see attached appendix.

d) How much **funding** are you requesting?

£8,000

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e) Are you looking for funding on a **matched/part or fully funded basis**? If matched or part funding, how is the remainder of the money being raised?

Fully funded basis.

f) Briefly give **details** of how you would run the **lengthsman scheme**. For example, how you might manage working across a number of areas.

The Parish Council, Commons Committee have identified a program of works as per the attached appendix. This will provide instructions to the lengthsman, who will be supervised by the Chairman of the Commons Committee who holds the necessary training and accreditation certificates. The program will be updated monthly to provide a forward work load. All work will be inspected on completion.

g) Please give some detail around **what difference doing this work will make to the community**.

Clearing the verges will enhance the state of the village and clearance of ditches will reduce the amount of flooding we experience.

*If your bid is agreed we will send a **Grant Funding Agreement** for you to complete, including providing bank account details. All payments will be made by BACS. The payment will be made following agreement from the Local Committee or Divisional Member.*

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

Surrey County Council's Local Committee for

COMMITTEE NAME

**Reporting form for Local Committee Allocations for
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below, as necessary.

1. Your details

a) Name of organisation:

b) Contact details

Name:

Position in organisation:

Telephone:

E-mail:

c) Name of your County Councillor:

2. Bid Detail

a) What amount of funding provided has been spent to date?

b) Outline how this has been spent – please give details of the type of work, the quality of the service etc

c) What amount of funding is remaining to be spent?
--

d) Outline how you intend to spend the remainder of the funding
--

3. Only to be completed towards the end of the financial year

a) Has the **full amount of funding** provided has been spent?

Yes

No

If No – please give details why and an assurance that the money will be spent by the end of the financial year – for example because you are waiting for final invoices from contractors

b) What amount of **funding is remaining to be spent?**

c) Please give detail on **how you feel the scheme has worked** – what has the response been from residents, how did you deal with inquiries and complaints, how successful was working with the Highways Service. What **evidence** is available, such as correspondence from residents?

d) Have you attached relevant accounting information?

Yes

No

If No – when and how is this information going to be received

Please return the form by e-mail to

- highwayslocalism@surreycc.gov.uk

- **the Highways Service (*details to be confirmed*)**

- **and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).**

Lengthsman Pricing Form

Company Name:

Contact Name:

Address:

Telephone:

Mobile:

Email:

VAT Number:

Insurance

For you, or a member of your company, to be eligible to become a Lengthsman you must have a minimum of £5million of Public Liability Insurance.

	Yes	No
Do you have minimum £5million Public Liability?	<input type="checkbox"/>	<input type="checkbox"/>
If not, are you willing to obtain a minimum £5 million before the 1 st April 2013?	<input type="checkbox"/>	<input type="checkbox"/>

Relevant Equipment

The Lengthsman will be expected to supply their own transport and equipment. Please provide details of relevant equipment that you currently have or will acquire for the duration of the contract, e.g. urban mowers, strimmers, chainsaw etc.

Capacity & Hourly Rate

	1-5hrs	5-10hrs	11-15hrs	16-20hrs	20hrs+
Please indicate the number of hours that you could spend in the area over the course of a month and what your hourly rate would be	£per hr	£per hr	£per hr	£per hr	£per hr

Health & Safety

Demonstrate your understanding of Health & Safety awareness and procedures below:

Relevant Experience / Technical Ability

Please provide examples of similar contracts, working directly for a local council or residents association or group of local councils, working on the highway and dealing directly with clients and customers if any:

Please return document by e-mail, to

Name,e-mail:.....Tel:.....Address:.....

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Frequency	Category	Type.	Detail.	Time (hrs)	Rate	Cost .
Dunsfold Parish Council - Scheduled Maintenance Work for 2014						
Note: All verge cutting is based on a limit of 1.2m from the road edge. A contingency has been included to cover for the cutting back of dangerous branches on road edges.						
Dunsfold Common Road - Pratts Corner to Wrotham Hill. (1.5m)						
3	HIG	Mow/strim	Cut verges on both sides of road	3.00	£40.00	£360.00
2	HIG	Mow/strim	Strim round trees and posts.	6.00	£25.00	£300.00
2	CUL	Clear	7No culverts in this section	7.00	£25.00	£350.00
Shoppe Hill main road to Church Lane. (0.4m)						
3	HIG	Mow/strim	Cut verges on both sides of road.	1.00	£40.00	£120.00
2	HIG	Mow/strim	Strim round trees and posts.	2.00	£25.00	£100.00
2	CUL	Clear	1No culvert	1.00	£25.00	£50.00
HookHouse Lane - Loxhill to Church Lane (1.0m)						
3	HIG	Mow/strim	Cut verges on both sides of road	2.00	£40.00	£240.00
2	HIG	Clear	4No culverts	4.00	£25.00	£200.00
2	HIG	Clear	Grips by Field Place Farm	2.00	£25.00	£100.00
Church Green - access lanes.(0.4m)						
3	HIG	Mow/strim	Cut verges on both sides of road.	1.00	£40.00	£120.00
1	HED	Cut back	Cut back overgrown hedges	2.00	£40.00	£80.00
1	HIG	Blow	Blow road clear	2.00	£25.00	£50.00
2	CUL	Clear	2No culvert	2.00	£25.00	£100.00
Alfold Road - Cricket Green to Canal.(1.6m).						
3	HIG	Mow/strim	Cut verges on both sides of road.	3.00	£40.00	£360.00
1	HED	Cut back	Cut back overgrown hedges and coppice.	3.00	£40.00	£120.00
1	HIG	Blow	Blow road clear.	3.00	£25.00	£75.00
2	CUL	Clear	3No culverts.	3.00	£25.00	£150.00
Rams Lane (0.5m)						
3	HIG	Mow/strim	Cut verges on both sides	1.00	£40.00	£120.00
1	HED	Cut back	Cut back hedges and overgrowing hazel	1.50	£40.00	£60.00
1	HIG	Blow	Blow road clear	1.00	£25.00	£25.00
2	CUL	Clear	3No culverts.	3.00	£25.00	£150.00
Hurlands Lane (0.3m)- Knightons lane to Howicks.						
3	HIG	Mow/strim	Cut verges on both sides	1.00	£40.00	£120.00
1	HED	Cut back	Cut back hedges and overgrowing hazel.	1.00	£40.00	£40.00
1	HIG	Blow	Blowing road clear	1.00	£25.00	£25.00

			Knights Lane (1.3m) - Common Road to Sydney Woods.			
3	HIG	Mow/strim	Cut verges both sides	3.00	£40.00	£360.00
1	HED	Cut back	Cut back hedges and overgrowing hazel	3.00	£40.00	£120.00
1	HIG	Blow	Blowing road clear	1.00	£25.00	£25.00
2	HIG	Strim	Strim posts.	1.00	£25.00	£50.00
2	CUL	Clear	2No culverts.	1.00	£25.00	£50.00
			Chapel Hill (0.3m) Knights Lane to Common Road.			
3	HIG	Mow/strim	Cut verges on both sides	1.00	£40.00	£120.00
1	HED	Cut back	Cut back hedges and Hazel.	1.00	£40.00	£40.00
1	HIG	Blow	Blowing road clear.	1.00	£25.00	£25.00
			Chiddingfold Road (1.0m) - Wrotham Hill to Chaingate.			
3	HIG	Mow/strim	Cut verges on both sides.	2.00	£40.00	£240.00
1	HED	Cut back	Cut back hedges and hazel.	3.00	£40.00	£120.00
1	HIG	Blow	Blowing road clear.	3.00	£25.00	£75.00
2	HIG	Strim	Strim posts.	1.00	£25.00	£50.00
2	CUL	Clear	1No culvert.	1.00	£25.00	£50.00
			Plastow Road (1.5m) - Chiddingfold Road to Durfold Hall.			
3	HIG	Mow/strim	Cut verges on both sides.	3.00	£40.00	£360.00
1	HED	Cut back	Cut back hedges.	5.00	£40.00	£200.00
1	HIG	Blow	Blow road clear	5.00	£25.00	£125.00
2	HIG	Strim	Strim posts.	4.00	£25.00	£200.00
2	CUL	Clear	1 No culvert	1.00	£25.00	£50.00
1	STR	Clean	Clean all Road signs through Parish	25.00	£25.00	£625.00
1	HED	Weed	Apply Weedkiller to Village Car Park	2.00	£25.00	£50.00
1	HED	Cut Back	Contingency for cutting back of dangerous branches on trees along road verges.	35.00	£40.00	£1,400.00
			TOTAL			£7,750.00
			Key: HIG = Highways verge.			
			CUL = Culverts.			
			HED = Roadside Hedge.			
			STR = Roadside Signs.			

Surrey County Council's Local Committee for

WAVERLEY



**Bid for Local Committee Allocations for
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below.

1. Your details

a) **Name of organisation:** First Wessex

Status of this organisation:

Voluntary

Charity X

Local authority

Private

b) **Contact details**

Name: Tim Rouse

Position in organisation: Neighbourhood Manager

Company Name: First Wessex

Address Line 1: Gordon House

Address Line 2: Gordon Road

Town: Aldershot

County: Hampshire

Post code: GU11 1LD

Telephone: 01252 338800

E-mail: tim.rouse@firstwessex.org

c) **Name of your County Councillor:** Denise Le Gal (Sandy Hill) and Pat Frost (Chantry)

2. Bid Detail

a) Please provide **details of the work** and what **area(s)** will the work take place or will the lengthsman operate in?

1.1. Introduction

First Wessex, Surrey County Council and Waverley Borough Council contribute to a unified caretaking service for the Sandy Hill and Chantry Estates in Farnham.

Both estates consist of a mixture of social rented (First Wessex and Waverley BC) and privately owned properties.

- Sandy Hill, Farnham – comprising 525 properties, (Roads covered: Sandy Hill Road, Barrie Road, Blackheath Road, Brougham Place, Eton Place, Lyall Place, MacDonald Road, Sandford Road, Sturt Road, Swift Road, Perry Way, Toplady Place, Trimmers Close, Alwin Place, St Mark's Place)
- The Chantry, Farnham – comprising 248 properties (Road covered: The Chantry)

Both estates have undergone Planning for Real exercises and this showed that an improvement in the environmental aspects of the estates was a high priority for residents.

This application is to request that Surrey County Council contribute via the localism agenda financially for the years 2014/15 and 2015/16

Resources

The following resources will make up the caretaking team covering the 2 estates.

Labour

Comprises of a Caretaking Team of two persons, working 39 hours each Monday to Friday, employed by First Wessex, and funded by the Parties.

Vehicle

Comprises of a 3.5 tonne Ford Transit Tipper with Tail Life and removable caged sides, with the First Wessex Logo displayed, provided by FW and funded by the Parties.

Tools and Equipment

Consists of hand held tools, hand held machinery and access to a pedestrian mechanical sweeper, provided to the Caretaking Team by First Wessex and funded by the Parties.

Works on the Highway to be undertaken by the caretaking team (for which funding is applied for)

Minor Drainage problems: clearance of road gulleys (which do not need drain clearance machines).

Cleaning of Signage: cleaned once a year, or as required if the signage is unreadable.

Removal of epicormic growth (Sandy Hill only)

Winter Maintenance installation and filling of 2 bins so the stairs and balconies can be gritted (Sandy Hill)

Weed killing

Enhanced grass cutting (14 cuts a year)

The team will achieve economies of scale by also undertaking the following work which falls within the responsibilities or contractual obligations of Waverley Borough Council and First Wessex (and which is funded through the contributions made by these organisations to the project):

Graffiti Removal

Small scale Graffiti on non permeable surfaces such as garage doors, road signs etc. will be dealt with by the Caretaking Team by means of Graffiti wipes. The team undertakes to do this proactively during the course of their planned work.

Should the need arise, the Neighbourhood Warden or Manager will pass any reports of small scale Graffiti to the Caretaking Team to incorporate into their tasks as soon as possible.

Graffiti removal targets shall be:

- 5 days for non-offensive Graffiti
- 24 hours for racist or offensive Graffiti.

The caretaking team will remove within 24 hours of reporting any fly tip found on either The Sandy Hill Estate or the Chantrys Estate and Recycling.

Weekly Rota

The Caretaking Team will be issued with a rota every week, ensuring that all areas of both Estates are covered for Litter Picking / Bin Collection and fly tip removal. In addition periodic works such as cleaning of signage and weed killing will be carried out by trained operatives.

Reporting of Anti Social Behaviour

It is expected that the Caretaking Team will be proactive in reporting antisocial behaviour to the Neighbourhood Warden or Estates Manager.

Empty Litter bins

Bins for the provision of litter on land owned by the Parties, within Sandy Hill and The Chantrys, shall be emptied and the contents disposed of.

Empty Dog Bins

Bins for the provision of dog excrement on land owned by the Parties, within Sandy Hill and The Chantrys, shall be emptied and the contents disposed of

Litter Pick

The removal and collection of litter in accordance with the rota, from all communal areas owned by the Parties within Sandy Hill and The Chantrys, including but not restricted to; paved, unpaved, grassed and shrub bed areas, including hedge bases (if applicable).

Sweep / clear Steps

Communal steps will be visited in accordance with the rota, and cleared by means of hand tools to remove; litter, rubbish, debris or other items that could result in causing a slip, trip or fall.

Sweep / clear Paths

Communal paths and walkways will be visited in accordance with the rota, and cleared of litter, rubbish and debris, by appropriate means such as hand tools, hand held and pedestrian machinery.

Sweep/ clear Kerb Lines

Kerb lines on Subsidiary roads (where road abuts kerb stones) will be visited in accordance with the rota and will be cleared of litter, rubbish and debris, by means of scraping and sweeping using a combination of hand tools and hand held machinery.

b) If different from previous section, who is the **lead contact** that will be administering the scheme? (name, position in organization, full address, phone, email)

ITEM 9

c) Have you approached **local suppliers** for prices and an idea of how much time they will work on behalf of the local council/s or residents association? Please detail.

The contract to provide a caretaker The Sandy Hill was carried out by Veolia until July 2013, the contract was then re costed to provide an improved service also including The Chantrys Estate, , The new contract including the new areas is 7% cheaper than the Veolia contract.

First Wessex now carries out the contract for three years from the 1st April 2013

d) How much **funding** are you requesting?

In respect of work on the highway (Surrey County Council responsibilities)

Year 2014-2015 £7069 Plus RPI

Year 2015-2016: Year 2014-2015 contribution plus RPI

e) Are you looking for funding on a **matched/part or fully funded basis**? If matched or part funding, how is the remainder of the money being raised?

The funding requested is matched funding, the Committed funds over 3 years are set out below

2013-14 Surrey County Council £7069,Waverley Borough Council,£16,332 First Wessex £18,208

2014-15 Waverley Borough Council £16,332 + RPI First Wessex £18,208+RPI; Surrey CC contribution requested in this application

2015-16 Waverley Borough Council £16,332 +RPIx2years First Wessex £18,208+RPIx2years; Surrey CC contribution requested in this application

f) Briefly give **details** of how you would run the **lengthsman scheme**. For example, how you might manage working across a number of areas.

The contract is run by the Estates Supervisor, the job description is shown below.

Job Title: Estate Supervisor

Responsible for: Estates & Grounds Maintenance Foremen

Purpose of the Post: To carry out day to day Management of; caretaking, grounds maintenance and sub-contract services, in accordance with First Wessex Estate Services Specification, ensuring the highest possible standard of workmanship is maintained, to maximise customer satisfaction.

g) Please give some detail around **what difference doing this work will make to the community**.

Both Sandy Hill and The Chantrys are current or ex-Local Authority Housing Estates with a large percentage of low income families. A Planning for Real exercise on both estates highlighted that the residents would like to see improved environmental services. The caretaking service at Sandy Hill has since 2000 provided this improvement and subsequent increased resident satisfaction levels and these benefits are now (since June 2013) extended to The Chantrys.

Satisfaction levels have increased along with a reduction in crime and anti-social behaviour: this is partly due to the partners' work including the caretaking service which has contributed to this improvement and at the same time helped to generate a greater sense of pride in the neighbourhood This activity complements joint work to improve skills, opportunities and quality of life more generally.

*If your bid is agreed we will send a **Grant Funding Agreement** for you to complete, including providing bank account details. All payments will be made by BACS. The payment will be made following agreement from the Local Committee or Divisional Member.*

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

Surrey County Council's Local Committee for

COMMITTEE NAME

Reporting form for Local Committee Allocations for
Highways Localism Initiative



PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below, as necessary.

1. Your details

a) Name of organisation:

ITEM 9

b) **Contact details**

Name:

Position in organisation:

Telephone:

E-mail:

c) **Name of your County Councillor:**

2. Bid Detail

a) What amount of **funding** provided has been spent to date?

b) Outline **how this has been spent** – please give details of the type of work, the quality of the service etc

c) What **amount of funding is remaining to be spent?**

d) Outline **how you intend to spend the remainder** of the funding

3. Only to be completed towards the end of the financial year

a) Has the **full amount of funding** provided has been spent?

Yes

No

If No – please give details why and an assurance that the money will be spent by the end of the financial year – for example because you are waiting for final invoices from contractors

b) What amount of **funding is remaining to be spent?**

c) Please give detail on **how you feel the scheme has worked** – what has the response been from residents, how did you deal with inquiries and complaints, how successful was working with the Highways Service. What **evidence** is available, such as correspondence from residents?

d) Have you attached relevant accounting information?

Yes

No

If No – when and how is this information going to be received

Please return the form by e-mail to

- highwayslocalism@surreycc.gov.uk

- **the Highways Service (*details to be confirmed*)**

- **and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).**

Lengthsman Pricing Form

Company Name:

Contact Name:

Address:

Telephone:

Mobile:

Email:

VAT Number:

Insurance

For you, or a member of your company, to be eligible to become a Lengthsman you must have a minimum of £5million of Public Liability Insurance.

	Yes	No
Do you have minimum £5million Public Liability?	<input type="checkbox"/>	<input type="checkbox"/>
If not, are you willing to obtain a minimum £5 million before the 1 st April 2013?	<input type="checkbox"/>	<input type="checkbox"/>

Relevant Equipment

The Lengthsman will be expected to supply their own transport and equipment. Please provide details of relevant equipment that you currently have or will acquire for the duration of the contract, e.g. urban mowers, strimmers, chainsaw etc.

--

Capacity & Hourly Rate

	1-5hrs	5-10hrs	11-15hrs	16-20hrs	20hrs+
Please indicate the number of hours that you could spend in the area over the course of a month and what your hourly rate would be	£per hr	£per hr	£per hr	£per hr	£per hr

Health & Safety

Demonstrate your understanding of Health & Safety awareness and procedures below:

Relevant Experience / Technical Ability

Please provide examples of similar contracts, working directly for a local council or residents association or group of local councils, working on the highway and dealing directly with clients and customers if any:
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Please return document by e-mail, to

Name,e-mail:.....Tel:.....Address:.....

Surrey County Council's Local Committee for

COMMITTEE NAME

**Bid for Local Committee Allocations for
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below.

1. Your details

a) **Name of organisation:** Hambledon Parish Couciln

Status of this organisation:

Voluntary

Charity

Local authority Yes

Private

b) **Contact details**

Name: Jane Woolley

Position in organisation: Clerk

Company Name: Hambledon Parish Council

Address Line 1: Cobblers

Address Line 2: Hambledon

Town: Godalming

County: Surrey

Post code: GU8 4HL

Telephone: 01428 684213

E-mail: jane.woolley1@btopenworld.com

c) **Name of your County Councillor:** Victoria Young

2. Bid Detail

a) What **area(s)** will the work take place/ lengthsman operate in?

The civil parish of Hambledon

b) If different from previous section, who is the **lead contact** that will be administering the scheme? (name, position in organisation, full address, phone, email)

N/A

c) Have you approached **local suppliers** for prices and an idea of how much time they will work on behalf of the local council/s or residents association? Please detail.

Cutting back overhanging growth along roadsides and particularly where growth impedes the flow of water in ditches; ditch clearance; drain cover and gully clearance. Along all roads in the Parish

d) How much **funding** are you requesting?

£2,500 plus VAT

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e) Are you looking for funding on a **matched/part or fully funded basis**? If matched or part funding, how is the remainder of the money being raised?

A fully-funded basis. Whatever modest sum can be included in the Parish Council budget 2014-2015 for maintenance is essentially a contingency against unforeseen emergencies.

f) Briefly give details on how you would run the **lengthsman scheme**. For example, how you might manage working across a number of areas.

The Parish Council will continue to use the contractor who lives in the village, has the necessary operative's licence and level of public liability insurance and who is carrying out an excellent programme of hedge/ditch/gully clearance in the current financial year. The work will be managed by Cllr. Mike Parry and the Clerk.

g) Please give some detail around **what difference doing this work will make to the community**.

The grant to the Parish for the work that is being carried out in 2013-14 is restoring hedges, ditches and gullies to good order for the first time in many years. However, value for this expenditure will be negated unless a programme of on-going maintenance is put in hand and carried out. Such a programme will help to keep roads flood-free (and ice-free in the winter); and flood-free roads enhance the life of the surface tarmac and thus create further cost savings for SCC.

*If your bid is agreed we will send a **Grant Funding Agreement** for you to complete, including providing bank account details. All payments will be made by BACS. The payment will be made following agreement from the Local Committee or Divisional Member.*

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

Surrey County Council's Local Committee for

COMMITTEE NAME

**Bid for Local Committee Allocations for
Highways Localism Initiative**



PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below.

1. Your details

a) **Name of organisation:** Haslemere Town Council

Status of this organisation:

Voluntary

Charity

Local authority

Private

b) **Contact details**

Name: Mrs Sarah Nash

Position in organisation: Town Clerk

Company Name: Haslemere Town Council

Address Line 1: Town Hall

Address Line 2: High St

Town: Haslemere

County: Surrey

Post code: GU27 2HG

Telephone: 01248 654305

E-mail: dclerk.htc@haslemere.com

c) **Name of your County Councillor:** Nikki Barton

2. Bid Detail

a) What **area(s)** will the work take place/ lengthsman operate in?

All Haslemere Wards – Hindhead, Shottermill, Critchmere, Grayswood, and two Haslemere town wards. The bid is for vegetation removal and general maintenance (ie re-painting railings).

b) If different from previous section, who is the **lead contact** that will be administering the scheme? (name, position in organisation, full address, phone, email)

As above

c) Have you approached **local suppliers** for prices and an idea of how much time they will work on behalf of the local council/s or residents association? Please detail.

Council's local groundscare contractors 2 x people for vegetation clearance - £250 per day
SCC 2 person 'gang' - £2000 per week

ITEM 9

d) How much **funding** are you requesting?

£5,000

e) Are you looking for funding on a **matched/part or fully funded basis**? If matched or part funding, how is the remainder of the money being raised?

Fully funded.

f) Briefly give details on how you would run the **lengthsman scheme**. For example, how you might manage working across a number of areas.

Each contractor will be issued with a work specification for their task. There are not a large number of work streams and it is unlikely that more than one project will be undertaken at any one time. Work will be managed and monitored by Officers at Haslemere Town Council and thoroughly checked before invoices are paid.

We will work very closely with the Community Highways Officer to ensure that they are aware of our schedule and will align with their existing work.

g) Please give some detail around **what difference doing this work will make to the community**.

All of the work identified will help to ensure Haslemere is a cleaner and more agreeable place to live. In some areas where vegetation is planned to be removed from the side of the road it will prevent vehicles being scratched by branches as they are currently.

*If your bid is agreed we will send a **Grant Funding Agreement** for you to complete, including providing bank account details. All payments will be made by BACS. The payment will be made following agreement from the Local Committee or Divisional Member.*

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

**Surrey County Council's Local Committee for
Waverley**



**Bid for Local Committee Allocations for
Highways Localism Initiative**

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Please answer the questions below.

1. Your details

a) **Name of organisation:** Farnham Town Council

Status of this organisation:

Voluntary

Charity

Local authority

Private

b) **Contact details**

Name:	Iain Lynch
Position in organisation:	Town Clerk
Company Name:	Farnham Town Council
Address Line 1:	Council Offices
Address Line 2:	South Street
Town:	Farnham
County:	Surrey
Post code:	GU9 7RN
Telephone:	01252 712667
E-mail:	town.clerk@farnham.gov.uk

c) **Name of your County Councillor:** Pat Frost, Denise Le Gal, David Munro

2. Bid Detail

a) What **area(s)** will the work take place/ lengthsman operate in?

Farnham

b) If different from previous section, who is the **lead contact** that will be administering the scheme? (name, position in organisation, full address, phone, email)

Kevin Taitt. Team Leader Outside Services. Address and phone as above

c) Have you approached **local suppliers** for prices and an idea of how much time they will work on behalf of the local council/s or residents association? Please detail.

Work will be conducted by the Council's direct labour with certain elements bought in for specialist work as required (eg specialist graffiti)

ITEM 9

d) How much **funding** are you requesting?

£13,800

e) Are you looking for funding on a **matched/part or fully funded basis**? If matched or part funding, how is the remainder of the money being raised?

The funding is for the full cost of County Council elements of the work but this will be supplemented by enhancement work undertaken as part of the Town Council's Community Enhancement work.

f) Briefly give details on how you would run the **lengthsman scheme**. For example, how you might manage working across a number of areas.

Farnham Town Council would programme work to be done each month and provide regular reporting to the area Highways Officer to ensure key elements are progressed effectively. The work would include the following:

Sign & bollard cleaning (all signs annually, plus responsive cleans in high profile areas)

Cutting back overgrown vegetation – overhanging the footway or overgrowing a Right of Way – on an as need basis

Management of epicormic tree growth annually or as requested by SCC on schedule

Bus shelter cleaning (SCC shelters annually, or on responsive basis as required)

Graffiti removal monthly, (or 48 hour response for offensive graffiti)

Fly posting removal (and storage where appropriate)

Small fly tip clearance (and removal to FTC depot and arranging disposal)

Minor ditch maintenance

Other items agreed with the SCC Local Highways Officer

g) Please give some detail around **what difference doing this work will make to the community**.

Primarily, this work in partnership with the County Council will avoid duplication (eg Graffiti) and ensure there is a more responsive service for activities that are not priorities for the County Contractor (eg cutting back overgrown footpaths, sign cleaning etc). In addition the synergy will provide better pricing meaning that the County funding will deliver more outputs for the sum allocated thus benefitting the community with better value for a better area.

*If your bid is agreed we will send a **Grant Funding Agreement** for you to complete, including providing bank account details. All payments will be made by BACS. The payment will be made following agreement from the Local Committee or Divisional Member.*

NB If your bid is successful you will need a bank account in the name of your organisation. Any queries please contact the Highways Localism Team using the e-mail address:

highwayslocalism@surreycc.gov.uk

Please return the form by e-mail to the address above and also to your local County Councillor (details for Surrey County Councillors is available [here](#)).

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)

DATE: 21 March 2014

LEAD OFFICER: Mark Borland, Group Manager (Surrey Highways)



SUBJECT: OPERATION HORIZON 5 YEAR CARRIAGEWAY MAINTENANCE PLAN

DIVISION: All divisions in Waverley

SUMMARY OF ISSUE:

This report records the progress made in the first year of the 5-year carriageway investment maintenance programme, any changes to the year one programme and the success of the countywide Operation Horizon project to date. Progress of the supporting surface treatment programme of roads in Waverley that has been carried out this financial year is also reported.

It sets out the proposed Operation Horizon roads within Waverley for the year two programme (financial year 2014/15), along with the remaining approved roads to be completed in years three to five (2015 – 2018).

RECOMMENDATIONS:**The Local Committee (Waverley) is asked to note:**

- (i) The success of the countywide 5-year programme in year one.
- (ii) The progress of Operation Horizon roads, Surface Treatment roads, and changes in year one in Waverley in **Annex 1**.
- (iii) The proposed programme of Operation Horizon roads for Waverley for year two (2014/15) and the remaining approved roads to be undertaken in years three to five (2015-2018) listed in **Annex 1**.

1. INTRODUCTION AND BACKGROUND:

- 1.1 In tandem with majority of local highway authorities Surrey's roads are now deteriorating at a faster rate than ever before.
- 1.2 In 2012 the AA published results of a year-long study and expressed serious concern about the state of Britain's roads following a succession of heavy rain, flooding, snow and ice. It concluded that nearly one fifth of the UK network requires urgent attention over the next five years, with an estimated cost of up to £10bn to deliver the necessary maintenance.
- 1.3 Radical and urgent action is therefore required to meet residents' expectations for road condition. Consequently over the past 18 months Surrey Highways

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has been working with its contractors, UK research laboratories and senior stakeholders to develop a new innovative approach to highway road maintenance.

- 1.4 The outcome of this exercise was Operation Horizon, a new targeted 5-year countywide investment programme for carriageway maintenance that will significantly increase both the scale and scope of highway repair.
- 1.5 In February 2013 Cabinet approved the £100m maintenance programme. The Horizon project will deliver 16%-20% saving on existing contract rates, enabling £16m- £20m to be re-invested in Surrey's roads. This will enable a total investment programme of nearly **£120m** to replace the worst 500km (10%) of Surrey roads. The 5-year Horizon project (year one) commenced in April 2013.
- 1.6 For Waverley in particular the new programme will result in £13m being invested in the local road network and will enable 90km of road (12% of the local network) to be reconstructed.
- 1.7 On 15 March 2013 the Local Committee (Waverley) formally approved the roads in Waverley to be resurfaced or reconstructed over the 5-year investment period.
- 1.8 The approved roads in Waverley are listed **Annex 1**. This details the progress and successes of the Horizon programme to date, any changes to the proposed year one with reasons, the programme for year two roads commencing April 2014, and the remaining roads to be treated in years three to five (2015 - 2018). It also updates on progress of those roads in Waverley programmed for surface treatment in year one; this treatment will extend the life of the carriageway and supplement the Horizon maintenance programme.

2. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 2.1 The investment programme will be fully funded by the Surrey Highways Medium Term Plan and no financial contribution is required from the Local Committee's budget.
- 2.2 It is, however, recognised that the fixed five year investment programme will reduce the Local Committee's flexibility to promote future maintenance schemes as petitioned by residents.
- 2.3 The scale and scope of the investment programme is only sustainable if programme changes are limited, thus Surrey Highways will not be able, over the project period, to delivery new schemes not previously identified in **Annex 1**.
- 2.4 Consequently there could be increased pressure on Local Committee allocations to respond to residents' petitions to re-surface roads not already identified in **Annex 1**.

3. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 3.1 Improved road maintenance will support all travelling commuters and minority stakeholders.

4. LOCALISM:

- 4.1 The investment proposal will further support localism. Not only have local communities directly influenced the programme, but it will also enable communities to have a clearer understanding of Surrey Highways' "Level of Service" with regard to major repairs and a fuller appreciation of the longer term programme.
- 4.2 This appreciation will enable the programme to more effectively co-ordinate with local priorities and support wider initiatives, for example delivering re-surfacing schemes at the same time as new safety crossings.

5. CONCLUSION :

- 5.1 The Committee is asked to note the contents of this report.

6. WHAT HAPPENS NEXT:

- 6.1 Officers will continue to progress delivery of approved roads under the Operation Horizon investment maintenance programme.
- 6.2 Officers will provide an annual report confirming progress in delivering year two schemes programmed to be undertaken in 2014/15.

Contact Officer:

Mark Borland, Group Manager (Surrey Highways), 0208 541 7028

Consulted:

Annexes:

Annex One: Operation Horizon Investment Programme for Waverley

Sources/background papers:

- Environment & Transport Select Committee Reports_ November 2013
- Cabinet Report_ February 2013

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**2013-
2018**

**SURREY ROAD MAINTENANCE
OPERATION HORIZON**



INVESTING IN YOUR COMMUNITY

AREA: WAVERLEY

INTRODUCTION

The health and condition of our road network is vital to local businesses, the wider economy and residents pride in their community.

However, with the fourth busiest road network in the UK, ever-increasing demands from the utility companies to install new infrastructure and escalating incidents of severe weather combining to cause cracks and uneven surfaces, the challenge to maintain our network, to the standards demanded by our residents, has never been greater.

INVESTING IN THE FUTURE

To meet the challenges of the future and deliver significant improvement in Surrey's road network, Surrey County Council has approved the delivery of one of the largest single road investment programme in Surrey's recent history.

The **£100m** investment programme, **Operation Horizon**, will be delivered over five year period from 2013 – 2018 and has five key objectives of:

- i. Replacing 500km (10%) of the council's road network
- ii. Reducing the number of potholes and safety defects
- iii. Improving the council's national score for road condition
- iv. Improving the appearance and ride quality of network
- v. Supporting local economy through reduced road disruption and closures

This information leaflet provides the investment information for **Waverley** and details the specific roads that will be replaced over the five year period in your area.

WAVERLEY – ROAD INVESTMENT PROGRAMME

Waverley has **755km** of road, and although there is a large concentration of urban activity in the historic market towns of Farnham and Godalming, over 40% of roads are classified as rural, with key country lanes serving the surrounding villages, including Cranleigh and Haslemere.

Due its expansive open spaces, Waverley has the largest road network within Surrey's boundaries, with its largely rural road network creating specific challenges in the management of the highway.

Over the next five years Operation Horizon will invest a minimum of **£13m** in Waverley's road network. The investment will enable over **90km (12%)** of the Waverley road network to be replaced, significantly improving ride quality and community pride.

The full roads programme for Waverley is detailed by town/village from Page Five.

HOW WERE THE ROADS SELECTED?

In 2012 a full engineering survey was completed for the majority of Waverley's road network. All surveyed roads were then prioritised and scored using condition data to determine the worst roads in Waverley.

In conjunction a public consultation exercise was held which allowed members of the public to nominate their own worst roads, while to support the consultation a series of road shows were held in Farnham, Godalming, Haslemere and Cranleigh.

Using the road condition data, public nominations and local knowledge, engineers worked with the Local Waverley Committee to determine, within the funding constraints, the optimum five year programme for the Waverley area.

WHAT WILL THE WORK INVOLVE?

Prior to construction, all roads on the Operation Horizon Programme will be assessed by a qualified engineer to determine reason for road failure. This will include assessment of the underlying road base and top surface. Depending upon the needs analysis, one of two options will be selected;

- ✓ **full reconstruction**, replacing the underlying road base & top surface
- ✓ **partial reconstruction**, replacing top road surface only

The right engineering option will be selected for each road, with and the latest road design and engineering best practice deployed to ensure the road is fit for purpose for at least the next 10-15 years.

In addition to Operation Horizon, Surrey Highways will also deliver an annual **Surface Treatment** programme. This programme will provide minor road repairs and add a new surface layer to protect road from future water ingress.

For 2013/14 approximately **30** roads have been identified as suitable for this treatment and are detailed from page under the relevant town or village.

WHAT TO DO IF YOU'RE ROAD IS NOT INCLUDED IN OPERATION HORIZON?

Operation Horizon will replace the worst 10% of roads in Waverley and will make lasting improvement to the road network. However, we recognise the investment programme is not able to replace every road in the area to the desired standard. If you therefore believe urgent work is required on your road and it is not on the programme below, you have two available options:

Option One: Safety Defects

If your road contains defects or potholes which are causing a hazard to safety then you can report the defect via our online reporting tool at www.surreycc.gov.uk/do-it-online/report-it-online#highways. The defect will be inspected and you will receive written confirmation of proposed remedial action within 28 days.

Option Two: Condition Repair

If your road has poor ride quality and is causing significant local inconvenience then you can petition the local Waverley Committee to allocate funding for a full reconstruction or repair. Funding is limited and the committee will not be able to meet all requests, with petitions assessed on a needs basis. Details on how to submit petition are available via the Surrey CC website.

MANAGING CHANGE OVER PROGRAMME TERM

Operation Horizon was developed using the best information available in 2012 and, over the five year period, Surrey Highways shall maintain the programme integrity to the best of its ability.

However, it is recognised that over time, the network is subject to change due to impact of weather and further events forcing changing maintenance priorities. Operation Horizon will therefore be formally reviewed on an annual basis to ensure it meets the latest needs of the Waverley network. This may involve bringing schemes forward in the programme or delivering alternative schemes. Any such amendments will be evaluated scientifically, with updated programme published each April via the Waverley Local Committee and County Council website.

YEAR ONE UPDATE

Surrey County Council have to date reconstructed over 115km (70 miles) of its network under the County Horizon programme, which is the equivalent of the distance from Guildford to the Channel Tunnel at Folkestone.

By the end of November 2013, we reached our target of completing 100km (62 miles) of the network.

Surrey Engineers have led an integrated team consisting of contractors and specialists to investigate, design and construct each road identified under the Horizon programme, such that it is suitable for future use. As a result, over 150 of the worst roads across Surrey have now been reconstructed with a ten year guarantee. Issues that have affected the integrity of the carriageway, such as underlying drainage problems, and insufficient road foundation to cater for modern traffic loading, have been identified and addressed during the design process. These type of issues are a major factor of the formation of potholes and defects. From a recent inspection of the completed Horizon roads following the severe weather of December and January, many of which have been under water, were found to be defect and pothole free, thus proving the success of the Horizon approach.

Savings in excess of £2 million have already been achieved through contract savings and value engineering, which is being reinvested into the reconstruction of more roads.

Over 12 km of the Waverley network has been reconstructed this year to date under Project Horizon, alongside over 15km of surface treatment.

The supporting surface treatment programme is designed to extend the life of the existing carriageway of roads not identified under Horizon and suitable for such treatment, the status of each scheme is detailed at the end of the Annexe to this report.

FURTHER INFORMATION

For further information, including actual dates for proposed schemes due within the next six months, and further questions/answers please see:

www.surreycc.gov.uk/roads-and-transport/highways-information-online/improving-surreys-roads

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CRANLEIGH & EWHURST

Project Horizon Programme

Year One

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Amlets Lane	D191	Barhatch Rd	Smithwood Common	500	Part completed, further drainage works to be carried out
Park Drive	D936	Ewhurst Rd	Fettes Rd	400	Completed
High St	B213 0	Elmbridge Road	Ewhurst Road	2500	Completed

Year Two (2014/15)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Wanborough Lane	D189	Brookhurst Rd	Entire Length	400	

FARNHAM

Project Horizon

Year One (2013/14)

Road name	Road	Limits (start)	Limits (end)	Length (m)	
Station Hill	B3001	A31 By Pass	Station	140	Completed
Wrecclesham Hill	A325	Echo Barn Lane	Quennells Hill	800	Completed, with extended limits
Hale Road	B3007	Six Bells RB	East Street	750	Programmed for March
Hale Rd		Upper Hale Road	Six Bells R/about	300	Programmed with above
Weybourne Road	B3007	Six Bells RB	Lower Woodbourne Lane	685	Deferred to Easter
Lower Weybourne Lane	C121	Weybourne Rd	Badshot Lea Rd	1100	Programmed for March

Year Two (2014/15)

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Alma Lane	B3005	Upper Hale Road	Farnborough Rd	1000	
Farnham By Pass	A31	Shepherd & Flock RB	South Street	1600	
Nutshell Lane	D5439	Parkside	To End	300	
Broadwell Road.	D5305	Pottery Lane	School Hill	300	
Chapel Road	D5301	Boundstone Rd	Long Road	700	May move to surface treatment programme
Cobbetts Way	D5315	Greenfield Road	To End	200	
Frensham Rd	A287	Frensham Vale	Fifield Lane	1000	
Woodcut Road	D5304	Pottery lane	School Hill	300	
Boundstone Road	D5301	Chapel Road	Gardeners Hill Rd	1800	May move to surface treatment programme

FARNHAM (continued)

Year Two (2014/15) continued

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Gardeners Hill	D115	Boundstone Road	Frensham Vale	730	
Lodge Hill Road	D5300	Frensham Road	Tilford Road	1600	May move to surface treatment programme
Broomleaf Rd	D5325	Lynch Rd	Waverley Lane	800	May move to surface treatment programme
Falkner Road	D532	Potters Gate	The Hart	401	

Years Three – Five (2015-2018)

Farnham (Town Centre)

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Downing Street	A287	Union Road	West Street	700	
Union Road	A287	South Street	Downing Street	300	
The Borough	A325	South Street	Downing Street	200	
South Street	A287	Farnham Bypass	The Borough	210	
Dogflud Way	A325	East Street	Entire Length	600	Completed in Yr 1

FARNHAM (continued)

Farnham (Surrounding Area)

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Red Lion Lane	D5319	Firgrove Hill	To End	400	
Firgrove Hill	A287	Red Lion Lane	Ridgway Road	1100	
Folly Hill	A287	Drovers Way	Castle Hill	1200	
Old Park Close	D5367	Folly Hill	To End	400	
Vicarage Lane	D5350	Heath Lane	Wood Road	200	
Beldham Road	D5315	Greenfield Road	To End	150	
Bethel Lane	D5350	Heath Lane	Upper Hale Rd	400	
Bourne Grove (Inc Court)	D5322	Vicarage Hill	Tilford Road	700	
Cherry Tree Road	D5308	The Long Road	Boundary Road	236	
Clarks Hill	C213	Dippenhall Rd	Runwick Lane	500	
Ford Lane	D5313	Shortheath Rd	Burnthill Rd	400	
Little Green Lane	D5300	Shortheath Rd	Greenfield Road	400	
Grange Road	D111	Winchester Rd	Tilford Rd	630	
High Street	D5302	Fullers Road	Rosemary Lane	200	
Roman Way	D339	Hale Road	To End	530	
St James Avenue	D5336	Hale Road	To End	225	

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GODALMING

Project Horizon

Year One (2013/14)

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Aarons Hill	D5424	Bargate Rise	Include full horseshoe & Stonepit Close	500	Completed
Brighton Road	B2130	Wharf Street	Munstead Road	1785	Completed
Furze Lane	D5409	Green Lane	New Pond Road	700	Completed
Carlos Street	D5427	Latimer Road	Entire Length	250	Completed
Chalk Roa	C31	Bridge Road	Charterhouse Road	600	Completed
Latimer Road	D5427	Croft Road	Brighton Road	350	Completed
Meadow	A3100	Hare Lane	Chalk Rd inc. R/A	1130	Completed
Portsmouth Rd	A3100	Church Road	New Road	1400	Completed
Petworth Road	A283	Rake Lane	Haslemere Rd	1000	Completed
Pound Lane	D5427	High Street	Entire Length	150	Completed
Bridge Road/ Flambard Way	A3100	Entire Length		730	Completed
Frith Hill Rd	D5413	Twycross Rd	Knoll Cottage	700	Deferred to Yr 2

Year Two (2014/15)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Completed
Roke Lane	D142	Sunnydown	Petworth Road	400	
Sunnyhill and Sunnydown	D656	Roke Lane	Wheeler Lane	300	
Elizabeth Road	D5411	Binscombe Lane	George Road	600	
Church Road	A286	Portsmouth Road	Petworth Road	450	
Knoll Road	D5413	Frith Hill Rd	To End	330	

GODALMING (continued)

Year Three (2015/ 2016)

Road Name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Upper Manor Road	D5412	Nightingale Rd	Farncombe Hill	400	
Crownpits Lane	D5429	Brighton Road	Busbridge Lane	300	
Culmer Lane	D169	Sweetwater Lane	Petworth Road	400	
Haslemere Road 1	A286	Cherry Tree R/A	Gasden Lane	1600	
Haslemere Road 2	A286	Gasdon lane	Bowlhead Green Rd	1600	
Hurtmore Road	C23	Charterhouse Rd	CC Boundary	800	
Minster Road	D5432	Tuesley Lane	Entire Length	300	
Quarter Mile Road	D5407	Tuesley Lane	Busbridge Lane	300	
Catteshall Lane	D5419	Grange Close	Wharf Street	1000	
Silo Drive	D5409	Entire Length		250	
Oak Mead	D5410	Binscombe Lane	Barnes Road	300	
Loseley Rd (inc Biscombe Cres)	D5410	Oak Mead	Binscombe Lane	530	
Petworth Road	A283	Church Lane	Roke Lane	600	

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HASLEMERE

Project Horizon

Year One (2013/14)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
The Avenue	D5512	Lion Lane	Entire Length	400	Programmed for April
Courts Hill Rd	D5523	Shepherd's Hill	Longdene Rd	530	Programmed for April
Sandrocks	D5523	Shepherd's Hill	Lower Street	250	Completed
Petworth Rd	B2131	Haste Hill	High Street	650	Completed
Weysprings	D5513	Farnham Lane	Entire Length	400	Deferred due to flooding impact

Year Two (2014/15)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Wey Hill	B2131	Lion Green	Church Rd	500	
Haste Hill	D5524	Scotland Lane	Petworth Road	950	
The Avenue		Polecat Hill	To End	400	
Shepherds Hill	A286	High Street	Midhurst Rd	500	Programmed for April
Tanners Lane	D5517	Lower St	Bridge Rd	400	
Vicarage Lane	D5512	Priors Wood	To end	400	

Year Three (2015 /2016)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Bunch Lane	D5514	St Christopher Green	Stoatley Rise	800	
Farnham Lane	D134	Wey Hill	Royal School	1200	
Nutcombe Lane	D5507	Hindhead Road	End	770	

WAVERLEY WESTERN VILLAGES

Project Horizon Programme

Year One (2013/14)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)
Various	Hyde Lane*	D1325	Tilford Rd	Sailors Lane	1600

Year Two (2014/15)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)
Dockenfield	Boundary Rd	D117	West End Lane	Bealeswood Lane	1000
Dockenfield	High Thicket Rd	D120	Old Lane	Dockenfield St	600

Year s Three (2015/2016)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)
Brook	Park Lane	D317	Beech Hill	Rutton Hill Rd	400
Brook	Haslemere Road	A286	Bowlhead Green Rd	Upper Birtley	1600
Bowlhead Green	Boundless Rd	D317	Rutton Hill Rd	Towards the A3	800
Frensham	Mill Lane	D123	Pitt Lane	Peakfield	500
Grayswood	Haslemere Road	A286	Shoelands	Lower Road	1300
Hindhead	Tower Road	D5504	Tilford Road	Portsmouth Rd	700
Hindhead	Tilford Road	A287	A3 Lights	Churt Road	1000

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WAVERLEY EASTERN VILLAGES

Project Horizon Programme

Year One (2013/14)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Alfold	Horsham Road	A281	Petrol Station	Harbledown	400	Completed
Hascombe	Godalming Rd	B2130	Hookhouse Lane	Whitehorse Pub	1358	Completed
Hambledon	Hambledon Road	B2130	Salt Lane	Busbridge Lakes	1400	Completed

Year Two (2014/15)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Bramley	Aldens Hill	D197	Coombe Farm	Thorncombe St	580	
Bramley	Birtley Road	A281	Birtley Farm	Run Common Rd	700	
Shottermill	Liphook Road	D2131	Sturt Road	CC Boundary	200	
Shamley Green	Guildford Rd (check limits to extend)	B2128	WoodHill Lane	Manor Lane	450	

Years Three to Five(2015/18)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Alfold	Sachel Court Rd	D178	Dunsfold Road	Springbok Farm	1400	
Chiddingfold	High Street Grn	C34	Botany Bay Car Pk	White Beech Ln	900	
Chiddingfold	Pickhurst Rd	D160	The Green	Hazel Bridge	880	
Dunsfold	Rams Lane	D176	Knightons Lane	Alfold Rd	860	
Rowly	Barrihurst Lane	B2130	Horsham Rd	Stovolds Hill	350	

Surface Treatment Update

Cranleigh & Ewhurst

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Barhatch Lane	D192	Amlets Lane	Horseblock Hollow	600	Deferred to Yr 2 due to road closure clash
Horseblock Hollow	D192	Houndhouse Rd	Winterfold House	1561	Deferred to Yr 2 due to road closure clash
Shere Road	C46	Ockley Rd	Ride Way	1000	Deferred to Yr 2 due to utilities
Hound House Rd	C46	Horseblock Hollow	Hound House Farm	2500	Deferred to Yr 2 due to road closure clash
Horsham Lane	C48	CC boundary	Somersbury lane	1000	Deferred to Yr 2 due to utilites
Wildwood Lane	D183	Guildford Rd	Knowle Lane	400	Deferred to Yr 2 due to utilities
Somersbury Lane		Horsham Rd	North for 500m	500	Deferred to Yr 2
Dewlands Lane*	D919	Fire Station	Cemetery	75	Completed
Elmbridge Rd*	B2130	Horsham Rd	Guildford Rd	1210	Completed but requires remedials

Farnham

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Old Frensham Rd*	D109	Clumps Rd	Frensham Rd	900	Completed
Stream Farm	D5312	Frensham Rd	End	200	Completed

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Close*					
Laburnum & Woodside Rd*	D5345	Upper Weybourne Ln	Entire Length	458	Woodside Rd completed
Guildford Road	C119	Tongham Road	A31 Junction	1600	Deferred to Yr 2 due to road space
Waverley Lane	B3001	Monks Walk	Camp Hill	1100	Deferred to Yr 2 due to road space

Godalming

Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Roke Lane	D142	Sunnydown	Barrowhill School	700	Deferred to Yr 2 due to road space
Summers Rd*	D5400	New Pond Rd	Broadwater School	400	Completed but remedial due

Haslemere

Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Chestnut Avenue*	D5519	Bridge End	End	50	Completed
Courts Mount Rd*	D5523	Courts Hill Road	Sandrocks	400	Completed
St Christophers Grn*	D134	Entire Length		95	Deferred due to weather
Weydown Rd*	D5515	Wey Hill	Pine View Close	1035	Completed
Lion Lane	D5511	Wey Hill	The Avenue	1200	Deferred to Yr 2 due to road space

Waverley Western Villages

Village	Road name	Road ref	Limits (start)	Limits (end)	Length (m)	Comments
Bowlhead Green	Beech Hill*	D139	Entire Length		760	Completed
Bowlhead Green	Lower ouse Rd*		Bowlhead Green	Private Rd	300	Completed
Thursley	High Button*	D136	Park Lane	Creedhole Farm	600	Completed
Brook	Church Lane*	D151	Haslemere Rd	Petworth Rd	1500	Completed
Tilford	Farnham Rd*	B3001	Crooksbury Rd	Tilford St	400	Completed
Frensham	Pitt Lane	C26	Old Lane	West End Lane	2000	Deferred due to Yr 2
Thursley	Sailors ane	D132	Thursley Road	Hyde Lane	600	Completed previously
Elstead	Milford Road	B3001	Shackleford Road	A3 Junction Elstead	2000	Deferred to Yr 2

Waverley Eastern Villages

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)	Comments
Chiddingfold	Combe Lane*	C31	Petworth Rd	Pook Hill (inc Prestwick Lane)	2500	Completed
Chiddingfold	Pook Hill*	D157	Prestwick Lane	West End Lane	1800	Completed
Dunsfold	Alfold Road*	C35	Rams Lane	Dunsfold Common Rd	1900	Completed
Wonersh	Barnett Lane*	D211	The Street	Blackheath Lane	630	Completed
Wonersh	Stroud Lane	D195	Woodhill Lane	Guildford Road	1500	Deferred to Yr 2

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)

DATE: 21 March 2014

LEAD OFFICER: Duncan Knox

SUBJECT: Road Safety Policy Update

DIVISION: All divisions in Waverley

**SUMMARY OF ISSUE:**

To present to the Local Committee a draft update to the County Council's policy on setting local speed limits and a new draft policy to address road safety outside schools, including school crossing patrols.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to review, and provide comments on the draft policies. Comments will be taken into account prior to the policies being submitted to the County Council's Cabinet for approval.

REASONS FOR RECOMMENDATIONS:

Local Committees are responsible for most highway and transport matters in their areas, including speed limits and road safety measures outside schools. This report presents new road safety policies with respect to speed limits and road safety outside schools for comment by the Local Committee prior to submission to the County Council's Cabinet for approval.

1. INTRODUCTION AND BACKGROUND:

- 1.1 In January 2013 central government issued new national guidance for local authorities on setting speed limits (Circular 01/13). Consequently the County Council's own policy has been reviewed to take into account the latest national policy, and to improve Surrey's existing policy and procedure.
- 1.2 One of the most frequently expressed road safety concerns is that of the safety of children outside schools. Fortunately the number of child casualties in the vicinity of schools is comparatively small, but the perceived danger to children on busy roads on the school journey, especially in the vicinity of a school, can prove to be a barrier to more walking and cycling. Consequently a new policy "Road Safety Outside Schools" has been created to set out how the council will respond to such concerns. This may become especially important in light of the schools expansion programme.
- 1.3 The County Council's policy on school crossing patrols has also been reviewed and updated, and forms part of the "Road Safety Outside Schools" policy. The new policy has been designed to ensure that the County Council's limited resources for the provision of school crossing patrols is maintained and prioritised at sites where they are most needed.

2. ANALYSIS:

Setting Local Speed Limits

- 2.1 It is proposed that with respect to setting speed limits, the County Council's scheme of delegation will remain the same (repeated below for easy reference), but that the speed limit policy be updated.

"Local Committees will be responsible for the following:

To agree local speed limits on county council roads, within their area and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police road safety and traffic management team and with regard to the County Council Speed Limit Policy." (SCC Scheme of Delegation Part 3 Section 2 paragraph 7.2, b(iii)c).

- 2.2 The new draft policy "Setting Local Speed Limits" is included within Annex A. The new policy highlights the key point that simply changing a speed limit with signs alone will not necessarily be successful in reducing the speed of traffic by very much if the prevailing mean speeds are much higher than the proposed lower speed limit. For the first time the new national guidance (Circular 01/13) provides formulas that can be used to predict the likely change in mean speeds from a change in speed limit using signs alone. The new policy contains tables that have been generated using these formulas, and a threshold is shown within the tables, below which a new lower speed limit with signs alone would be allowed. For cases where existing mean speeds are above the threshold shown in the table, then supporting engineering measures will need to be considered alongside any reduction in speed limit.
- 2.3 The new policy indicates that new 20 mph speed limits using signs alone will be allowed where existing mean speeds are 24 mph or less. Additional supporting engineering measures will need to be considered where existing mean speeds are above 24 mph in order to get speeds down. This is the same

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as the new national guidance (Circular 01/13), and is a change to Surrey's existing policy where 20 mph speed limits using signs alone are only allowed where existing mean speeds are 20 mph or less.

- 2.4 With regard to speed limits outside schools, the new policy advises that there should always be an overall assessment of the safety issues outside a school to investigate and define the problem rather than consideration of the speed limit in isolation. For example the problems being experienced may be associated with inconsiderate parking or difficulties in crossing a road that will not be solved through a change in speed limit on its own. The new policy advises that the new "Road Safety Outside Schools" policy should be referred to instead.
- 2.5 The new policy contains a requirement that the Surrey Police Road Safety and Traffic Management Team is consulted on all proposed speed limit changes, and that its views are contained within any report to the Local Committee considering the change in speed limit. The Police Road Safety and Traffic Management Team has been consulted and is supportive of the new policy.
- 2.6 Following speed surveys and feasibility work, the Area Highways Manager will present a report to the Local Committee with recommendations for a change in speed limit, or not, along with supporting engineering measures, if required, based on the new policy. If the Local Committee disagrees with the recommendations presented to it by the Area Highways Manager, and wishes to proceed with an alternative option, then the issue must be submitted for decision by the Cabinet Member for Transport, Highways and Environment.
- 2.7 The new policy advises that speed surveys should be undertaken after a new speed limit has been introduced to check whether it has been successful. If it has been unsuccessful in reducing speeds to a level below the threshold in the table, then another report will be submitted to the Local Committee for it to consider whether any further engineering measures should be introduced. An alternative could be to remove the new lower speed limit and return to the original or different, higher speed limit. Again if the Local Committee disagrees with the recommendations presented to it by the Area Highways Manager, and wishes to proceed with an alternative option, then the issue must be submitted for decision by the Cabinet Member for Transport, Highways and Environment.

Road Safety Outside Schools

- 2.8 Fortunately the number of child casualties outside Surrey's 507 schools is comparatively small. For example in the seven year period from 2005 to 2011 there were 42,598 personal injury casualties recorded by the police (an average of 6,085 per year). Of these, 6% (2,747) were child casualties (an average of 392 per year). A total of 351 of these took place within 250m of the school gate, during school journey times (about 50 per year).
- 2.9 Nonetheless the perceived danger to children on busy roads on the school journey, especially in the vicinity of a school, can prove to be a barrier to more walking and cycling.
- 2.10 Therefore a new policy has been developed "Road Safety Outside Schools" (included within Annex B) that sets out the process that will be used by Surrey County Council for investigating and responding to concerns about road safety outside schools. The aim is to reduce the risk of collisions, and to make the

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road feel safer in order to improve the attractiveness of walking and cycling to and from schools.

- 2.11 The new policy highlights that local committees are allocated funding for highway improvements, and that the perceived problems will be investigated by county council officers who will then report back to the local councillors. The policy also highlights that schools and parents have a vital role to play in child pedestrian and cycle training, and encouraging responsible attitudes to using motor vehicles as children grow older. Therefore an assessment of the road safety education provided within a school and the school travel plan will always be undertaken alongside an assessment of the road safety situation outside the school gate.
- 2.12 The new draft "Road Safety Outside Schools Policy" incorporates the Council's policy on school crossing patrols. The aim of the policy is to ensure that the provision of school crossing patrols is maintained and prioritised at sites where they are most needed, within the existing budget allocation.
- 2.13 At the time of writing there are 69 school crossing patrols operating within Surrey, with a further 18 approved sites vacant. It is the intention of the County Council to continue with an existing budget of £206,000 to support all approved school crossing patrol services at maintained schools. It is proposed that a charge of £3,000 per year will be made to academies, independent and free schools, to cover salary and training costs.
- 2.14 National guidance advises that school crossing patrols should not operate where there is a light controlled crossing already in situ as this is a duplication of resources and could cause confusion. Therefore it is proposed that the small number of sites in Surrey where this is the case will be reviewed and subject to risk assessment from April 2014, and may be relocated or withdrawn.
- 2.15 If a new light controlled or zebra pedestrian crossing is installed (or installed nearby to) where a school crossing patrol is currently operating, then the service will be reviewed and may be relocated or withdrawn after a provisional period of 3 months. Requests for new school crossing patrols where there are already light controlled or zebra crossings will not be approved. If there is a request for a new school crossing patrol where there is a pedestrian refuge, this will be subject to risk assessment.
- 2.16 Whenever a vacancy arises at an existing school crossing patrol site or a request for a new site is received, then the site will be risk assessed before a decision is taken to recruit a new or replacement school crossing patrol. Where there is insufficient funding for new or vacant sites then a waiting list will operate and future funds will be allocated on a priority basis. In the absence of central funding being available, schools will have the option to pay for the service themselves via alternative means at a cost of £3,000 per year.
- 2.17 If a school leadership disagrees with a decision by the County Council in relation to a school crossing patrol, then a meeting will be held with the school staff and governing body to explain the reasoning behind the decision. The school staff and governing body will then have the right to appeal to the Cabinet Member for Transport, Highways and Environment if they wish.

3. OPTIONS:

- 3.1 The draft policies are presented to the Local Committee for comment. Options for changes to the policies will be taken into account before the policies are submitted to the County Council's Cabinet for approval.

4. CONSULTATIONS:

- 4.1 Surrey Police Road Safety and Traffic Management Team has been consulted on the draft policies. As well as being submitted to all 11 of Surrey's local committees for comment, the policies will also be subject to public consultation.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The draft policies aim to ensure an efficient process for considering changes to speed limits, or additional road safety measures outside schools. The new policies also aim to ensure that new highway measures are selected that will be effective in tackling the identified problem. The cost of a change in speed limit or new highway measures will always be presented to local committees for decision on whether to invest their local allocation.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 An equalities and diversity impact assessment has been completed for the "Setting Local Speed Limits" policy. Consequently the policy has been amended to include specific mention of vulnerable road users such as children, older people and those with mobility impairment within road casualty analysis which is completed in order to inform upon the need for speed management measures. The policy has also been amended to include the fact that speed reducing features could also form part of improved facilities for vulnerable road users such as pedestrians, cyclists, children and older people.
- 6.2 An equalities and diversity impact assessment is being completed for the "Road Safety Outside Schools Policy", and will be completed before the policy is submitted to county council cabinet.

7. LOCALISM:

- 7.1 The draft policies highlight the fact that it is the local committee within each area who will decide upon any changes to local speed limits, and whether to invest in any additional highway measures outside schools.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Effective speed management and road safety improvements will help to tackle antisocial driving as well as reduce road casualties.
Sustainability (including Climate Change and Carbon Emissions)	Improving safety and reducing the fear of traffic in the vicinity of schools and on the journey to school will help encourage more walking and cycling to school, and so will help reduce carbon emissions from vehicles.
Corporate Parenting/Looked	None

After Children	
Safeguarding responsibilities for vulnerable children and adults	None
Public Health	Effective speed management and improvements to safety outside schools will reduce the risk of road casualties. Reducing the fear of speeding vehicles and the fear of traffic will encourage more walking and cycling which improves the health of participants.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The County Council's policy on setting local speed limits has been updated in light of new government guidance, and in order to improve the existing assessment procedure. A new policy "Road Safety Outside Schools" has been developed to tackle concerns over road safety outside schools. As part of this the school crossing patrol policy has been updated to ensure that the provision of school crossing patrols is maintained and prioritised at sites where they are most needed, within the existing budget allocation.

The Local Committee (Waverley) is asked to review, and provide comments on the draft policies. Comments will be taken into account prior to the policy being submitted to the County Council's Cabinet for approval.

10. WHAT HAPPENS NEXT:

- 10.1 Comments from local committees, and comments received following public consultation will be taken into account prior to the policy being submitted to the County Council's Cabinet for approval.

Contact Officer:

Duncan Knox, Road Safety Team Manager, 0208 541 7443

Consulted:

Surrey Police

Annexes:

Annexe A: Setting Local Speed Limits

Annexe B: Road Safety Outside Schools

Sources/background papers:

Setting Local Speed Limits, Department for Transport Circular 01/2013

Speed Enforcement Policy Guidelines 2011 to 2015: Joining Forces for Safer Roads, The Association of Chief Police Officers

School Crossing Patrol Service Guidelines, Road Safety Great Britain, June 2013



Setting Local Speed Limits

Surrey County Council's Policy



1. Introduction

The aim of the County Council is to set speed limits that are successful in managing vehicle speeds and are appropriate for the main use of the road. Reducing speeds successfully may reduce the likelihood and severity of collisions, and can help to encourage more walking and cycling. This can help to make communities more pleasant places to live, and can help sustain local shops and businesses. The desire for lower speeds has to be balanced against the need for reasonable journey times and the position of the road within the county council's Strategic Priority Network.

The purpose of this policy is to explain the roles, responsibilities and the procedure that will be followed by Surrey County Council when deciding whether to change a speed limit. The policy also provides advice and guidance on the factors and additional supporting measures that may be needed to ensure successful management of vehicle speeds.

This policy has been developed with reference to national policy issued by central government "Setting Local Speed Limits, Department for Transport Circular 01/2013" and national policy issued by the Association of Chief Police Officers, "Speed Enforcement Policy Guidelines 2011 to 2015: Joining Forces for Safer Roads".

2. Key Principles

National speed limits

The three national speed limits are:

- the 30 mph speed limit on roads with street lighting (sometimes referred to as Restricted Roads)
- the national speed limit of 60 mph on single carriageway roads
- the national speed limit of 70 mph on dual carriageways and motorways.

These national speed limits are not, however, appropriate for all roads. The speed limit regime enables traffic authorities like Surrey County Council to set local speed limits in situations where local needs and conditions suggest a need for a speed limit which is different from the national speed limit. For example while higher speed limits are appropriate for strategic roads between main towns, lower speed limits will usually apply within towns and villages. A limit of 20 mph may be appropriate in residential areas, busy shopping streets and near schools where the needs and safety of pedestrians and cyclists should have greater priority. Changing from the national speed limit on a road will require that speed limit repeater signs are provided along the route to indicate the new speed limit.

Decision making and responsibilities

Within Surrey decisions over most highway matters including setting speed limits are delegated to local committees of elected county council and borough/district councillors. There is a local committee in each of the 11 boroughs and districts within Surrey. Each local committee is provided with an annual budget from Surrey County Council for highway improvements throughout their area, and then the local committee decides where best to invest their budget in response to local concerns to tackle congestion, improve accessibility, improve safety and support the local economy. Therefore any



proposals for changing speed limits including the signing, legal speed limit order and supporting highway measures would require agreement and allocation of funding by the local committee from their budget for highway improvements.

The county council's Area Highways Team, who report to the local committee, will lead the process to assess a potential change in speed limit. The Area Highways Team will be assisted by the county council's central Road Safety Team and will consult with Surrey Police's Road Safety and Traffic Management Team. The output would be a report and recommendations (in accordance with this policy) for consideration by the local committee, who will then decide whether to allocate funding for a scheme to change the existing speed limit or not.

Speed limits and speed management

Experience shows that changing to a lower speed limit on its own will not necessarily be successful in reducing the speed of traffic by very much if the prevailing mean speeds are much higher than the proposed lower speed limit. If a speed limit is set too low and is ignored then this could result in the majority of drivers criminalising themselves and could bring the system of speed limits into disrepute. There should be no expectation that the police would be able to provide regular enforcement if a speed limit is set too low as this could result in an unreasonable additional demand on police resources. It is also important to set reasonable speed limits to ensure consistency across the country.

Therefore speed limits should be considered as part of a package of measures to manage vehicle speeds and improve road safety. Changes to the highway (for example through narrowing, providing vertical traffic calming or re-aligning the road) may be required to encourage lower speeds in addition to any change in speed limit. Though these may be more expensive, they are more likely to be successful in the long term in achieving lower speeds without the need for increased police enforcement to penalise substantial numbers of motorists.

20 mph speed limits and zones

Within the latest central government guidance issued by the Department for Transport (Circular 01/2013) there is greater encouragement for local authorities to introduce more 20 mph schemes (limits and zones) in urban areas and built-up village streets that are primarily residential, to ensure greater safety for pedestrians and cyclists.

Circular 01/2013 emphasises that research into signed-only 20 mph speed limits shows that they generally lead to only small reductions in traffic speeds. Signed-only 20 mph speed limits are therefore most appropriate for areas where vehicle speeds are already low. If the mean speed is already at or below 24 mph on a road, introducing a 20 mph speed limit through signing alone is likely to lead to general compliance with the new speed limit. Table 2 shows the likely reduction in mean vehicle speeds following the implementation of a signed-only 20 mph speed limit.

Where the existing mean speeds are above 24 mph then a 20 mph scheme with traffic calming measures (known as a 20 mph zone) will be required. Research has shown that 20 mph zones with traffic calming measures have been very effective in reducing speeds and casualties, may encourage modal shift towards more walking and cycling and may result reductions in traffic flow on the road as vehicles choose alternative routes. However traffic calming measures are more expensive and are not always universally

popular. Table 1 shows the likely reduction in mean vehicle speeds following the implementation of a 20 mph zone with traffic calming.

It is possible to implement 20 mph schemes across an area that consist of a combination of physical features on some roads (where existing speeds are high), and signs alone on other adjoining roads (where speeds are already low).

Research has shown that mandatory variable 20 mph speed limits that apply only at certain times of day (using an electronic sign) are not very effective at managing vehicle speeds. Surrey police do not support 20 mph speed limits that are not generally self enforcing. The electronic variable message signage that would be required for a mandatory variable 20 mph speed limit would also place an additional maintenance burden on the county council for little benefit. Therefore Surrey County Council will not support the use of new mandatory variable 20 mph speed limits.

Speed limits outside schools

Requests are often made for lower speed limits outside schools as a result of concerns over the safety of children outside schools. It is the policy of Surrey County Council that there should always be an overall assessment of the safety issues outside a school to investigate and define the problem rather than consideration of the speed limit in isolation. For example the problems may be associated with inconsiderate parking or difficulties in crossing a road that will not be solved through a change in speed limit on its own. Therefore the county council have published a separate policy "Road Safety Outside Schools" that describes how concerns over road safety outside schools will be investigated.

School leadership and parents also have a vital role to play in ensuring the safety of children on the journey to school. Therefore an assessment of the road safety education provided within the school and the school's travel plan will always be undertaken alongside an assessment of the road safety situation outside the school gate.

Department for Transport regulations now allow the use of advisory "20 when lights show" with amber flashing lights on the approach to schools. However the influence of these signs on vehicle speeds is likely to be minimal and is not enforceable as it is an advisory sign, not a compulsory change in the speed limit. Regulations do not permit amber flashing lights to be used on the approach to signal controlled crossings or zebra crossings.



3. Procedure to decide whether to change a speed limit

STEP 1: Request to change a speed limit is received

Any requests to change speed limits should be submitted to Surrey Highways via www.surreycc.gov.uk or by calling 0300 200 1003. The Area Highways Team will then consider the request and if necessary will consult with the local member and local committee to decide whether to proceed with a full speed limit assessment. Reference will be made to the position of the road on the county council's Strategic Priority Network. If necessary the local committee may need to allocate funding for the speed limit assessment to be completed (to pay for speed surveys for example).

The Area Highway Team will determine the extent of the road to be assessed. The length of road over which a speed limit change is being considered should be at least 600m. This should ensure against too many speed limit changes that could be confusing to the motorist within a short space of road. However in some cases a slightly shorter length may be suitable where existing highway or roadside features provide a natural threshold which may complement a change in speed limit.

STEP 2: Measure existing speeds and analyse road casualty data

The Area Highways Team will commission one week automatic surveys of vehicle speeds (in both directions) in order to gather comprehensive data on existing mean vehicle speeds on the road. Several different speed survey locations may be required for longer stretches of road. If automatic surveys of vehicle speeds are not possible then a sample of speeds will be undertaken using a hand held speed measuring device at different times of the day to ensure the sample is representative.

Research has shown that reduced vehicle speeds reduce the risk of collision and also reduce the consequences and severity of any injuries, irrespective of the primary cause. Therefore the Road Safety Team will assess the number and pattern of road casualties along any route where a new speed limit is proposed, with particular attention given to vulnerable road casualties such as pedestrians, cyclists, children and older people. This analysis will help inform the need for any speed management measures to reduce the risk of collisions and to reduce the severity of road casualties, especially vulnerable road users.

STEP 3: Compare the existing speeds with the suggested new speed limit

National policy issued by the Department for Transport (Circular 01/2013) provides formulas derived from real examples of speed limit changes to predict the likely impact on traffic speeds of a change in speed limit. Table 2 shows the predicted reductions in mean vehicle speeds following a change to a new lower speed limit using the Department for Transport formulas.

For each speed limit change scenario within Table 2, a threshold is shown by a vertical line. If the measured existing mean speeds are below the threshold then the council will allow a change to a signed-only lower speed limit without supporting measures. If this is the case then proceed to STEP 5.

If the measured existing mean vehicle speeds are above the threshold, then the county council will not allow a lower speed limit without consideration of supporting engineering measures. In this case proceed to STEP 4.

It is anticipated that Table 2 presents data for the vast majority of speed limit change scenarios. However if there happens to be a scenario not covered by the table, then the Area Highways Manager will choose the example in the table that in their opinion provides the closest match to the case in question.

If more than one speed survey has been completed on a longer stretch of road, then it is possible that supporting engineering measures may be required on one part of the road, but not the other. Another option may be to introduce the proposed new lower speed limit on only one part of the road. Caution should be taken in cases where the proposed lower limit is above the existing measured mean speeds as this could have the effect of increasing mean speeds if drivers treat the new speed limit as a target.

Nearly all requests received in relation to speed limits are for a reduction in a speed limit. However though it is likely to be rare, it is also possible to consider a request for an increase in a speed limit. In these cases it should be assumed that this would have the effect which is the exact reverse of the effect of the equivalent speed limit reduction described within Table 2. Extreme care should be taken in any decision to increase a speed limit as this could result in increased speeds and increased risk and severity of collisions.

STEP 4: Conduct feasibility of supporting engineering measures

Where it is found that the existing measured mean vehicle speeds are too great for a signed-only change to a lower speed limit to be successful, then consideration of supporting engineering measures will be required.

The Area Highways Team will commission feasibility work on what measures may be possible. These may include traffic calming such as narrowing the road, chicanes, priority give-way arrangements, central islands, gateways, or vertical traffic calming. Speed reducing features could also form part of improved facilities for vulnerable road users such as pedestrians, cyclists, children and older people. However some forms of traffic calming will not be appropriate on major routes with large traffic flows and heavy vehicles, and it may be the case that speed reducing features and a reduction in speed limit is not always viable or desirable for some strategically important roads. For example vertical traffic calming cannot be used on roads that are 40 mph or greater. Accordingly the feasibility work and decision to change a speed limit will need to take into account the position of the road within the county's Strategic Priority Network.

STEP 5: Consult with Surrey Police Road Safety and Traffic Management Team

As Surrey police are responsible for the enforcement of speed limits it is essential that they are consulted on any proposals to change a speed limit and consideration of supporting engineering measures. Surrey police have a specialist Road Safety and Traffic Management Team who will be presented with the proposals for the new lower speed limit and any supporting engineering measures along with evidence of existing and predicted mean speeds and road casualty analysis.

The views of the police Road Safety and Traffic Management Team will be recorded in writing and included within the subsequent report to the local committee.



STEP 6: Local committee decision and allocation of funding

A report describing the outcome of the speed limit assessment and recommendations will be submitted to the local committee for consideration and decision at one of their public meetings. The report will include:

- a description of the position of the road within Surrey's Strategic Priority Network
- a summary of existing speed survey results
- a summary of the history and pattern of road collisions resulting in injury reported to the police, highlighting especially any vulnerable road users such as pedestrians, cyclists, children and older people
- the predicted speeds following a change in speed limit
- recommendations for a new speed limit and supporting engineering measures if required
- estimated costs of the scheme
- the views of Surrey Police Road Safety and Traffic Management Team

The local committee will then decide whether to proceed with the change in speed limit or not, along with supporting engineering measures (where also recommended). If the committee decide to proceed, then the committee will need to allocate money from their budget to fund the scheme. Alternatively the committee may decide not to proceed because the scheme is not warranted, or because they may have other priorities for investment of their budget at that time.

If the local committee disagree with the recommendations presented to them by the Area Highways Manager and wish to proceed with an alternative option, then the issue must be submitted for decision by the Cabinet Member for Transport, Highways and Environment.

STEP 7: Advertisement of legal speed limit order and implementation

If the local committee decide to proceed with a speed limit change, then in accordance with the Road Traffic Regulation Act 1984, a legal speed limit order will be advertised so that people have the opportunity to comment on the proposals if they wish to. Any objections will be considered in line with the County Council's constitution. Following advertisement, and after any objections are resolved or over-ruled, then the scheme will be implemented by the county council's highway contractors. Alternatively if the objections are upheld, then the scheme will not proceed.

STEP 8: Monitoring of success of scheme

After at least three months following implementation of the scheme, a one week automatic speed survey will be commissioned by the Area Highways Team. The "after" surveys will be undertaken using the same method as the "before" surveys to allow for a direct comparison to check whether the scheme has been successful in reducing vehicle speeds towards compliance with the new lower speed limit. The county council's Road Safety Team will compile data on before and after speed monitoring following speed limit changes so as to inform the need for any updates to this policy.

If the scheme has not been successful in reducing speeds to a level below the threshold contained within Table 2, then the Area Highway Manager will submit a further report to the local committee for consideration and decision at one of their public meetings. The

report will include a summary of the before and after speed surveys and consideration of any further engineering measures that may be possible to encourage greater compliance with the new speed limit. An alternative could be to remove the new lower speed limit and return to the original or different, higher speed limit.

The views of the police Road Safety and Traffic Management team will be sought, recorded in writing and included within the report to the local committee. This will include an explanation of whether any additional police enforcement would be possible to encourage compliance with the new lower speed limit.

If the local committee disagree with the recommendations presented to them by the Area Highways Manager and wish to proceed with an alternative option, then the issue must be submitted for decision by the Cabinet Member for Transport, Highways and Environment.

Tables to Show Predicted Change in Mean Speeds Following a Change in Speed Limit

The following definitions are used in the tables below and are the same as those used nationally by the Department for Transport in relation to setting speed limits. The formulas used to generate the values within the tables are taken from Annex A of "Setting Local Speed Limits", Department for Transport Circular 01/2013.

Urban – roads with a system of street lighting (three or more lamps throwing light on the carriageway and placed not more than 183 metres apart).

Rural – roads without a system of street lighting described above.

Rural Village – roads without a system of street lighting described above but with 20 or more houses (on one or both sides of the road); and a minimum length of 600 metres; and an average density of at least 3 houses per 100 metres, for each 100 metres.

Table 1 – Predicted change in mean speeds following a reduction to a 20 mph speed limit (with traffic calming)

Measured mean speed before	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Predicted mean speed after	14.9	15.1	15.3	15.5	15.8	16.0	16.2	16.5	16.7	16.9	17.1	17.4	17.6	17.8	18.1	18.3	18.5	18.7	19.0	19.2	19.4

Table 2 – Predicted change in mean speeds following a signed-only reduction in speed limit

Change from urban and rural 30 mph speed limit to 20 mph speed limit (without traffic calming)																					
Measured mean speed before	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Predicted mean speed after	19.9	20.6	21.4	22.2	23.0	23.7	24.5	25.3	26.1	26.8	27.6	28.4	29.2	29.9	30.7	31.5	32.2	33.0	33.8	34.6	35.3
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															
Change from urban 40 mph speed limit to 30 mph speed limit																					
Measured mean speed before	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Predicted mean speed after	30.5	30.7	30.9	31.2	31.4	31.7	31.9	32.2	32.4	32.7	32.9	33.2	33.4	33.7	33.9	34.1	34.4	34.6	34.9	35.1	35.4
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															
Change from rural village 40 mph speed limit to 30mph speed limit																					
Measured mean speed before	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Predicted mean speed after	29.3	30.1	30.9	31.6	32.4	33.2	33.9	34.7	35.4	36.2	37.0	37.7	38.5	39.3	40.0	40.8	41.6	42.3	43.1	43.8	44.6
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															
Change from rural village 50 mph or 60 mph speed limit to 30 mph speed limit																					
Measured mean speed before	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Predicted mean speed after	29.2	29.9	30.7	31.4	32.1	32.8	33.5	34.2	35.0	35.7	36.4	37.1	37.8	38.6	39.3	40.0	40.7	41.4	42.2	42.9	43.6
	New lower speed limit allowed					New lower speed limit only allowed with supporting highway measures															

Table 2 Continued

Change from rural village 50 mph or 60 mph speed limit to 40 mph speed limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	37.5	38.1	38.8	39.4	40.1	40.8	41.4	42.1	42.8	43.4	44.1	44.8	45.4	46.1	46.7	47.4	48.1	48.7	49.4	50.1	50.7	
	New lower speed limit allowed							New lower speed limit only allowed with supporting highway measures														
Change from rural single carriageway 50 mph speed limit to 40 mph speed limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	37.5	38.1	38.8	39.4	40.1	40.8	41.4	42.1	42.8	43.4	44.1	44.8	45.4	46.1	46.7	47.4	48.1	48.7	49.4	50.1	50.7	
	New lower speed limit allowed							New lower speed limit only allowed with supporting highway measures														
Change from rural single carriageway 60 mph speed limit to 40 mph speed limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	38.7	39.4	40.1	40.9	41.6	42.3	43.0	43.7	44.5	45.2	45.9	46.6	47.4	48.1	48.8	49.5	50.2	51.0	51.7	52.4	53.1	
	New lower speed limit allowed							New lower speed limit only allowed with supporting highway measures														
Change from rural single carriageway 60 mph speed limit to 50 mph speed limit																						
Measured mean speed before	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	
Predicted mean speed after	47.6	48.3	49.1	49.9	50.6	51.4	52.2	53.0	53.7	54.5	55.3	56.0	56.8	57.6	58.4	59.1	59.9	60.7	61.5	62.2	63.0	
	New lower speed limit allowed								New lower speed limit only allowed with supporting highway measures													
Changes on rural dual carriageways from 70 mph, 60 mph, or 50 mph to a lower limit																						
Measured mean speed before	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
Predicted mean speed after	42.8	43.3	43.8	44.4	44.9	45.4	45.9	46.5	47.0	47.5	48.0	48.6	49.1	49.6	50.1	50.7	51.2	51.7	52.2	52.8	53.3	
	New lower 40 mph speed limit allowed								New lower 50 mph speed limit allowed													
Measured mean speed before	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
Predicted mean speed after	53.3	53.8	54.4	54.9	55.4	55.9	56.5	57.0	57.5	58.0	58.6	59.1	59.6	60.1	60.7	61.2	61.7	62.2	62.8	63.3	63.8	
	New lower 60 mph speed limit allowed																					



Road Safety Outside Schools

Surrey County Council's Policy



1. Introduction

One of the most frequently expressed road safety concerns is that of the safety of children outside schools. At school drop off and pick up times the roads in the immediate vicinity of schools are especially busy and there is usually a high level of vehicle, pedestrian, and cyclist activity. This causes slower vehicle speeds and congestion and very often leads to frustration from residents and motorists at the apparent chaos caused by parents and children arriving or leaving the school.

The purpose of this policy is to set out the process that will be used by Surrey County Council for investigating and responding to concerns about road safety outside schools. The aim is to reduce the risk of collisions, and to make the road feel safer in order to improve the attractiveness of walking and cycling to and from schools.

The county council would like to encourage safe walking and cycling to school, as this is better for the health of children, and reduces congestion and pollution. The perceived danger to children on busy roads on the school journey, especially in the vicinity of a school, can prove to be a barrier to more walking and cycling. This then results in more car journeys and more congestion.

2. Main Principles, Roles and Responsibilities

Local committees allocate funding for highway improvements

Within Surrey decisions over most local highway matters are made by local committees of elected councillors in each District or Borough. Each local committee is provided with an annual budget for highway improvements, and it is for the committee to decide where best to spend their money. Therefore any proposals for highway improvements outside a school will require money from the local committee, and the committee will have to weigh this up alongside other requests for highway improvements at other sites.

The county council's road safety and highways colleagues will assess the site and develop possible solutions

The county council's Community Engagement Team will lead the process to investigate concerns over road safety outside a school, and the county council's local highways engineers, road safety engineering specialists and police road safety colleagues will also be invited to assist. This will result in a report containing options, where possible, to tackle the concerns that were raised. The local committee will then decide whether to allocate money from their budget on any improvements depending upon the extent of the problem, the estimated costs and the funds available.



Schools and parents have a responsibility to provide road safety education and training

Road safety education and training for children is just as important as improving the safety for road users outside schools. Schools and parents have a vital role to play in child pedestrian and cycle training, and encouraging responsible attitudes to using motor vehicles as children grow older. An assessment of the road safety education provided within a school will always be undertaken alongside an assessment of the road safety situation outside the school gate. The county council provide a range of resources for delivering road safety education and training to children and this can be found via www.drivesmartsurrey.org.uk.

Different problems require different solutions

The type of roads and problems will not be the same outside every school. There may be a mix of different problems such as inconsiderate parking, inappropriate vehicle speeds or difficulties in trying to cross the road. Therefore highway improvements provided outside one school will not necessarily be effective or useful outside another school. It will be important therefore to assess and understand the unique problems outside each individual school before any improvements can be developed and agreed.

School Crossing Patrols

A School Crossing Patrol is one possible road safety measure that could be considered when investigating safety issues outside schools. The School Crossing Patrol service is overseen by the county council's Community Engagement Team who ensure that School Crossing Patrols are recruited, trained and appropriately supervised, that adequate records are kept, and that potential sites are risk assessed to ensure that they are appropriate and safe. The operation of the School Crossing Patrol service will be based on the Road Safety GB School Crossing Patrol Guidelines (2010).

The Education and Inspection Act 2006 (section 508A) puts a duty on schools to promote sustainable travel to school and School Crossing Patrols are one option that can contribute to this duty. Whilst the county council's Community Engagement Team oversees the service, day to day management and the first line of management lie with the school.

Any school that has, or receives approval for a School Crossing Patrol will be expected to undertake further road safety education with their pupils and commit to reviewing their school travel plan with help and resources provided by the Community Engagement Team.

The county council will undertake a review of road safety outside a school whenever a school crossing patrol employee leaves their employment. This will

provide an opportunity to assess what solution would be the most effective to improve road safety before taking a decision on whether to recruit a replacement.

National guidance advises that school crossing patrols should not operate where there is a light controlled crossing already in situ as this is a duplication of resources and could cause confusion. Therefore any request for a new school crossing patrol at a site that has a light controlled, or zebra crossing, will not be approved. Existing sites where there is this is the case will be reviewed. If there is a request for a new school crossing patrol where there is a pedestrian refuge, this will be subject to risk assessment.

If a new light controlled or zebra pedestrian crossing is installed (or installed nearby to) where a school crossing patrol is currently operating, then the service will be reviewed and may be relocated or withdrawn after a provisional period of 3 months.

If the outcome of an assessment of road safety outside a school concludes that a School Crossing Patrol is the most appropriate measure at a site, the site will be prioritised as being high, medium or low risk. It is the intention of the Council to fund all approved School Crossing Patrol sites at maintained schools, although this is only possible where there is sufficient funding. If there is a shortfall in available funding, priority will be given to high risk sites, over medium and, in turn, low.

For Independent, Academy and Free schools a charge of £3,000 per annum will be made to cover the cost of salary, uniform and training.

If a school leadership disagree with a decision by county council officers in relation to a School Crossing Patrol, then a meeting will be held with the school staff and governing body to explain the reasoning behind the decision. The school staff and governing body can then appeal to the Cabinet Member for Transport, Highways and Environment if they wish.

3. Procedure to Assess Road Safety Outside a School

STEP 1: Request received

Any request for road safety improvements outside a school will be referred to the council's Community Engagement Team. If necessary the Community Engagement Team will contact the person who made the request to clarify and understand their concerns.

STEP 2: Consultation with local county councillor and highways colleagues

The Community Engagement Team will inform the local county councillor and local highways colleagues of the concerns who will in turn will be able to highlight any issues that have been raised before, and any work that has been completed previously. Consequently the local county councillor will confirm the need to proceed or not with the assessment described in the steps below. If the concerns



are submitted to the local committee (for example by petition), then the local committee will confirm whether or not to proceed with the assessment described in the steps below.

STEP3: School Travel Plan and road safety education assessment

A meeting will be set up with the school to discuss the concerns and to complete an audit of the road safety education provided within the school. The Community Engagement Team will advise the school if there are any gaps in provision and whether the school's travel plan needs to be updated.

STEP 4: Conduct site meeting and produce risk assessment

The Community Engagement Team will arrange a site meeting with key colleagues including the council's local highways engineers, road safety engineering team and Surrey Police Road Safety and Traffic Management Team. A risk assessment will be carried out for the area immediately outside the school. Other nearby points of concern on the journey to school may be assessed too if necessary. The assessment will include analysis of collisions, speeds, and may include the views of the school and comments from road users. The existing road conditions, signing and highway infrastructure will also be checked and noted.

STEP 5: Assess and report upon options

The Community Engagement Team will present a report to the school and local county councillor containing the results of the road safety education assessment and a description of any potential highway improvements along with estimated costs. The Surrey Police Road Safety and Traffic Management team will also be consulted. It will be then for the local committee to decide whether to allocate funding to implement any improvements depending upon the extent of the problem, the estimated costs and the funds available. In some cases improvements may be possible through improved maintenance of the existing infrastructure, rather than through the implementation of new infrastructure. Sometimes there may be money available from developers as a result of the planning process.

STEP 6: Scheme implementation (if the decision is taken to proceed)

If funding is provided by the local committee, then the scheme will be submitted for design and then construction by the county council's highway contractors. A standard road safety audit of the design will also be completed as an integral part of the design process for schemes that involve changes to the highway.

STEP 7: Evaluation and monitoring

Following implementation, the Community Engagement Team will visit the site and will consult with the school and local councillor to check upon the effectiveness of the improvements. A stage three road safety audit involving a

site visit by road safety engineers and police will also be undertaken following implementation.

The diagram below sets out this process.

Flowchart showing the Procedure to Assess Road Safety Outside a School





4. How to Get in Touch about Road Safety Outside a School

If you have concerns about road safety outside a school, please get in touch with Surrey County Council's Community Engagement Team via the county council's contact centre 03456 009 009.

Alternatively you may wish to lobby your local committee to explain your concerns and to ask them to fund road safety improvements outside a school. Information on how to lobby your local committee can be found via www.surreycc.gov.uk or by calling 03456 009 009.

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (WAVERLEY)

DATE: 21 MARCH 2014
 LEAD OFFICER: DAVID NORTH
 COMMUNITY PARTNERSHIP & COMMITTEE OFFICER
 SUBJECT: LOCAL COMMITTEE FORWARD PROGRAMME
 DIVISION: ALL DIVISIONS IN WAVERLEY

**SUMMARY OF ISSUE:**

The report sets out the Forward Programme of reports for the Local Committee for the 2014/15 municipal year.

RECOMMENDATIONS:

The Local Committee (Waverley) is asked to agree the Forward Programme, as outlined in Annex 1, indicating any further preferences for inclusion.

REASONS FOR RECOMMENDATIONS:

Members are asked to comment on the Forward Programme so that officers can publicise the meetings and prepare the necessary reports.

1. INTRODUCTION AND BACKGROUND:

1.1 The Forward Programme of the Local Committee is revised at each Committee meeting. Members are requested to propose any additional items for inclusion in the programme.

1.2 Local Committee meetings in the municipal year 2014-2015 will take place on the following dates, all starting at 1.30pm. Venues will be notified in due course.

9 May 2014	Godalming Baptist Church
20 June 2014	Winn Hall, Dunsfold
26 September 2014	Wrecclesham Community Centre
12 December 2014	Godalming Baptist Church
20 March 2015	To be arranged

1.3 Members are reminded that the next meeting of the Committee on 9 May 2014 has been scheduled to consider those proposals emerging from the Waverley Parking Review 2013 where decisions are required following the period of statutory advertisement.

2. ANALYSIS:

2.1 Officers are required to investigate and consult with the appropriate services,

www.surreycc.gov.uk/waverley

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partners or other agencies on the purpose, content and timing of future reports. As these negotiations are concluded then items are added to the programme. Changing circumstances and requests throughout the year mean that the programme must retain some flexibility.

3. OPTIONS:

3.1 It is prudent and practical for the Local Committee to produce and maintain a business forward plan.

4. CONSULTATIONS:

4.1 Local Committee members are consulted.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 None

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 None

7. LOCALISM:

7.1 The Local Committee seeks to ensure that local perspectives are captured in its activities.

8. OTHER IMPLICATIONS:

8.1 None

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The Committee is asked to agree the Forward Programme.

10. WHAT HAPPENS NEXT:

10.1 Officers will progress any member request and schedule reports for future meetings.

Contact Officer:

David North (Community Partnership and Committee Officer)
d.north@surreycc.gov.uk / 01483 517530

Consulted:

Local Committee members and relevant officers

Annexes:

Annex 1: Forward Programme 2014-15

Sources/background papers:

None

ANNEX

LOCAL COMMITTEE (WAVERLEY)

FORWARD PROGRAMME 2014-15

9 May 2014 (Godalming Baptist Church)

Waverley Parking Review 2013: result of statutory advertisement

20 June 2014 (Winn Hall, Dunsfold)

Highways update

Local Transport Strategy

Update on highways permit scheme

Progress of work in priority neighbourhoods

Public Health

Youth annual report

Update on Superfast Broadband

Establishment of task groups reporting to the Local Committee

Local Committee budgets

26 September 2014 (Wrecclesham Community Centre)

Highways update

Annual report on Safer Waverley partnership

12 December 2014 (Godalming Baptist Church)

Highways update

5 year highways infrastructure programme

Highway improvement programme for 2015-2016

20 March 2015 (Venue t.b.a.)

Highways update

To be scheduled:

Adult Social Care

Children's Services/Children's Centres/Family Support Service

Military Covenant

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