

Windlesham Traffic & Infrastructure Project Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk and reporting to the Windlesham Village Committee.
Purpose	To review previously proposed solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Windlesham village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham residents.
Membership	<p>Community groups – 2 representatives from any of the below</p> <ul style="list-style-type: none"> • 2 members of business community • All Windlesham village councillors, with 1 nominated Windlesham village councillor to act as chair of the working group. • Up to 2 community groups • 1 representative from the WNP Working Party • 2 members of community.
Terms of Reference	<p>The remit of the working party will be:</p> <ol style="list-style-type: none"> 1. To familiarise themselves with the following documents and work alongside SCC Highways to consult with residents on viable proposals: <p>Documents</p> <ul style="list-style-type: none"> • SCC Highway's proposals from November 2019, and the review of it in Feb 2021 • Questionnaire and consultation prepared by WPC in 2020 • External consultants (PGA) report of proposed traffic flow management for Windlesham village • External consultants traffic report for the Windlesham neighbourhood plan (NB. The consultation process will be led by SCC Highways and should consist of both an in -person meeting and online survey, The resulting documents will be made available to all via the Parish Council website and social media) 2. To review and report feedback from the consultation to Windlesham village committee 3. If the consultation fails to garner enough support for any of the proposals, the working party will: 4. If the consultation fails to garner enough support for any of the proposals, the working party will: <ul style="list-style-type: none"> • Gather up to date information and evidence which demonstrates support for alternative solutions, reflecting the needs of all road users not just vehicular.

	<p>Consideration must be given to the safety of pedestrians, cyclists, horse riders etc.</p> <ul style="list-style-type: none"> • If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC • Share feedback from resident survey with SCC representative for Windlesham and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic
Delegated Powers	The councillor representative selected as chair of this working party, or their nominated substitute will report back to the Windlesham committee at key stages of this project. The Working group will have no decision-making powers or powers to spend
Quorum	Three group members plus one Windlesham Village Committee councillor acting as Chair
Budget	There is no budget associated with this project, any recommendations that have associated costs must be referred to the Windlesham Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	
Agreed End Date	

APPENDIX 1

Background Data, Decisions, Research

1. **SCC Highways Report and proposals** from meetings held November 2019 and Feb 2021 generated from a walk about of Windlesham village with Parish councillors (Sam Kaye, Helen Hansen-Hjul, Katia Malcaus-Cooper, James Harris, Mike Goodman)
2. **Questionnaire and consultation prepared by WPC** on ?date sometime in 2020?
3. **Report on proposed traffic flow management** by External Consultant (PGA) hired by WPC , shared with residents at a meeting in the St John's Link venue on ?Date?
4. **Traffic report dated ??** prepared by External consultant for WPC as part of the Windlesham Neighbourhood Plan (WNP) adopted May 2019
5. **Zebra Crossing Petition for Windlesham Village – October 2019**

1 SCC Highways Proposals for Road layout changes – Awaiting Public consultation

From: Jason Gosden <jason.gosden@surreycc.gov.uk>

Sent: 28 May 2021 15:29

To: Clerk @ WPC <clerk@windleshampc.gov.uk>

Cc: Richard Tear <Richard.Tear@surreycc.gov.uk>; Andrew Milne <andrew.milne@surreycc.gov.uk>

Subject: Windlesham Project - Update on options for highway improvement measures

Hi Sarah,

Further to previous discussions with Parish Councillors, a number of alternative highway improvement measures along the B386 through Windlesham village centre were identified for further consideration. I am writing to update the Parish Council on progress that has been made in developing and accessing designs for these options, and I would be grateful if you could share the information in this message with the Parish Councillors.

Outline designs have now been produced for the measures listed below, and I attach a plan showing each of the proposals.

- A new mini-roundabout at the junction of Pound Lane/Updown Hill/Kennel Lane.
- A new mini-roundabout at the junction of Chertsey Road/Heathpark Drive.



- Improvements to the existing pedestrian island in Chertsey Road near its junction with Kings Lane.
- 3 alternative options for improving pedestrian crossing facilities at the junction of Chertsey Road/Updown Hill.

A safety audit has been carried out on each of the designs. The only significant concerns identified were as follows:

- Approach speeds on the southwest bound approach to the proposed mini-roundabout at the junction of Chertsey Road/Heathpark Drive. (A speed survey will need to be undertaken to further investigate the speeds. If they are found to be above the recommended level then we will need to assess possible mitigation measures).
- Visibility to the left for drivers joining the proposed mini-roundabout at the Pound Lane/Updown Hill/Kennel Lane from the Pound Lane arm. (This will be assessed further on site together with the scope for increasing visibility by cutting back vegetation).

Before progressing any further with the designs it would be helpful to meet again with Parish Councillors so we can seek their views on the various proposals and agree next steps. If you were able to assist with determining members' availability to attend a virtual meeting during the weeks commencing 7 June, 21 June or 12 July that would be much appreciated.

Regards,

Jason

Jason Gosden
Senior Engineer
Area Team 1 NW
Local Highway Services
Surrey Highways

5 Zebra Crossing Petition for Windlesham Village – October 2019

Decision Notice

Committee: Surrey Heath Local Committee

Date of meeting: Thursday, 3 October 2019

Note: Decisions in bold type indicate a decision differing from the recommendation in the report.

The following decisions were approved by the Surrey Heath Local Committee on Thursday, 3 October 2019 and will take effect on 11th October 2019 unless the call-in procedure has been triggered. The call in procedure applies to executive functions of the local committee only. CALL- IN DEADLINE: 10th October 2019.

The following represents a summary of the decisions taken by the Committee. It is not intended to represent the formal record of the meeting but to facilitate the call-in process.

[The alternative options considered and rejected by the Committee in taking the following decisions are set out in the reports circulated with the agenda for the meeting.]

To request a call-in on any of these matters, please contact Nikkie Thornton-Bryar on 01483 404788.

<p>PETITION FOR SPEED BUMPS ON BENNER LANE</p>	<p>Declarations of Interest: None</p> <p>Officers attending: Andrew Milne, Area Highways Manager, SCC</p> <p>Petitions, Public Questions, Statements: Petition response</p> <p>The Local Committee (Surrey Heath) noted that:</p> <p>(i) Benner Lane is included on the Surrey Heath speed management plan and a number of measures have been implemented to help encourage better compliance with the speed limit.</p> <p>(ii) Benner Lane has a good safety record and there are currently no proposals to introduce any traffic calming measures.</p> <p>(iii) Vehicle speeds and road safety will continue to be monitored in Benner Lane as they are for all sites on the Surrey Heath speed management plan.</p> <p>Reasons for Decision:</p> <p>Benner Lane has a good safety record with no personal injury collisions having occurred in the any part of the road in the last 5 years.</p>
<p>PETITION FOR ZEBRA CROSSINGS IN WINDLESHAM</p>	<p>Declarations of Interest: None</p> <p>Officers attending: Andrew Milne, Area Highways Manager, SCC</p> <p>Petitions, Public Questions, Statements: none</p> <p>Recommendations:</p> <p>The Local Committee noted that:</p> <p>(i) There is no action to be taken until the current work on reducing speed in Windlesham is completed.</p>

	<p>Reasons for Decision: As part of work associated with developing proposals for the Windlesham Neighbourhood Plan, transport consultants are seeking views from residents about other potential options for enhancing the village centre environment.</p>
<p>HIGHWAYS UPDATE REPORT</p>	<p>Declarations of Interest: None Officers attending: Andrew Milne, Area Highways Manager, SCC Petitions, Public Questions, Statements: none Recommendations: The Local Committee (Surrey Heath) is asked to note: i) the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2019/20 financial year. ii) the budgetary position. iii) that a further Highways Update will be brought to the next meeting of this Committee.</p>
<p>ENVIRONMENTAL COMMITMENT</p>	<p>Declarations of Interest: None Officers attending: None Petitions, Public Questions, Statements: none Recommendations: The Local Committee (Surrey Heath) noted and endorsed the report</p>
<p>NOMINATION TO OUTSIDE BODY - FAIROAKS AIRPORT</p>	<p>Officers attending: None Petitions, Public Questions, Statements: None Recommendations: Cllr Mike Goodman was nominated as the SCC representative for the Fair Oaks Airport Consultative Committee. Reason for Decision: The Fair Oaks Airport Consultative Committee have a vacancy for one Surrey County Council representative until the end of the election cycle of May 2021. This organisation is located within Chobham.</p>