

Notice of Meeting

Local Committee (Waverley)

Date: Friday, 15 March 2013

Time: 2.00 pm

Place: Alfold Hall, Dunsfold Road, Alfold GU6 8JB

Contact: **David North, Community Partnership & Committee Officer**

**Godalming Social Services Centre, Bridge Street,
Godalming, GU7 1LA**

**01483 517530
d.north@surreycc.gov.uk**

**THE MEETING WILL BE PRECEDED BY AN INFORMAL PUBLIC QUESTION TIME
STARTING AT 1.30PM**

**ALL OF THE DOCUMENTATION FOR THIS MEETING IS AVAILABLE ON-LINE ON
THE SURREY COUNTY COUNCIL WEB-SITE:**

<http://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=195&MId=2634&Ver=4>

Surrey County Council Appointed Members [9]

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

Borough Council Appointed Members [9]

Borough Councillor Brian Adams, Frensham, Dockenfield and Tilford
Borough Councillor Brian Ellis, Cranleigh West
Borough Councillor Carole Cockburn, Farnham Bourne
Borough Councillor Robert Knowles, Haslemere East and Grayswood
Borough Councillor Bryn Morgan, Elstead and Thursley

Borough Councillor Julia Potts, Farnham Upper Hale
Borough Councillor Simon Thornton, Godalming Central and Ockford
Borough Councillor Brett Vorley, Cranleigh East
Borough Councillor Keith Webster, Haslemere East and Grayswood

District / Borough Council Substitutes:

Borough Councillor Maurice Byham, Bramley Busbridge and Hascombe
Borough Councillor Elizabeth Cable, Witley and Hambledon
Borough Councillor Jim Edwards, Haslemere Critchmere and Shottermill
Borough Councillor Denis Leigh, Milford
Borough Councillor Stephen Mulliner, Haslemere Critchmere and Shottermill
Borough Councillor John Ward, Farnham Shortheath and Boundstone

Chief Executive
David McNulty

NOTES:

1. Members are reminded that Standing Orders require any Member declaring an interest which is personal and prejudicial to withdraw from the meeting during the discussion of that item, except in the circumstances referred to in Standing Orders. If you have any queries concerning interests, please contact the Community Partnership & Committee Officer.
2. Members are requested to let the Community Partnership & Committee Officer have the wording of any motions and amendments not later than one hour before the start of the meeting.
3. Substitutions (Borough Members only) must be notified to the Community Partnership & Committee Officer by the absent member or group representative at least half an hour in advance of the meeting.

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.

Guidance on use of information technology and social media and on the recording of meetings is printed on page (v) of this agenda.

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and notices of substitutions from Borough Council members under Standing Order 40(e).

2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 10)

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 65.

5 FORMAL PUBLIC QUESTIONS

To receive any questions from Surrey County Council electors within the area in accordance with Standing Order 66.

6 MEMBER QUESTIONS

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

NON-EXECUTIVE FUNCTIONS

7 BYWAY OPEN TO ALL TRAFFIC 278 BRAMLEY: REQUEST TO CONSIDER A TRAFFIC REGULATION ORDER (ROAD TRAFFIC REGULATION ACT 1984)

(Pages 11 - 24)

To decide whether to approve the publication of a Notice of Intention to make a Traffic Regulation Order.

EXECUTIVE FUNCTIONS

- | | | |
|-----------|--|-------------------|
| 8 | RESPONSE TO PETITION: TOWER ROAD, HINDHEAD

To agree a response. | (Pages 25 - 26) |
| 9 | HIGHWAYS UPDATE REPORT

To note progress made in delivering the programme of schemes. | (Pages 27 - 36) |
| 10 | LOCALISM IN HIGHWAYS: AN UPDATE ON DEVOLVED HIGHWAYS DELIVERY

To consider the Committee's response and agree next steps. | (Pages 37 - 42) |
| 11 | OPERATION HORIZON: WAVERLEY

To endorse the proposed five-year resurfacing programme. | (Pages 43 - 62) |
| 12 | TACKLING TRAFFIC CONGESTION -- INTRODUCTION OF A ROAD WORKS PERMIT SCHEME

To note the proposed introduction by the County Council of a road works permit scheme. | (Pages 63 - 78) |
| 13 | AIR QUALITY: FARNHAM TRAFFIC MANAGEMENT AND LOW EMISSION FEASIBILITY STUDY REPORT

To receive for information a report on the recent study. | (Pages 79 - 130) |
| 14 | DATA OVERVIEW OF ACADEMIC PROGRESS WITHIN THE BOROUGH OF WAVERLEY

To note the report. | (Pages 131 - 146) |
| 15 | SERVICES FOR YOUNG PEOPLE: LOCAL PREVENTION COMMISSIONING 2013-15

To agree the local specification for Waverley. | (Pages 147 - 158) |
| 16 | APPROVAL OF YOUTH SMALL GRANT APPLICATIONS

To consider the applications presented for approval. | (Pages 159 - 178) |
| 17 | SURREY FIRE AND RESCUE SERVICE UPDATE

To consider the Public Safety Plan Action Plan. | (Pages 179 - 188) |
| 18 | LOCAL COMMITTEE BUDGETS

To consider applications for funding presented to the Committee for approval. | (Pages 189 - 242) |
| 19 | LOCAL COMMITTEE FORWARD PROGRAMME

To note the proposed programme of reports for 2013. | (Pages 243 - 244) |

GUIDANCE ON USE OF INFORMATION TECHNOLOGY (IT) AND SOCIAL MEDIA AND ON THE RECORDING OF MEETINGS

Those wishing to report the proceedings at the meeting will be afforded reasonable facilities for doing so; however, there is no legal requirement to enable audio or video recordings or use of IT and social media during the meeting. The final decision on whether a member of the public or press may undertake these activities is a matter for the Chairman's discretion.

All mobile devices (mobile phones, BlackBerries, etc) should be switched off or placed in silent mode during the meeting to prevent interruptions and interference with any Public Address (PA) or Induction Loop systems. Those attending for the purpose of reporting on the meeting may use mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. This is subject to no interruptions, distractions or interference with any PA or Induction Loop systems being caused. The Chairman may ask for mobile devices to be switched off in these circumstances.

Any requests to record all or part of the meeting must be made in writing, setting out the parts of the meeting, purpose and proposed use of the recording, to the Chairman prior to the start of the meeting. In considering requests to record the meeting, the Chairman will take into consideration the impact on other members of the public in attendance. The Chairman may inform the committee and any public present at the start of the meeting about a proposed recording, the reasons and purpose for it and ask if there are any objections. The Chairman will consider any objections along with any other relevant factors before making a decision. The Chairman's decision will be final, but s/he may ask for recordings to be ceased in the event that they become a distraction to the conduct of the meeting and may request a copy and transcript of any recording made.

This page is intentionally left blank

DRAFT

Minutes of the meeting of the
LOCAL COMMITTEE (WAVERLEY)
 held at 3.00 pm on 24 January 2013
 at Haslemere Hall, Bridge Road, Haslemere GU27 2AS.

Surrey County Council Members:

- * Mrs Pat Frost (Chairman)
- * Mr Steve Renshaw (Vice-Chairman)
- * Mr Steve Cosser
- Ms Denise Le Gal
- * Mr David Harmer
- * Mr Peter Martin
- * Mr David Munro
- Dr Andrew Povey
- Mr Alan Young

Borough / District Members:

- Borough Councillor Brian Adams
- * Borough Councillor Brian Ellis
- Borough Councillor Carole Cockburn
- * Borough Councillor Robert Knowles
- Borough Councillor Bryn Morgan
- * Borough Councillor Julia Potts
- * Borough Councillor Simon Thornton
- * Borough Councillor Brett Vorley
- * Borough Councillor Keith Webster
- * Borough Councillor Maurice Byham (substitute)
- * Borough Councillor Elizabeth Cable (substitute)

The Chairman reported that she had received a written request from Ms A Hall to record Item 7 with a view to the reproduction of the audio recording for users of the **haslemereparking.com** web-site, along with a full written transcription. She had also sought permission to take photographs and to live tweet during Item 7.

The Chairman stated that she would not permit photography or live tweeting, which she felt to be inappropriate. She sought the Committee's approval for audio recording of the meeting and this was given unanimously. A member of the public received an assurance from Ms Hall that a copy of the recording would be made available on request.

1/13 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies were received from Ms D Le Gal, Dr A Povey, Mr A Young, Mr B Adams, Mrs C Cockburn; Mr B Morgan's apology was submitted by e-mail

during the meeting and received afterwards. Mr M Byham and Mrs E Cable were present as substitutes for Mr Adams and Mrs Cockburn respectively.

2/13 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes were agreed as a correct record and signed by the Chairman.

3/13 DECLARATIONS OF INTEREST [Item 3]

Mr R Knowles made a declaration of pecuniary interest in Item 7 on the grounds of his residence in Beech Road, Haslemere; he also informed the Committee that he is a member of the League of Friends of Haslemere Hospital.

The following members declared non-pecuniary interests in Item 7: Mr S Renshaw on the grounds of his residence in Farnham Lane and Mr M Byham on the grounds that his son lives in Kings Road.

4/13 PETITIONS [Item 4]

Mr D Pope presented a petition from residents of Courts Hill Road (West), Haslemere in support of the County Council's advertised proposals for the western section of Courts Hill Road. In his presentation Mr Pope noted residents' sustained support for the proposals and their involvement in developing a viable scheme which, he felt, represented the only realistic way of overcoming the chronic parking problems in this road. Residents felt that, if the recommended schemes for Kings Road and Longdene Road were approved, the situation in Courts Hill Road (West) would deteriorate. Mr Pope believed that some objections to the advertised schemes had been received from non-residents and urged the Committee to reject the recommendation for Courts Hill Road.

The Chairman explained that a response to the petition would be given in the course of discussion at Item 7.

5/13 FORMAL PUBLIC QUESTIONS [Item 5]

Thirteen public questions were received. The text of the questions and tabled responses, along with details of any supplementary questions, are attached. Supplementary questions to which no immediate response was provided would be addressed in the discussion at Item 7.

6/13 MEMBER QUESTIONS [Item 6]

No member questions were received.

7/13 REVIEW OF ON-STREET PARKING IN HASLEMERE: PHASE 1 - RESPONSE TO STATUTORY CONSULTATION [Item 7]

In presenting the report, the Local Highway Services Group Manager explained that the intention of officers was to improve the parking situation in Haslemere. The recommendations had been based on representations submitted during the official period of advertisement. Although expressions of support for specific proposals are not explicitly sought as part of this process, a record is made of these. Any changes agreed by the Committee would be

implemented in the next few months and Guildford Borough Council, as the County Council's enforcement contractor, would contact affected residents within an adequate timescale with arrangements for the purchase of permits.

The report contained a response to the petition presented to the Committee's previous meeting on behalf of residents in Lower Street and Shepherds Hill, requesting the inclusion of these roads in any residents' parking scheme introduced in Haslemere. Mr J Leake accepted an invitation to respond on behalf of the petitioners and expressed his concern at the piecemeal approach adopted in the report which he felt lacked an assessment of the cumulative impact of the proposals. Mr Leake suggested that the proposals did not represent a viable solution to the two fundamental parking problems confronting the town: (i) there are too many vehicles for the number of available spaces – a situation which is worsening as the volume of commuter parking increases; (ii) the concentration of commuter parking in the roads close to the station. Mr Leake believed that the reliance on residents' only parking schemes as the only proposed solution in this area would result in significant displacement of commuter parking and that the failure to fully assess this had resulted in other options not being considered, e.g. a one-hour "curfew".

The Chairman explained that the Committee would consider in turn each of the detailed recommendations set out at Annex 2 in the report. The operation of all residents' only parking schemes would be reviewed as part of Phase 2.

Bunch Lane

The recommendation was to proceed as advertised and to make adjustments to maintain access to Hawthorn Cottage.

It was estimated that displacement from this location would amount to approximately ten vehicles.

It was **resolved** to proceed as recommended with 13 votes in favour and one abstention.

St Christopher's Green

The recommendation was to proceed as advertised and investigate a limited waiting bay on the north side of St Christopher's Green in Phase 2.

It was noted that representations had been received to extend the operational time of the proposed residents' only parking scheme beyond 5.30pm. Officers explained that it would be possible to raise the cost of permits to fund extended enforcement times and that the Committee may wish to consider this in Phase 2. Permits would be available to residents and householders on the west side of St Christopher's Green (excluding the garage) and it was estimated that displacement would be very low. Mr P Martin felt that, in general, there was a risk that residents' only schemes would remove parking opportunities from other road users, but that he would support proposals which had attracted sufficient support.

It was **resolved** unanimously to proceed as recommended.

Lion Green, Lion Mead and Junction Place

The recommendation was to proceed as advertised.

The Committee noted the extent of objections to the proposed double yellow line in front of the Methodist Church. The position of officers – that obstructive parking was a concern at this location and that “blue badge” holders would continue to have some ability to park here – was understood, but members nevertheless wished to permit parking outside of working hours and on Sundays. Officers reminded the Committee that the installation of single yellow lines would require signage to advertise the times of operation. It was confirmed that the possibility of allowing parking on the apron in front of the shops had been examined, but the cost of moving utilities’ installations would be prohibitive.

Mr P Martin proposed an amendment to the effect that the section of Lion Green in front of Haslemere Methodist Church should remain unrestricted. The motion was seconded by Mr K Webster and defeated by eleven votes to three. Mr P Martin then proposed to amend the recommendation such that this section be provided with a single yellow line prohibiting parking on Monday-Saturday, 8.30am-5.30pm. The motion was seconded by Mr D Harmer and carried by eleven votes to three.

It was **resolved** by 13 votes to one to proceed with the recommendation, as now amended for the section of Lion Green in front of Haslemere Methodist Church.

Lion Lane

The recommendation was to proceed as advertised.

It was **resolved** unanimously to proceed as recommended.

Hill Road and College Hill area

The recommendation was to proceed as advertised.

It was **resolved** unanimously to proceed as recommended.

Kings Road and Longdene Road

The recommendation was to proceed as advertised in Longdene Road and in Kings Road, except that two one hour limited waiting bays would be retained outside of 2 Kings Road.

Members acknowledged that the proposals were popular with residents. It was noted that there would be a separate issue of permits for each road and confirmed that the balance of restricted and free spaces in Kings Road would be reviewed as part of Phase 2. There was some concern about the level of displacement, e.g. into Courts Hill Road (if, as recommended, that was to remain unrestricted) and officers estimated that up to ten vehicles may be displaced from Kings Road.

It was **resolved** to proceed as recommended with 12 votes in favour and two abstentions.

Courts Hill Road

The recommendation was not to proceed with proposals in Courts Hill Road, except for the provision of double yellow lines at the junctions of Courts Mount Road and Shepherds Hill and at the entrance to Hedgehog Lane.

A number of members expressed their concern that the distinctions revealed in the statutory consultation between the western and eastern sections of Courts Hill Road (divided at the junction with Courts Mount Road) had not been adequately reflected in the recommendation. It was noted that the majority of residents in the western section of the road wished to proceed with a residents' only schemes and that disproportionate weight had been given to the response from Haughton House, which is in multiple occupation.

Mr P Martin proposed an amendment to the effect that residents' only parking be implemented as advertised in Courts Hill Road (West). The motion was seconded by Mr S Cosser and carried by eleven votes to two with one abstention. Officers were requested to agree appropriate arrangements for the issue of permits at Haughton House.

In relation to Courts Hill Road (East) there was a view that, since few objections had been received, the advertised restrictions should go ahead. However, members noted that there had been few responses in total from this section of the road and that the proposal had only been developed on the basis of feedback from the informal consultation held in the summer of 2012 at which stage the two sections of the road had not been distinguished.

It was **resolved** by twelve votes to none, with two abstentions, not to proceed with proposals in Courts Hill Road (East), but to introduce residents' only parking restrictions as advertised in Courts Hill Road (West) and provide double yellow lines at the junctions of Courts Mount Road and Shepherds Hill and at the entrance to Hedgehog Lane.

Courts Mount Road

The recommendation was to proceed as advertised.

It was **resolved** unanimously to proceed as recommended.

Sandroek

The recommendation was to proceed as advertised, but following implementation review the capacity and eligibility of other nearby residents to apply for a parking permit as part of Phase 2.

It was **resolved** unanimously to proceed as recommended.

Popes Mead, Chestnut Avenue, West Street and Bridge Road (and access road to Telephone Exchange)

The recommendation was to:

- proceed as advertised, except that properties 1-11 Bridge Road (odd numbers) would be allowed to purchase permits for one scheme

encompassing the two previous schemes proposed for Chestnut Avenue and Popes Mead;

- review the operational hours of the residents' parking schemes as part of Phase 2;
- proceed as advertised in West Street

Officers were confident that the recommendations as presented answered the concerns of objectors. It was clarified that the loading restrictions in West Street would allow continuous access and egress at the Fire Station.

It was **resolved** unanimously to proceed as recommended.

Tanners Lane (North), Church Lane, High Lane and Derby Road (East)

The recommendation was not to proceed with proposals in Derby Road (East), High Lane, Church Lane, Church Green and Tanners Lane (approximately north-east of the boundary between Crane Cottage and Rosemary Court) but to provide residents' parking opposite Railway Cottages and double yellow lines east of Crane Cottage.

It was clarified that the residents' scheme would be restricted to the houses specified. It was acknowledged that the area is complex and that the proposals address the road safety concerns.

It was **resolved** unanimously to proceed as recommended.

Beech Road, Grayswood Road, Church Lane

Mr Knowles left the meeting for this section (see Item 3).

The recommendation was not to proceed with proposals in Beech Road and Grayswood Road, but to proceed as advertised in Church Lane opposite the hospital access.

Members expressed considerable sympathy with the needs of users of Haslemere Hospital and gave consideration to the suggestion that a one-hour restriction in the middle of the day may alleviate their concerns. However, in view of the complexity of the situation and the lack of consensus on timing, there was unease about making amendments at this stage. Officers reminded the Committee of the commitment to review the situation in Phase 2.

It was **resolved** to proceed as recommended with ten votes in favour and two abstentions.

THE CHAIRMAN ADJOURNED THE MEETING FOR FIVE MINUTES

Three Gates Lane

The recommendation was to proceed with the advertised proposals but to allow unrestricted parking for four vehicles in front of Fairfield.

Members noted the officers' view that the proposals should go ahead on safety grounds, but noted that there was no history of accidents or high speeds. Some members felt that the extent and nature of the objections were

such that the proposals should not be implemented. When put to the vote the recommendation was defeated by seven votes to five with one abstention.

The proposed restrictions in Three Gates Lane will therefore not proceed.

High Street

The recommendation was to proceed with loading restrictions in the lay-by to the north of West Street as advertised.

The recommendation was agreed by 13 votes to none with one abstention.

The Committee discussed officers' published intention to implement the provisions of the current Traffic Regulation Order (TRO) which requires vehicles to park parallel to the kerb in the on-street parking spaces outside Costa Coffee and at the bottom of Shepherds Hill, where the practice of parking at an angle to the kerb (echelon parking) had developed. The professional view was that the consequent necessity for vehicles to reverse into the flow of traffic on a heavily used A-road should not be supported. Members understood the officers' position but felt, nevertheless, that the case made by traders and residents -- that the reduction in free parking may have an adverse effect on local businesses and the vitality of the town -- was convincing. Officers explained that a proposal to revoke the existing TRO would need to be considered by the Committee in due course and that options could be investigated for highway improvements to enhance the safety of the current echelon parking arrangements. Officers confirmed that, in the meantime, no enforcement of the current TRO would be undertaken.

A motion was proposed from the chair and agreed unanimously such that the Committee **resolved** to request that officers investigate ways of ensuring that echelon parking (i.e. at an angle to the kerb) continues in the on-street parking spaces outside Costa Coffee and at the bottom of Shepherds Hill, with a view to bringing a proposal to revoke the existing Traffic Regulation Order to the Committee as part of Phase 2.

The recommendations having been considered and resolutions agreed on a street-by-street basis as above, recommendation (iii) was put to the Committee and agreed.

The **resolution** of the Committee was therefore:

- (i) That residents' parking schemes are implemented in:

St Christopher's Green
Kings Road
Longdene Road
Sandrock
Chestnut Avenue
Popes Mead/ West Street (near the fire station)
Tanners Lane (opposite Railway Cottages)
Courts Hill Road (West)

- (ii) That:

- Waiting restrictions are introduced for road safety and parking management purposes as shown in Annex 3 of the report (the January 2013 proposals), except in front of Haslemere Methodist Church, Lion Green, where single yellow lines will be installed (prohibiting parking Monday-Saturday 8.30am-5.30pm), and in Three Gates Lane;
 - Officers be requested not to implement the signs and lines required for the parallel parking outside Costa Coffee in the High Street and at the bottom of Shepherds Hill as required by the existing Traffic Regulation Orders, but to investigate options for highway improvements to improve the current echelon parking in these locations and to bring a proposal to revoke the existing Traffic Regulation Orders to the Committee as part of Phase 2.
- (iii) That the allocation and cost of residents' and visitors' permits in these schemes is as described in section 3 of the report.

Reason for decisions

The introduction of parking controls can help improve road safety, reduce obstructive parking and improve sight lines at junctions and access points. Resident permit parking helps those residents find parking spaces near to where they live, particularly those with limited or no off-street parking. The background to decisions of the Committee which vary from the officer recommendations is set out above.

8/13 LOCAL COMMITTEE BUDGETS [Item 8]

The Committee was informed that the application presented as Annex B had been withdrawn. The Chairman had agreed that additional applications set out in Annexes F-L should be presented to the Committee to enable arrangements for the transfer of funds and the implementation of projects to be put in hand as soon as possible.

Resolved to:

- (i) Agree the items presented for funding from the Local Committee's 2012/13 revenue and capital budgets as set out in paragraph 2 of the revised report and contained in Annexes C, D and E, also in Annexes F, G, H, I, J, K and L which were tabled at the meeting (and attached to the minutes).
- (ii) Note the expenditure approved since the last Committee meeting by the Community Partnerships Manager and the Community Partnerships Team Leader under delegated powers, as set out in paragraph 3 of the report.

Reason for decisions

The Committee was asked to decide on these bids so that the Community Partnerships Team can process the bids in line with the wishes of the Committee.

INFORMAL PUBLIC QUESTION TIME

The meeting was preceded by an informal public question time. Details of the matters raised are attached. The summary does not form part of the formal minutes of the meeting.

Meeting ended at: 5.45 pm

Chairman

This page is intentionally left blank



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

**BYWAY OPEN TO ALL TRAFFIC 278 BRAMLEY:
REQUEST TO CONSIDER A TRAFFIC REGULATION ORDER
(ROAD TRAFFIC REGULATION ACT 1984)**

15 March 2013

KEY ISSUE

This report seeks approval to publish a Notice of Intention to make a Traffic Regulation Order (TRO) for Byway Open to All Traffic (BOAT) 278 (Bramley) known as Hascombe Road.

SUMMARY

The BOAT has extensive surface damage. The erosion caused by an irresponsible element of 4x4s users has resulted in deep ruts, severe degradation of the byway surface and ponds of standing water. BOAT 278 is currently assessed as condition 3 in the countywide assessment. Condition 3 is the highest level for which the criterion states:- "in need of significant repair - whole route or substantial sections of route in poor condition e.g. deep/founderous mud and/ or significant rutting/erosion."

This route was closed on 23 June 2010 with a Temporary Prohibition of Traffic Order to prevent further damage and subsequently extended until 23 June 2013. Following the making of this closure Great Crested Newts and Fairy Shrimps were discovered in the pools and water filled ruts on the byway. These are both protected species under the Wildlife and Countryside Act 1981 and of Conservation Concern under the United Kingdom Biodiversity Action Plan and to which then County must have regard. The latter also has protection under the Conservation of Habitats and Species Regulations 2010.

A traffic regulation order closing the way to vehicles would prevent further damage to the road and safeguard the aforementioned protected species.

The order will be made following repairs to the route. Barriers with a 1500mm (4ft 11ins) width gap would be placed at points A, B, C and D (see ANNEX 1) to allow walkers, cyclists, horse riders, quads, most horse drawn carriages and motorcycle access.

Any repairs will have regard to the presence of the protected species and any conditions or mitigation measures stipulated by Natural England.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to agree that the grounds for making a TRO as outlined are met, and a Notice of Intention to make an Order should be published for Byway Open to All Traffic 278 (Bramley) to prevent damage to the road and to preserve and protect the endangered species found therein as shown on Drawing Number 3/1/2/H16 (Annex 1) The results of the consultation and any required repair mitigation will be reported back to a future meeting of the committee for a decision.

1 INTRODUCTION AND BACKGROUND

- 1.1 The Byway is situated 3km west of Cranleigh, 5.5km south of Bramley and 2km northeast of Dunsfold. It falls entirely within the Surrey Hills Area of Outstanding Natural Beauty (AONB). The section to be closed extends from a point 385 metres north of Dunsfold Road and 60 metres north of Painshill Farm Cottage to the southern side of its junction with Nore Drive (bridleway 203 Bramley); then from the northern side of its junction with Nore Drive to its junction with the Horsham Road (A281); as shown A-B and C-D on drawing 3/1/2/H16
- 1.2 The route is currently subject to a Temporary Prohibition of Traffic Order made under section 14(1) of the Road Traffic Act 1984, which was made on 23 June 2010¹ due to the likelihood of danger to the public and whilst repairs are being carried out to the surface. This currently prevents all traffic on foot or by any other means from entering along the above mentioned section of the byway.
- 1.3 Members are asked to consider the Council's duty under Section 122 of the Road Traffic Regulation Act 1984, to conduct an adequate balancing exercise to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians).
- 1.4 The County Council as the Traffic Authority has the power to make a Traffic Regulation Order, (subject to Parts I to III of schedule 9 of the Road Traffic Regulation Act 1984) where it considers it expedient: -
 - a) 'for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, or
 - b) for preventing damage to the road or to any building on or near the road, or

¹ And subsequently extended by the Department for Transport until 23 June 2013.

- c) for facilitating the passage on the road or any other road of any class of traffic (including pedestrians), or
- d) for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property, or
- e) (without prejudice to the generality of paragraph (d) above) for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot, or
- f) for preserving or improving the amenities of the area through which the road runs'
- g) for any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality)

1.5 The County Council as the Traffic Authority also has an additional power to make a Traffic Regulation Order as above, for special areas in the countryside. Byway 278 lies within the Surrey Hills Area of Outstanding National Beauty (AONB). This means a TRO can be made where the County Council considers it expedient:-

For the purpose of conserving or enhancing the natural beauty of the area, or of affording better opportunities for the public to enjoy the amenities of the area.

1.6 The Council's policy as agreed by the Executive on 6 January 2009 states:

(a) That Traffic Regulation Orders be used proactively where a countywide assessment indicates a Byway Open to All Traffic is in poor condition, in need of significant repair and it is considered necessary to restrict traffic, coupled with programmes of repair as resources permit.

(b) That where a countywide assessment indicates a Byway Open to All Traffic is in reasonable condition a Traffic Regulation Order be only made on grounds of significant danger to users of the route, or to prevent significant damage to the route

(c) That the revised Priority Statement and Targets for Public Rights of Way be adopted.

1.7 The Priority Statement and Targets for Public Rights of Way states that the County will process TROs in accordance with County policy as the need arises. Processing TROs is number 8 of 9 in the Priority Statement.

1.8 Level of physical condition in the annual byway assessment:

(1) Good- predominantly good throughout length of route.

(2) In need of some repair- e.g. short section of mud or limited rutting/erosion.

(3) In need of significant repair- whole route or substantial sections of route in poor condition e.g. deep/founderous mud and/or significant rutting/erosion.

2 ANALYSIS

Condition:

2.1 The physical condition of Byway 278 (Bramley) means it is in need of significant repair. Substantial sections of the byway are severely rutted and water-filled throughout much of the year, mostly along its eastern side, which qualifies it to be classed as a condition 3 byway, as described above. The policy as agreed by the Executive on 6 January 2009 states that a Traffic Regulation Order be used proactively on these condition 3 byways where it is considered necessary to restrict traffic, coupled with programmes of repair as resources permit.

2.2 The surface of BOAT 278 has been badly damaged and it will cost a significant amount to improve it. The surface of the byway had been degraded significantly until its closure in 2010 by an element of 4x4 users that use it irresponsibly and in a harmful manner. Equestrian and motorbike use does not appear to have contributed to the level of erosion caused by 4x4s. The photographs below show the degraded surface.



Photos above taken in May 2010 after a dry winter and spring



Photos above taken February 2013

Ecological issues

2.3 When the current closure was first made repairs were scheduled for Spring 2011, but before this took place Great Crested Newts (GCN) and Fairy Shrimps were discovered in pools and water filled ruts along the byway. These are both protected species under schedule 5 of the Wildlife and Countryside Act 1981, which makes it an offence for any person to intentionally kill, injure, take sell or intentionally damage their habitat. They are also both a species of conservation concern under the United Kingdom Biodiversity Act Plan. In addition the Conservation of Habitats and Species Regulations 2010 (CHSR 2010) (as amended) fully protects GCNs².

2.4 The County are therefore unable to proceed here with normal restoration of the byway due to its regard for the above conservation and habitat requirements.

2.5 An independent ecological report³ was commissioned which confirms that the rutting and standing water along the way had arisen due to heavy use by 4x4 and the heavy rains of recent years. They also confirm the presence of, and detail the distribution of, fairy shrimp in some of the shallower ruts and GCNs and their eggs in some of the deeper pools; which are indicative of their preferred habitats.

² ...and their breeding sites, making it an offence to deliberately kill, injure or capture GCNs; to deliberately disturb GCNs; damage or destroy GCN breeding places or resting places; possess or transport a GCN or any part of a GCN; sell (or offer for sale) or exchange GCNs or parts of GCNs.

³ McGibbon, R. and Underhill-Day, J. (2012) Status and management of fairy shrimp *Chirocephalus diaphanus* and great crested newt *Triturus cristatus* on a section of the Old Hascombe Road, Bramley, Surrey.

2.6 The report confirms that any management options should only be considered after consultation with Natural England.

Repairs

2.7 Repairs are anticipated to be substantial, costing in the region of £10-15,000. These costs would be mostly due to the clearance of drainage ditches, fencing off of certain ponds and wallows, vegetation clearance and some surfacing. If arising material needs to be removed from site this may triple the above costs. Any such works will only commence with agreement from Natural England who may require that the County apply for a mitigation licence under regulation 53(2)(e-g) and 53(9)(a-b) of the CHSR 2010⁴. Given the risks of committing an offence under any of the regulations outlined in paragraph 2.3 it seems unlikely that the County can begin repairs until permission is obtained from Natural England.

2.8 A permanent TRO would prevent further damage to the surface following byway repairs, which will be carried out in the next 6 months weather and licence permitting. A permanent width restriction prohibiting 4x4s and wider vehicles will enable the repairs to be engineered to preserve the character of the road in a case where it is suitable for equestrians, cycles and motorcycles. Repairs done on well-used byways, which have not been closed to vehicles, show that the life expectancy of an unsealed surface is less than 10 years; bridleways typically have a life expectancy of more than 15 years.

2.9 Alternatively seasonal TROs have been successful in Surrey where the surface is prone to erosion during the wet winter months and where the surface condition is the predominate issue – typically these have been level clay routes such as this one, where the clay subsoil has a much reduced bearing capacity when hydrated. Recent years, however, have also seen heavy rains throughout the summer leaving the ground waterlogged and prone to damage throughout the year. If the byway were open during the summer months, the Police would have difficulties policing it successfully due to its relatively remote location. This is likely to mean that the byway could be damaged further, requiring repairs which the current Countryside Access Team Maintenance budget would not be able to cover.

2.10 Any repairs or other works will have regard to the presence of the aforementioned protected species and any conditions or mitigation measures stipulated by Natural England.

3 OPTIONS

3.1 It is the Officer's recommendation that a Notice of Intention to make a TRO prohibiting all vehicles over 1500mm (4ft 11ins) width be published, and the results of the consultation be reported to a future meeting of this Committee for a decision. A width restriction of 1500mm (4ft 11ins) will effectively exclude

⁴ Required if work/activities would affect GCNs and would involve one or more of the following; capture, disturbance, transport and/or damage/destroy the breeding sites or resting places of GCNs; provided that there is no satisfactory alternative and action will no be detrimental to the population.

all motor vehicles, except quad- and motorbikes, whilst permitting use by many horse drawn carriages.

- 3.2 The alternative solution would be to do nothing and allow the current temporary closure to elapse. If reopened and without the TRO, the condition of the route is likely to further deteriorate and would soon be unusable to anything other than a specially adapted 4x4 vehicle. This might also have a detrimental affect upon the two protected species. When the byway is then repaired it would require much more imported material at much greater cost, which the Countryside Access Maintenance Budget local allocation will not be able to cover.

4 CONSULTATIONS

Consultation replies	Officers Comments
<p>Supporter: Raymond Cook I am wholly in favour of this change. The passage of inappropriate 4x4 vehicles along this byway is not beneficial to anyone. I look forward to hearing that this order is enacted.</p>	None
<p>Supporter: Denis Holmes (Ramblers Footpath Secretary) On behalf of the Ramblers I support the proposed Order.</p>	None
<p>Supporter: Anthony Kerby (Neighbourhood Specialist Officer, Cranleigh Police Post) I have spoken to my Sergeant and the Force rural officer. We do not have any objections to your proposals.</p> <p>Supporter: Graham Cannon (Road Safety and Traffic Management Officer, Surrey Police) I can confirm that we have no objection.</p>	None
<p>Supporter: Tim Harrold (Campaign to Protect Rural England) I can confirm that the byway is in poor conditions...people confirm that the BOAT is impassable in places as it is so overgrown, muddy and flooded. I can confirm from my own inspection that there is still significant rutting and erosion from earlier 4x4 activity. The most northerly section of C to D seems to have either a stream or ditch running through it for at least part of its length. Repair of this BOAT would be expensive at any time and impossible in the winter. The presence of protected species would in any case many extensive renovation undesirable in the vicinity of where they have been located.</p>	None

ITEM 7

<p>Supporter: Clive Smith (Surrey Hills AONB Planning Officer) I note the reasons set out in your letter for the County Council wishing to avoid any further damage to the BOAT and ecology of the area. I would ask that our policy is given weight in decisions relating to the future of this BOAT: <i>“The quiet enjoyment of the Surrey Hills on public rights of way will be protected. Whilst recognising lawful and responsible use, actions to minimise the negative and illegal impacts of vehicular use on the landscape will be implemented by working in conjunction with landowners, the Police and Highway Authority.”</i> (Plan Policy RT6)</p>	<p>None</p>
<p>Bramley Parish Council: Has discussed the proposed TRO and has no objection or comments to make.</p>	<p>None</p>
<p>Supporter: Steve Sharp (The Trail Riders Fellowship) I support the fact that the proposal maintains rights for responsible trail riders to use the route.</p>	<p>None</p>
<p>Commenter: Ralph Holmes (The Open Spaces Society) Considering the appalling state the byway is currently in, we welcome the making of a TRO. We would prefer the TRO to close the byway to all motorised traffic irrespective of the width of the vehicle. I would ask that Surrey County Council look at this further and find ways to repair Bramley 278- hopefully to the same sort of standard achieved along Lions Lane, Cranleigh. Surrey did that brilliantly and now it is a great pleasure to walk or cycle along it.</p>	<p>The Council believes that the byway can be repaired sufficiently to allow some users in mechanically propelled vehicles to continue to use it and where this is possible it should endeavour to do so. In addition the ecological survey suggests that some disturbance of the surface is actually beneficial to the fairy shrimp although not to the extent that the surface is made impassable.</p>
<p>Brian Cohen (Member of Surrey Countryside Access Forum- SCAF). It is my understanding that the SCAF are to comment on all such matters prior to decisions being made and due time made available for this to happen. Is there documentary evidence for the continued presence in this byway of the 2 protected species?</p>	<p>It is not usual practice to consult the SCAF on individual orders, only on strategic and policy matters. The final draft of the ecological report from “Footprint Ecology” was received in April 2012. We have no</p>

ITEM 7

<p>Why was maintenance to this byway undertaken in 2011 but no such mention of shrimps or newts was made.</p> <p>There is a pond and drain to the east of the byway- I suspect the pond has overflowed. If the landowner has not maintained his drainage something should be done about this too.</p>	<p>reason to suspect that the situation with regard to these species has changed since.</p> <p>The clearance work was undertaken as a precursor to resurfacing works. It was during this work that both the fairy shrimp and the great crested newts were discovered.</p> <p>The issue of drainage is certainly important here and will be a core part of our strategy to restore this route.</p>
<p>Objector: Steve Sharp (Surrey Byways User Group)</p> <p>I object to the proposal on the grounds that the Council should maintain access for all vehicular users. The Byway should not have been allowed to deteriorate to the extent that Great Crested Newts and Fairy Shrimps have somehow found their way into water filled ruts.</p>	<p>Surrey County Council policy states that where a TRO is made due to the byway being in poor condition, repairs will be carried out as resources permit. We must also have regard to the likelihood that future uncontrolled use by 4x4 might rapidly damage the repaired byway.</p> <p>The Council endeavours to prevent the deterioration of byways wherever possible although this is not always financially nor logistically possible given that huge damage can often be caused by 4x4 in a short period after very wet weather.</p>

5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 5.1 If a Notice of Intention to make a TRO is published this would incur an advertising cost of approximately £500-700 which would have to be met from the Countryside Access budget.
- 5.2 Repairs are scheduled, which will cost £10-15,000 from the Capital budget allocated to the Countryside Access Team. If the landowner does not agree that ditch dredgings can be placed on adjacent land then this cost could triple. This figure includes the clearance of ditches along its full length and some surfacing at both ends.
- 5.3 The costs of applying for and accommodating a licence from Natural England are currently unknown in terms of both time, finance and mitigation works. These costs are likely to be unavoidable.

5.3 If alternatively a Seasonal TRO were subsequently made, advertising costs in the region of £500-700 would have to be met from the Countryside Access budget.

5.4 Barriers, traffic signs and installation costs in the region of £2000* would be met from the Countryside Access Team Maintenance budget. Temporary barriers are currently in place but these will be replaced with new barriers or bollards which would permit use by vehicles narrower than 1500mm (4'11").

6 EQUALITIES AND DIVERSITY IMPLICATIONS

6.1 The TRO will prevent further damage to the surface and once repaired it will improve accessibility for most users.

6.2 Motorised vehicles and some horse drawn carriages over 1500mm (4ft 11ins) wide will be restricted.

7 CRIME AND DISORDER IMPLICATIONS

7.1 Surrey Police have no objection to the proposed TRO.

8 REASONS FOR RECOMMENDATIONS

8.1 Officers do not have delegated powers to make or advertise TROs. Officers support the decision to make a TRO because it would meet Surrey County Council Policy and would protect the durability of the byway by preventing damage to the road. It would also help us to meet the requirements placed upon us to have regard to the ecology and nature conservation of the two protected species found along it.

9 WHAT HAPPENS NEXT

9.1 Should Members decide to proceed with the TRO, a Notice of Intention to make a Traffic Regulation Order will be published in a local newspaper and on site and all interested parties and user groups will be consulted.

9.2 An application will be made to Natural England for a Mitigation Licence, if required.

9.3 After the advertising period has expired, Members will be asked to consider any further representations at a future Committee meeting to decide whether the legal and policy criteria for making the order still apply.

9.4 Further information will also be provided at this Committee regarding the mitigation licence and the detail of any proposed works and ongoing management conditional upon it.

**LEAD/ CONTACT
OFFICER:**

Daniel Williams, Countryside Access Officer

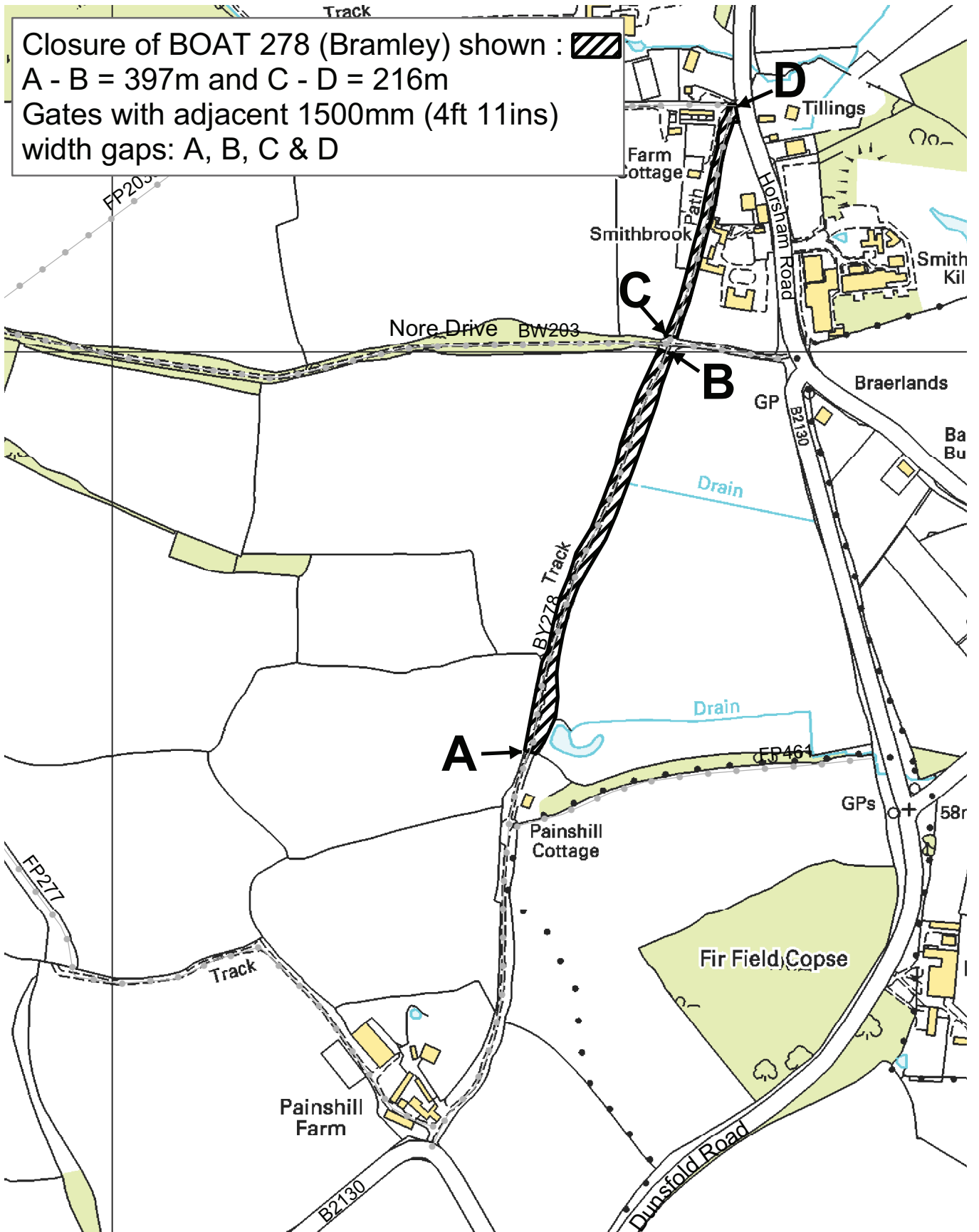
**TELEPHONE
NUMBER:** 020 85419245

E-MAIL: Daniel.williams@surreycc.gov.uk

**BACKGROUND
PAPERS:** Available to view at Countryside Access offices,
Merrow Depot, Guildford by appointment

This page is intentionally left blank

Proposed Traffic Regulation Order Byway Open to All Traffic (BOAT) No. 278 (Bramley)



Parish of Bramley, Borough of Waverley
Road Traffic Regulation Act 1984

Grid Ref at A: 0238 3862
OS Sheet: SU 03 NW

Date: 23/10/2012
Drawn by: DW
Drawing No. 3/1/2/H16
Original size: A4

This page is intentionally left blank



OFFICER REPORT TO LOCAL COMMITTEE (WAVERLEY)

RESPONSE TO PETITION: TOWER ROAD, HINDHEAD

15 MARCH 2013

KEY ISSUE

To respond to a petition presented Mr Ian Clifton on behalf of residents of Tower Road, Hindhead and its neighbourhood at the meeting of the Committee held on 14 December 2012.

PETITION

The petitioners expressed their concern at the extent to which parked vehicles in this vicinity were reducing safe access and requested the implementation of parking restrictions on the south side of Tower Road extending 12 metres towards the A233 on one side of the entrance of Moorlands Close and 25 metres on the other side.

RESPONSE

1. Inconsiderate parking at the recently narrowed section of Tower Road is routinely causing obstruction which is affecting road safety and bus services.
2. Surrey Highways has regular reviews of on street parking restrictions in Waverley in response to requests from the public and traffic management and road safety issues.. Locations where new restrictions are planned are grouped together in a single review to save money. A report outlining locations and proposals to be included in the next review will be considered by the Local Committee in the autumn of 2013. This location will be investigated and, if waiting restrictions are appropriate, it will be added to the review proposals at that time. Further information about parking reviews is available on the Council's website

3. Pending the next review of on street parking restrictions throughout Waverley, the Highways Area Team is arranging for white carriageway edge lines to be painted at this location to deter parking.

OFFICER RECOMMENDATION

The Local Committee (Waverley) is asked to agree the response set out above.

LEAD/CONTACT OFFICER:	John Hilder, Area Highways Manager South West
TELEPHONE NUMBER:	03456 009 009
E-MAIL:	wah@surreycc.gov.uk
BACKGROUND PAPERS:	None



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

HIGHWAYS UPDATE REPORT

15 MARCH 2013

KEY ISSUE

To provide an update on the progress of highway improvement schemes, both Integrated Transport Schemes (ITS) and developer funded, and local re-surfacing (LSR) schemes in Waverley.

SUMMARY

At the meetings in March and June 2012 the Committee agreed a programme of highway improvement schemes (ITS schemes) for 2012/13. In June the Committee allocated £162,000 of the Maintenance Revenue budget towards local re-surfacing (LSR) schemes. In September the Committee agreed to defer two ITS schemes previously scheduled for construction in 2012/13 and directed a further sum of £195,000 towards LSR schemes. This report updates progress on the programme of schemes.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to:

- (i) Note progress on the programme of highway schemes.
- (i) Delegate authority to the Area Manager, in consultation with the Chairman and Vice-Chairman of the Committee and locally affected Members, to amend budgets throughout the year if required to ensure the budget is allocated in a timely manner.

1.0 BUDGET ALLOCATIONS

1.1 At the meetings of March and June 2012 the Local Committee agreed the following allocations.

Complete 2011/12 ITS schemes and 2012/13 ITS Programme

2011/12 ITS Carry Forward	£65,000
PIC Funding	£75,000
2012/13 ITS Allocation	£262,000
2013/13 Capital Maintenance Allocation	£262,000
2012/13 Revenue Maintenance Allocation (Part)	<u>£110,000</u>
Sub- total	£774,000

1.2 The residue of the Revenue Maintenance Allocation was directed as follows

Implement Waverley Parking Review	£15,000
Ad-hoc work ordered by area team	£20,000
Jetter for 2 to 3 weeks	£10,000
Local re-surfacing schemes	<u>£162,000</u>
Total	£981,000

1.3 At the meeting of September 2012 the Local Committee agreed to defer construction of two ITS schemes to 2013/14 and re-directed £195,000 from the ITS programme above towards Local Re-surfacing Schemes (LSR schemes).

2.0 UPDATE ON 2011/12, 2012/13 ITS and S106 SCHEMES

2.1 **Annex 1** shows progress on the 2011/12, 2012/13 programme of ITS schemes, and schemes funded by developer contribution ('Section 106' schemes). Three schemes have been deferred to 2013/14: a crossing at Long Bridge in Farnham, the Marshall Road cycle link in Farncombe and the footway in The Street, Bramley. At the December meeting the Committee agreed to fund the Cranleigh to Ewhurst pedestrian/cycle link in 2013/14. The remainder of the programme will be delivered by the end of March.

3.0 UPDATE ON WAVERLEY PARKING REVIEW

- 3.1 The Local Committee agreed to the introduction of parking restrictions at locations across the borough at the meeting of March 2012. The contractor has recently started installing yellow lines, and all the agreed restrictions are expected to be in place by the end of March, with the Pay-and Display scheme in Farnham coming into operation in January 2013.

4.0 UPDATE ON AD HOC WORK ORDERED BY AREA TEAM AND JETTER

- 4.1 The additional two to three weeks' work funded by the Committee will be completed by the end of March. The £20,000 directed to ad hoc work will be fully spent by the end of March, mainly on vegetation and drainage work.

5.0 UPDATE ON LOCAL RE-SURFACING (LSR) SCHEMES

- 5.1 A total of £357,000 of funding for LSR schemes has been agreed by the Local Committee, and the area team maintenance engineer has been in discussion with individual County Councillors to identify roads within each division which could be re-surfaced. **ANNEX 2** lists these roads, with the price quoted by the County Council's contractor for each.

6.0 COMMUNITY PRIDE

- 6.1 The Community Pride funding for 2012/13 is £50,000 which includes £5,000 carried forward from 2011/12. Committed expenditure stands at £50,195 so County Councillors have spent their individual allocations in full.

7.0 2013/14 PROGRAMME

- 7.1 At the meeting of 14 December 2012 the Committee agreed the programme of improvement (ITS) schemes for 2013/14 recommended by the Local Transport Plan Task Group as shown at **ANNEX 3**.

8.0 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 8.1 Since 28 April 2011 highways works have been undertaken by the Council's new contractors, coordinated by May Gurney, who have been appointed following a rigorous tendering and selection process aimed at achieving the best value for money.

9.0 CONSULTATIONS

- 9.1 Consultations on schemes to be included in the 2012/13 programme have been carried out by means of member task groups. Where appropriate public and other consultations will be completed for individual schemes.

10.0 EQUALITIES AND DIVERSITY IMPLICATIONS

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

11.0 CRIME AND DISORDER IMPLICATIONS

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

12.0 CONCLUSION AND RECOMMENDATIONS

As above.

13.0 REASONS FOR RECOMMENDATIONS

As above.

14.0 WHAT HAPPENS NEXT

14.1 Officers will continue to progress delivery of agreed programme of improvement and maintenance schemes.

LEAD OFFICER: John Hilder, Area Highways Manager South West

TELEPHONE NUMBER: 03456 009 009

E-MAIL: wah@surreycc.gov.uk

CONTACT OFFICER:

TELEPHONE NUMBER: 03456 009 009

E-MAIL: wah@surreycc.gov.uk

BACKGROUND PAPERS: Local Committee (Waverley) 22 June 2012: Item 9 'Highways Revenue Allocation for 2012-13'

Local Committee (Waverley) 21 September 2012: Item 9 Highways Update

Local Committee (Waverley) 14 December 2012: Item 9 Local Committee Highways Capital and Revenue Budgets and Recommended Allocations for 2013/14

Complete 2011/12 Programme	Estimated Cost**	Status	Construction	Comment	
A325 Farnborough Road Pelican at Brooklands Road	120,000	Complete		Construction costs confirmed circa £120k. Final costs awaited	
Other schemes: Zebra crossing in Elstead, Esso signals in Milford, Alfold signs/lines, Liphook Road, Potters Gate, Old Elstead Rd	70,000	All expected to complete by the end of March 2013.	See Status column		
'New' Schemes for 2012/13					
Speed limit review Manley Bridge Rd, Farnham	8,000	Complete.	See Status column		
Pedestrian crossing in Long Bridge, Farnham	130,000	Scheme deferred to 2013/14, design work continues.		Design undertaken by WS Atkins	
Marshall Rd cycleway at Jewsons, Godalming	90,000	Scheme deferred to 2013/14, design work continues.		Design undertaken by WS Atkins.	
Review speed limit/safety scheme A283 Petworth Rd, Cherry Tree r'bout to Witley	40,000	Start on site 25 February		Inform PC & school of proposals Dec/Jan.	
Dropped kerbs the length of the western side of the B2128 Wonersh Common Road, Wonersh	18,000	Complete.			
Create footway in The Street at Larchwood, Wonersh/Bramley	25,000	Defer to 2013/14			
Extend/enhance lay-by at the Holy Trinity, Bramley	35,000	Complete.		Community Pride contribution A Povey	
New footway and road safety scheme at the A287 Bell Road, Haslemere	100,000	Start on site 18 February			
Junction improvement Courts Hill j/w Courts Mount, Haslemere	40,000	Start on site 4 March			
Pedestrian crossing in Petworth Rd at j/w High Street, Haslemere	50,000	Start on site 11 March		Subject to relocation of bus stop, see main report.	
Extend 30mph limit towards Hindhead A287, Churt	8,000	Advertise TRO March, Install April/May.			
Ad-hoc signs, lines bollards etc ordered by area team	15,000	Orders raised as required		In response to requests from residents and members	
Sub-total	£749,000				
Lighting enhancement Cranleigh High Street	25,000	Complete.			Awaiting final costs c £30k
Feasibility Work by Area Team: Chiddingfold, Rowledge, Tilford etc	Nil	Ongoing throughout the year		Work by area team	
Section 106 Funded Schemes					
Controlled crossing A31 at Coxbridge Roundabout	180,000	Start on site 11 February		£120k S106 in place, construct 2012/13 subject to additional S106	
Bookhurst Rd footway between Cranleigh and Ewhurst	180,000	Scoping work undertaken on layout and costs.		£75k S106 expected during 2012 from Swallow Tiles.	

** 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

This page is intentionally left blank

WAVERLEY LOCAL RE-SURFACING SCHEMES 2012/13

ROAD NO	ROAD NAME	STATUS	County Councillor/ Price
D5319	Red Lion Lane, Farnham Car park entrance to Long Bridge	Complete	Pat Frost £23,000
B3001	Station Hill, Farnham		Pat Frost <i>circa £70,000</i> <i>Not progressed due to high value, submitted for inclusion in central programme for 2013/14</i>
D5335	Middle Church Lane, Farnham entrance to car park also o/p Church	Sundays from 10 March	Pat Frost £13,000
D134	Farnham lane , Haslemere ,Junction with St Christophers Green	25 March	Steve Renshaw £13,700
D5515	Derby Road, Haslemere , Weydown Road to Church Lane	Complete, remedial work req.	Steve Renshaw £19,200
D5517	Tanners Lane, Haslemere , Pilgrims to St Marys House	4 March	Steve Renshaw £10,500
D5515	Weydown Road,Haslemere ,Trelawney to Marouss	Complete	Steve Renshaw £14,500
C121	Lower Weybourne Lane,Weybourne , Sea Cadets to Green Lane	18 March	Denise Le Gal £29,500
B2130	Elmbridge Road,Cranleigh ,Sewer Works to Bridge	Complete	Alan Young £17,500
B2128	High Street , Cranleigh,o/p Sainsburys to the bathroom centre large patching only		Alan Young £39,600 <i>Not progressed since High Street will be completely resurfaced in 2013/14.</i>
D942	Peregine Close/Harrier Close walkway ,Cranleigh	Complete	Alan Young £12,175 / £7,840 from revenue and £4,335 from Community pride

D114	Kennel Lane,Frensham , Whole Length	March 2013	David Harmer	£15,400
D123	Highfield Lane,Thursley , from no1 to Street House	March 2013	David Harmer	£15,500
D104	Tilford Road,Tilford Bridge, from Reeds Road to Bridge	11 March	David Harmer	£31,500
D5308	Cherry Tree Road, Farnham, From the Long Road to 100m South	Complete, remedial work req.	David Munro	£14,400
D5313	Ford Lane, Farnham , Each side of Ford	To be re-laid	David Munro	£12,000
C31	RockHill, Hambledon, Hatch Cottis to Hemmingway	March 2013	Andrew Povey	£25,000
D182	Alfold Road, Alfold , junction A281	March 2013	Andrew Povey	£17,200
D5408	Long Gore, Godalming, no62 to no82	11 March	Steve Cosser	£39,500
D5424	Aarons Hill, Godalming, The Green to Bargate Rise	Complete	Peter Martin	£42,000
			TOTAL	£ 361,240

Complete Deferred 2012/13 Schemes	Comment (Design & install unless stated otherwise)
Marshall Road Cycle Link	
Long Bridge Pedestrian Crossing	
Footway at The Street, Bramley/Wonersh	
'New' Schemes for 2013/14	
Shared f way/cycle link Cranleigh to Ewhurst	£75k developer contribution in place. High cost scheme, so split construction costs over 2013/14 & 2014/15
Ewhurst C of E crossing refuge	Feasibility work only in 2013/14
Extend upgraded lighting in Cranleigh High Street	
Cranleigh declutter/environmental enhancement scheme.	
Improved ped facilities in Dunsfold Rd, Alfold.	Feasibility work only in 2013/14
Ped crossing at The Crown PH, Chiddingfold	Feasibility work only in 2013/14
Extend A281 30mph limits north and south of village, Bramley	
Speed limit review Lickfold Rd, Rowledge	
Speed Management scheme, Wrecclesham Hill	
Safety scheme to assist walking to school, Rowledge	
Pedestrian Refuge in Drovers Way, Farnham	
Ped crossing at Vicarage Walk, Godalming	
Speed limit reviews A283 Chichester Hall, Sandhills Rd/Brook Rd, Combe Lane, A286 Brook to Lower Birtley, Station Lane (Milford)	
Ped crossing facilities in Station Rd, Godalming	Feasibility work only in 2013/14
Flooding in Lower Street at Fosters Bridge, Haslemere	Feasibility work only in 2013/14

'Coomers Triangle', Haslemere one-way and junction options	Feasibility work only in 2013/14
Critchmere Hill j/w A287 improvement	Feasibility work only in 2013/14
VAS on old A3, Hindhead	
Dockenfield 'pinch-point'	
A286 speed limit review, Grayswood Brook	
Western Villages: general capital and revenue drainage works.	
Mobile VAS for the police, Haslemere & Western Villages	
General drainage improvement work for Western Villages.	
Prohibit left turn Critchmere Hill southern arm to A287 Hindhead Road, Shottermill.	



OFFICER REPORT TO LOCAL COMMITTEE (WAVERLEY)

LOCALISM IN HIGHWAYS: AN UPDATE ON DEVOLVED HIGHWAYS DELIVERY

15 MARCH 2013

KEY ISSUE

Surrey County Council is working with parish and town councils and other local organisations to explore and establish, where feasible, appropriate locally-managed highway service delivery.

SUMMARY

As part of the 'localism' drive, service providers and public bodies are exploring ways of involving local organisations and communities in the delivery of services in their neighbourhoods. Surrey County Council is working with parish and town councils and other community organisations to establish some locally-managed highways service delivery. Discussions with divisional members, area highways officers, parish and town councils, and other organisations have taken place to bring together some initial proposals for Waverley as seen in Appendix 1.

This paper provides the Local Committee with current bids from parish and town councils and other organisations in Waverley, and requests that members confirm support for the approach.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to agree that:

- (i) The Highways Localism initiative is supported in principle in Waverley Borough.
- (ii) Current proposals for delivering these services in Appendix 1 are noted.

- (iii) The Local Committee decide on the level of funding for those groups who have submitted bids, taking into account the interest shown by other groups that could be explored later in the next financial year.

1 BACKGROUND

- Service providers and public bodies are exploring ways of involving local organisations and communities in continuing to improve the relevance, quality and effectiveness of services in their neighbourhoods. In a drive to greater 'localism', Surrey County Council is working with parish and town councils and other community organisations to establish locally-managed highway service delivery.
- Surrey Local Committees are already facilitating an increasing proportion of local spending of highways budgets. In 2012/13 all the committees were devolved some £8m, up from around half that amount in 2011/12. The committees and individual members, through their Community Enhancement funds, noted that early decision-making has enabled this increased volume of local spend to be achieved and visible benefits to be realised.
- In 2013/14, local committees have the opportunity to launch this increased involvement of neighbourhoods in decision-making and delivery of services. Parish councils, town councils and other local groups are submitting bids to local committees for highways related works they would like to carry out, manage or commission in their area during 2013/14. The table in Appendix 1 summarises the bids currently received for the Local Committee in Waverley.
- The Local Committee is invited to note and decide on these proposals from the agreed £20,000 set aside revenue budget to facilitate local initiatives from their total delegated highways budget for 2013/14. County members may also wish to consider supplementing funding future initiatives through their Community Enhancement 2013/2014 allocations, with any decision on this being made later in the year after the May elections.

2 PROCESSES

- The county council will be working closely with parish and town councils to facilitate these processes and ensure all relevant information, support and agreements are in place to make this as easy as possible.
- Where there are no parish or town councils, other local organisations such as residents associations have the opportunity to bid for funding to carry out small highways tasks and one-off jobs, as agreed by members and with support from the Area Highways team.
- Where bids or associated arrangements are not sufficiently advanced to commence at the start of 2013/14, officers from Surrey County Council will continue to work with members and partners to explore all potential opportunities for continuing to devolve decision-making and services to local communities for the future. A list of interested groups is also included in Appendix 1.

- In their community leadership role, individual county members identify different opportunities to enhance local decision-making and delivery. The project team can assist in implementation of these varying approaches and in sharing good practice with other local committees.
- Following discussion with the divisional member and Highways team, the parish or town council, or other local organisation may submit a bid proposal for funding to deliver identified highways tasks in their neighbourhood.
- Once the Divisional Member or the Local Committee have agreed to support the proposal on an annual basis, the work will be established with six monthly reviews.

3 CONSULTATIONS

- The Highways Localism initiative is at an early stage and is still taking shape, having been shared initially with a first tranche of parish councils, divisional members, Local Committee Chairmen and Vice Chairmen, and the Surrey Association of Local Councils. Each proposal needs partnership agreement from members, highways officers and other appropriate partners according to the local needs and priorities in that neighbourhood. It is not a 'one-size fits all' approach.
- Full details of bids received have been shared with the Divisional Member for the area
- Consultations will continue with all partners to monitor and review the outcomes and modify the processes to ensure good practice, value for money and quality delivery.
- During the course of the next financial year officers will be approaching the Local Committees, where bids were received, asking for input into how this process worked and could be improved for subsequent years. With any feedback being shared across all the Local Committees.

4 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- Budgets will be allocated, monitored and reviewed through a transparent and agreed process, with members and the Local Committee agreement and Highways support.
- Services will be delivered where communities and neighbourhoods have identified a need, focusing funding on the key community priorities and exploring wider funding opportunities where possible.

5 EQUALITIES AND DIVERSITY IMPLICATIONS

- There are no equality or diversity implications at this time.

6 CRIME AND DISORDER IMPLICATIONS

- There are no crime and disorder implications at this time.

7 CONCLUSION AND RECOMMENDATIONS

- This paper provides the Local Committee with current proposals from parish and town councils and other organisations in Waverley, and requests that

members confirm support where agreed and to note where members agreed to fund parishes or other local groups from the set aside revenue money, of £20,000.

- The recommendation is that the Highways Localism initiative is supported in principle in Waverley and that current bids for delivering these Highways services in Appendix 1 are noted and decision made on the level of funding, taking into account the interest from other groups who were not able to make a bid at this time but could be supported later in the coming financial year.

8 REASONS FOR RECOMMENDATIONS

- Service providers and public bodies are exploring ways of involving local organisations and communities in continuing to improve the relevance, quality and effectiveness of services in their neighbourhoods. In this drive to greater 'localism', Surrey County Council is working with parish and town councils and other community organisations to establish locally-managed quality highway service delivery, and these recommendations support this focus.

9 WHAT HAPPENS NEXT

- Services will be developed and delivered through partnerships with parish and town councils and other local organisations. Monitoring and review of these approaches will also be established.

LEAD OFFICER:	John Hilder, Area Highways Manager South West
TELEPHONE NUMBER:	03456 009 009
E-MAIL:	wah@surreycc.gov.uk
CONTACT OFFICER:	Keith McKain, Senior Programme & Commissioning Officer
TELEPHONE NUMBER:	020 8541 7983
E-MAIL:	highwayslocalism@surreycc.gov.uk
BACKGROUND PAPERS:	

APPENDIX 1

Groups who have submitted a bid for decision

Bidding Organisation	Divisional Member/s	Area of Work	Level of Funding Sought
Chiddingfold Parish Council	Dr Andrew Povey	After consultation with residents, the following activities: a) ditch, drain and culvert regular maintenance to clear blockages and prevent flooding; and b) clearance of vegetation along town paths and Rights of Way (other than where they run across private land).	£3,000 This is on a part funded basis with the balance of funding being provided by the parish council, through the precept
Farnham Town Council	David Munro, Denise Le Gal Pat Frost	Would be looking to undertake a range of minor maintenance and cleaning activities: Sign, bollard cleaning and bus shelter cleaning Fly posting and graffiti removal, Small fly tip clearance & Management of epicormic growth (basal tree growth) As well as these activities the Town Council has also suggested providing a responsive service that could be called upon by the Community Highways Officer as and when required	£13,800

Page 41

Groups who have expressed an interest

Cranleigh Town Council	Dunsfold Parish Council	Ewhurst Parish Council
Hambledon Parish Council	Haslemere Town Council	

This page is intentionally left blank



OFFICER REPORT TO LOCAL COMMITTEE (WAVERLEY)

OPERATION HORIZON: WAVERLEY

15 March 2013

KEY ISSUE

In tandem with majority of local highway authorities, Surrey's roads are now deteriorating at a faster rate than ever before.

In 2012 the AA published results of 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 require urgent attention over the next five years, with an estimated cost of up to £10bn to deliver the necessary maintenance.

Radical and urgent action is therefore required to meet residents' expectation for road condition. Consequently over the past 18 months Surrey Highways has been working with its contractors, UK research laboratories and senior stakeholders to develop a new innovative approach to highway road maintenance.

The outcome of this exercise is Operation Horizon, a new investment programme that will significantly increase both the scale and scope of highway repair and is provided in this report for committee review and endorsement.

SUMMARY

Operation Horizon is a new targeted investment programme for road maintenance, and has been achieved through two key actions:

- **Increased Funding** – Cabinet has added £25m to the road maintenance budget over the next 5 years, resulting in a total £100m budget.
- **Contract Savings** – project will deliver 16%-20% saving on existing contract rates, enabling £16m- £20m to be re-invested in Surrey's roads

Combined the actions above will enable a total investment programme of nearly **£120m** to replace the worst 500km (10%) of Surrey roads.

For Waverley in particular, the new programme will result in £13m being invested in the local road network and will enable 90km of road to be re-surfaced over 100 separate road schemes.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to agree to formally endorse the £13m Operation Horizon investment programme for Waverley and, subject to Cabinet confirmation, that 90km of road, across the defined scheme list detailed in Annex One, be resurfaced between 2013 – 2018.

1 INTRODUCTION AND BACKGROUND

1. Road condition is measured nationally by the Road Condition Index (RCI), which assesses roads into 3 categories:
 - Green – good road condition
 - Amber – in need of maintenance but not critical
 - Red – road in critical condition
2. The RCI indicates that on average **10%** of England's local highway network is classified in the red zone. However, the average in Surrey is higher, with **17%** of the network classified in the red zone.
3. Further analysis confirms that Surrey has a concern in town centres, residential and rural areas, with more than 21% of lower speed roads (SPN3) classed as in requiring attention.
4. 800km of the road network is therefore classified as poor, with the current annual programme only enabling replacement of approximately 60km p.a. On current projections it would take a minimum of **13 years** to repair the structural backlog, during which time more roads will move into the red zone.
5. Surrey Highways will seek to address this problem by launching Operation Horizon and will aim to:
 - ⇒ Replace a minimum of 500km (10%) of the council's road network
 - ⇒ Deliver an annual reduction of 20% in number of safety defects
 - ⇒ Specifically target rural lanes and residential areas
 - ⇒ Improve the council's national score for road condition
 - ⇒ Improve the appearance and ride quality of network
 - ⇒ Support the local economy by reducing disruption
6. The project outcomes have been enabled not only through a £25m increase in highway budget but also by achieving 16%-20% in contract efficiencies.
7. To deliver the project savings, five key efficiency areas have been identified:

a. Longer Term Programme

A **10%** cost discount was secured on condition that Surrey Highways confirm a five year programme in advance and ensure amendments are restricted to the absolute essential changes only. The longer term programme enables contractors to bulk buy and remove costly staff downtime

b. New Storage Depot

Significant waste cost was identified in haulage as small amount of materials are required to be transported from Kent for each specific scheme. Surrey County Council (SCC) has offered storage facilities to reduce haulage costs and allowed contractors to reduce their costs by **2%**

c. New Materials

Following work with the contractor's laboratories a new material has been identified which is more durable and can be delivered using less volume and thus less material. This will deliver a further **2%** saving.

d. Vehicle Relocation

A time and motion study identified that contractor staff were waiting for up to two hours on-site before commencing schemes. This was due to the need to locate owners of parked vehicles that were preventing re-surface. From April SCC will implement a new policy allowing contractors to re-locate vehicles to an adjacent road, saving **1%**.

e. Improved Waste Management

Surrey roads contain high presence of tar, classified as hazardous waste, and thus can only be disposed in specific UK locations. As part of Project Horizon, Surrey Highways will apply a new chemical process which will make materials safe and save a further **1%**

8. In addition to the identified 16% saving, the project team is confident that a further 4% saving could be secured over the five years through improved value engineering and use of new materials.
9. In addition to expected £16m savings, Operation Horizon will also deliver the following quality benefits:
 - **Improved Programme Management** – the five year programme, will ensure all works are published 12 months in advance and allow at least three months for in-depth planning for each scheme
 - **Improved Communication Plan** – a new Communications Plan will be implemented. This will improve the level of communications residents and members receive on schemes in their area
 - **Apprentice Programme** – Horizon will employ an additional 12 apprentices via Surrey Highways and the wider supply chain.

2 Waverley Programme

- 2.1 The Waverley Programme has been developed over a six month period, using the latest road condition data and community feedback. The consultation

process included a series of local road shows, with over 200 people attending events in Cranleigh, Farnham, Godalming and Haslemere. A further 140 responses were received via the website.

- 2.2 Since December, using road condition data and public nominations, the project team has worked with each County Council divisional member to ensure that the programme meets the combined technical and community need for their local area.
- 2.3 The final programme is detailed in Annex One with a summary of the rationale behind each of the respective areas being provided below:

Cranleigh

The re-surface of the High St was identified by local councillor/residents as the priority scheme and in year one 2.5km will thus be re-surfaced. Following completion, the key rural arteries, providing feeder traffic to the village centre, will be targeted in priority order.

Farnham

Year one will focus on the busy commuter roads supporting the town centre and rail station. In year two a major re-surface programme will be delivered in Farnham town centre and the main arteries of Boundstone Rd and A287. From year 3 the primary focus will be on re-surfacing majority of residential roads, A287 (3km) and Farnham by-pass.

Godalming

Year one will replace over 3km of the A3100 and 2km of Brighton Rd (B2130). From year 2 the majority of the spending will be targeted in key residential areas and rural roads feeding the town centre, while 3km of the A286 (near Witley) will be re-surfaced from year 3.

Haslemere.

Re-surface of High St and village centre was identified by local councillor/residents as the priority. Due to road condition the High St will be re-surfaced in March 2013. In year 1 and 2, the primary focus will be in resurfacing key feeder routes to the High Street, including Petworth Rd and Haste Hill. The programme will then focus on re-surfacing, in priority order the key rural lanes and residential areas supporting the town centre.

Western & Eastern Villages

In year one over 3km of the B2130 and 1.6km of the D1325 (Hyde Lane) will be resurfaced. From year two, the key focus will be on re-surfacing the primary rural lanes and main arteries inter-connecting villages, e.g. 2km of Pitt Lane connecting Frensham and Dockenfield.

4. CONSULTATIONS

- 4.1 A six month consultation process was conducted with residents, local associations and county councillors.

5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 5.1 The investment programme will be fully funded by Surrey Highways and no financial contribution is required from the Local Committee budget.
- 5.2 However, it is recognised that the fixed five year investment programme will reduce Local Committee flexibility to promote future maintenance schemes as petitioned by residents.
- 5.3 The scale and scope of investment programme is only sustainable if programme changes are limited, thus Surrey Highways will not be able, over the project period, to deliver new schemes not previously identified in Annex One.
- 5.4 Consequently there could be increased pressure on the Local Committee allocation to respond to resident petitions to re-surface roads not already identified in Annex One.
- 5.5 To ease potential budget pressure, the Cabinet has therefore confirmed that the enlarged funding originally announced as a one-off for 2012/13 (increasing local committee funding from £2m to £4m) will be maintained throughout the Operation Horizon period (2013 – 2018).
- 5.6 The additional funding will be allocated per committee on the previously agreed formula and it is for local committees to determine the funding split between road maintenance and transport improvements.
- 5.7 The additional funding will support the Local Committee's response to local petitions. For clarity Surrey Highways will continue to ensure that all roads are safe for travel by removing potholes and wider patch repairs, but it will not deliver larger condition repairs outside of the scheme list provided in Annex 1.

6 EQUALITIES AND DIVERSITY IMPLICATIONS

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

7 CRIME AND DISORDER IMPLICATIONS

- 7.1 Not applicable

8 CONCLUSION AND RECOMMENDATIONS

- 8.1 The combined effect of increasing severe weather impacting on the rate deterioration on the road network and overall reducing budgets in an era of austerity has the potential to have a lasting negative impact on the local road network, reducing resident satisfaction and impacting on the wider local economy.
- 8.2 However, rather than accept the status quo, Surrey Highways has sought to develop innovative and new ways of working that will not only maintain current investment but indeed radically increase its scope and scale.

- 8.3 The move to a longer term programme has enabled for the first time an effective local consultation process. This has enabled a fit for purpose road maintenance programme that not only meets the technical need but also wider local aspirations and concerns.

9 REASONS FOR RECOMMENDATIONS

- 9.1 The operation will replace 90km of the Waverley road network and realise £16m to £20m in savings over five years, all of which will be fully re-invested in the highway network.

10 WHAT HAPPENS NEXT

- 10.1 Following Committee endorsement of the Operation Horizon programme detailed in Annex One, the following actions will be delivered, subject to confirmation of the five-year funding programme by the Cabinet on 26 March 2013:

April 2013

- Operation Horizon programme published to residents and communities
- Detailed Year One programme published confirming proposed dates for each specific scheme.
- Re-surface programme commences, with monthly updates to Surrey county councillors and impacted residents

March 2014

- Officers provide annual report confirming progress in delivering year one schemes and proposed dates for Year 2 programme.

LEAD OFFICER: Mark Borland
TELEPHONE NUMBER: 0208 541 7028
E-MAIL: Mark.borland@surreycc.gov.uk
BACKGROUND PAPERS: None

2013

SURREY ROAD MAINTENANCE
OPERATION HORIZON



INVESTING IN YOUR COMMUNITY

AREA: WAVERLEY

Surrey County Council

3/1/2013

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 (12.0%)** 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.

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

CRANLEIGH

Year One (2013/14)

Surface Treatment Programme

Road name	Road ref	Limits (start)	Limits (end)	Length(m)
Barhatch Lane	D192	Amlets Lane	Horseblock Hollow	600
Dewlands Lane	D919	Fire Station	Cemetery	75
Elmbridge Road	B2130	Horsham Rd	Guildford Rd	1210
Horseblock Hollow	D192	Houndhouse Rd	Winterfold House	1561
Shere Road	C46	Ockley Rd	Ride Way	1000

Project Horizon Programme

Road name	Road ref	Limits (start)	Limits (end)	Length(m)
Amlets Lane	D191	Barhatch Rd	Smithwood Common	500
Park Drive	D936	Ewhurst Rd	Fettes Rd	400
High St	B2130/B2128	Elmbridge Road	Ewhurst Road	2500

Year Two (2014/15)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Horsham Lane	C48	CC boundary	Somersbury lane	1000

Years Three to Five (2015-2018)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Wanborough Lane	D189	Brookhurst Rd	Entire Length	500
Wildwood Lane	D183	Guildford Rd	Knowle Lane	400
Hound House Rd	C46	Horseblock Hollow	Hound House Farm	2500
Somersbury Lane		Horsham Rd	North for 1000m	500

FARNHAM

Year One (2013/14)

Surface Treatment Programme

Road name	Road	Limits (start)	Limits (end)	Length (m)
Falkner Road	D5332	Potters Gate	The Hart	401
Old Frensham Rd	D109	Clumps Road	Frensham Road	900
Stream Farm Close	D5312	Frensham Road	End	200
Laburnum & Woodside Rd	D5345	Upper Weybourne Ln	Entire Length	458

Project Horizon Programme

Road name	Road	Limits (start)	Limits (end)	Length (m)
Station Hill	B3001	A31 By Pass	Station	140
Farnborough Road	A325	Oak Tree View	North Avenue	1300
Lower Weybourne Lane	C121	Weybourne Rd	Badshot Lea Rd	1100
Weybourne Road	B300	Mill Stream	Woodbourne	685
Wrecclesham Hill	A325	Echo Barn Lane	Quennells Hill	800

Year Two (2014/15)

Road name	Road	Limits (start)	Limits (end)	Length (m)
Downing Street	A287	Union Road	West Street	700
Union Road	A287	South Street	Downing Street	300
The Borough	A325	South Street	Downing Street	200
Broadwell Road.	D5305	Pottery Lane	School Hill	300
Dogflud Way	A325	East Street	Entire Length	600
Chapel Road	D5301	Boundstone Rd	Long Road	700
Cobbetts Way	D5315	Greenfield Road	To End	200
Frensham Rd	A287	Frensham Vale	Fifield Lane	1000
Hale Road	B3007	East Street	Six Bells RB	750
Woodcut Road	D5304	Pottery lane	School Hill	300
Boundstone Road	D5301	Chapel Road	Gardeners Hill Rd	1800
Gardeners Hill	D115	Boundstone Road	Frensham Vale	730
Lodge Hill Road	D5300	Frensham Road	Tilford Road	1600
Broomleaf Rd		Lynch Rd	Waverley Lane	800

FARNHAM (continued)

Years Three to Five (2015-2018)

Road name	Road	Limits (start)	Limits (end)	Length (m)
Alma Lane	B3005	Upper Hale Road	Farnborough Rd	1000
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
Guildford Road	C119	Tongham Road	A31 Junction	1600
Cherry Tree Road	D5308	The Long Road	Boundary Road	236
Clarks Hill	C213	Dippenhall Rd	Runwick Lane	500
Farnham By Pass	A325	Shepherd & Flock R/A	South Street	1600
Firgrove Hill	A287	Red Lion Lane	Ridgway Road	1100
Ford Lane	D5313	Shortheath Rd	Burnthill Rd	400
Folly Hill	A287	Drovers Way	Castle Hill	1200
Grange Road	D111	Winchester Rd	Tilford Rd	630
High Street	D5302	Fullers Road	Rosemary Lane	200
Little Green Lane	D5300	Shortheath Rd	Greenfield Road	400
Nutshell Lane	D5439	Parkside	Parkside	300
Old Park Close	D5367	Folly Hill	To End	400
Red Lion Lane	D5319	Firgrove Hill	To End	400
Roman Way	D339	Hale Road	To End	530
South Street	A287	Farnham Bypass	The Borough	210
St James Avenue	D5336	Hale Road	To End	225
Upper Hale Road	A287	Farnborough Rd	Alma Lane	2000
Vicarage Lane	D5350	Heath Lane	Wood Road	200
Waverley Lane	B3001	Monks Walk	Camp Hill	1100

GODALMING

Year One (2013/14)

Surface Treatment Programme

Road name	Road	Limits (start)	Limits (end)	Length (m)
Frith Hill Rd	D5413	Twycross Rd	Knoll Cottage	700
Knoll Road	D5413	Frith Hill Rd	To End	330
Roke Lane	D142	Barrow Hills School	Petworth Road	1660
Summers Rd	D5400	New Pond Rd	Broadwater School	400

Project Horizon Programme

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

GODALMING (continued)

Year Two (2014/15)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Elizabeth Road		Binscombe Lane	George Road	600
Church Road	A286	Portsmouth Road	Petworth Road	450
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
Sunnyhill and Sunnydown	D656	Haslemere Road	Petworth Road	1700

Year Three to Five (2015 - 2018)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Upper Manor Road		Nightingale Rd	To Be Determined	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
Roke Lane	D656	Petworth Rd	Barrow Hills School	500
Silo Drive	D5409	Entire Length		250

HASLEMERE

Year One (2013/14)

Surface Treatment Programme

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Chestnut Avenue	D5519	Bridge End	End	50
Courts Mount Rd	D5523	Courts Hill Road	Sandrocks	400
St Christophers Grn	D134	Entire Length		95
Weydown Rd	D5515	Wey Hill	Pine View Close	1035

Project Horizon Programme

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
The Avenue	D5512	Lion Lane	Entire Length	400
Courts Hill Rd	D5523	Shepherd's Hill	Longdene Rd	530
Sandrocks	D5523	Shepherd's Hill	Lower Street	250
Petworth Rd	B2131	Haste Hill	High Street	650
Weysprings	D5513	Farnham Lane	Entire Length	400

Year Two (2014/15)

Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Haste Hill	D5524	Scotland Lane	Petworth Road	950
Lion Lane	D5511	Polecat Hill	Wey Hill	1200
Shepherds Hill		High Street	Midhurst Rd	500
Tanners Lane	D5517	Church Road	Church Lane	250
Vicarage Lane	D5512	Priors Wood	To end	400

Year Three to Five (2015 - 2018)

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

WAVERLEY WESTERN VILLAGES

Year One (2013/14)

Surface Treatment Programme

Village	Road name	Road ref	Limits (start)	Limits (end)	Length (m)
Bowlhead Green	Beech Hill	D139	Entire Length		760
Bowlhead Green	Lower House Rd		Bowlhead Green	Private Rd	300
Thursley	Sailors Lane	D132	Thursley Road	Hyde Lane	600
Thursley	High Button	D136	Park Lane	Creedhole Farm	600
Brook	Church Lane	D151	Haslemere Rd	Petworth Rd	1500
Tilford	Farnham Rd	B3001	Crooksbury Rd	Tilford St	400

Project Horizon Programme

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)
Frensham					
Frensham	Pitt Lane	C26	Old Lane	West End Lane	2000
Dockenfield	Boundary Rd	D117	West End Lane	Bealeswood Lane	1000

Year s Three to Five (2015-2018)

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
Churt	Simmondstone Lane	D125	Lampard Lane	Cty Boundary /Wishanger Ln	300
Dockenfield	High Thicket Rd	D120	Old Lane	Dockenfield St	600
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
Elstead	Milford Road	B3001	Shackleford Road	A3 Junction Elstead	2000

WAVERLEY EASTERN VILLAGES

Year One (2013/14)

Surface Treatment Programme

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)
Bramley	Alldens Hill	D197	Coombe Farm	Thorncombe St	580
Chiddingfold	Combe Lane	C31	Petworth Rd	Pook Hill (inc Prestwick Lane)	2500
Chiddingfold	Pook Hill	D157	Prestwick Lane	West End Lane	1800
Dunsfold	Alfold Road	C35	Rams Lane	Dunsfold Common Rd	1900
Wonersh	Barnett Lane	D211	The Street	Blackheath Lane	630

Project Horizon Programme

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

Year Two (2014/15)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)
Bramley	Birtley Road	A281	Birtley Farm	Run Common Rd	700
Hambledon	Malthouse Lane	C31	Petworth Road	Woodlands Rd	700
Wonersh	Stroud Lane	D195	Woodhill Lane	Guildford Road	1500

Year Three to Five (2015 - 2018)

Village	Road name	Road	Limits (start)	Limits (end)	Length (m)
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
Shottermill	Liphook Road	D2131	Sturt Road	CC Boundary	200
Shamley Green	Guildford Rd	B2128	WoodHill Lane	Manor Lane	450



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

**TACKLING TRAFFIC CONGESTION - INTRODUCTION
OF A ROAD WORKS PERMIT SCHEME**

15 MARCH 2013

KEY ISSUE

To note the proposed introduction by the County Council of a road works permit scheme.

SUMMARY

At its meeting on 5 February 2013 the County Council's Cabinet received a report from the Environment and Transport Select Committee's Utilities Task Group which, as a contribution to the reduction of congestion and disruption caused by road works, proposed a number of measures, including the introduction of a permit scheme which would provide an improved alternative to regulating and coordinating road works on Surrey's road network.

The Cabinet report is annexed along with the response of the Cabinet Member for Transport and Environment; full documentation, including appendices to the original report referenced in the text, are available on line under Item 12 at:

<http://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=120&MId=2692&Ver=4>

The Cabinet resolved that:

1. The report and recommendations of the Task Group on Utilities, including support for the introduction of a Permit Scheme, be noted and the response attached (as Appendix 5 in the original report) be agreed.
2. A Permit Scheme be introduced as set out in the report submitted subject to a successful consultation outcome and a successful application to the Department for Transport (DfT).

3. Agreement of the details of the Permit Scheme be delegated to the Assistant Director Highways in consultation with the Cabinet Member for Transport and Environment.

OFFICER RECOMMENDATION

The Local Committee (Waverley) is asked to note the work of the Utilities Task Group and the proposed introduction of a road works permit scheme.

LEAD SPOKESPERSON FOR THE UTILITIES TASK GROUP Mrs Pat Frost

LEAD/CONTACT OFFICER: John Hilder, Area Highways Manager South West
TELEPHONE NUMBER: 03456 009 009

E-MAIL: wah@surreycc.gov.uk

BACKGROUND PAPERS: None

SURREY COUNTY COUNCIL

CABINET

DATE: 5 FEBRUARY 2013

REPORT OF: MR JOHN FUREY, CABINET MEMBER FOR TRANSPORT AND ENVIRONMENT

LEAD OFFICER: TREVOR PUGH STRATEGIC DIRECTOR ENVIRONMENT & INFRASTRUCTURE

SUBJECT: TACKLING TRAFFIC CONGESTION - INTRODUCTION OF A ROAD WORKS PERMIT SCHEME



SUMMARY OF ISSUE:

Surrey County Council (SCC) is committed to reducing congestion and disruption caused by road works. To assist in achieving this outcome the authority is proposing the introduction of a permit scheme which would provide an improved alternative to regulating and coordinating road works on Surrey's road network.

RECOMMENDATIONS:

It is recommended that:

1. The report and recommendations of the Task Group on Utilities (attached as Annex 1), including support for the introduction of a Permit Scheme, be considered and a response agreed.
2. Surrey County Council introduces a Permit Scheme as set out in this report subject to a successful consultation outcome and a successful application to the Department for Transport (DfT).
3. Further authorisation on the details of the Permit Scheme be delegated to the Assistant Director Highways in consultation with the Cabinet Member for Environment and Transport.

REASON FOR RECOMMENDATIONS:

In practice there are limited controls available under current legislation for the local authority to control the coordination of road works. The introduction of the Traffic Management Act 2004 (TMA) was intended to give more powers to local authorities to do this and has provided a range of different measures which includes permit schemes. It is recommended that the authority take advantage of the additional powers to introduce a permit scheme under the TMA in order to increase our control of road works. This greater control would also allow for increased integration of utility works with those road works promoted by the Council. The overall aim of the permit scheme being to contribute more effectively to minimising congestion across the whole of the road network in Surrey.

DETAILS:

Introduction

1. It is estimated that currently over 40,000 excavations take place annually in the County to enable various types of road and street works to be carried out. These excavations can cause considerable inconvenience to residents and businesses and substantial delays to traffic. Effective coordination is therefore essential to minimise disruption whilst allowing works promoters the necessary time and space to complete their work.
2. Highway Authorities have a duty to co-ordinate all works on the highway under the New Roads & Street works Act 1991 (NRSWA). Under the current regulations, Statutory Undertakers (SU) are only required to notify the Highway Authority when they need to undertake repairs or improvements to their apparatus. Other than co-ordinate their works with other SUs and the Council's own schemes, the NRSWA provides limited powers to the Council as highway authority to control the way in which the works are completed. For example under a notification process the Council has limited control of when works start and finish, which can also hinder our capability to inspect works in progress, and also limits opportunities to promote integration or joint working.
3. The Traffic Management Act 2004 (TMA) places a new Network Management Duty on all Highway Authorities in England. This Duty is defined in Section 16(1) of the TMA:

'It is the duty of a local traffic authority to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objective, the following objectives:

- i) Securing the expeditious movement of traffic on the authority's road network; and,*
- ii) Facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.'*

Options and Impact

4. Under Part 3 of the Act, highway authorities can apply to the Secretary of State to operate a Permit Scheme as an alternative to the notification system of the NRSWA. Permit schemes differ from existing powers for managing activities on the street in a number of key respects:
 - (i) rather than informing the highway authority of their intentions, SUs will need to book occupation of the highway for specified periods and for a specified purpose;
 - (ii) conditions which impose constraints on the dates and times of activities and the way that work is carried out can be attached to permits by the highway authority;
 - (iii) the highway authority's control over variations to the permit conditions, particularly time extensions, should give a greater incentive to complete activities on time.
5. Under the current legislation there is therefore the opportunity to invoke greater powers to manage works and activities on the highway and so the

Council has two options. To maintain the current process of formal notification or to introduce a permit scheme and apply further powers to improve coordination.

6. Benefits have already been seen from Permit Schemes which are already in operation across London and in Kent County Council (KCC). The report on the first year of operation of the London Permit Scheme (LoPS), which as 'Tranche 1' was operated by 17 London Boroughs and Transport for London (TfL) highlighted the scheme had achieved the following;
 - a. An increase in collaborative working resulting in less 'individual' works being carried out on the network thereby leading to a decrease in network disruption. Over the first year this was reported as a rise in the number of days of disruption saved from 726 days to 1793 days, an increase of 147%.
 - b. An increase in the formal record of works being carried out on the highway network. Reported as an increased discipline amongst Highway Authorities in recording their own works, leading to a 237% increase in formally recorded works, providing more opportunity for collaboration and better public information through the 'Londonworks' website.
 - c. An enhanced reduction in the overall number of works being carried out on the highway network. Reported as a 17% reduction in the volume of works undertaken (compared against a 7% reduction of works in non-permitting London Authorities at that time).
 - d. Better quality of works information available to make considered coordination decisions
 - e. Delivery of a large percentage of the expected benefits for average journey time and journey reliability times. This would include for improvements in journey times following a reduction in disruption on the network.
7. The success of LoPS has seen other Boroughs join the scheme and the final 'Tranche 4' of LoPS will mean that all London Boroughs operate LoPS from March 2013 onwards.
8. The Kent CC Permit Scheme was the first scheme introduced outside of London, commencing shortly after LoPS. Benefits outlined in the first year of operation included;
 - a. A 26% reduction in complaints about 'congestion and Coordination
 - b. A significant reduction in the volume of 'street works enquiries' from the public (The reduction reported as 385 enquiries Jan 2009 compared to 270 enquiries Feb 2011)
 - c. An increase in collaborative working resulting in less 'individual' works being carried out on the network thereby leading to a decrease in network disruption. Reported as in excess of 1500 total number of days saved as a result of collaborative working (monetised benefit to travelling public of c£1m).

- d. A 5% increase in the number of 'first time' permanent reinstatements being carried out by works promoters (75% to 80%). Permanently reinstating on the first visit avoids the necessity to revisit the location to rectify temporary reinstatements. A reduction of repeat visits thereby contributes further to reducing disruption.
 - e. Significant cultural change in respect of pre-planning and coordination of works – especially of Kent CC's own highways works, limiting disruption and providing safer roadworks.
9. A recent Environment and Transport Select Committee Task Group has considered the introduction of a permit scheme as part of a wider overview of utility works. Details of the Task Group's work are set out in paragraphs 17 – 21 below and its final report is attached as Appendix 1. The merits and shortcomings of a permit scheme were explored and the recommendation made, by the Task Group, to endorse the introduction of a permit scheme in Surrey.
 10. Although Highway Authorities are not obliged to introduce a Permit Scheme, if they do the legislation requires permits to be issued for all works on the highway that involve excavation, whether they are road works undertaken by their own contractors or SUs street works. This means that utility works and works promoted by this council will be treated in exactly the same way in terms of coordination and setting conditions.
 11. Under a permit scheme any works promoter who wishes to carry out any registerable activity in a road or street must obtain a Permit from the relevant Permit Authority operating a scheme first. The Permit allows the promoter to carry out the specified activity and will set out the location, start and finish dates, duration and any specific conditions that may be required. The permit scheme does not apply to work promoters that are not statutory authorities (e.g. developers, building firms and domestic drainage companies) and in these cases street works will continue to be applied for through an application for a Street Works Licence under section 50 of NRSWA.
 12. The NRSWA requires highway authorities to administer the works notification system at their own expense, with charges only being applied for inspections, defective reinstatements or over-running works. Although permit schemes are not intended to generate revenue for highway authorities, they are expected to cover their reasonable costs incurred in running the scheme through charging a permit fee. The regulations outline the maximum level at which an authority can set their fees and fees will only apply to utility works. Fees cannot be charged for issuing a permit for a highway authority's own works and neither can the costs involved in issuing permits for our own works be off-set against the fee income received from utility works.
 13. Authorities can elect to operate three types of permit scheme; a 'single' scheme where one authority operates their own scheme in isolation, a 'joint' scheme where two or more authorities agree to operate the same scheme which is administered by one authority only, or a 'common' scheme where two or more authorities operate schemes with the same set of rules, but with each authority administering the scheme for their own area.
 14. Kent CC's scheme is a single scheme, precluding any other authorities from joining it. The London Permit Scheme is a common scheme but the statutory

instrument specifies it is a common scheme for authorities in London (only), precluding any authorities from outside Greater London joining. Any approved permit scheme is designed to suit individual or participating authority's requirements and both schemes have been considered successful in operation as described above.

15. In order to operate a permit scheme the Council must apply to the Department of Transport to do so. The permit scheme will then be established by an individual order in the form of a statutory instrument.
16. In terms of future potential for further control over road and street works a lane rental scheme is an option that will be considered by the Council following the introduction of a permit scheme and assessment of pilot schemes in Kent and London. A lane rental scheme provides a financial incentive for works promoters to make sure their work is carried out in a less disruptive way, for example avoiding works at busy locations at critical times. A lane rental scheme is aimed at reducing network disruption on the most critical parts of the highway network and works alongside a permit scheme. The current legislation requires that the local authority operate a permit scheme prior to considering the introduction of a lane rental scheme. The lane rental option is currently being piloted in Kent & Transport for London (TfL) and the DfT will review the success of these schemes before considering a wider application.

Utilities Task Group

17. The disruption caused by street works carried out by utilities companies on the County's highways is a significant issue for the people of Surrey. Members and residents have frequently expressed concerns that the maintenance works of utilities companies are often conducted without sufficient prior consultation and arrangement with the Council. Furthermore, inspecting and rectifying substandard reinstatement works has a significant cost implication for the Council and issues with traffic disruption and congestion can result from problematic street works.
18. In order to address these concerns, the Environment & Transport Select Committee formed a Task Group of Members to look at the subject of utility company street works in-depth and form a series of recommendations with the aim of improving the co-ordination and quality of work of utilities companies in Surrey. The Task Group also considered proposals to introduce a permit scheme for Surrey, which would be applied to all works on the County's highways. A report detailing the Task Group's findings is attached at **Appendix 1**.
19. The Task Group recommended that:
 1. A clear and accessible internal and external communications policy with regards to the publicising of street works is developed.
 2. The process for monitoring and reporting the quality of street works be made more cost effective and efficient for the County Council, and have greater incentive for utilities companies to complete their works on time and to a high standard.

3. Proposals to introduce a “common” permitting scheme with East Sussex County Council, to coordinate all works on the Surrey County Council highway, be endorsed.
 4. Processes around the planning, monitoring and execution of street works, particularly including areas with special conditions such as Conservation Areas, be made more effective and robust.
20. Specific actions relating to how these recommendations can be implemented effectively are contained within the main report.
 21. The proposal with respect to the introduction of a permit scheme is addressed below. The Cabinet Member’s response to the recommendations will be presented at the meeting.

Proposal

22. The proposal for Surrey County Council is to introduce a permit scheme which has been developed as a common scheme in conjunction with East Sussex County Council (ESCC). The common aspect of the scheme relates to a single set of rules that would apply in running the scheme in the individual authorities and increases the potential for compliance by shared or regional works promoters. Each participating authority in a common scheme would act independently in operating the scheme and would remain financially independent in terms of the fee structure
23. It is proposed the permit scheme being operated by the Council would be given the title of the South East Permit Scheme (SEPS). Applying a wider title than just the authority name enables other authorities in the region to join this common permit scheme in the future should they be interested. This approach has been used for various other permit schemes across the country and provides further opportunity for consistency across a region and thereby compliance by works promoters.
24. The SEPS has been prepared by representatives from both SCC and ESCC in accordance with the statutory duties in the TMA and the objectives are to:
 25. Provide an environment to help each of the Permit Authorities operating the SEPS to meet their network management duty,
 26. Support us in seeking to minimise disruption and inconvenience by encouraging good practices, mutual and collaborative working arrangements and a focus on co-ordination and getting it right,
 27. Encourage a high emphasis on safety for everyone including site operatives and all other road users with special emphasis on people with disabilities,
 28. Emphasise the need to minimise damage to the structure of the highway and all apparatus contained therein,
 29. Provide a common framework for all activity promoters who need to carry out their works in the applicable region,
 30. Treat all activities covered by the scheme and activity promoters on an equal basis.

31. In operating a permit scheme, officers will be required to consider the content and potential impact of permit applications from works promoters, and challenge or give approval to the application. In coming to a decision various aspects will be considered including, but not limited to, the following;
 - a. The road network capacity
 - b. The scope for collaborative working arrangements
 - c. The optimum timing of activities from all aspects
 - d. The effect on traffic, in particular, the need for temporary traffic restrictions or prohibitions
 - e. Appropriate techniques and arrangements, particularly at difficult road junctions and pinch points
 - f. The working arrangements required in protected and traffic sensitive streets, and streets with special engineering difficulties
32. Where there are identified difficulties, officers will discuss these with the works promoter and, where possible, agree an acceptable way forward. In doing so the Council may elect to include specific conditions in a permit to ensure the work is carried out in such a way as to minimise disruption and inconvenience particularly to local businesses and residents.
33. The SEPS will require that permit applications are necessary for all statutory authority promoted works being carried out on the highway. Given the constant volume of works being carried out across the network it is not feasible to apply the same level of scrutiny to every permit application that the council would receive. On this basis, and in accordance with other operational permit schemes, permit applications for the more disruptive works will receive more scrutiny and be charged a 'permit fee'.
34. Whilst SCC currently has officers reviewing road works notices under the present legislation, the increased scrutiny required for incoming permits will necessitate the recruitment of additional officers. This identified increase in resource level follows good practice by other authorities operating a successful permit scheme. Additional officer and system costs will be met by the fee income generated by a permit scheme and although we do not know the exact level of resource required at present it is estimated that an additional eight full time members of staff will be required to process permit applications as described. The additional resource requirement is subject to consultation outcomes and the DfT response and will be confirmed following the finalisation of the SEPS.
35. In order to proceed with the permit scheme proposal, the cost benefit of introducing a permit scheme was calculated. This was achieved by used traffic modelling software in order to determine the impact on traffic resulting from works on the highway. Based on the current levels of work, the estimated cost of congestion associated with road works was calculated at £98.8m per annum across the county. Estimations of the amount of works reduced through the implementation of the permits system have also been calculated through the use of evidence gathered as part of the review of the Kent Permit Scheme introduced in 2010. Based on current work levels of

over 40,000 per annum it is estimated that annual benefit of a 4.4% reduction in road works will be achieved by introducing a permit scheme in Surrey, which equates to a £6.7m saving in congestion per annum. This compares favourably with other permit schemes already in operation, such as the London permit scheme which reported approximately £2.7m in congestion saved in its first year (2010).

36. The timetable for introducing a Permit Scheme is to a great extent dependent on the DfT however SCC would try and implement the Permit Scheme as soon as possible. This is anticipated to be no later than January 2014. Based on the current DfT process the estimated start date for the scheme for SCC will be based on the following programme;
- a. Start of formal consultation – 28 November 2012,
 - b. Submission by ESCC & SCC to the DfT – March 2013
 - c. DfT approval anticipated – July 2013
 - d. DfT provision of Statutory Instrument anticipated – October 2013
 - e. Recruitment/Training/IT preparations* – July – Dec 2013
 - f. Implementation of the scheme* – Dec 2013

* subject to DfT timescales for giving scheme approval and issue of the statutory instrument.

CONSULTATION:

37. Prior to introduction of a permit scheme a full statutory consultation must be undertaken as required in the Traffic Management Act Permit Schemes (England) Regulations 2007. Informal consultation was carried out during summer 2012 and the finalised SEPS is currently undergoing a formal consultation phase, due to be completed 20 February 2013.
38. Formal Consultation is carried out with all interested parties lasting for a 12 week period and ends on 20 February 2013. The consultation is specifically targeted at key stakeholders, including;
- DfT
 - National Joint Utilities Group
 - Local Government Association
 - All Utility Companies who work in SCC
 - All neighbouring Authorities
 - All District and Borough Councils within SCC
 - All Parish Councils within SCC
 - Environment Agency
 - Disabled Persons Transport Advisory Committee
 - Royal Association For Deaf People
 - Royal National Institute for the Blind
39. Subject to the response from the formal consultation the permit scheme will be finalised for submission to the Secretary of State.

40. Over recent months the DfT has also been considering the implementation of permit schemes and in particular their operation in relation to the roll out of Broadband. This follows an announcement made in September 2012 from the Transport Minister Norman Baker who stressed that the operation of street works should not unduly hinder the progress of delivering the roll-out of superfast broadband, and that additional Guidance for future permit schemes would be provided to take this work forward. The additional guidance, issued on 15 January 2013 will also be considered in conjunction with the consultation response prior to finalising the scheme.

RISK MANAGEMENT AND IMPLICATIONS:

41. In addition to statutory duty requirements, the public have an expectation on the authority to efficiently manage road works. It is intended that the implementation of a permit scheme would enable SCC to make a more significant improvement in this area compared to continuing the current notification process.
42. Sufficient time will need to be allowed for prior to a go live date to ensure planning and resource provision are adequate to be able to implement a permit scheme successfully.

Financial and Value for Money Implications

43. The operation of the Permit Scheme will require SCC to employ additional staff to the Street Works team (current estimate x8 FTE), along with retraining of existing staff in both the Street works team and internal departments who are responsible for ordering works on the highway. Additional set up costs will also include revisions to IT systems and hardware required for the additional staff. The Cost Benefits Analysis completed for DfT submission estimates total scheme start up costs at £140,000.
44. It is anticipated that this annual expenditure will be covered by the permit charges levied against Statutory Undertakers for their approved activities on the Highway, including recovery of the scheme start up costs in year one of operation. The proposal should therefore be cost neutral for this service area and the annual recovery of costs will also contribute to corporate overhead costs. Authorities operating permit schemes are required to carry out an annual review of their permit fees, to ensure the scheme remains cost neutral, neither creating surplus income, nor creating budgetary pressure.
45. Authorities are required to complete the DfT's 'Permit Fee Matrix' as part of the formal submission of the scheme to the DfT. to calculate the level of each category of permit fee. This 'matrix' – a complex spreadsheet – derives the permit fees using; staff costs, a 'man hours' calculation of the officer time required to complete the additional scrutiny required to operate a permit scheme, and generic percentage rates to cover other operational costs applied to the scheme, such as IT provision. The DfT have set a Maximum fee applicable to each category of permit. Annual permit income for Surrey County Council is currently estimated at £1,137,605 per annum based on previous year's volume of works, multiplied by proposed permit fees by activity type.
46. The table below shows the Proposed SCC Permit fee levels, against the DfT maximum permitted fee and the year 1 Kent CC permit fees*;

Street Category	Permit Type	SCC proposed fee	DfT Maximum Fee	Kent CC year 1 fee*
Cat 0-2 & TS Streets	Prov. Advance Auth.	£83	£105	£87
Cat 0-2 & TS Streets	Major	£216	£240	£225
Cat 0-2 & TS Streets	Standard	£127	£130	£130
Cat 0-2 & TS Streets	Minor	£58	£65	£65
Cat 0-2 & TS Streets	Immediate	£52	£60	£57
Cat 3-4 Non TS Streets	Prov. Advance Auth.	£66	£75	£73
Cat 3-4 Non TS Streets	Major	£141	£150	£146

*Note that Kent CC have confirmed that having reviewed their permit scheme fees, they intend to lower the fees for future years, having had surplus income in year 1 operation of their scheme.

47. A requirement of operating a permit scheme for street works is that the scheme should be cost neutral. It is also a requirement that annual financial reviews of the scheme are completed, comparing permit fee income against operating costs. Any year-on-year imbalance should be redressed by either increases or reductions in the level of permit fees levied in the subsequent year, as required.
48. Operation of a permit scheme does not reduce SCC's opportunity to apply charges for non compliance to Statutory Undertakers, such as over running works or defective reinstatements. The scheme introduces potential additional non compliance charges, such as breaching the conditions of a permit, however such income is dependent upon Statutory Undertaker performance and can be subject to fluctuation. An annual saving of £100,000 is estimated from 2014/15 against the wider potential of streetworks related non-compliance charges.
49. Income derived from completion of 'sample' on-site inspections of Statutory Undertaker's works is unaffected by the operation of a permit scheme. The capacity of the Streetworks Team to carry out compliance monitoring has recently been increased following the appointment of permanent and additional fixed term staff. In addition to driving performance improvement this monitoring should also assist in removing the current shortfalls in streetworks financial recovery.

Section 151 Officer Commentary

50. The introduction of a permit scheme is expected to be cost neutral to the Council, with costs (including set up costs and overheads) being recovered through permit charges. Fees will be reviewed and, if necessary, adjusted annually to ensure this is the case.

51. The introduction of a permit scheme creates the potential for additional non-compliance charges. Together with recent staffing changes within the Streetworks team, this is expected to make good the current income shortfall (£200,000) from 2013/14 onwards and potentially result in additional non-compliance income from 2014/15, currently estimated at £100,000 per year.

Legal Implications – Monitoring Officer

52. On becoming a Permit Authority, SCC may not cease to operate the scheme without first consulting all interested parties and then applying to the Secretary of State to revoke the scheme.
53. The authority will be scrutinised to ensure that our operation of the scheme shows parity between internal operations and those of external agencies such as Utility companies.

Equalities and Diversity

54. An equalities impact assessment has been carried out and is attached as **Appendix 2** to this report.
55. The key impact identified by the EIA is that fewer and safer work sites generally should result in; the elderly, pregnant women or those with a disability who may be less mobile, those people in wheelchairs or using buggies/pushchairs, or those who have limited vision, encountering fewer difficulties in using the highway.
56. No key negative impacts have been identified for people with protected characteristics.

Climate change/carbon emissions implications

57. A negative consequence of increasing road congestion is that it damages the environment. The main consequences are the impacts on air quality through the emission of greenhouse gases and the waste of valuable energy resources from vehicles waiting in traffic queues. Whilst the primary cause of this problem is the increasing number of road journeys by private vehicles causing the demand to travel to exceed the road network capacity at peak times of the day, the occurrence of works on the network exacerbates this by restricting the available capacity.
58. The SEPS scheme will have a positive impact on these environmental issues by minimising any loss of network capacity caused by street works in order to reduce the occurrence of congestion. This will be achieved by improved coordination between works promoters, better planning of works, placing conditions on how and when works take place and improved enforcement.

WHAT HAPPENS NEXT:

59. Timeline as follows:
- Consultation responses to the proposed SEPS will be reviewed and the document amended where considered appropriate.
 - The finalised SEPS and supporting documents will be submitted to the DfT.

- Following approval from the DfT (anticipated July 21013), preparation will commence and implementation date agreed and formally published.
 - Implementation of the permit scheme, anticipated to be no later than Jan 2014.
 - Annual review of the permit scheme, and adjustment as necessary.
-

Contact Officer:

Lucy Monie, Operations Group Manager, 02085419896

Consulted:

Assistant Director for Highways, Jason Russell
Strategic Director for Environment & Infrastructure, Trevor Pugh
Environment & Transport Select Committee, Utilities Task Group Members
Traffic & Streetworks Team
Utility companies that work across the region,
Local authorities in the South East region
SCC highway works promoters

Appendices:

Appendix 1 – Report of the Utilities Task Group
Appendix 2 - EIA

Sources/background papers:

- Traffic Management Act 2004
 - Traffic Management Permit Schemes (England) Regulations
 - New Roads & Streetworks Act 1991
 - London Permit Scheme
 - Proposed South East Permit Scheme
 - Kent Permit Scheme Annual Report Feb 2010 to Jan 2011
-

APPENDIX

CABINET RESPONSE TO ENVIRONMENT AND TRANSPORT SELECT COMMITTEE AND UTILITIES TASK GROUP

PROPOSAL FOR THE INTRODUCTION OF A PERMIT SCHEME UNDER THE TRAFFIC MANAGEMENT ACT 2004 AND TASK GROUP REPORT: IMPROVING THE COORDINATION AND QUALITY OF WORK FROM THE UTILITIES COMPANIES

SELECT COMMITTEE RECOMMENDATION

That the recommendations of the Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey Task Group and the proposal for the introduction of a Permit Scheme under the Traffic Management Act 2004 (agenda item 12) be endorsed.

TASK GROUP RECOMMENDATIONS

The recommendations of the Utilities Task Group are set out in Appendix 1 to agenda item 12.

RESPONSE

Firstly I would like to take this opportunity to thank the Members of the Utilities Task Group and the officers involved for their hard work in producing this detailed report. I welcome the proposal for the introduction of a Permit Scheme, as recommended by the Task Group (**Recommendation 3**) and supported by the Environment and Transport Select Committee, and its approval is recommended to the Cabinet. With regard to the other recommendations of the Task Group, my responses to each of the proposals are set out below.

Recommendation 1 – Development of a clear and accessible internal and external communications policy with regards to the publicising of street works

It is recognised that effective communication is an essential part of managing the impact of street works and so I welcome the range of proposals within this recommendation which will benefit all interested parties, both internal and external. Officers will develop an improved street works communications policy as recommended for introduction in April 2013.

Recommendation 2 – More cost effective and efficient processes for monitoring and reporting the quality of street works and greater incentive for utilities companies to complete their works on time and to a high standard

Quality of workmanship by utility companies can often be criticised and any monitoring needs to be effective. It is also recognised that there are limitations on the incentives for utilities companies to always adhere to the required quality standards. On this basis I welcome the recommendation for improvements in this area however it is acknowledged that the area of streetworks is heavily legislated and some of the proposals within the recommendation will be difficult to achieve. Officers will progress as recommended with immediate effect on the expectation that some of the

proposals will remain as an exploratory exercise until proved that further work will be both achievable and beneficial to SCC.

Recommendation 4 – More effective and robust processes around the planning, monitoring and execution of street works, particularly including areas with special conditions such as Conservation Areas.

Proposals under the recommendation 4 to improve the planning, monitoring and execution of streetworks are also supported. This is of particular importance to Surrey given that a significant proportion of the roads in the County are designated as being in a conservation area and also the scale of the ongoing investment in our own road maintenance programmes, such as the proposed 5 year programme. Officers will develop an action plan for each of the proposals and implement accordingly over the next nine months to coincide with the preparation for the introduction of a permit scheme.

Mr John Furey
Cabinet Member for Transport and Environment
5 February 2013



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

**AIR QUALITY: FARNHAM TRAFFIC MANAGEMENT AND LOW
EMISSION FEASIBILITY STUDY REPORT**

15 MARCH 2013

KEY ISSUE

To receive for information a report on the recent study.

SUMMARY

At its meeting on 5 March 2013 the Executive of Waverley Borough Council received a report on the Farnham Traffic Management and Low Emission Feasibility Study, to which County Council officers had contributed.

The Executive agreed to endorse the report and support the further Defra-funded air quality projects described.

OFFICER RECOMMENDATION

The Local Committee (Waverley) is asked to note the report.

LEAD/CONTACT OFFICER:	Colin Giddings (Waverley Borough Council)
TELEPHONE NUMBER:	01483 523435
E-MAIL:	colin.giddings@waverley.gov.uk
BACKGROUND PAPERS:	None

This page is intentionally left blank

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 05/03/2013

Title:

**AIR QUALITY - FARNHAM TRAFFIC MANAGEMENT AND LOW EMISSION
FEASIBILITY STUDY REPORT**

[Portfolio Holder: Cllr Bryn Morgan]

[Wards Affected: All]

Summary and purpose:

To update the Executive on progress with the Council's Defra- (Department for Environment Food and Rural Affairs) funded Air Quality projects. To receive the final report for the (above) Farnham project and endorse its recommendations.

How this report relates to the Council's Corporate Priorities:

Value for Money: Under the requirements of the Local Air Quality Management (LAQM) process, as set out in Part IV of the Environment Act 1995, the Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 and the relevant Policy and Technical Guidance documents, the Council is obliged to regularly review and assess air quality in the Borough, and to determine whether or not the air quality objectives are likely to be achieved. Where exceedences are considered likely, the Council must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

Waverley's AQMAs were declared due to pollution from traffic; thus measures to improve Air Quality are beyond the remit of the Council. Instead, many of the significant measures identified in the AQAP require input from Surrey County Council, but the potential effectiveness of the suggested actions has not been fully assessed. In order to determine the potential for pollution reduction measures in Waverley, a series of projects, in partnership with Surrey County Council and funded mainly by Defra, is underway.

Understanding Residents' Needs: Feedback from Farnham residents, interest groups and Farnham Town Council indicates pollution levels in Farnham are of real concern. Surrey County Council is responsible for potential changes to the existing traffic management regime. In order to provide additional information to help in their decision-making process, properly validated and auditable findings on emissions mitigation measures will be made available as a result of these studies.

Environment: Reductions in pollution are closely related to reductions in carbon-use; measures that identify improvements in Air Quality are likely to improve sustainability.

Financial Implications:

The Council's duties under the LAQM process mean pockets of poor Air Quality have been identified. In order to focus improvements in AQMAs on measures that have the best potential to reduce pollution, the efficacy of those measures must be assessed before being considered for putting into practice – Defra recognises this and has funded a series of projects in Waverley to better inform the decision-making process.

The grants from Defra total £81,500 to-date. The initial project was supported with £21,500 in November 2011. The funding round in 2012 realised a further £60,000 for the 3 current projects – as detailed in the Capital Monitoring Programme.

Under the Localism Act 2012 provision is made for passing fines levied by the European Commission (EC) on the UK to Local Authorities. The UK failed to meet its national air quality objective targets in 2010 and is likely to fail again in 2015. As a result of these AQ projects, the Council will be in a stronger position than other local authorities to defend the passing down of fines by Westminster.

Any grant monies provided by Defra remaining unspent shall be repaid.

Legal Implications:

The Council has a legal duty under the Environment Act 1995 to regularly assess and review air quality within the Borough. Undertaking the proposed measures would assist the Council in meeting that duty.

Background

1. The Council's Overview & Scrutiny Committee (18 June 2012) and Executive (3 July 2012) requested that Surrey County Council and other bodies continue to try and make changes to air quality in the Borough and across Surrey. Previous efforts had focussed on behavioural change and awareness-raising schemes but it is difficult to show empirically what effects, if any, these have had.
2. In 2008-09, Waverley's first AQAP identified a number of physical actions that would, it was felt, play key roles in improving areas of poor air quality. Many of these measures relied on major schemes outside the remit of the Local Authority and beyond the scope of air quality legislation. The AQAP is reviewed annually and, in 2011, application was made to Defra to grant fund a project intended to identify the benefits of the AQAP's main actions and to rank them in terms of pollution reduction: the "Farnham Traffic Management and Low Emission Feasibility Study".
3. The Council's Environmental Health Service submitted a detailed project to Defra which was funded by them in November of that year. Working in partnership with Surrey County Council, and taking into account the interests raised by Farnham Town Council, the UK's leading air quality consultancy (AEA Technology) was engaged to:

- Model the baseline pollution emissions from traffic in the Farnham AQMA at that date
 - Model a variety of scenarios identified in the AQAP in terms of pollution reduction; including traffic management measures, HGV changes, changes in speed limits, etc.
 - Model future emission levels if changes recommended in the AQAP were in place and rank them
 - Investigate the feasibility of changes to the environs of the Farnham level crossing area
 - Provide commentary on options that were worthy of progressing or could be determined otherwise
4. The report at Annexe 1 contains the findings of this study. The document at Annexe 2 is an accompanying 'frequently asked questions' paper to assist in summarising the report's main findings.

Introduction

5. Waverley's statutory Air Quality Action Plan lists a number of measures commonly expected to reduce the amounts of pollution in the three AQMAs (at Farnham, Godalming and Hindhead). It is anticipated that the A3 tunnel at Hindhead will allow for the revocation of the associated AQMA. The AQMAs for Godalming and Farnham remain due to the continuing exceedence of NO₂ levels above the UK Air Quality Objective target level.
6. In the early years of the LAQM regime there was an expectation nationally that pollution levels associated with traffic would drop, as cleaner and more efficient vehicles and fuels were introduced. In fact, the amount of traffic appears to have risen to such an extent that these qualitative gains have been overshadowed by quantitative losses. As a result, in 2012 the government published new, higher emission factors for use with pollution modelling. The mix of diesel and petrol engine vehicles has also changed beyond the proportions anticipated early on in the LAQM regime.
7. The Council, in meeting its duties for measuring and reporting on air quality data, has (like many other Local Authorities) identified traffic related pollution as the main cause for concern. Outside of London there are only two out of over 200 AQMAs where physical measures such as low emission zones or traffic management measures have been adopted. Such measures are the responsibility of the Highways Authority – in order to better inform their future design and implementation processes, the findings of this local study should show the potential outcomes of the various actions proposed.
8. Thus, when considering future road or traffic management changes that affect Waverley's AQMAs, the County Council will be able to have regard to professionally researched findings not available elsewhere in Surrey. It is hoped that these findings will contribute to any future decisions on such changes.
9. The main findings of the study (Section 4 of the report) are:

1. The introduction of a 20 m.p.h speed limit would not reduce pollution levels sufficiently to warrant further consideration and is likely to worsen air quality through most of the town
 2. Reducing access to HGVs is insufficient to significantly reduce pollution levels due to their small overall contribution to pollution. However, in combination with other measures, this could help improve overall pollution levels
 3. A low emission zone for buses and goods vehicles is insufficient to reduce pollution levels due to their small overall contribution to pollution. However, in combination with other measures, this could help improve overall pollution levels
 4. Measures to reduce congestion likewise would not significantly reduce pollution levels but could, in combination with other measures, help improve overall pollution levels
 5. Restricting access to the town centre for diesel engine cars would have a significant impact on pollution levels such that national air quality objective target levels might be achieved
 6. Changes in traffic circulation could achieve a significant impact on pollution levels such that national air quality objective target levels might be achieved
10. It is important to note that the results and recommendations of the report are based on modelling of emissions from vehicles using Farnham. The modelling tool cannot design traffic management models, pedestrianisation schemes or other regimes that might affect pollution levels – the feasibilities of such measures must be assessed separately along with all other necessary considerations.
11. The assessment of measures at the Farnham level crossing remains outstanding. This area is not part of the Farnham AQMA, although levels of NO₂ are near the UK Air Quality Objective trigger point. The effects of an automatic signage system, designed to encourage drivers in queuing traffic to turn off their engines, is being assessed.
12. The initial, draft findings of the Farnham report were reported to the project Steering Group during the period that Defra allowed submissions for further grant funding (July to September 2012). Following discussions with Farnham Town Council and other partners, submissions were made for four further air quality projects:
- a detailed study of the traffic modelling that would come out of the current report
 - an Economic and Health Impact Assessment of the existing and future impacts of pollution on Farnham
 - a similar traffic management and low emission study of the Godalming AQMA, and
 - an awareness raising and behavioural-change project on behalf of the Town Council

13. Funding was again very limited and the majority of proposals around the country were refused. However, the Council was successful in receiving backing for three of the four projects, the exception being the Town Council initiative. The success of these submissions has encouraged the Council's partners to continue with extensive survey work, data collection and scoping work. It is important to recognise the contributions of Surrey's Public Health, Health Protection and Transport Planning staff, both in reaching this stage and for the work ahead.
14. As a result 2013 should see the completion of all the current recommendations, the level crossing study and the Godalming project. The findings from which will be directed to the appropriate channels, e.g. Surrey County Council's Farnham Transport Strategy group and their Local Committee, for consideration.

Conclusion

15. Measures exist whereby the levels of traffic-related NO₂ in Farnham could be brought down to annual average levels below the UK objective trigger. The highest ranked of these are through changes in traffic circulation and through restrictions on diesel cars. The latter finding was unexpected but is of national significance in the debate between pollution reduction and carbon-use reduction.
16. However, these measures are not stand-alone items that can be introduced independently of other factors: cost, physical constraints, business considerations, residents' wishes, existing planned development, health impacts, and so on. Their efficacy needs to be looked at through a more rigorous and detailed study and such a study would include a full feasibility assessment of these approaches.
17. The report recognises that pollution reduction is one of many considerations when proposing significant changes to existing infrastructure. It recommended (Section 6 of the report) that changes in traffic circulation be subject to detailed traffic modelling and then reviewed to see if the air quality objectives would be achieved. Also that an economic and health impact assessment is undertaken to examine the feasibility of such measures and finally, that measures be considered to raise awareness on diesel vehicles' polluting effects and if steps could be taken to achieve a reduction.
18. The learning coming out of the Farnham report is valuable and can be shared both locally and nationally. A similar study should be undertaken for the Godalming AQMA. The level crossing study findings should also be made available on completion.

Recommendation

That the Executive:

1. endorses the report *Farnham Traffic Management and Low Emission Feasibility Study*; and
2. supports the further air quality projects funded by Defra:
 - a detailed modelling study of traffic circulation changes and diesel car use;
 - an economic and health impact assessment of the feasibility of this detailed modelling study; and
 - a Godalming traffic management and low emission feasibility study.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

Name: Colin Giddings

Telephone: 01483 523435

E-mail: colin.giddings@waverley.gov.uk

Farnham Traffic Management and Low Emission Feasibility Study

Air quality impacts



Report for Waverley Borough Council

AEA/R/ED57126

Issue Number 6

Date 09/01/2013

Customer:

Waverley Borough Council

Contact:

Beth Conlan
Ricardo-AEA
Gemini Building, Harwell, Didcot, OX11 0QR
t: 0870 190 6440
e: beth.conlan@ricardo-aea.com

Confidentiality, copyright & reproduction:

This report is the Copyright of Waverley Borough Council and has been prepared by Ricardo-AEA under contract to Waverley Borough Council. The contents of this report may not be reproduced in whole or in part, nor passed to any organisation or person without the specific prior written permission of Waverley Borough Council. Ricardo-AEA accepts no liability whatsoever to any third party for any loss or damage arising from any interpretation or use of the information contained in this report, or reliance on any views expressed therein.

Ricardo-AEA is certificated to ISO9001 and ISO14001

Author:

John Abbott and Beth Conlan

Approved By:

Beth Conlan

Date:

09 January 2013

Signed:

Beth Conlan

Ricardo-AEA reference:

Ref: ED57126- Issue Number 6

Executive summary

Waverley Borough Council has a responsibility under Part IV of the Environment Act 1995 to monitor and identify sources of air pollution within its area. In particular, the Council considers where people are living and where air quality standards are not being met. Where these standards are not being met the local authority must designate an Air Quality Management Area (AQMA) and produce an Air Quality Action Plan to tackle the pollution identified in these areas.

Waverley Borough Council declared an AQMA to cover much of Farnham Town Centre because measured concentrations of nitrogen dioxide exceeded the air quality limit value of $40 \mu\text{g m}^{-3}$ as an annual mean. Fig. 1 shows the boundaries of the AQMA. The designated area incorporates all parts of The Borough; parts of East Street and South Street; The Woolmead; Union Street; Downing Street; and part of West Street. The boundaries incorporate a wider area than simply where concentrations exceeded the limit so that a holistic approach to tackle air quality issues can be taken.

Waverley Borough Council prepared an Air Quality Action Plan (AQAP) in July 2008. The main objective of this project was to assess the effectiveness of existing and proposed traffic management options included in Waverley's AQAP, to determine which would deliver satisfactory reductions in emissions to produce lower concentrations of nitrogen dioxide and attain the Nitrogen dioxide (NO_2) Limits Value by 2015. In addition, the project evaluated the implementation and acceptability of further low emission measures including heavy goods vehicle (HGV) or other vehicle restrictions and 20 mph speed limits.

The highest concentrations in Farnham town centre, up to $68 \mu\text{g m}^{-3}$ in 2010, occur on The Borough. These are predicted to decrease to $56 \mu\text{g m}^{-3}$ by 2015 as the result of changes in the vehicle fleet. The planned development in the town would increase the concentrations to $58 \mu\text{g m}^{-3}$. The nitrogen dioxide concentrations are thus expected to remain substantially above the objective of $40 \mu\text{g m}^{-3}$. In 2015 we estimate that a 46% reduction in emissions would be required without the planned development to meet the objective.

The AQAP noted changes to the traffic circulation in the town centre, including partial pedestrianization of The Borough east of Castle Street. The analysis indicates that removing all non-bus traffic from The Borough would reduce concentrations to levels well below the objective. The analysis indicates that limiting closure to non-bus traffic for a few hours a week would not be sufficient to achieve the air quality objective, or even if weekly traffic flows were half the base case levels.

Diesel cars provide a substantial part of the emissions of oxides of nitrogen emissions in the Farnham AQMA. They emit substantially more oxides of nitrogen than the equivalent petrol car. Furthermore, they emit substantially higher proportion of the oxides of nitrogen directly as nitrogen dioxide. The analysis indicates that restricting access for diesel cars, for example by restricting access to town centre car parks, would substantially reduce roadside concentrations so that the air quality objective could be achieved - particularly if accompanied by changes to traffic circulation.

The AQAP envisaged a range of measures designed to reduce congestion, including:

- the enforcement of on-street parking restrictions
- the introduction of further rear servicing arrangements for shops
- improved car park access and information
- improved pedestrian access to promote the use of the St James and Riverside car parks (Park and Stride)
- street enhancement with wider pavements and servicing bays

Reducing congestion in the town centre would have some benefit in reducing nitrogen dioxide concentrations but the reduction would not be sufficient to achieve the air quality objective from these measures alone.

The analysis indicates that other measures such as reducing access for heavy goods vehicles, a low emission zone for buses and goods vehicles or imposing a 20 mph speed limit would have little impact on nitrogen dioxide concentrations.

Table of contents

1	Outline of brief.....	5
2	Introduction	6
3	Traffic management scenarios.....	9
3.1	Introduction	9
3.2	Changes in traffic circulation	9
3.3	Measures to reduce congestion	11
3.4	20 mph speed limit	12
3.5	Articulated lorry ban	12
3.6	Low emission zone for buses and goods vehicles	12
3.7	Restrictions on diesel cars	13
3.8	Summary of scheme scenarios	14
4	Effects on air quality	16
4.1	Introduction	16
4.2	Changes in traffic circulation	16
4.3	Restrictions on diesel cars	16
4.4	Other measures	16
5	Feasibility	21
6	Recommendations:	26
	Baseline 2010 air quality and 2015 with planned development.....	1
	Without changes to circulation of traffic	7
	With changes to circulation of traffic	8

Appendices

- Appendix 1 Emission results
- Appendix 2 Adjustment of dispersion model

1 Outline of brief

The main objective of this project is to assess the effectiveness of existing and proposed traffic management options included in Waverley District Council's Air Quality Action Plan (AQAP), to determine which would deliver satisfactory reductions in emissions to produce lower concentrations of nitrogen dioxide and attain the air quality standards by 2015.

To fulfil the above objective, Waverley Borough Council requested a project to facilitate the management of air quality in Farnham be undertaken by appointed consultants. The project outline was submitted to Defra for Air Quality Grant funding and was awarded funds following the acceptance of a detailed project plan.

The aim of this project is to conduct a feasibility and emission reduction study with traffic management strategies proposed for Farnham, in order to achieve compliance of UK Air Quality standards within Farnham AQMA. These standards are set for the protection of human health.

To fulfil these aims and objectives the project contained the following work packages:

Work package 1:

Assessment of proposed traffic management options and low emission options

During the preparation and implementation of the Council's air quality action plan discussions have taken place with stakeholders, particularly Surrey County Council to examine a number of traffic management scenarios which have the potential to lower emissions and improve air quality in Farnham. Previous work has indicated that Heavy Goods Vehicles have a large influence on emissions, although their number is low compared to Light Goods Vehicles and passenger cars. It is also known that emissions from congested traffic is higher compared to traffic moving at a steady speed. This work package should commence with meetings with relevant stakeholders to ascertain the most appropriate scenarios to quantify the emission benefit if implemented. However, at this stage this should include the consideration of the following scenarios:

1. The implementation and acceptability of further low emission measures including HGV or other vehicle restrictions
2. Putting in place a 20 mph speed limit
3. Measures to reduce congestion e.g. evaluation of interactive LED "no-idling" and information signs
4. Traffic management measures, including discouraging A31 bypass traffic from entering the town centre
5. Restricting HGVs for access only

Work Package 2: Feasibility study

This work package outlines the programme of work carried out throughout the second phase of the project.

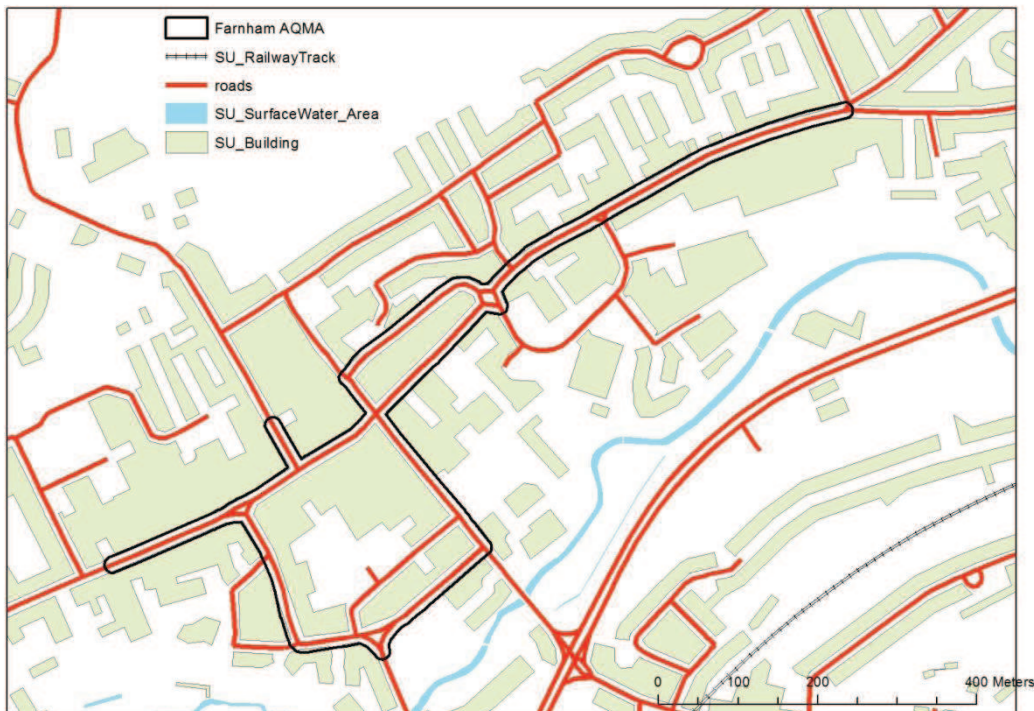
In order to target funding and effort in the best possible way quantified measures will be assessed in terms of feasibility, acceptability and cost effectiveness. This should include the prioritisation of emission reduction options to be presented in this, the final report.

2 Introduction

Waverley Borough Council has a responsibility under Part IV of the Environment Act 1995 to monitor and identify sources of air pollution within its area. Where air quality standards, which are set for the protection of human health, are not being met the local authority must designate an Air Quality Management Area (AQMA) and produce an Air Quality Action Plan to tackle the pollution identified in these areas.

Waverley Borough Council declared 3 such areas, including an AQMA to cover much of Farnham Town Centre because measured concentrations of nitrogen dioxide exceeded the air quality standard of $40 \mu\text{g m}^{-3}$ as an annual mean. Fig. 1 shows the boundaries of the AQMA. The AQMA was further reviewed in 2007 and the designated area incorporates all parts of The Borough; parts of East Street and South Street; The Woolmead; Union Street; Downing Street; and part of West Street. The boundaries incorporate a wider area than simply where concentrations exceeded the limit so that a holistic approach to tackle air quality issues can be taken.

Fig. 1: Farnham Air Quality Management Area



Contains Ordnance Survey data © Crown copyright and database right 2012

The main source of pollution in the AQMA is road vehicles and therefore measures to reduce road vehicles need to be considered to improve the quality of the air in Farnham. Emissions

from heavy goods vehicles and buses are significantly higher than from passenger cars, although the numbers of cars outweigh the number of HGVs in most urban roads.

Traffic movement and congestion have been of concern in Farnham for some years. Surrey County Council commissioned the consultancy Scott Wilson to review traffic management, and this work was published in a report "Farnham Review of Movement Studies and Major Schemes" in 2003. The aim of the review was to identify measures that would form the basis of a town centre transport strategy for Farnham. The report took into account national, regional and local policies including the Surrey Local Transport Plan objectives to:

- Tackle congestion
- Increase accessibility to key services
- Improve road safety and security
- Enhance environment and quality of life
- Improve management and maintenance of the road network

Using these policy criteria, the report outlined three town centre strategies (1, 2a and 2b) with each strategy building on the measures included in the previous package. Strategy 1 would provide visual improvements to the footways, the establishment of a streetscape design or style that reinforces the local character of the town. It would include pedestrian crossing improvements, bus service facilities, routes and facilities for cyclists, disabled parking and consideration of rear servicing. Strategy 2a would address problems relating to narrow footways, particularly vehicle related pedestrian accidents, and problems caused through illegal parking by reducing the streetscape available to vehicular traffic in the main shopping streets; the widening of footways; and the provision of on-street loading areas for service vehicles. Strategy 2b is the combination of both 1 and 2a. Key measures included are:

- Improvements in access and parking for cyclists
- Changes in delivery patterns through the introduction of rear servicing arrangements for shops and dedicated on-street parking bays for delivery vehicles
- Variable message signs indicating car park availability
- Town centre junction improvements
- A park and stride scheme that would encourage use of an edge of town car park particularly for people parking all day at Farnham

The most sweeping package "Strategy 2b" included all of these elements plus some changes to the circulation of traffic in the town centre as follows:

- Semi-pedestrianization of East Street with cars and lorries diverted along Woolmead road, which would become a two-way street;
- Two-way flow on the western part of The Borough, with a right turn permitted from Castle Street;
- Two-way traffic on Union Street and South Street
- Part-time pedestrianization of The Borough, initially from 11:00 to 15:00 on Saturdays.

The strategy took into account proposed traffic improvements suggested by Crest Nicholson Sainsbury's as part of the proposed redevelopment of land in East Street.

Waverley Borough Council prepared an Air Quality Action Plan in July 2008. The Air Quality Action plan noted the scope of strategy 2b in principle as offering the greatest potential for improving air quality in the Farnham AQMA. However there were some local concerns that the scheme would simply add to congestion and air quality problems or shift them to locations elsewhere in the town.

The aim of this project is to conduct a feasibility and emission reduction study with traffic management strategies proposed for Farnham, in order to achieve compliance with UK Air Quality Objectives (AQOs) within Farnham AQMA.

3 Traffic management scenarios

3.1 Introduction

This section considers the potential reduction in the emissions of oxides of nitrogen from road links in the Farnham AQMA that might be achieved as the result of various low Emission Schemes. The schemes considered are:

- Changes in traffic circulation corresponding to Strategy 2b of the Farnham Review of Movement Studies and Major Schemes
- Measures to reduce congestion
- Limiting speeds to 20 mph or less
- Reduction in heavy goods vehicle access
- Restrictions on access for other vehicle types

3.2 Changes in traffic circulation

Moving some traffic away from the pollution hotspots is clearly one way of improving air quality in the most polluted of Farnham's streets. However, care needs to be taken when implementing such measures as pollution displacement can result, where air quality improvement in one street leads to an air quality issue in another. As a traffic circulation scheme has been considered to improve traffic movement throughout Farnham, data are available to consider the air quality impact of such a scheme.

As noted in the AQAP, strategy 2b of the Farnham Review of Movement Studies and Major Schemes included the following changes to the circulation of traffic in the town centre:

- Semi-pedestrianization of East Street with cars and lorries diverted along Woolmead Road, which would become a two-way street
- Two-way flow on the western part of The Borough, with a right turn permitted from Castle Street
- Two-way traffic on Union Street and South Street
- Part-time pedestrianization of The Borough, initially from 11:00 to 15:00 on Saturdays

The strategy itself took into account proposed traffic improvements suggested by Crest Nicholson Sainsbury's as part of the proposed redevelopment of land in East Street. Surrey County Council have also carried out indicative modelling of the traffic flows for various scenarios using the Farnham Microsimulation Model 2010¹, including proposals from the Farnham Society. However, none of the scenarios modelled corresponds exactly with the Strategy 2b scenario, but are used as a 'best fit'. In particular, further detailed design of the junctions in the town would be required before robust predictions of the effects of circulation changes on congestion can be made. Nevertheless, the simulations carried out to date can provide an indication of the potential redistribution of traffic arising from circulation changes and are thus useful here for the assessment of potential impacts on air quality. The output from this study will then provide support for further detailed design work if the measures can be shown to improve air quality. Surrey County Council provided model outputs for a scenario that included the following changes to traffic circulation that could be implemented following the planned development in East Street:

¹ A computer model used to predict traffic movements based on traffic counts in 2010 in Farnham

- Semi-pedestrianization of East Street with cars and lorries diverted along Woolmead road, which would become a two-way street
- Two-way flow on the western part of The Borough, with a right turn permitted from Castle Street
- Two-way traffic on Union Street and South Street
- Pedestrianization of The Borough

The output from the Farnham Microsimulation Model for this scenario was used for air quality modelling. It was assumed that the proportion of the traffic in each vehicle category was unchanged from the base case. It was also assumed the same distribution of vehicle speeds.

Table 1 shows the Annual Average Daily Traffic (AADT) flows for the key road links for the revised traffic circulation compared with the base case. Clearly, the traffic flows are reduced on most of the road links. There are two main reasons for this. Firstly, the closure of The Borough to through traffic substantially reduces demand. Secondly, the junction design has not been optimised in the Microsimulation model. The current proposals within Strategy 2b include only part-time pedestrianization of The Borough and in practice junction design would be optimised before implementation of the strategy: both of these factors are expected to increase total traffic flows above the modelled values. Nevertheless, these traffic estimates have been used to assess the potential for improvement from the proposed changes to traffic circulation.

Table 1: Traffic flows

Link	Direction	AADT Flows			2015 Revised traffic circulation
		2010	2015	2015 with future planned developments	
The Borough, west of Castle Street	WE	12567	12712	13830	8841*
South St, north of East Street development	NS	13035	13185	13663	11384*
South St, south of East Street development	NS	14862	15032	15032	11756*
Union Road	EW	12173	12313	12817	9692*
Downing Street	SN	9875	9989	10025	4075
Bear Lane Woolmead Road-The Borough	SN	7965	8057	14255*	11414*
Woolmead Road	WE	7340	7424	14238*	11806*
East St, South St - Dogflud Way	EW	8395	8492	155	70
East St, Woolmead Road-Dogflud Way	WE	10653	10775	11391	8714
East St, Dogflud Way-Hale Road	EW	7152	7234	7654	7454
East St, Dogflud Way-Hale Road	WE	3411	3450	3870	1832
Dogflud Way, east of planned development	EW	9902	10015	10565	11386
Dogflud Way, west of planned development	SN	11374	11505	11677	12322
Hale Road	WE	5628	5693	5858	4683
Hale Road	EW	5338	5399	5564	6145
Guildford Road	WE	3796	3840	4069	3343
Guildford Road	EW	2493	2521	2751	2303
South St, south of Union Road	SN	2144	2169	2264	4201
South St, south of Union Road	NS	5207	5267	5362	4984
The Borough Castle St-South St	WE	15076	15249	15663	111
West St, west of Downing St	EW	4778	4833	4883	5513
West St, west of Downing St	WE	9351	9458	9508	3987

*2-way

3.3 Measures to reduce congestion

Emissions from traffic increase as speed reduces and therefore congested conditions give rise to poorer air quality. Measures to reduce congestion were consequently considered in this project. The Farnham Review of Movement Studies and Major Schemes proposed a set of measures that together would reduce congestion in the town centre. These include:

- the enforcement of on-street parking restrictions
- the introduction of further rear servicing arrangements for shops
- improved car park access and information
- improved pedestrian access to promote the use of the St James and Riverside car parks (Park and Stride)
- street enhancement with wider pavements and servicing bays

Other measures that could be used to reduce congestion include “gating” in which traffic is held behind traffic lights outside the town centre until the roads are clear.

The effect of these measures on traffic volumes and speeds has not been investigated and so it was not possible to consider the effects of individual measures on emissions. Instead, the potential for emissions reduction by comparing the base case with the situation where traffic flows without delay through the town centre, have been considered. The CJAMS-Strat-e-gis night-time² vehicle speed distribution (20:00-06:00) to represent free-flowing traffic has been used. However, this may be an optimistic approach as night time traffic speeds will not be subject to high pedestrian flows and crossings that will be prevalent in the town centre, which is a limitation to the approach adopted.

3.4 20 mph speed limit

The introduction of 20 mph speed limits have been shown to reduce road accidents and casualties, increase walking and cycling and are welcomed by local residential communities³. Emissions from a smooth drive cycle are lower compared to those where there is fast acceleration and deceleration. A 20 mph restriction is more likely to encourage better driver behaviour, and hence lower emissions. Therefore the effect of limiting vehicle speeds in Farnham Town Centre to 20 mph has been investigated. The calculation of emission factors for the base case used a range of percentile vehicle speeds corresponding to the speed distribution derived from the CJAMS-Strat-e-gis data. For this scenario, the percentile vehicle speeds were replaced by 20 mph where they exceeded this limit.

3.5 Articulated lorry ban

Larger articulated lorries have higher emissions than smaller HGVs and Light Goods Vehicles. The introduction of an articulated lorry ban has the potential to remove the most polluting vehicles and therefore was included in the project scenarios. The manual count data⁴ provided information on the proportion of Heavy Goods Vehicles classes OGV1 and OGV2 in the traffic on each road link⁵. A significant proportion of the OGV1 category services the shops and offices in the town centre and it is not likely that this traffic can be substantially reduced. The OGV2 category vehicles (articulated lorries and large rigid lorries) are less likely to be used to service the shops and it is assumed that a significant proportion of this vehicle category is through traffic. The calculated emissions from road links in the town centre AQMA for this scenario assume that OGV2 vehicles are prevented from travelling through the town centre.

3.6 Low emission zone for buses and goods vehicles

The emissions of oxides of nitrogen from vehicles are regulated under various European Directives. The regulations become increasingly stringent for newer vehicles. Vehicles meeting specific emissions regulations are classified according to “Euro” class.

Consideration has been given to the potential reduction in emissions if access to the AQMA were restricted so that the vehicle classes met the following standards in 2015:

- Rigid HGVs : Euro V or better
- Articulated HGVs: Euro V or better
- Buses: Euro V or better
- Diesel LGV: Euro 5 or better
- Restrictions on parking diesel cars

²An online system that allows users to interactively map and analyse journey time data

³http://www.bristol.gov.uk/sites/default/files/documents/transport_and_streets/managing_roads_and_traffic_schemes/20mphMonitoringReport6_3_12.pdf

⁴Traffic counts completed by human observers during a specified period

⁵See Table A1 in Appendix 1. OGV1 includes 2 and 3 axle rigid lorries; OGV2 includes 4 axle rigid lorries and 3-6 axle articulated lorries

3.7 Restrictions on diesel cars

Diesel cars emit substantially more oxides of nitrogen than modern petrol cars, which are fitted with catalysts to reduce pollutant emissions. Diesel cars also emit a higher proportion of their emissions as nitrogen dioxide than petrol cars. Restricting access to the town centre for diesel cars, for example by restricting access to car parks, has the potential to reduce emissions. The proportion of NO₂ concentration due to diesel cars at various locations in Farnham can be compared to that due to other vehicle types in figure 2.

Much of the traffic in the town centre is travelling to and from the town car parks. Access to the Waggon Yard, Central and South Street car parks is obtained via the South Street/ Union Road/ Downing Street/ The Borough one way system in the centre of town: access to the Maltings, Upper Hart, Lower Hart, East Street, Dogflud, St James and Riverside car parks can be obtained without driving through the town centre. One way of discouraging diesel car drivers from driving through the one way system would be to restrict access to the car parks in the centre of the town. The potential effect on emissions of restricting access for diesel cars from the Waggon Yard, Central and South Street car parks has been considered. Petrol cars have been substituted for diesel cars on the South Street/ Union Road/ Downing Street/ The Borough one way system.

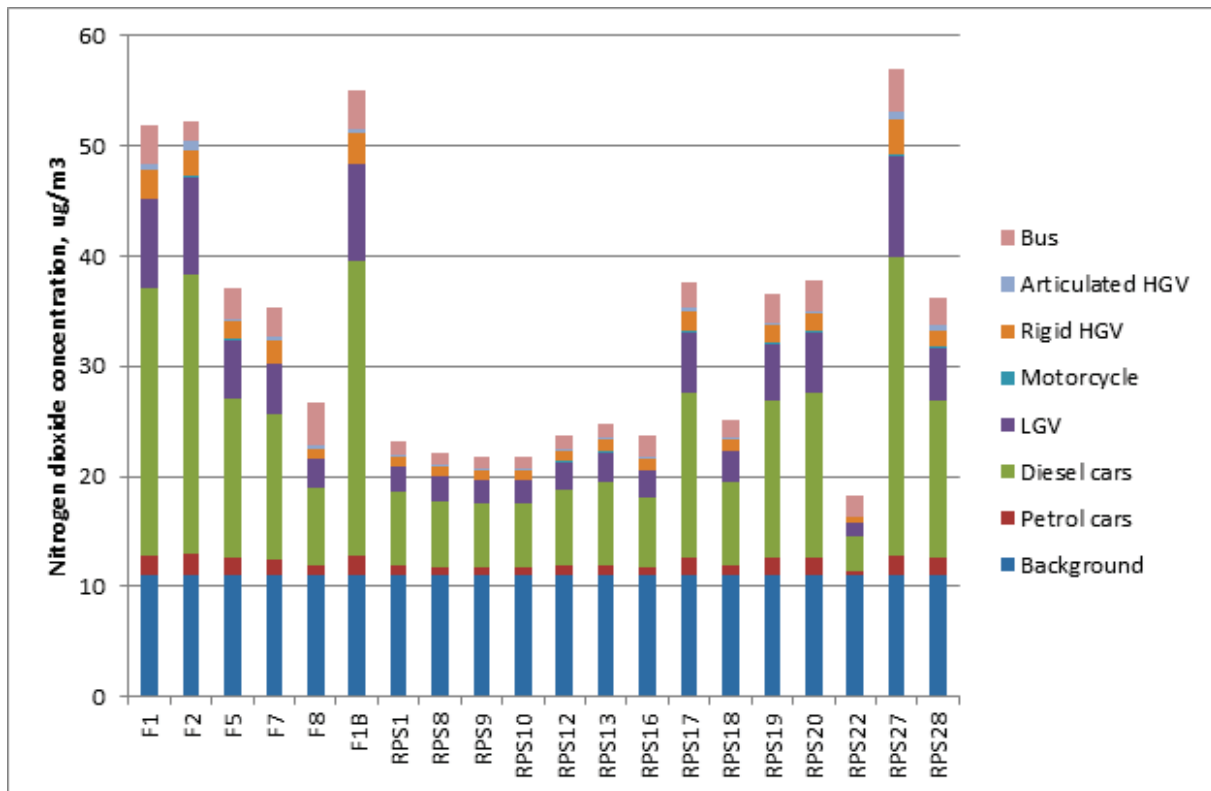


Fig 2: Source apportionment of NO₂ at selected receptors for 2015 with planned development. The location of the selected receptors are given in Fig 3.

3.8 Summary of scheme scenarios

Table 2: Summary of low emission scheme scenarios

Scheme	Components	Justification	Year modelled
Future planned developments	Planned developments would result in changes to traffic flows and patterns. Approximately 239 residential units are proposed with a total of 425 car parking spaces on the site together with improvements to the existing highway network off site. East Street, between South Street and Dogflud Way would be pedestrianized, and traffic, other than buses, would be diverted onto Bear Lane and Woolmead Road. Chapter 10 of the Environmental Statement for the planned development provided estimates of the additional traffic generated by the development on each road link. These flows were added to the 2015 traffic flows to provide estimates of the total flows with the development.	Planning Permission approved	2015
Changes in traffic circulation	<ul style="list-style-type: none"> a. Semi-pedestrianization of East Street with cars and lorries diverted along Woolmead road, which would become a two-way street; b. Two-way flow on the western part of The Borough, with a right turn permitted from Castle Street; c. Two-way traffic on Union Street and South Street d. Pedestrianization of The Borough e. Part time pedestrianisation of The Borough resulting in 10% reduction in non-bus traffic in The Borough f. Part time pedestrianisation of The Borough resulting in 50% reduction in non-bus traffic in The Borough <p>Summary: 3 model runs are</p> <ul style="list-style-type: none"> 1) (a+b+c+d) 2) (a+b+c+e) 3) (a+b+c+f) 	Surrey County Council have provided traffic modelled data for this scheme, based on their Farnham Review of Movement Studies and Major Schemes	2015
Measures to reduce congestion	Assume free flowing traffic conditions to be <u>potentially</u> achieved by identified measures	Measures have been identified to reduce congestion by the County Council in their Farnham	2015

Scheme	Components	Justification	Year modelled
		Review of Movement Studies and Major Schemes	
Introduction of 20 mph speed limit on all town centre road links in Farnham ⁶	All traffic will travel at 20 mph	Encourages good driving behaviour, which leads to lower emissions, reduces accidents	2015
Articulated Lorry Ban	All Articulated lorries banned from town centre AQMA roads ⁷	Articulated lorries have high emissions	2015
Low Emission Zone (LEZ)	LEZ for buses and HGVs have to meet Euro V standards in AQMA roads	Older HGVs have higher emissions compared to new vehicles	2015
Diesel car access restriction (LEZ)	Restrict access to diesel cars to the town centre Waggon Yard, Central and South Street car parks. Petrol cars are substituted for diesel cars on the South Street/ Union Road/ Downing Street/ The Borough one way system.	Diesel vehicles have higher NOx emissions compared to their petrol counterparts	2015

⁶ As set out in this study – see table 1

⁷ As set out in this study – see table 1

4 Effects on air quality

4.1 Introduction

This Section presents the results of predicted air quality levels for emissions reduction scenarios set out in Section 3. The model performance is given in Appendix 2.

4.2 Changes in traffic circulation

Fig. 3 shows the predicted nitrogen dioxide concentrations for 2015 throughout the AQMA corresponding to the scenario with the following changes to traffic circulation:

- The modelled concentrations for 2015 are less than the objective of $40 \mu\text{g m}^{-3}$ throughout most of the AQMA except for small areas on West Street, The Borough, South Street and Union Road.
- The largest differences in concentrations resulting from the modelled changes in traffic circulation are expected on The Borough as the result of its pedestrianization. Strategy 2b relates to part-time pedestrianization of The Borough, initially from 11:00 to 15:00 on Saturdays. As the exact impact of the part time pedestrianization on non-bus traffic in The Borough is not known as yet, both a 10% reduction in non-bus traffic and a 50% reduction in non-bus traffic in The Borough as a result of this measure have been estimated in terms of air quality impacts. Table 3 shows that a 50% reduction in non-bus traffic on The Borough is not sufficient to meet the air quality objective.

4.3 Restrictions on diesel cars

Table 3 shows the effects of restricting diesel car access to the town centre for the 2015 with planned developments base case and for the case with changes to traffic circulation. As this measure is to restrict access to town centre car parks, analysis is focused on the South St./ Union Road/ Downing St./ The Borough one way system. In each case, restricting diesel car access to the town centre reduces the concentrations below the air quality objective.

4.4 Other measures

Table A3 and A4 in the Appendix of this report provides estimates of the reduction in emissions resulting from other measures:

- Measures to reduce congestion
- Limiting speeds to 20 mph or less
- Reduction in heavy goods vehicle access
- Low emission zone for buses and goods vehicles

The estimated nitrogen dioxide concentrations at relevant receptor points (for scenarios based on the 2015 with planned developments base case) are given in Table 4. The other measures produce relatively small changes in the estimated concentrations: none of which is sufficient to reduce concentrations in The Borough to below the air quality objective.

As shown in Table 5 the predicted concentrations with the traffic recirculation with full pedestrianization of The Borough are all less than the air quality objective at the modelled receptor locations. Concentration levels in between these receptor locations are shown to be exceeding the objective level in small areas on West Street, The Borough, South Street and Union Road (Fig. 2).



Contains Ordnance Survey data © Crown copyright and database right 2012

Fig. 3: Modelled nitrogen dioxide concentrations, 2015 with changes to traffic circulation

Table 3: Predicted nitrogen dioxide concentrations for 2015 scenarios with changes in circulation and diesel car restrictions.

Location	Receptor	Concentration, µg m-3					
		2015 with planned development	Changes in circulation (A)	10 % Changes in circulation	50 % Changes in circulation	2015 baseline+Diesel car restrictions	A+Diesel car restrictions
The Borough	F1	53.3	20.0	50.5	38.3	34.6	17.8
Junction Downing Street/West Street/The Borough	F2	52.2	39.5	51.0	46.1	32.3	25.8
East Street, east of Dogflud Way	F5	36.8	32.7	36.4	34.7		
Junction South Street/Union Road	F7	35.3	36.8	35.5	36.1	24.8	26.1
Junction East Street/Bear Lane	F8	26.9	21.6	26.3	24.3	21.2	17.7
The Borough	F1B	58.5	21.2	55.4	41.9	37.0	18.9
Downing Street	RPS1	22.8	18.5	22.4	20.7	17.4	15.2
Woolmead Road	RPS8	21.8	20.0	21.6	20.9		
Woolmead Road	RPS9	21.5	19.8	21.4	20.6		
Woolmead Road	RPS10	21.5	19.8	21.4	20.6		
Union Street	RPS12	23.1	20.8	22.8	21.9	17.6	16.4
Union Street	RPS13	24.4	22.1	24.2	23.3	18.4	17.2
Junction East Street/Woolmead Road	RPS16	23.3	21.5	23.1	22.4		
East Street Woolmead Road-Dogflud Way	RPS17	37.2	32.4	36.7	34.9		
Junction East Street/ Dogflud Way	RPS18	24.7	22.9	24.5	23.8		
East Street, east of Dogflud Way	RPS19	36.4	32.4	36.0	34.4		
East Street, east of Dogflud Way	RPS20	37.7	33.4	37.3	35.6		
East Street South Street-Woolmead Road	RPS22	18.3	16.2	18.1	17.3		
The Borough	RPS27	58.8	21.4	55.7	42.2	37.3	19.0
Downing Street	RPS28	36.3	23.9	35.1	30.3	24.9	18.2

Table 4: Predicted nitrogen dioxide concentrations for 2015 scenarios including other measures

Location	Receptor	Concentration, $\mu\text{g m}^{-3}$				
		2015 with planned developments	No articulated lorries	20 mph limit	Reduced congestion	Low emission zone
The Borough	F1	53.3	53.3	54.3	46.4	49.9
Junction Downing Street/West Street/The Borough	F2	52.2	50.8	53.7	46.5	48.0
East Street, east of Dogflud Way	F5	36.8	36.8	38.0	33.0	34.3
Junction South Street/Union Street	F7	35.3	35.3	37.6	33.1	33.1
Junction East Street/Bear Lane	F8	26.9	26.9	28.0	27.4	25.1
The Borough	F1B	58.5	58.5	59.8	50.9	54.7
Downing Street	RPS1	22.8	22.8	23.4	20.5	21.7
Woolmead Road	RPS8	21.8	21.8	23.3	22.3	20.8
Woolmead Road	RPS9	21.5	21.5	22.9	22.0	20.5
Woolmead Road	RPS10	21.5	21.5	22.9	22.0	20.5
Union Street	RPS12	23.1	23.1	24.3	21.9	21.9
Union Street	RPS13	24.4	24.4	25.8	23.1	23.1
Junction East Street/Woolmead Road	RPS16	23.3	23.3	25.0	23.9	22.2
East Street Woolmead Road-Dogflud Way	RPS17	37.2	35.9	38.4	34.6	34.6
Junction East Street/ Dogflud Way	RPS18	24.7	24.7	25.4	22.5	23.3
East Street, east of Dogflud Way	RPS19	36.4	36.4	37.6	32.7	33.9
East Street, east of Dogflud Way	RPS20	37.7	37.7	39.0	33.8	35.1
East Street South Street-Woolmead Road	RPS22	18.3	18.3	18.3	15.4	15.4
The Borough	RPS27	58.8	58.8	60.1	51.2	55.0
Downing Street	RPS28	36.3	36.3	54.3	31.8	34.0

Table 5: Predicted nitrogen dioxide concentrations for 2015 scenarios with changes to circulation including other measures

Location	Receptor	Concentration, $\mu\text{g m}^{-3}$				
		Changes in circulation (A)	A+No articulated lorries	A+20 mph limit	A+Reduced congestion	A+Low emission zone
The Borough	F1	20.0	20.0	20.0	17.1	17.1
Junction Downing Street/West Street/The Borough	F2	39.5	38.0	41.1	34.9	36.5
East Street, east of Dogflud Way	F5	32.7	31.4	33.9	28.7	28.7
Junction South Street/Union Street	F7	36.8	36.8	40.0	35.2	35.2
Junction East Street/Bear Lane	F8	21.6	21.6	22.6	22.1	20.6
The Borough	F1B	21.2	21.2	21.2	17.9	17.9
Downing Street	RPS1	18.5	18.5	18.5	16.7	17.6
Woolmead Road	RPS8	20.0	19.5	20.9	20.0	19.0
Woolmead Road	RPS9	19.8	19.3	20.7	19.8	18.8
Woolmead Road	RPS10	19.8	19.3	20.7	19.8	18.8
Union Street	RPS12	20.8	20.8	22.1	20.1	20.1
Union Street	RPS13	22.1	22.1	23.6	21.3	21.3
Junction East Street/Woolmead Road	RPS16	21.5	20.9	22.6	21.5	20.4
East Street Woolmead Road-Dogflud Way	RPS17	32.4	32.4	35.3	31.0	31.0
Junction East Street/ Dogflud Way	RPS18	22.9	22.2	23.7	20.6	20.6
East Street, east of Dogflud Way	RPS19	32.4	31.1	33.7	28.5	28.5
East Street, east of Dogflud Way	RPS20	33.4	32.1	34.7	29.3	29.3
East Street South Street-Woolmead Road	RPS22	16.2	16.2	16.2	13.6	13.6
The Borough	RPS27	21.4	21.4	21.4	18.1	18.1
Downing Street	RPS28	23.9	23.9	23.9	20.8	22.4

5 Feasibility

Measures to improve air quality will only have a real impact if the implementation of these can be completed successfully. The feasible implementation of the measures examined here requires a full detailed study. The issues to be considered in such a full feasibility study are outlined, for information only, below. It therefore follows that a study on the feasibility of implementation is a crucial next stage in the decision making process to improve air quality in Farnham.

The success of each proposed measure is correlated to cost effectiveness which includes the following aspects:

1. The **effectiveness** of measures for improving air quality - judged in terms of pollutant concentration improvement and, to eliminate the impact of meteorological factors, in terms of emissions reduction;
2. The **utility** of the measures and their **ease of implementation** (logistical effectiveness); and finally
3. The **resource requirements** to implement the measures and, where available, **cost data**.

The most effective measures considered in the highest polluted hotspot (The Borough) are ranked in Table 6.

Banning articulated lorries did not improve air quality in The Borough and introducing a 20 mph speed limit worsened air quality throughout most of the town. On this basis neither of these measures should be considered further in terms of their feasibility. The only measures to meet the air quality objective level were the changes in circulation and restricting diesel vehicles.

Table 6: Priority of measures in terms of pollution reduction effectiveness

Scheme	Priority	Comment	Recommendation
Changes in traffic circulation including full pedestrianization of The Borough	First	This measure gives overall low concentrations but at some junctions levels are only just below the objective level	To undertake further analysis and in conjunction with other measures
Restrict access to diesel cars from town centre car parks	Second	This measure also gives widespread low pollution levels but again concentrations of NO ₂ are only just below the objective level in The Borough	To undertake further analysis and in conjunction with other measures
Reduced congestion	Third	High pollution levels remain in The Borough	No, but is effective with recirculation and diesel restriction schemes
Low emission zone	Fourth	High pollution levels remain in The Borough	No, but is effective with recirculation and diesel restriction schemes
Articulate lorry ban	Fifth	High pollution levels remain in The Borough	No, but is effective with recirculation and diesel restriction schemes
20 mph speed limit	Sixth	High pollution levels remain in The Borough	No

Ease of implementation: the characteristics of these aspects of feasibility are:

Applicability: a measure should contribute towards the strategic objectives of improving air quality and have the capacity to address non compliances (e.g. could it reduce Particulate Matter (PM) if PM exceedence is the problem?)

Appropriateness: effective measures are either balanced or of overall benefit in both environmental and economic terms

Attractiveness: (acceptability to the public) - competent authorities should have prepared an environmental and economic case for the measure, and associated public information, in sufficient detail that the effectiveness of the measure and its health and other benefits can be seen to justify any costs of the measure

Affordability: appropriate budgets need to be available for the measures to be implemented

Achievability: key implementation issues including enforcement powers and other practical considerations are understood and in place. To assess ease of implementation information on “time scale”, “spatial scale”, “type of measure”, “is the measure regulatory?”, “source sector(s) affected” should be considered.

Consideration of the measures in Farnham in terms of ease of implementation should be given in a detailed feasibility study to proceed from the current work. An outline of such consideration includes:

1. **Changes in traffic circulation.** The traffic modelling undertaken to assess the air quality impact of proposed changes in circulation was done at a screening level⁸. In doing so, the analysis makes assumptions about how the traffic will behave, which may not be achieved fully in practice. It is assumed that detailed design of junctions will ensure that congestion in the town centre will not increase and current vehicle speeds will be maintained on each link. Also, that the reduction in congestion achieved by the detailed design of junctions will not encourage more traffic to use the roads. Lastly, it is assumed that The Borough, between Castle Street and South Street is pedestrianized at all times. The net effect of these assumptions is that the expected reduction in emissions may not be achieved fully in practice. Our analysis thus provides an optimistic estimate of the potential improvements associated with the changes in traffic circulation. Before any decision making can be completed, more detailed traffic modelling is required to investigate whether a traffic management recirculation design can produce traffic flow efficiencies across the town road network. Following this the air quality improvements in such a design need to be re-assessed.

This option has merit in terms of public acceptability as it should ease congestion around the town; pedestrianized shopping streets also tend to be more attractive to shoppers, easing movement across the area with increased safety. However, the feasibility study must consider impact on local businesses and the provision of adequate nearby car parking or park and ride/stride.

2. **Restricting diesel vehicles.** This measure is relatively unknown in the UK as the impact of diesel vehicles in comparison with petrol has only recently been recognised. The public image of diesel vehicles is that they are more fuel efficient and have lower carbon emissions and therefore are better for climate change. While this is accurate, they have significantly higher NOx emissions. Recent data suggest that diesel accounts for 51% of new car sales.

One method of discouraging diesel cars from travelling into the heart of the town centre is a car park cost strategy, whereby car parks in the centre charge a high cost for a parking space occupied by a diesel car than compared to a petrol car. Car park spaces on the proximity of the town, however, would cost much less for diesel cars thereby indirectly influencing driver behaviour.

It is typical for this type of scheme to be assessed using a parking choice logit model with the S-Paramics model. This would, however, require specific information regarding parking charges. Given this, a crude assessment of the viability of a diesel car park cost strategy will be undertaken instead. The appraisal will make the following assumptions:

- 15% of diesel cars parking in the town centre will be replaced with petrol cars.
- 5% of diesel cars parking in the town centre will be replaced with electric or hybrid cars.
- 80% of the remaining diesel cars parked at Castle Street on-street, Central, South Street (Sainsbury's), Lower Hart (Waitrose) and Waggon Yard car parks in the base model would relocate to a cheaper alternative of Upper Hart, Dogflud, St James,

⁸An approximate analysis

Riverside 1, or Riverside 2, based on proximity of the origin and destination to the trip and length of stay.

This basic assessment will help to determine if this option could achieve the required reduction in emissions and therefore whether to invest in further work to progress the scheme.

3. **Reduced congestion.** This option has been assumed to be implemented in a generic manner which, when one considers the feasibility of it, needs to be examined in detail. The manner in which this could be implemented includes the following:
- the enforcement of on-street parking restrictions
 - the introduction of further rear servicing arrangements for shops
 - improved car park access and information
 - improved pedestrian access to promote the use of the St James and Riverside car parks (Park and Stride)
 - street enhancement with wider pavements and servicing bays.
 - “gating” in which traffic is held behind traffic lights outside the town centre until the roads are clear.

We have assumed that these measures would be sufficient to maintain free flowing traffic. Further traffic modelling would be required to determine the most likely impact of such measures on traffic and whether these would remove sufficient trips into the town to impact the overall traffic speed. “Gating” has been used in many towns to improve traffic flows, but care is required to not just displace the location of high pollution.

4. **Low emission zone.** Such zones are in operation in London, Oxford and Norwich. In London older HGV and vans are restricted from entering the zone, otherwise a penalty fine is given. In Oxford and Norwich, the LEZ applies to buses along certain high pollution routes. These are implemented via a Traffic Regulation Order with prior detailed negotiations having been undertaken with the major bus operators. A bus LEZ is much simpler to put in place and to enforce than the London wide scheme. There is certainly merit in examining the improvement of the bus fleet in Farnham. Whether this be by LEZ, bus quality partnership or bus contract renewals requires consideration from the bus operators and regulators. As HGVs other than buses do not comprise a large proportion of the fleet, a London style LEZ does not appear appropriate or applicable to Farnham.

Resource requirements: issues to be considered in the full feasibility study are outlined below for information purposes:

- Who/which organisation is responsible for initiating the measure, for delegating actions to others and for terminating the actions
- What the actions are that need to be taken to reduce emissions or to provide information and recommendations
- When the actions will be initiated or terminated (for example when measured or forecast concentrations exceed information or alert values)
- Where the measures will be applied; and
- Why the measures are needed (e.g. to provide the public with information; to reduce emissions, etc.).

In terms of Farnham, changes in traffic circulation and measures to reduce congestion would require examination of the following aspects which would be done in the full feasibility study:

- Legal works
- Detailed design
- System specification
- Certification / identification approach
- Funding strategy
- Preparation of public consultation/marketing plan
- Decision to proceed (break-point)
- Marketing and information campaign
- Construction procurement
- Construction period with management of traffic
- New system operation

The costs of each of the above stages need to be developed and budgets secured.

For a LEZ the following costs and benefits should be considered:

- Costs
 - Expenditure for compliance, including automated number plate recognition, signage, administration (including issuing penalty charge notices), creation and management of database and links to DVLA, vehicle retrofit, vehicle replacement
 - Who pays?
 - Effects of additional costs on economic activity and employment
 - Costs absorbed by vehicle owners
 - Costs passed onto customers

When considering costs of the proposed measures it is recommended that the benefits are monetised - including the health damage costs using the procedures set out in Defra's Inter-governmental group on costs and benefits. In this manner the benefits to the local population's health, as a result of such measures to improve air quality, can be compared on the same level.

6 Recommendations:

1. Of the measures considered, it has been demonstrated that the changes in traffic circulation deliver the best air quality outcome across the town. Assumptions have been made in this study and it is recommended that detailed traffic modelling of this measure is undertaken to provide a better insight to the likely impact of such a proposal. However, this alone may not meet the annual average NO₂ objective in all locations and we therefore recommend that it should be considered in conjunction with congestion reducing measures to ensure compliance and best local health protection.
2. The updated traffic modelled data should be reviewed to ascertain if it is likely that this will deliver the air quality objectives. If not, further consideration should be given to additional congestion reduction measures. The air quality impact of this should be re-examined in light of the updated traffic model.
3. An economic and health impact assessment should be undertaken to examine the feasibility of such measures.
4. Restricting diesel vehicles going into Farnham also delivers significant air quality benefit. While this is not a well established measure, it does focus on those responsible for the higher sources of emission that leads to the air pollution i.e. diesel vehicles. Consideration should be given to raising awareness of this issue locally and whether realistic steps can be put in place to reduce the polluting effects of diesel vehicles in Farnham

Appendix 1 – Emission Results

Baseline 2010 air quality and 2015 with planned development

This section shows traffic data and modelled concentrations across Farnham in 2010 and in 2015 with planned development.

Surrey County Council provided modelled traffic flows for each 1-way road link for the weekday afternoon peak hour from the Farnham Microsimulation Model 2010. The model has been verified by comparison with automatic and manual count and journey time data throughout Farnham.

Surrey County Council also provided factors to scale the afternoon peak hour flows to provide estimates of annual average daily traffic flows. The Council provided separate factors for the A31 (12.15) and for the town centre (10.627) derived from automatic count data.

Surrey County Council provided classified 12-hour manual count data for various roads throughout Farnham for the following vehicle types:

- Cars
- Light goods vehicles
- Rigid goods vehicles (OGV1)
- Articulated goods vehicles (OGV2)
- Buses and coaches
- Motorcycles

The data provided the basis for estimating the percentage of the total flows on each road link in each of the vehicle categories.

The County Council also provided CJAMS Strat-e-gis data of the vehicle speeds on each road link. The data provided included the length and the average and standard deviation of transit time for each road link for specific time periods throughout the day based on the analysis of GPS data from suitable equipped vehicles. The data was provided as ESRI shape files linked to the OS Integrated Transport Network road centrelines. We combined this data to provide estimates of the daily average speed and the daily 95th, 85th,5th percentile speeds on each road link assuming that the distribution of vehicle speeds was lognormal.

We identified 133 CJAMS-Strat-e-gis 1-way road links in or near the Farnham AQMA, including sections of the A31 (Fig.3). We then allocated the annual average daily traffic flows and percentages of each vehicle category to each road link.

The Farnham Microsimulation Model provides estimates of traffic flows on each road link for 2010. We used the Department for Transport's TEMPRO v6.2 tool to provide a National Traffic Model adjusted growth factor from 2010 to 2015 of 1.0115 for Farnham⁹.

The planned development, assuming it proceeds as proposed at the current time, would result in changes to traffic flows and patterns. Approximately 239 residential units and 425 car parking spaces are proposed on the site together with improvements to the existing highway network off site. East Street, between South Street and Dogflud Way would be pedestrianized, and traffic, other than buses, would be diverted onto Bear Lane and Woolmead Road. Chapter 10 of the Environmental Statement for the planned development provided estimates of the additional traffic generated by the development on each road link. We added these flows to the 2015 traffic flows to provide estimates of the total flows with the development.

⁹ Origin/Destination, car driver, all purposes, urban, average day, principal roads

Table A1 provides a summary of the traffic flows for road links in the AQMA.

Table A1: Traffic flows

Link	Direction	AADT Flows		2015 with planned development	Percentage of traffic in vehicle category					Average speed, kph	
		2010	2015		cars	LGV	motorcycles	OGV1	OGV2		Buses
The Borough, west of Castle Street	WE	12567	12712	13830	85.5	10.7	0.7	1.6	0.3	1.3	22
South St, north of planned development	NS	13035	13185	13663	86.0	10.3	0.7	1.5	0.2	1.3	36
South St, south of planned development	NS	14862	15032	15032	86.0	10.3	0.7	1.5	0.2	1.3	31
Union Road	EW	12173	12313	12817	86.6	10.0	0.8	1.3	0.1	1.2	50
Downing Street	SN	9875	9989	10025	85.9	10.4	0.7	1.2	0.3	1.4	38
Bear Lane Woolmead Road-The Borough	SN	7965	8057	14255*	84.4	11.4	0.9	1.3	0.2	1.8	43
Woolmead Road	WE	7340	7424	14238*	85.5	10.7	0.7	1.6	0.3	1.3	51
East St, South St - Dogflud Way	EW	8395	8492	155	85.3	10.7	0.9	1.2	0.1	1.8	32
East St, Woolmead Road-Dogflud Way	WE	10653	10775	11391	85.5	10.7	0.7	1.6	0.3	1.3	59
East St, Dogflud Way-Hale Road	EW	7152	7234	7654	85.3	10.7	0.9	1.2	0.1	1.8	50
East St, Dogflud Way-Hale Road	WE	3411	3450	3870	85.5	10.7	0.7	1.6	0.3	1.3	40
Dogflud Way, east of planned development	EW	9902	10015	10565	85.3	10.7	0.9	1.2	0.1	1.8	54
Dogflud Way, west of planned development	SN	11374	11505	11677	85.5	10.7	0.7	1.6	0.3	1.3	44
Hale Road	WE	5628	5693	5858	85.5	10.7	0.7	1.6	0.3	1.3	52
Hale Road	EW	5338	5399	5564	85.3	10.7	0.9	1.2	0.1	1.8	45
Guildford Road	WE	3796	3840	4069	85.5	10.7	0.7	1.6	0.3	1.3	58
Guildford Road	EW	2493	2521	2751	85.3	10.7	0.9	1.2	0.1	1.8	52
South St, south of Union Road	SN	2144	2169	2264	82.6	11.1	0.5	2.4	0.3	3.1	45
South St, south of Union Road	NS	5207	5267	5362	86.0	10.3	0.7	1.5	0.2	1.3	28
The Borough Castle St-South St	WE	15076	15249	15663	85.6	10.6	0.8	1.3	0.5	1.1	34
West St, west of Downing St	EW	4778	4833	4883	86.5	10.8	0.6	1.1	0.3	0.7	41
West St, west of Downing St	WE	9351	9458	9508	85.8	11.1	0.8	1.4	0.6	0.5	33

* 2-way flow

Fig. A1 shows the modelled concentrations for 2010 at locations near roads throughout the AQMA. The modelled concentrations exceed the objective on The Borough, Castle Street, South Street, Union Road, Downing Street, West Street and East Street.

Fig. A2 shows the modelled concentrations for 2015 with planned development. The concentrations are lower than for 2010 but remain above the objective on parts of The Borough, Castle Street, South Street, Union Road, Downing Street, West Street and East Street.

The highest modelled concentrations occur on The Borough. Trial and error use of the NO_x to NO₂ converter indicates that a 46% reduction in traffic emissions would be required to reduce the modelled concentrations in 2015 at receptors F1B/RPS27 to the objective of 40 µg m⁻³.

Fig. A1: Modelled nitrogen dioxide concentrations, 2010



Contains Ordnance Survey data © Crown copyright and database right 2012

Fig. A2: Modelled nitrogen dioxide concentrations, 2015 with development



Contains Ordnance Survey data © Crown copyright and database right 2012

Table A2: Modelled nitrogen dioxide concentrations at selected receptor locations

Receptor	Location	Concentration, $\mu\text{g m}^{-3}$		
		2010	2015	2015 planned development
F1	The Borough	58.0	51.1	53.3
F2	Junction Downing Street/West Street/The Borough	59.0	52.0	52.2
F5	East Street, east of Dogflud Way	42.1	35.4	36.8
F7	Junction South Street/Union Street	42.0	34.9	35.3
F8	Junction East Street/Bear Lane	42.0	35.6	26.9
F1B	The Borough	62.8	56.0	58.5
RPS1	Downing Street	27.8	22.7	22.8
RPS8	Woolmead Road	23.4	19.0	21.8
RPS9	Woolmead Road	23.2	18.8	21.5
RPS10	Woolmead Road	23.2	18.8	21.5
RPS12	Union Street	27.9	22.8	23.1
RPS13	Union Street	29.5	24.2	24.4
RPS16	Junction East Street/Woolmead Road	30.0	24.6	23.3
RPS17	East Street Woolmead Road-Dogflud Way	43.1	36.1	37.2
RPS18	Junction East Street/ Dogflud Way	29.7	24.3	24.7
RPS19	East Street, east of Dogflud Way	41.8	35.1	36.4
RPS20	East Street, east of Dogflud Way	43.0	36.2	37.7
RPS22	East Street South Street-Woolmead Road	29.8	24.4	18.3
RPS27	The Borough	63.3	56.3	58.8
RPS28	Downing Street	42.9	36.2	36.3

Without changes to circulation of traffic

Table A2 shows the calculated emissions for a range of scenarios without the changes to traffic circulation proposed under Strategy 2b of the Farnham Review of Movement Studies and Major Schemes. Each of the scenarios is derived from the 2015 base case with planned development.

Table A2 shows that restricting access to articulated lorries has very little effect on emissions in the AQMA: this is because articulated lorries make up a very small part of the traffic in Farnham town centre. This measure would therefore not be effective in reducing nitrogen dioxide concentrations in the town centre AQMA.

The Table shows that imposing a 20 mph speed limit will increase emissions of oxides of nitrogen slightly. This measure would therefore not be effective in reducing nitrogen dioxide concentrations in the town centre AQMA.

Measures to reduce congestion in the town centre have the potential to reduce emissions slightly. The annual emissions in the town centre shown in Table 3 are 11% lower under this scenario.

The Low Emission Zone restrictions on Heavy Goods vehicles, Light goods vehicles and buses have the potential to reduce emissions slightly. The annual emissions in the town centre shown in Table are 9% lower under this scenario.

Discouraging diesel cars from using the central one-way system, for example by restricting access to car parks has the greatest potential for reducing emissions on these roads. Predicted emissions on the roads affected under this scenario are 40% lower.

With changes to circulation of traffic

Table A3 shows the calculated emissions for a range of scenarios with the changes to traffic circulation indicative of those proposed under Strategy 2b of the Farnham Review of Movement Studies and Major Schemes. The Table also shows the emissions for the '2015 with development baseline' for comparison. Each of the other scenarios is derived from the 2015 case with the proposed changes to traffic circulation.

Table A3 indicates that the proposed changes to traffic circulation would have a substantial effect on the emissions from nearly all of the road links in the AQMA as the result of the reductions in traffic flows. Emissions in the AQMA are predicted to be 30% lower with the changes in place: predicted emissions from traffic on the eastern section of The Borough are 90% lower. However, the analysis has made the following assumptions about how the traffic will behave: these may not be achieved fully in practice. It is assumed that:

1. detailed design of junctions will ensure that congestion in the town centre will not increase and current vehicle speeds will be maintained on each link.
2. the reduction in congestion achieved by the detailed design of junctions will not encourage more traffic to use the roads.
3. The Borough, between Castle Street and South Street is pedestrianized at all times.

The net effect of these assumptions is that the expected reduction in emissions may not be achieved fully in practice. Our analysis thus provides an optimistic estimate of the potential improvements associated with the changes in traffic circulation.

Table A3 shows that restricting access to articulated lorries has very little effect on emissions in the AQMA: this is because articulated lorries make up a very small part of the traffic in Farnham town centre. This measure would therefore not be effective in reducing nitrogen dioxide concentrations in the town centre AQMA.

The Table shows that imposing a 20 mph speed limit will increase emissions of oxides of nitrogen slightly. This measure would therefore not be effective in reducing nitrogen dioxide concentrations in the town centre AQMA.

Measures to reduce congestion in the town centre have the potential to reduce emissions slightly. The annual emissions in the town centre shown in Table A3 are 10% lower under this scenario.

The Low Emission Zone restrictions on Heavy Goods Vehicles, Light Goods Vehicles and buses have the potential to reduce emissions slightly. The annual emissions in the town centre shown in Table A34 are 10% lower under this scenario.

Discouraging diesel cars from using the central one-way system, for example by restricting access to car parks has the greatest potential for reducing emissions on these roads. Predicted emissions on the roads affected under this scenario are approximately 40% lower. This measure is directed at a small number of roads on the one way system in the town centre and consequently emissions reductions are only calculated for these roads.

Table A3: Annual emissions of oxides of nitrogen from key road links in the AQMA for scenarios without changes in traffic circulation

Road link	Direction	Emission rate, tonnes/km/year					
		2015 with planned development	No articulated lorries	20 mph limit	Reduced congestion	Low emission zone	Diesel car restrictions
The Borough, west of Castle Street	WE	2.9	2.8	3.0	2.6	2.6	1.7
South St, north of planned development	NS	2.5	2.4	2.6	2.0	2.2	1.5
South St, south of planned development	NS	3.1	3.0	3.2	2.7	2.7	1.8
Union Road	EW	1.9	1.9	2.1	1.7	1.7	1.1
Downing Street	SN	2.0	2.0	2.1	1.6	1.8	1.2
Bear Lane Woolmead Road-The Borough	2-way	2.5	2.5	2.7	2.6	2.2	
Woolmead Road	2-way	2.1	2.1	2.4	2.2	1.9	
East St, South St - Dogflud Way	EW	0.5	0.5	0.5	0.3	0.3	
East St, Woolmead Road-Dogflud Way	WE	1.8	1.7	1.9	1.6	1.6	
East St, Dogflud Way-Hale Road	EW	1.2	1.2	1.3	1.0	1.1	
East St, Dogflud Way-Hale Road	WE	0.6	0.6	0.6	0.5	0.5	
Dogflud Way, east of planned development	EW	2.0	2.0	2.2	1.9	1.8	
Dogflud Way, west of planned development	SN	2.1	2.0	2.2	1.7	1.8	
Hale Road	WE	0.8	0.8	0.9	0.8	0.8	
Hale Road	EW	1.4	1.4	1.5	0.9	1.2	
Guildford Road	WE	0.6	0.6	0.7	0.6	0.6	
Guildford Road	EW	0.7	0.7	0.7	0.5	0.6	
South St, south of Union Road	SN	0.4	0.4	0.5	0.4	0.4	
South St, south of Union Road	NS	1.0	1.0	1.0	0.8	0.9	
The Borough Castle St-South St	WE	3.0	3.0	3.1	2.4	2.7	1.8
West St, west of Downing St	EW	0.8	0.8	0.8	0.7	0.7	
West St, west of Downing St	WE	1.6	1.5	1.7	1.3	1.4	
AQMA total, tonnes/year		4.4	4.4	4.8	3.9	4.0	

Table A4: Annual emissions of oxides of nitrogen from key road links in the AQMA for scenarios with changes in traffic circulation

Road link	Direction	Emission rate, tonnes/km/year						
		2015 with planned development (baseline)	Changes in circulation (A)	A+No articulated lorries	A+20 mph limit	A+Reduced congestion	A+Low emission zone	A+Diesel car restrictions
The Borough, west of Castle Street	2-way	2.9	1.6	1.6	1.7	1.5	1.5	1.0
South St, north of planned development	2-way	2.5	2.1	2.0	2.2	1.7	1.8	1.2
South St, south of planned development	2-way	3.1	2.4	2.4	2.5	2.1	2.1	1.4
Union Road	2-way	1.9	1.4	1.4	1.6	1.3	1.3	0.8
Downing Street	SN	2.0	0.8	0.8	0.8	0.6	0.7	0.5
Bear Lane Woolmead Road-The Borough	2-way	2.5	2.0	2.0	2.2	2.1	1.8	
Woolmead Road	2-way	2.1	1.8	1.7	2.0	1.8	1.6	
East St, South St - Dogflud Way	EW	0.5	0.2	0.2	0.2	0.1	0.1	
East St, Woolmead Road-Dogflud Way	WE	1.8	1.3	1.3	1.5	1.2	1.2	
East St, Dogflud Way-Hale Road	EW	1.2	1.2	1.1	1.3	1.0	1.0	
East St, Dogflud Way-Hale Road	WE	0.6	0.3	0.3	0.3	0.2	0.2	
Dogflud Way, east of planned development	EW	2.0	2.0	2.0	2.1	1.9	1.8	
Dogflud Way, west of planned development	SN	2.1	2.2	2.1	2.3	1.8	2.0	
Hale Road	WE	0.8	0.7	0.7	0.8	0.6	0.6	
Hale Road	EW	1.4	1.6	1.6	1.6	1.0	1.4	
Guildford Road	WE	0.6	0.5	0.5	0.6	0.5	0.5	
Guildford Road	EW	0.7	0.6	0.6	0.6	0.4	0.5	
South St, south of Union Road	SN	0.4	0.8	0.8	0.9	0.8	0.7	
South St, south of Union Road	NS	1.0	0.9	0.9	1.0	0.7	0.8	
The Borough Castle St-South St	WE	3.0	0.3	0.3	0.3	0.2	0.2	0.3
West St, west of Downing St	EW	0.8	0.9	0.9	1.0	0.8	0.8	
West St, west of Downing St	WE	1.6	0.7	0.6	0.7	0.5	0.6	
AQMA total, tonnes/year		4.4	3.0	3.0	3.3	2.7	2.7	

Appendix 2: Adjustment of dispersion model

This Appendix provides details of the adjustments made to the ADMS-Roads model output to provide the best agreement between the modelled concentrations and the concentrations measured at diffusion tube sites in the Farnham AQMA in 2010. The method follows Technical Guidance LAQM.TG(09).

Table A5 shows the monitored concentrations at the monitoring site and the assumed background concentrations of oxides of nitrogen and nitrogen dioxide. An estimate of total oxides of nitrogen concentrations was derived from the measured nitrogen dioxide concentrations using the NO_x to NO₂ converter from Defra's air quality website. Fig.A3 shows the monitored road contribution to oxides of nitrogen concentrations plotted against the modelled values. The monitored contribution is 1.695 times greater than the modelled value. The modelled contributions were therefore adjusted by this factor.

Table A5: Comparison of unadjusted modelled and measured road contributions to oxide of nitrogen concentrations, $\mu\text{g m}^{-3}$

Site ID	Monitored total NO ₂	Monitored total NO _x	Background NO ₂	Background NO _x	Monitored road contribution NO _x (total – background)	Modelled road contribution, NO _x
1	57.5	140.63	13.42	18.43	122.2	73.3
1B	67.9	182.93	13.42	18.43	164.5	84.6
2	54.9	130.93	13.42	18.43	112.5	75.2
5	42.3	88.43	13.42	18.43	70	41.0
7	39.5	80.13	13.42	18.43	61.7	40.7
8	40.2	82.23	13.42	18.43	63.8	40.9

Fig. A3: Comparison of unadjusted modelled and measured road contributions to oxide of nitrogen concentrations

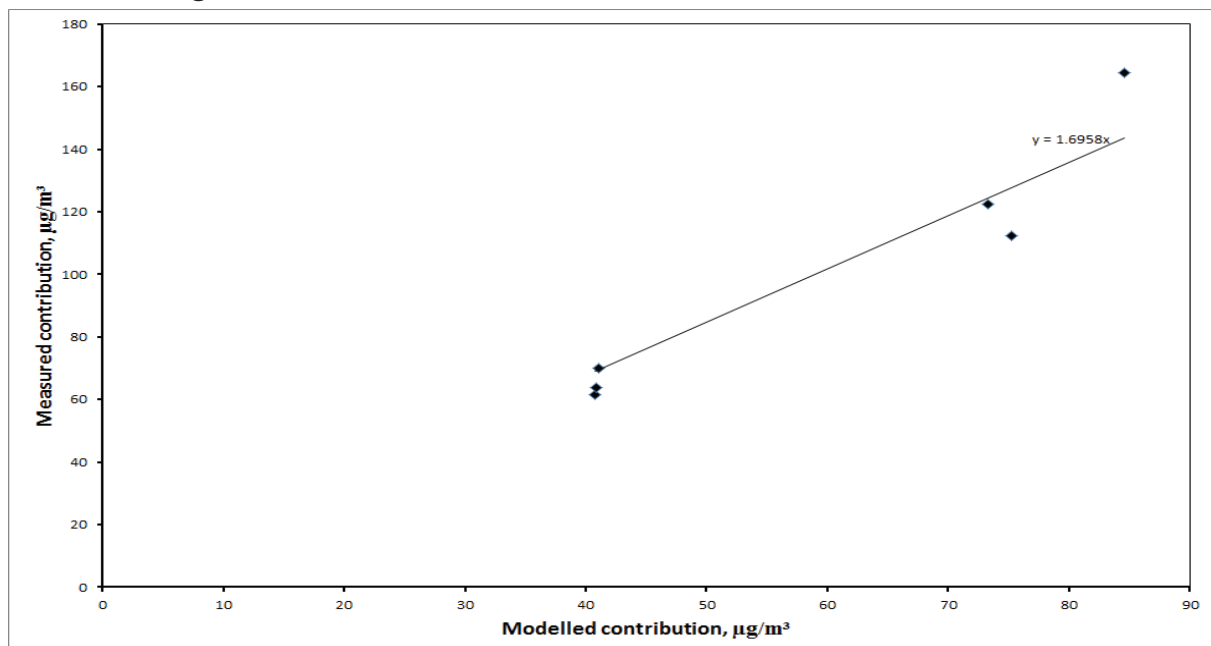
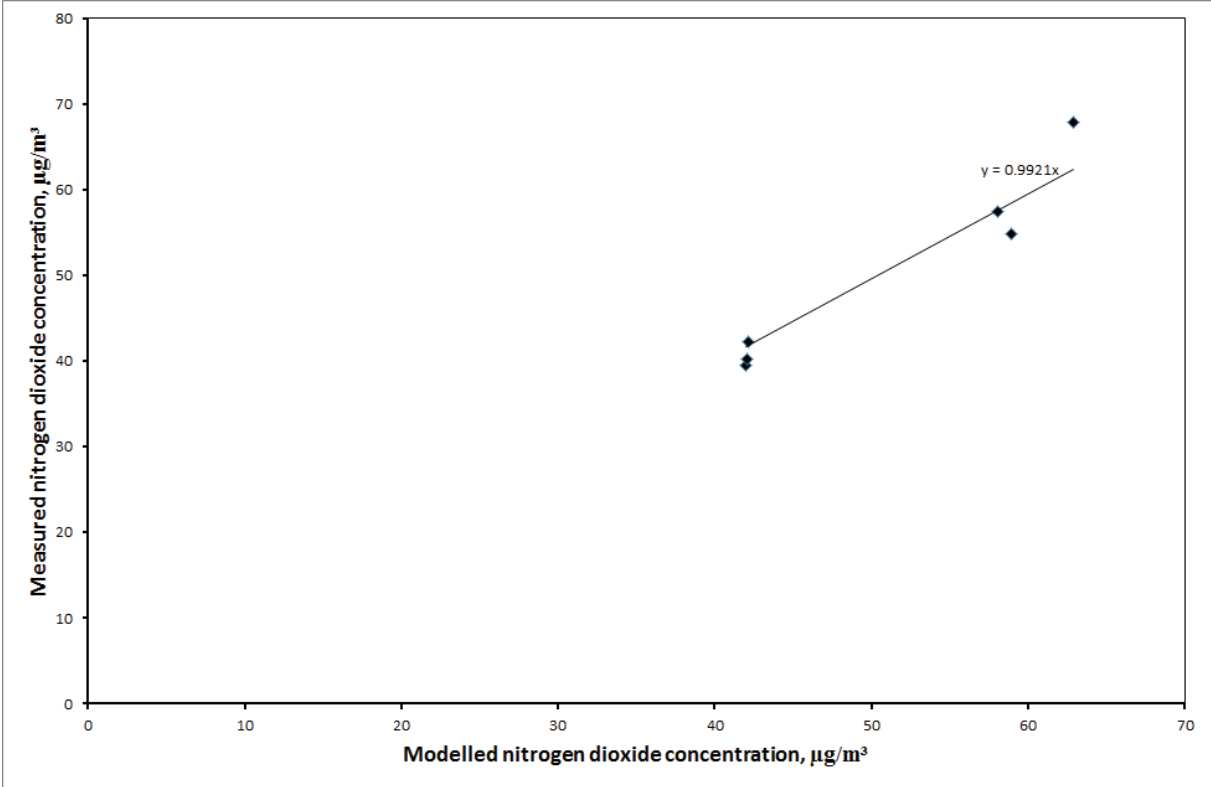


Table A6 shows the adjusted oxides of nitrogen concentrations. The NOx to NO2 converter then provided the adjusted modelled nitrogen dioxide concentration values shown in Table A6. Table A6 compares the modelled and measured nitrogen dioxide concentrations. The differences in concentrations are less than 10% of the monitored concentrations. Fig. A4 shows the monitored nitrogen dioxide concentration plotted against the modelled values.

Table A6: Comparison of modelled and measured nitrogen dioxide concentrations, $\mu\text{g m}^{-3}$

Site ID	Adjusted Modelled road contribution, NOx	Adjusted modelled total NOX (incl. background NOX)	Modelled total NO2	Monitored total NO ₂	% Difference [(modelled - monitored)/monitored] x100
1	124.4	142.8	58.1	57.5	1
1B	143.5	161.9	62.9	67.9	-7
2	127.6	146.0	58.9	54.9	7
5	69.6	88.0	42.1	42.3	0
7	69.1	87.5	42.0	39.5	6
8	69.3	87.8	42.1	40.2	5

Fig. A4: Comparison of modelled and measured nitrogen dioxide concentrations



The Gemini Building
Fermi Avenue
Harwell
Didcot
Oxfordshire
OX11 0QR

Tel: 0870 190 6440
Fax: 0870 190 6318

How bad is the air quality in Farnham?

Farnham is one of over 250 locations in the UK where local councils have had to declare an Air Quality Management Area. This is not due to particulates or chemical fumes but is because of higher than targeted levels of Nitrogen Dioxide (NO₂), mainly from traffic. In 2011, the maximum measured concentration¹ of NO₂ was 54µg/m³ but the highest measured concentration that year was in London, approaching 100µg/m³ in Marylebone.

Elevated concentrations of nitrogen dioxide are not a problem to healthy people, unless at very high concentrations, which are rarely present in Waverley. However, it can cause problems in sensitive groups such as young children or people with asthma. Those people with respiratory illnesses may also be sensitive to nitrogen dioxide levels, however a direct causal link is yet to be proved.

The report recommends a health impact assessment of pollution levels in Farnham is undertaken and Waverley has received government funding to do this. The findings should be published later this year.

Is this report just another piece of paper without any teeth?

In short - No.

Waverley Borough Council is required to monitor and collect data on pollution levels but has only very limited duties under the Local Air Quality Management regime to put controls in place. Because Farnham's pollution is mainly generated by traffic it is the County Council that might be expected to make changes. However, pollution is not the only factor they must consider when looking at new road layouts.

Waverley is the only local authority in Surrey to have undertaken a study like this so should be at an advantage when consideration is given to new traffic circulation measures or other, similar schemes.

Why is there an Air Quality Management Area in Farnham?

An AQMA is an area that Local Authorities are obliged to create where local air pollution is unlikely to achieve the national air quality objectives, set by central government. An AQMA must encompass, as a minimum, the area of exceedence of an air quality objective. Within the AQMA, the Local Authority has a duty to consider and implement measures to try and bring about an improvement in air quality such that concentrations reduce to below the level of the objective.

As part of its duties under the Local Air Quality Management process, Waverley Borough Council identified areas where the measured concentrations exceeded these objectives, and, following Detailed Assessments, three areas of the borough

¹ NO₂ is measured by weight in air – microgrammes (µg) are one-millionth of a gram and one cubic metre (m³) of air is that contained in a beachball measuring 4 metres around

were declared to be AQMAs. Farnham is one and Godalming and Hindhead are the other two. All of these areas are due to traffic-related NO₂ pollution.

Do the report's recommendations mean I shouldn't drive into the town centre?

There are many things people can do to reduce traffic pollution in Farnham or in Waverley generally. A surprise result of the study is that far more diesel-engined cars than expected use Farnham's roads. Because these cars don't have catalytic converters fitted, they produce NO₂ at a much greater rate than petrol engines. This isn't a problem on the open road but Waverley has narrow, congested streets that create a canyon effect – this reduces the ease with which NO₂ is dispersed.

The report identifies diesel cars as one of the bigger contributors and recommends that steps to encourage changes in their contribution are looked at. Government funding is being provided for this. Even so, petrol and diesel engines all produce NO₂ so anything you can do to reduce driving will help with pollution. Please see the last section of this: "*Is there anything I can do to help?*".

Will the Brightwells development make air quality worse in Farnham?

The report has studied pollution levels for Farnham as they exist now. It has also modelled future levels for the year 2015 in two ways: assuming there are no changes compared to today and assuming that currently planned developments, including Brightwells, are in place. The tables show a small increase in pollution levels with planned for developments in place in 2015 compared to without them. The greatest increase modelled is in The Borough and measures 2.2µg/m³.

The measures identified in the report to reduce pollution levels (traffic circulation changes, HGV restrictions, fewer diesel cars, etc.) could combine to provide a modelled reduction of up to 36.2µg/m³.

How long will it take to reduce pollution levels?

The pollutant we measure is NO₂, which disperses very quickly and easily. Anything that reduces the rate at which NO₂ is generated will have an almost immediate effect on pollution. For example if all vehicles stayed away from the town centre for a day, levels would decrease significantly that same day.

The bar chart on page of the report shows how much each type of vehicle contributes to the total. It also shows the underlying levels, or background levels, that exist regardless. Tackling the categories that produce the greater proportion of NO₂, the quicker the effects will be.

Is there anything I can do to help?

Everyone can help to improve air quality within their area by making a number of changes /choices; many of these changes will also help to reduce climate change impacts:

- Where possible, avoid using your car for short, local journeys. Is a car essential for your journey? Can you walk or cycle? Or take the bus?
- Start a walking bus to get your children to school, rather than using your car for the school run. Walking to school is a healthy way to start the day!
- Avoid idling – turn off your car engine whilst waiting.
- Switch to a cleaner fuel, such as electric. Avoid purchasing a diesel vehicle.
- Avoid accelerating and braking hard; driving more smoothly will reduce fuel consumption, reducing emissions and saving you money!
- Ensure your car tyres are at the correct pressure, to reduce fuel consumption.
- Where possible, investigate grants and schemes to improve insulation of your property.
- Insulation will reduce the amount of energy used to heat the property, which in turn reduces both emissions and energy bills.
- Install thermostats and timers to heating

This page is intentionally left blank

S

OFFICER REPORT TO LOCAL COMMITTEE (WAVERLEY)

DATA OVERVIEW OF ACADEMIC PROGRESS WITHIN THE BOROUGH OF WAVERLEY

15 MARCH 2013

KEY ISSUE

The purpose of this report is to provide elected members with an overview of education performance across the borough of Waverley from Early Years to Key Stage 5. Analysis of performance includes the outcomes of statutory assessments and Ofsted judgements. The report indicates strengths, weaknesses and possible next steps.

SUMMARY

The report provides an analysis of performance to include the outcomes of statutory assessments and Ofsted judgements. The report indicates strengths, weaknesses and possible next steps.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to: note the content within the report for information only purposes.

1 INTRODUCTION AND BACKGROUND

1.1 In the Early Years Foundation Stage, 69.3% of children in Waverley achieved a good level of development at the end of Reception year. This is slightly below Surrey (70%) and above national (64%). There has been a similar picture in past years. On an individual school basis there are some schools which are significantly above national and Surrey averages as well as a small minority of schools below. These schools have additional support and intervention to help improve outcomes.

1.2 At Key Stage 1 outcomes for reading, writing and mathematics at Level 2B+ are above Surrey and national. Waverley scored the highest in terms of reading and mathematics amongst the 11 district and borough councils. A small number of schools in the borough are in receipt of additional support and intervention from the Local Authority.

1.3 At Key Stage 2 outcomes for combined English and Mathematics at Level 4 are above Surrey and above the national average. This indicates that between KS1 and KS2 pupils are making greater gains and the attainment gap is closing.

1.4 Progress in English at Key Stage 2 was just above the Surrey average of 87%, but below the national average of 89% and the floor standard of 92% (progress pupils make between KS1 and KS2)

1.5 Progress in Mathematics at Key Stage 2 was slightly below (85%) Surrey (86%), below the national average (87%) and below the floor standard (90%). At Key Stage 2, two schools in Waverley fell below all three floor standards set by the government.

1.6 At Key Stage 4, schools in Waverley performed above the Surrey average, the national average and the floor standard in all three measures.

1.7 At Key Stage 5, 100% of the pupils in Waverley achieved 2 or more A level or equivalent at grades A* to E, above Surrey and national averages.

1.8 83.7% of schools in Waverley are deemed to be good or outstanding. This is higher when compared with the rest of Surrey and national.

1.9 86.5% of pupils attend good or outstanding schools in Waverley which is above Surrey average.

1.10 Context in 2011/12 academic year

Waverley	Number of schools	Number of pupils
Nursery	1	70
Infant	17	2,005
Junior	6	1,863
Primary	15	3,990
Primary phase academies	1	746
Total Primary phase	39	8,604
Secondary	4	3,579
Secondary academies	3	2,766
Total Secondary phase	7	6,345
Special	2	201
Special academies	0	0
Pupil Referral Units	0	0
Total Special	2	201
Total All Schools	49	15,220

Data Source: January 2012 Annual School census

2 ANALYSIS

2.1 Early Years

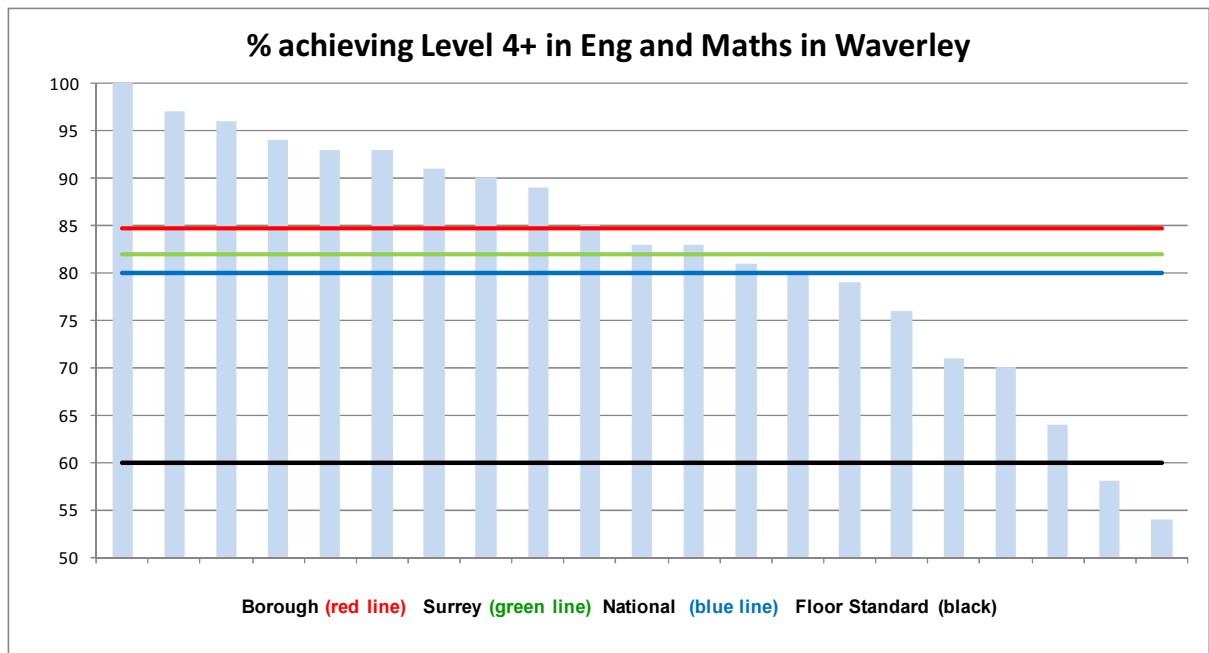
69.3% of pupils in Waverley achieved more than 78 points (out of a total of 117) including at least 6 points in each of the seven assessment scales of Personal, Social and Emotional Development (PSED) and Communication, Language and Literacy (CLL). It was ranked 6th amongst the 11 district and borough councils.

2.2 Key Stage 1

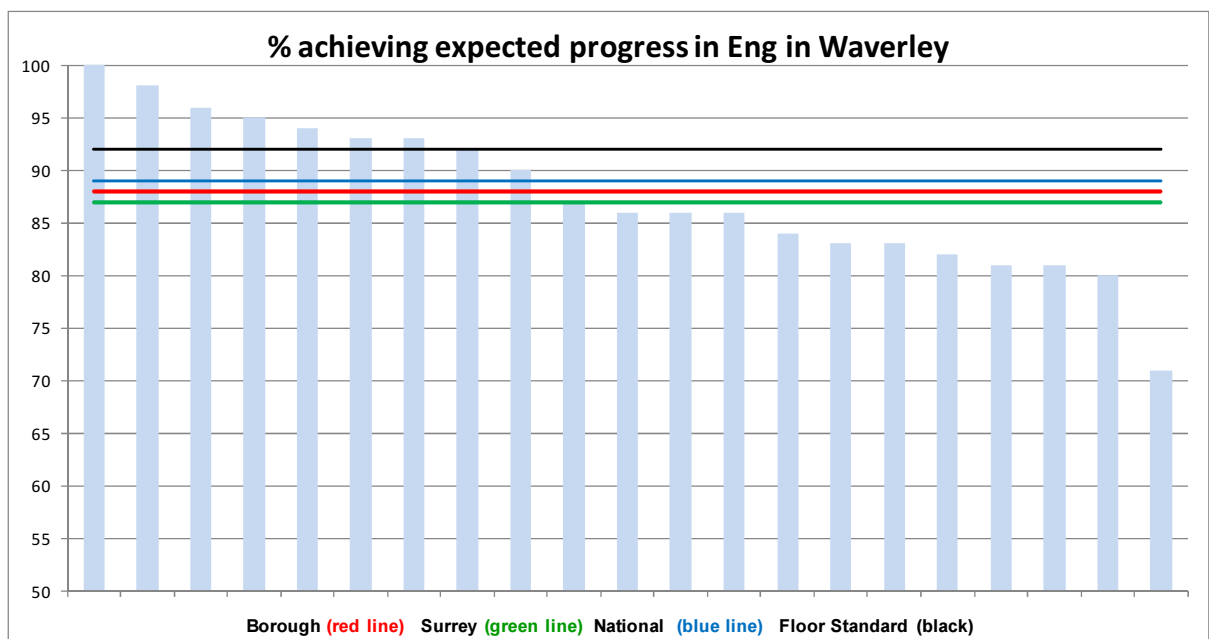
The percentages of pupils achieving Level 2B+ in reading, writing and mathematics were 86.3%, 74.8%, 86.1% respectively. Waverley scored the highest in terms of reading and mathematics amongst the 11 district and borough councils. All three scores were higher than the Surrey average (81.8% reading, 69.5% writing, 82.5% mathematics) and the national average (76% reading, 64% writing, 76% mathematics). It achieved an average point score of 16.9% against the 16.4% of Surrey and 15.5% of the national average point scores.

2.3 Key Stage 2

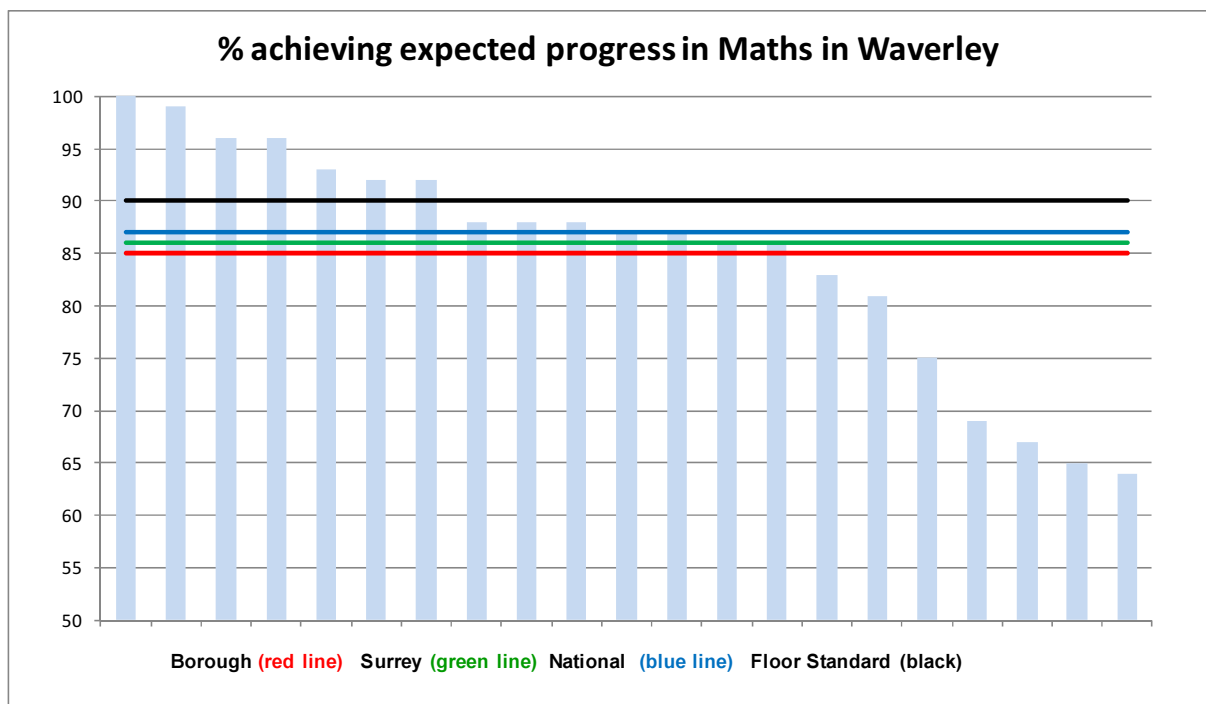
In Waverley, 84.6% of its pupils achieved Level 4 or above in combined English and mathematics, higher than the Surrey average of 82%, the national average of 80% and of the expected floor standard of 60%.



88% of pupils in Waverley achieved the expected levels of progress in English which was just above the Surrey average of 87%, but below the national average of 89% and the expected floor standard of 92%.



85% of pupils in Waverley achieved the expected levels of progress in mathematics which was below the Surrey average (86%), the national average (87%) and the expected floor standard (90%).



Any school failing to reach all three thresholds were designated as being below the floor standards for 2012. Two schools in Waverley fell in this category.

2.4 Key Stage 2 - prior attainment

The percentage of pupils in Surrey in the low Key Stage 1 attainment band making at least 2 levels of progress in **English** was 76% compared with 83% of the national average. Amongst the 22 junior and primary schools in Waverley, five were below and three were equal to or above the national average. The data of the remaining 14 schools was suppressed and hence unavailable for analysis.

The percentage of pupils in Surrey in the low Key Stage 1 attainment band making at least 2 levels of progress in **mathematics** was 63% compared with 71% of the national average. Amongst the 22 junior and primary schools in Waverley, six were below and two were equal to or above the national average. The data of the remaining 14 schools was suppressed and hence unavailable for analysis.

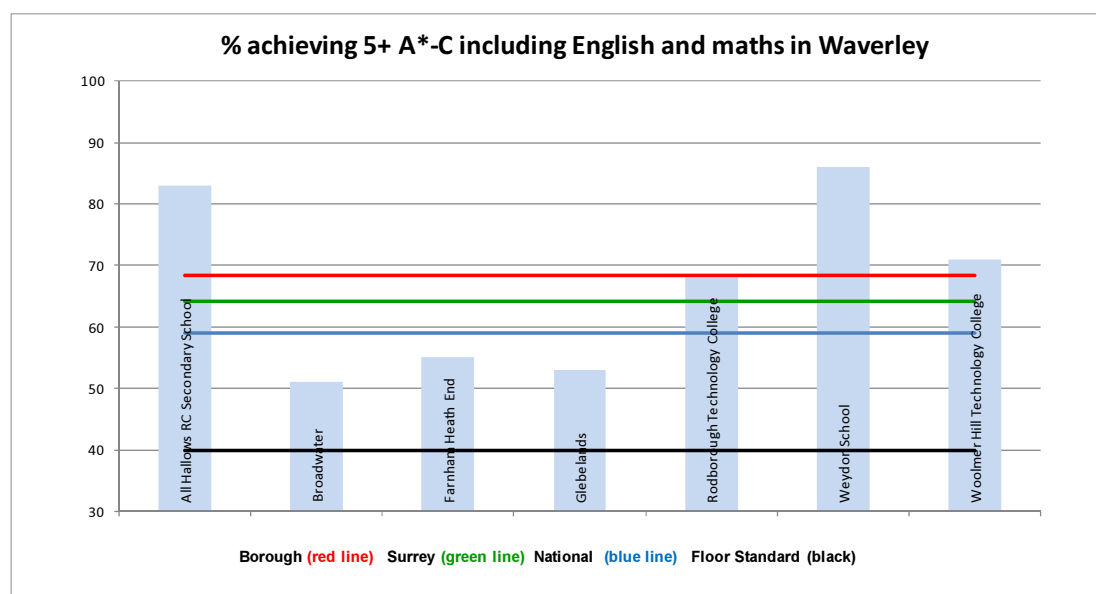
2.5 Key Stage 2 – pupil premium

The percentage of disadvantaged pupils in Surrey making at least 2 levels of progress in **English** was 81% compared with 87% of the national average. It included those pupils who had been eligible for free school meals during the last six years (FSM6) or those continuously looked after for six months. Amongst the 22 junior and primary schools in Waverley, five were below and six were equal to or above the national average. The data of the remaining 11 schools was suppressed and hence unavailable for analysis.

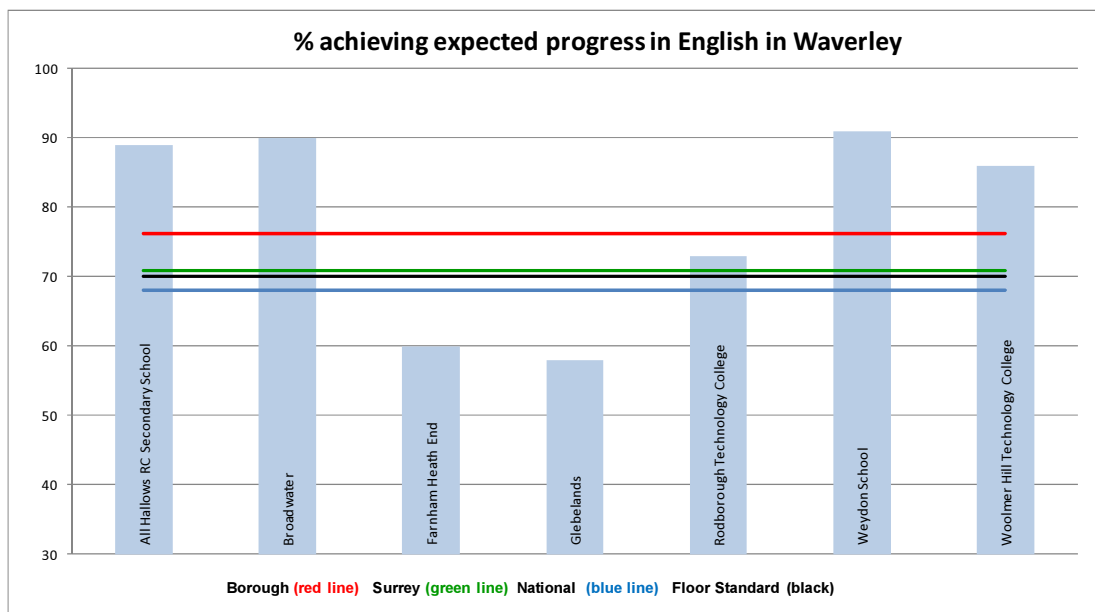
The percentage of disadvantaged pupils in Surrey making at least 2 levels of progress in **mathematics** was 75% compared with 82% of the national average. It included those pupils who had been eligible for free school meals during the last six years (FSM6) or those continuously looked after for six months. Amongst the 22 junior and primary schools in Waverley, nine were below and two were equal to or above the national average. The data of the remaining 11 schools was suppressed and hence unavailable for analysis.

2.6 Key stage 4

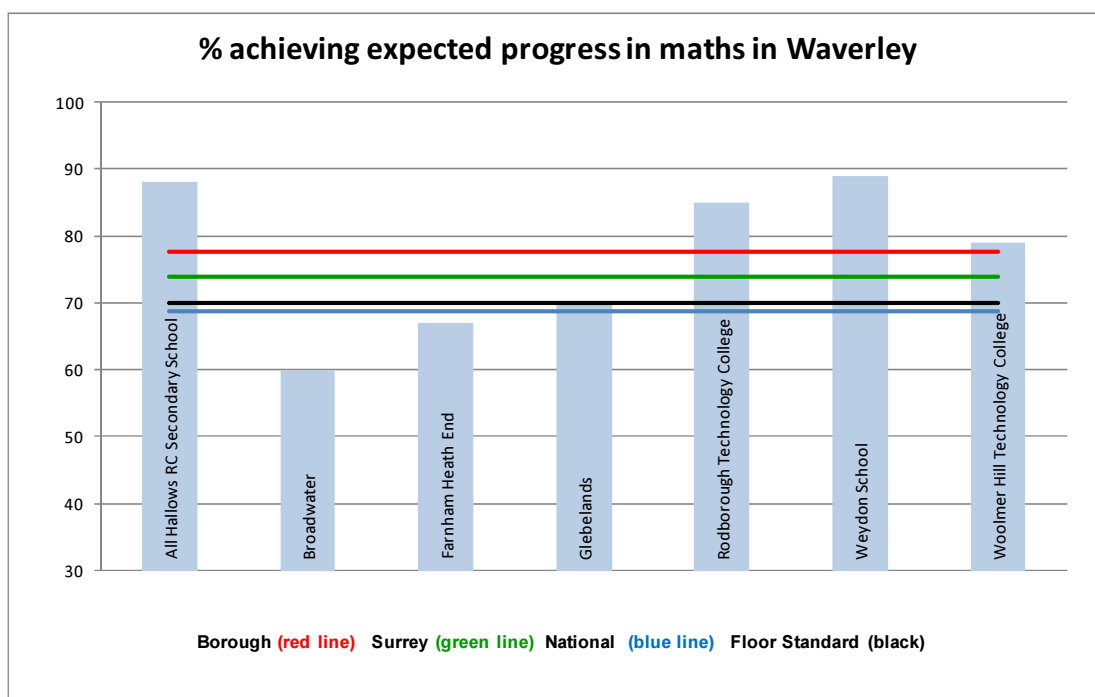
Overall Waverley performed well at this key stage by exceeding the Surrey average, the national average and the floor standard in all three key measures. 68.3% of pupils in Waverley achieved 5 or more GCSEs or equivalent at grades A* to C including English and mathematics compared with 64.2% of the Surrey average, 59% of the national average and 40% of the floor standard. It was ranked third in this measure amongst the district and borough councils.



76.2% of pupils in Waverley achieved the expected levels of progress in English which was above the Surrey average of 70.9%, the national average of 68.1% and the floor standard of 70%. It was ranked second in this measure amongst the district and borough councils.



77.7% of pupils in Waverley achieved the expected levels of progress in mathematics which was again above the 74% of Surrey average, 68.7% of the national average and 70% of the floor standard. Like the previous measure, Waverley was ranked second in this measure amongst the district and borough councils.



Schools failing to reach all three thresholds were designated as being below the expected floor standards for 2012. No school in Waverley fell in this category.

2.7 Key Stage 4 – prior attainment

The percentage of pupils in Surrey in the low prior attainment band (below level 4 at Key Stage 2) making at least 3 levels of progress in **English** was 46.1% compared with 44.9% of the national average. Amongst the seven schools in Waverley, two were below and five were equal to or above the national average.

The percentage of pupils in Surrey in the low prior attainment band (below level 4 at Key Stage 2) making at least 3 levels of progress in **mathematics** was 31.5% compared with 29.9% of the national average. Amongst the seven schools in Waverley, three were below and four were equal to or above the national average.

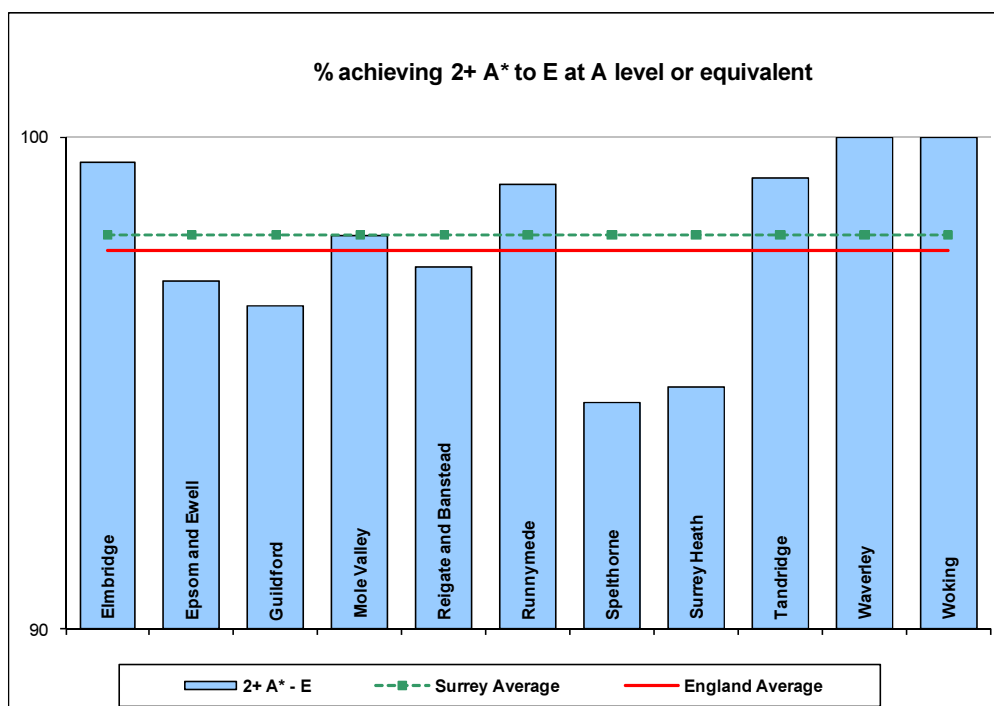
2.8 Key Stage 4 – pupil premium

The percentage of disadvantaged pupils in Surrey making at least 3 levels of progress in **English** was 47.9% compared with 53.8% of the national average. It included those pupils who had been eligible for free school meals during the last six years (FSM6) or those continuously looked after for six months. Amongst the seven schools in Waverley, three were below and four were equal to or above the national average.

The percentage of disadvantaged pupils in Surrey making at least 3 levels of progress in **mathematics** was 50.7% compared with 51.5% of the national average. It included those pupils who had been eligible for free school meals during the last six years (FSM6) or those continuously looked after for six months. Amongst the seven schools in Waverley, three were below and four were equal to or above the national average.

2.9 Key stage 5

100% of the pupils in Waverley achieved 2 or more A level or equivalent at grades A* to E. It performed above the Surrey average of 98% and the national average of 97.7%.



2.10 Ofsted

(NYI =Not yet inspected)

Overall effectiveness by the 4 judgements

Waverley	1	2	3	4	NYI	Total
Nursery	0	1	0	0	0	1
Primary	12	19	7	1	0	39
Secondary	3	4	0	0	0	7
Special	2	0	0	0	0	2
PRU	0	0	0	0	0	0
Grand Total	17	24	7	1	0	49

Surrey	1	2	3	4	NYI	Total
Nursery	1	3	0	0	0	4
Primary	75	148	61	14	1	299
Secondary	14	24	14	1	0	53
Special	11	9	3	0	0	23
PRU	3	6	1	1	0	11
Grand Total	104	190	79	16	1	390

England

	1	2	3	4	Grand Total
Nursery	229	171	19	1	420
Primary	2964	8478	4795	406	16643
Secondary	798	1237	933	107	3075
Special	385	456	171	19	1031
PRU	66	192	106	15	379
Grand Total	4442	10534	6024	548	21548

% schools deemed good or outstanding**% schools deemed good or outstanding**

	Waverley	Surrey	England
Nursery	100.0%	100.0%	95.2%
Primary	79.5%	74.6%	68.7%
Secondary	100.0%	71.7%	66.2%
Special	100.0%	87.0%	81.6%
PRU	--	81.8%	68.1%
Grand Total	83.7%	75.4%	69.5%

% pupils attending good or outstanding schools**% pupils attending good or outstanding schools**

	Waverley	Surrey
Nursery	100.0%	100.0%
Primary	76.4%	71.9%
Secondary	100.0%	76.7%
Special	100.0%	87.9%
Total	86.5%	74.2%

3 OPTIONS

3.1 The Committee is asked to note the information provided within the report.

4 CONSULTATIONS

4.1 There have not been any consultations carried out on the report.

5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

5.1 None for the purposes of this report.

6 EQUALITIES AND DIVERSITY IMPLICATIONS

6.1 None for the purposes of this report.

7 CRIME AND DISORDER IMPLICATIONS

7.1 None for the purposes of this report.

8 CONCLUSION AND RECOMMENDATIONS

8.1 Performance at Early Years, Key Stage 1 and Key Stage 2 continues to be good. However further improvement in reaching the expected government floor standards for progress in English and mathematics continues to be a focus for Primary schools.

8.2 Seven schools in the Primary phase in Waverley are currently graded as overall effectiveness 3 and one school as a 4 (as at the end of the autumn term 2012). These schools continue to be supported and challenged by the Local Authority to ensure that they secure a good judgement at their next Ofsted inspection. The seven secondary schools are all graded as good or outstanding.

9 REASONS FOR RECOMMENDATIONS

9.1 The recommendations are to inform Local Committee members of the planned support being provided to schools in the borough of Waverley.

10 FUTURE WORK

10.1 Focus on continuing to close the attainment gap between the highest performing pupils and the lowest performing pupils.

10.2 Work with all agencies to provide support around a school e.g. health, housing, children's services so that schools in more deprived areas are supported effectively

10.3 Introduce a new School Improvement Service which utilises the best available experts to support schools to ensure all schools are good or better by 2017 and all pupils achieve their best potential

10.4 In secondary schools, work to close the gap in achievement between students eligible for the pupil premium and all other students.

10.5 Focus on leadership expertise with schools to ensure the schools are well led and managed.

LEAD OFFICER:	Paula Evans, Area Education Officer
TELEPHONE NUMBER:	01483 519526
E-MAIL:	Paula.evans@surreycc.gov.uk
CONTACT OFFICER:	Jo Freeman, Senior Primary Consultant, Babcock 4S
TELEPHONE NUMBER:	
E-MAIL:	Jo.freeman@babcockinternational.com
BACKGROUND PAPERS:	

Annex 1 – Technical notes**Early Years**

- Children are normally aged five when they are assessed, although a minority may be slightly younger or older.
- The Foundation Stage Profile is based on teacher assessments completed in the Summer term 2012.

Key Stage 1

- Children are normally aged seven when they are assessed, although a minority may be slightly younger or older.
- Whilst the expected level is Level 2+, the Department for Education recommend that children reach Level 2B or higher at key stage 1 to have the best chance of gaining Level 4+ at key stage 2.

Key Stage 2

- Children are normally aged eleven when they are assessed, although a minority may be slightly younger or older.
- Please note that the expected progress methodology changed in 2011 and 2012. The information here is based on 2012 methodology but care is required if making direct comparisons to progress measures published in previous years.
- The English Level is calculated differently this year so caution is required when making comparisons to previous years. The English figures are based on Writing TA figures and Reading Test levels.

Key Stage 4

- The key stage 4 information is a summary of the GCSE and equivalent results for pupils at the end of key stage 4 in state-funded schools (mainstream schools, special schools and academies) in the 2011/12 academic year. The results in the graphs have been based on the final data from Educational Performance Analysis System (EPAS) online.
- Expected levels of progress in English and mathematics are based on pupils making at least three levels between key stage 2 and key stage 4.

Key Stage 5

- The key stage 5 information is a summary of the A level and equivalent results for pupils at the end of key stage 5 in state-funded schools (sixth form only) in the 2011/12 academic year. The results in the graph have been taken from the provisional data from Educational Performance Analysis System (EPAS) online.

Ofsted

- Data covers all inspections in Surrey (and in each Borough/District) to 13 December 2012 which is all inspections to the end of the Autumn term 2012. The national data is to 31 August 2012.

Technical Notes relating to Pupil Premium and Prior Attainment Band performance data

Our aim is to use data that is readily available in the public domain from official sources where ever possible. School level data for the performance of Pupil Premium groups and Prior Attainment bandings was part of the official data set published by the DfE alongside the Performance Tables and this was used to produce figures for the Local Committee reports.

However, the Department of Education has a strict policy on the publication of small numbers, which states:

[They will] suppress publication of figures relating to a cohort of 5 pupils or fewer. This is intended to reduce the risk of individual pupils being identified from published data. In the 2012 Performance Tables:

- We will suppress publication of all figures relating to a cohort of 5 pupils or fewer; and;
- We will suppress publication of figures relating to the characteristics of pupils (SEN, Free School Meals etc) where there are fewer than 6 of the pupils in the group. For example, if there are four pupils not eligible for FSM in the schools, all indicators for eligibility for free school meals will be suppressed.

As a result the performance figures for a number of schools in the Local Committee reports were suppressed.

More detailed calculations based on individual pupil level data provided to the Local Authority were not possible due to the limited time between publication and the Local Committee report deadlines.

List of data sources**Early Years**

- The information is based on Teacher Assessment reported on Keypas. National figures were provided in the Department for Education Statistical First Release.

Key Stage 1

- The information is based on Teacher Assessments reported on Keypas in January 2013. National figures were provided in the Department for Education Statistical First Release 21_2012

Key Stage 2

- The information has been calculated from the revised pupil level results issued by the Department for Education and the Statistical First Release, which was published on 13th December 2012.

Key Stage 4

- The information is based on the final results in Educational Performance Analysis System (EPAS).

Key Stage 5

- The information is based on provisional results in Educational Performance Analysis System (EPAS).

Ofsted website: <http://www.ofsted.gov.uk/>

This page is intentionally left blank



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

**SERVICES FOR YOUNG PEOPLE:
LOCAL PREVENTION COMMISSIONING 2013-15**

15 MARCH 2013

KEY ISSUE

This is a report from the Youth Task Group for Waverley. Services for Young People is presently in the process of supporting the Youth Task Group to re-commission the Local Prevention Framework and its associated elements for the period September 2013-15.

The Local Committee is asked to agree the local specification for Waverley.

SUMMARY

The Local Prevention Framework has some proposed improvements following the first year of the commission countywide. These changes are outlined in this report.

1. The Youth Task Group was set up by the Local Committee for the purposes of providing local delegation for the Local Prevention Framework. The Task Group has identified key priorities for Waverley to prevent young people becoming Not in Education, Employment or Training (NEET). This report brings forward recommendations from the Task Group on how the local commissioning resource should be targeted.
2. The recommendations focus on key geographical neighbourhoods and community priorities. However, the Task Group agreed that there should be borough-wide access to any commissioned services. Following a workshop the Task Group discussed and agreed key risk factors for Waverley and these were used to produce a local specification for the Local Prevention Framework for 2013-15. See Annexe A

3. Following agreement of the Local Committee, proposals for work to address the identified priority areas and risk factors will be sought from local providers. The Commissioning and Development team will create a short-list of bids for consideration of the Task Group. The Task Group will then consider a shortlist before final proposals for award of grant(s) are brought to the Local Committee. The commissioned services would then commence on 1 September 2013.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to:

- (i) Approve the allocation of £15,000 to Personalised Prevention Budgets (see 1.3a for details).
- (ii) Approve the local needs specification (Annexe A) to be considered by providers focusing on the identified needs of Waverley and the geographical neighbourhoods prioritised by the Youth Task Group.

1.0 INTRODUCTION AND BACKGROUND

The Local Prevention Framework is a commission aimed to reduce risk factors and increase protective factors for young people who are identified as being most at risk of becoming Not in Education, Employment or Training (NEET). The Local Prevention Framework is intended to commission opportunities for young people in school years 8-11, delivered outside of core school hours and external of SCC youth centres, all year round.

- 1.1 The Local Prevention Framework has been in place across Waverley for the last 11 months. This service is currently delivered by Catch22.
- 1.2 Following the first year of the Local Prevention Framework, the Commissioning and Development team conducted a review of the procurement process involved in commissioning the Local Prevention Framework. The results of this were reported to the Education Select Committee on 29 November 2012.
- 1.3 Several improvements to the Local Prevention Framework were proposed. These include:
 - a) The inclusion of a Individual Prevention Grants. This fund is to provide funding through the Youth Support Service to young people who are NEET or at risk of becoming NEET to support them to participate in Education, Employment or Training. This is through the local purchase of items or services to support the individual. No funds will be provided directly to the young person, but spent by

the Youth Support Service Team Manager on the individual's behalf. This will be allocated by the Local Committee from the Local Prevention Framework funding to the Youth Support Service.

- b) To allow groups of young people (two or more) to apply through a recognised body for funding through the Youth Small Grants process to support projects or activities.
- c) The retention of the Risk of NEET Indicators (RONI), but to move away from a specified list produced annually. This is to allow providers and all services engaged with Services for Young People and beyond to identify young people who exhibit these risk factors locally, rather than centrally. It is hoped that this will enable a more localised service and remove any perceived restrictions a central list could create. RONI lists will still be generated for the purposes of the year 11-12 transition programme.

RONI risk factors are (not exhaustive list):

- a. School attendance less than 60%
 - b. Excluded from school
 - c. Statement of Special Educational Needs, school action or school action plus
 - d. Living in an area with increased crime or anti-social behaviour
 - e. Engaged in anti-social behaviour
 - f. Poverty in the neighbourhood or household affected by multiple-deprivation
 - g. Family disruption, ineffective parenting
 - h. Young Carer
 - i. Young parent
- d) The purpose of Neighbourhood Prevention is to solely focus on those at risk of becoming NEET young people from 1 September 2013 in school years 8 to 11.
 - e) That the Local Prevention Framework should be awarded in the form of a Procurement Grant, rather than a contract as at present. This provides more freedom to local potential providers through less bureaucracy.
 - f) The Neighbourhood Prevention Grant be awarded for two years from 1 September 2013. This is to allow providers more time to develop relations with local networks and young people locally.
 - g) Previously, interested providers were required to bid for 100%, 50% or 33% of the available funds. From 1 September 2013 providers will be free to bid for any amount above 25% of the total fund available (under £5,000 to be met from Youth Small Grants). This should allow smaller organisations to bid for work from the Local Committee.

- 1.4 The amount allocated to each of the eleven Borough and Districts is reviewed in each commissioning cycle and is based on the needs of each area based on current NEET and RONI cohorts. There is an adjustment for the number of youth centres to compensate boroughs or districts with fewer youth centres. For 2013-15 Waverley has been allocated £137,000pa.
- 1.5 The borough's allocation for Youth Small Grants remains the same at £25,000.

2.0 ANALYSIS

- 2.1 Services for Young People's strategic objective is 100 % participation in Employment, Training and Education. The Local Prevention Framework contributes to this by reducing risk factors that may lead to a young person becoming NEET.
- 2.2 At 18, Godalming Binscombe is the ward with the most NEET young people in Waverley, whilst Farnham Upper Hale contains the most young people identified as at risk of becoming NEET (39). Godalming Central and Ockford includes the area with the highest deprivation, which ranks 6th in Surrey.
- 2.3 A higher proportion of young people who were NEET were in year 12 than elsewhere in Surrey.
- 2.4 82% of those identified as at risk of becoming NEET in Waverley have some form of learning difficulty or disability and 78% did not achieve level in English and Maths in their Key Stage 2 exams.
- 2.5 In addition, a third of young people in the RONI cohort are Children in Need and the cohort also includes a higher than average proportion of young people who had less than 60% attendance during their last school year.
- 2.6 Waverley's 10-19 year old population is: 15,637 (11.56% of Surrey's 10-19 year old population)

3.0 CONSULTATION

- 3.1 The Local Committee Task Group met on the 05 February 2013 to consider the needs of the borough and to set the needs assessment and specification for Waverley.
- 3.3 Local Committee Chairmen were consulted on the 22 January 2013. Consultation will be ongoing throughout the procurement process.

- 3.4 The proposed improvements to the Local Prevention Framework were considered and supported by the Education Select Committee on the 29 November 2012.

4.0 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 4.1 It is anticipated local commissioning will offer better value for money in that the outcomes commissioned and work delivered will be more closely aligned to local need.
- 4.2 The Local Prevention budget for 2013/14 has already partially been allocated by the Local Committee to extend the present providers contract to 31 August 2013. £57,000 has been allocated to Catch22 as agreed by the Local Committee on the 14 December 2012.
- 4.3 The remainder (£80,000) will be allocated for the period 1 September 2013-14 and a further £137,000 for the period 1 September 2014-15. Subject to Cabinet and Full Council budget decisions in 2014-15. Any reductions in the 2014-15 will be passed on to the providers. This will be made clear to all providers at the bidding stage and award stage.

5.0 EQUALITIES AND DIVERSITY IMPLICATIONS

- 5.1 The devolved commissioning budget is likely to be targeted to groups who are vulnerable or at risk.

6.0 CRIME AND DISORDER IMPLICATIONS

- 6.1 The purpose of Local Prevention is to prevent young people from becoming not in education, employment or training (NEET), evidence shows that young people who are fully participating are less likely to commit crime.

7.0 CONCLUSIONS

- 7.1 In response to feedback and the Education Select Committee report, officers recommend amendments to the Local Prevention Framework. The aim of the 3 strands of the Local Prevention Framework (Youth Small Grants, Neighbourhood Prevention Grants, and Personal Prevention Budgets) is to promote 100% Participation. The local specification has been developed in consultation with the Youth Task Group to ensure that it is tailored to meet local needs.

The Local Committee is asked to:

- a) Approve the allocation of £15,000 to Personalised Prevention Budgets.

- b) Approve the local Waverley needs specification (Annex A) to be considered by providers focusing on the identified needs of Waverley and the geographical neighbourhoods prioritised by the Youth Task Group.

8.0 REASONS FOR RECOMMENDATIONS

8.1 These recommendations will:

- a) Support the council's priority to achieve 100 % participation for young people aged 16 to 19 in education, training or employment.
- b) Increase the delivery of youth work locally.
- c) Increase the access of the Local Prevention Framework to small voluntary organisations.
- d) Speed up the process for awarding Local Prevention Grants (Small Grants).
- e) Increase the access of the Local Prevention Framework through the use of a grants based commissioning process.

9.0 WHAT HAPPENS NEXT

- 9.1 The next step will be for officers to develop a prospectus which will provide those organisations who wish to bid the necessary local information.
- 9.2 Officers will invite organisations to bid and those bids will be short-listed by the Commissioning and Development Team.
- 9.3 A mini competition will take place where the short-listed providers will present their proposals to the Youth Task Group.
- 9.4 A recommendation on the awarding of grant(s) will be brought to the next meeting of the Local Committee for approval.
- 9.5 It is anticipated that the new provider(s) will be in place for 1 September 2013.

CHAIRMAN OF WAVERLEY YOUTH TASK GROUP: Mr David Munro

LEAD OFFICER: Garath Symonds, Assistant Director for Young People

TELEPHONE NUMBER: 01372 833543

E-MAIL: Garath.symonds@surreycc.gov.uk

CONTACT OFFICER: Leigh Middleton, Contracts Performance Officer

TELEPHONE NUMBER: 07854 870 393

E-MAIL: leigh.middleton@surreycc.gov.uk

BACKGROUND PAPERS: N/A

This page is intentionally left blank

Waverley Neighbourhood Prevention Local Service Specification
--

Definitions:

- **NEET** young people are those who are '**Not in Education, Employment or Training**'. They are in year groups 12-14 (aged 16-19) and have had at least one period when they were out of education or work during the 2011-2012 Academic Year (Sept 2011 - Aug 2012);
- **RONI** young people are those who have been identified as '**At Risk**' of becoming **NEET** when they leave school (aka **RONI**) are in year groups 8-11. These young people have been identified by Services for Young People in collaboration with schools. They will exhibit a number of NEET indicators, such as being Looked After or a Child in Need, involvement with crime or anti-social behaviour, low school attendance or fixed term exclusions, or having a learning difficulty or disability.

Key local services/commissions.

There are three key strands to Services for Young People commissions and Providers will be expected to link between these commissions:

- **Centre Based Youth Work** – Delivers universal and targeted provision to all young people. Also works with the RONI cohort.
- **Youth Support Service** – A one-to-one case management service supporting young people who are NEET, in the Youth Justice System, Child in Need and homelessness.
- **Neighbourhood Prevention Grant** – Providing preventative services to RONI young people.

The priority for the Neighbourhood Prevention Grant in Waverley is to prevent young people from becoming NEET by supporting young people in academic years 8-11 to reduce their risk factors and increase protective factors for those who are identified as being most at risk of becoming NEET.

Prevention activities should be co-produced with young people and delivered in the local community. Preventative services must demonstrate high-quality delivery and a focus on meeting the individual needs of young people identified as being at Risk of NEET (RONI). There were 153 young people NEET in Waverley and 254 identified as at risk of NEET (RONIs) in 2011/12.

Key characteristics for the Neighbourhood Prevention Grant.

Neighbourhood Prevention activity must take place outside the school day and be delivered from premises other than the SCC Youth Centres (where they are located near to these priority areas) in Waverley. Initial contact can be made in schools.

Based on the knowledge of local need the Waverley Local Committee Task Group identified the following neighbourhoods as being in need of this type of provision. Providers must deliver from one or more of these areas:

- Cranleigh East - estates east of Glebelands School.
- Haslemere: Critchmere, Shottermill and Sickle Mill Estate.
- Godalming - Ockford Ridge, Aarons Hill, Binscombe (Northbourne)
- Farncombe - The Oval Area
- Witley – Sunnyhill area, Dorlecote Way, Middlemarch
- Farnham – North Wrecclesham Estates (e.g Cobbetts Way, Beldham Road and Weydon Lane area), The Chantry, Stoke Hills and Roman Way, Sandy Hill (plus Bricksbury Hill)

The Task Group has identified the following areas of need which projects should address with the overall objective of removing barriers to Participation in Education, Training or Employment (PETE):

- Young People with Learning Difficulties or Disabilities (LLDD) – Support for LLDD young people to anticipate their needs moving forward towards PETE.
- Teenage Pregnancy - Projects to prevent teenage pregnancy and projects which support teenage parents (mums and dads) to remain in education, employment or training.
- Mental Health – Projects to support young people with mental health needs, poor social skills, low self esteem, aspirations and motivation.
- Drugs and Alcohol - Support for young people where substance misuse is impacting on their future employability and resilience to remain in mainstream education.
- Social Isolation - Support for young people who are unable to access provision due to a lack of transport causing social isolation and contributing to young people becoming NEET. This may include young people who are home schooled, looked after or young carers.

The Task Group has identified a need for projects, which fulfil the following key criteria:

- Projects must be preventative and demonstrate a strategy for promoting the project and engaging young people. Use of alternative media to communicate with young people is desirable.
- Projects which offer young people highly developed role models, and mentoring opportunities to support them to develop social enterprises and be involved in business and/or volunteering.
- Projects must work alongside the Supported Families Programme, Youth Support Service, Surrey Police, and create links with Youth Centres.
- Projects must deliver during the school holidays (in particular the Summer, Easter and half-term holidays), weekends and evenings to young people in addition to term-time out of school hours.
- Providers should form strong links with local schools and existing alternative education/training provision, including non-statutory education services ensuring that they take account of current provision in the Borough.
- Projects should not duplicate existing provision within the Waverley area and should be local, accessible, flexible and enhance or add value to existing services.

Bids will be scored by their ability to meet the above needs and deliver in the geographic areas listed above.

This page is intentionally left blank



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

APPROVAL OF YOUTH SMALL GRANT APPLICATIONS

15 March 2013

KEY ISSUE:

To consider the applications received for the Small Grants Allocation.

SUMMARY:

As part of the transformation of the Services for Young People, the Committee has been allocated a Youth Small Grants fund to deploy for the year 2012/13. The Committee is being asked to approve the recommendations in sections 2.2 of this report on the award of funding.

TASK GROUP RECOMMENDATIONS:

The Local Committee (Waverley) is asked to approve the Task Group recommendations in sections 2.2 of this report on the award of funding.

1. INTRODUCTION

- 1.1 As the Committee is aware, as of 1st April 2012 it has had £27,000 available to support small voluntary youth organisations with grants of £500 to £5,000.
- 1.2 After the 14 December 2012 meeting £3,437 remained of the original allocation. Since the 14 December 2012 meeting a total £1550 has been awarded across four bids based on the recommendations of the Waverley Youth Task Group through delegated powers. Therefore £1887 remains of the original allocation.

- 1.3 The availability of funding was advertised and organisations have been able to submit bids since 23rd July 2012 by emailing an application form or via the Surrey County Council website:

www.surreycc.gov.uk/smallgrants.

For the second round of applications the eligibility criteria has been further emphasised:

- The application should be for a not for profit organization with a turnover of less than £100,000 per annum
- Bidding organisations should not have existing contracts with Surrey County Council Services for Young People
- Funding would enable direct work with Surrey young people aged 10-19 and is not for large capital funding that does not enable direct activity (e.g. fixing roofs, installing toilets, etc.)

2. BIDS RECEIVED

- 2.1 All eligible bids received and a summary of awards made through delegated powers are attached in Annex A.
- 2.2 The Task Group recommendations are set out in Annex B.

3. CONSULTATIONS

- 3.1 The Services for Young People *Fit for the Future* transformation programme has been subject to wide ranging consultation with groups of young people, staff, and partner agencies. Members have been consulted through the County Council's PVR Member Reference Group.
- 3.2 Local Committee Chairmen's views were sought on the Youth Small Grants process on 31st January 2012.
- 3.3 The Local Committee approved the process for approving Small Grants on 16 March 2012 with all applications sent for consideration by the Task Group.

4. FINANCIAL IMPLICATIONS

- 4.1 It is anticipated local commissioning will offer better value for money in that the outcomes commissioned will be more closely aligned to local need.

5. EQUALITIES IMPLICATIONS

- 5.1 The devolved commissioning budget is likely to be targeted on groups who are vulnerable or at risk.

6. CONCLUSION AND REASONS FOR RECOMMENDATIONS

6.1 The Committee is being asked to approve the recommendations on awarding Small Grants in paragraph 2.2 of this report.

7. WHAT HAPPENS NEXT

7.1 We are no longer accepting applications for this round of Youth Small Grants.

7.2 The Small Grant scheme is currently being reviewed.

**CHAIRMAN OF WAVERLEY
YOUTH TASK GROUP:
REPORTING OFFICER:
LEAD OFFICER:**

Mr David Munro

TEL NUMBER:

Leigh Middleton
Garath Symonds
Assistant Director for Young People
0208 541 9023

E-MAIL:

Garath.Symonds@surreycc.gov.uk

CONTACT OFFICER:

Jenny Smith

TEL NUMBER:

02085 417405

E-MAIL:

Jenny.Smith@surreycc.gov.uk

BACKGROUND PAPERS:

Services for young people – briefing
for elected members (issued May
2011)

This page is intentionally left blank

ANNEX A

Waverley Local Committee Report 15/03/13

Summary – Bids to be approved by Local Committee

Bid no	Organisation Bidding	Title of Bid	Amount requested
1	Eashing Yooffie	Eashing Yooffie - youth club	£1,715.00
2	Wrecclesham Community Centre and Project	Wrecclesham Community Project - Monday Youth Club	£4,630.00
		Total	£6345
		Allocation remaining	£1887

Summary – Awards approved under delegated powers in consultation with the Waverley Task Group

Bid no	Organisation Bidding	Title of Bid	Amount requested	Amount awarded in consultation with Task Group
3	1254 (Godalming) Squadron, Air Training Corps	Flight Simulator	£1,000.00	£600
4	A Place to be Youth Group.	Off the streets	£1,000.00	£550
5	Godalming Guides	Walk your socks off	£700.00	£400
6	Girlguides	Girlguiding Surrey-West Hungary 2013	£509.00	£0
		Total		£1550

Bid 1

Project details	Help Notes												
Q1 Project title: Eashing Yooffie - youth club	Full title of specific project												
Q2 Specific neighbourhood or area: Ockford Ridge and Aaron's Hill, Godalming GU7													
Q3. Borough: Waverley Borough Council													
Q4 How many young people will your project be working with? <table border="1" data-bbox="231 638 638 806"><thead><tr><th>Ages</th><th>Males</th><th>Females</th></tr></thead><tbody><tr><td>10-12</td><td>15</td><td>15</td></tr><tr><td>13-17</td><td>8</td><td>8</td></tr><tr><td>18-19</td><td></td><td></td></tr></tbody></table>	Ages	Males	Females	10-12	15	15	13-17	8	8	18-19			Include numbers of those who will be participating in the project.
Ages	Males	Females											
10-12	15	15											
13-17	8	8											
18-19													
Bidder details													
Q5 Name of the organisation carrying out the project and organisation type: Eashing Yooffie in partnership with Surrey County Council youth service, St Marks Active Residents Team and St Marks Church and Community Centre, Voluntary	Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.												
Q6 Does the organisation have a turnover of £100,000 or less: Eashing Yooffie are given endowment funds from time to time. At present we have approx. £1,500 in our bank account but no further funds are due and all our running costs and rent are taken out of this bank account													

What are you seeking funding for ?

Q8 Description of the project. What difference will this make? Eashing Yooffie is the local youth club for the area of Ockford Ridge and Aaron's Hill, meets on Monday evenings term time from 7.00pm to 9pm. It has been in existence for more than 8 years. It is lead by a team of local volunteers and is supported by a youth worker from Surrey County Council and the local volunteer group SMART (provides insurance, CRB checking and publicity) Young children (primary age) attend the first session before 7pm led by local volunteer Simon Porstmouth. The second session, for year 6 children upwards needs ongoing funding for rent, tuck, materials and some funding towards trips. As Ockford Ridge and Aarons Hill is an area of relative deprivation in Surrey, with Aarons Hill area highest on the indices of deprivation in Waverley and the 6 th highest in Surrey. The residents of this area often	What will be done?
--	--------------------

<p>face challenges in terms of financial security and hence in providing money for leisure pursuits for young people.</p> <p>EashingYooffie has provided a safe, friendly environment for young people to meet, chat and be entertained away from the school and home environment</p>	
<p>Q9 When will the project be: a) started: March 2013 b) completed: Dec. 2014</p>	<p>The dates you expect your project to begin and finish.</p>
<p><i>Financial Questions</i></p>	
<p>Q10 When will you need the funds? Feb 2013</p>	<p>The date when you will require the funds.</p>
<p>Q11 What is the total cost of the project? £1,715</p>	<p>The total cost of the project.</p>
<p>Q12 Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. REnt at £8 per hour for 3 hours for 50 weeks = £1,200 Tuck and ingredients for cooking sessions at £1.50 per sessions x 50 sessions = £75 Materials including batteries and art equipment costed at £40 per term x 5 terms = £200 Contributions to trips for up to 12 children at £10 per head - two trips = £240 IN total £1,715</p>	<p>If you have a quote, please attach it to the form.</p>
<p>Q13 Where is the rest coming from? Is it promised already, or still to be found? Some contributions will be made by young people themselves e.g. contributions to trips - approx. £5 per head and to tuck</p>	<p>Names and amounts from other funders</p>
<p>Q14 Have you applied for this funding from any other part of Surrey County Council? Please give details: NO</p>	<p>Please give names of the department, and dates applied.</p>
<p>Q15 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details: NO</p>	<p>Please include even if not for this particular project.</p>
<p>Q16 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details: NO</p>	<p>Include project purpose, dates and amounts.</p>

Q17 If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)

Fundraising is an ongoing process at Ockford Ridge to keep the projects up and running and to cover costs of volunteers and venues. Other funding will be sought from other sources including Surrey Community Foundation and Henry Smith who have supported Eashing Yooffie in the past

Information on how you intend to fund and/or maintain your project in the future.

Bid 2

Project details			Help Notes
Q1 Project title: Wrecclesham Community Project - Monday Youth Club			Full title of specific project
Q2 Specific neighbourhood or area: Wrecclesham, Farnham GU9 Esates of Beldham Road, Cobbetts Way and Rural Close			
Q3. Borough: Waverley Borough Council			
Q4 How many young people will your project be working with?			
Ages	Males	Females	Include numbers of those who will be participating in the project.
10-12	8	8	
13-17	8	8	
18-19			
Bidder details			
Q5 Name of the organisation carrying out the project and organisation type: Wrecclesham Community Centre and Project in partnership with Surrey CC youth service, 40 Degreez and Jubilee Church Youth Worker Voluntary Organisation with no paid staff			Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.
Q6 Does the organisation have a turnover of £100,000 or less: The Wrecclesham project and centre has a turnover of approx. £20,000 per annum which includes income from classes, bookings, parties and grant aid from Surrey Community Foundation, Surrey CC and Waverley Borough Council for a variety of activities.			

What are you seeking funding for ?

<p>Q8 Description of the project. What difference will this make?</p> <p>Wrecclesham has had, in the past, a variety of youth clubs which have not lasted due to poor management and lack of resources. Workers tend to find quite challenging behaviour as young people have often experienced troubling home life and are not able to access other leisure or youth services due to lack of funding and transport.</p> <p>The Community project has now developed a strong local partnership with the County Council, 40 Degreez and Jubilee Church so that 3 local youth workers are either seconded (from County Council or funded through the faith network (Jubilee Church) and contracted from 40Degreez. This ensures a strong supportive team who have good management to rely on with expertise in young people's issues.</p> <p>The youth club hopes to launch early in 2013 and will start to work with Weydon School to promote the club. Other funding for football and activities has been set aside by the project via funding from Surrey Community Foundation.</p> <p>We want the young people of Beldham, Cobbetts Way and Rural Close and surrounding roads to have a safe, calm , fun youth club near their home. We want them to be able to make friends, play games, relax and chat and have the confidence of trained youth workers to explore any issues which may be affecting their lives.</p>	<p>What will be done?</p>
<p>Q9 When will the project be:</p> <p>a) started: Feb 2013 b) completed: Dec. 2014</p>	<p>The dates you expect your project to begin and finish.</p>
<p><i>Financial Questions</i></p>	
<p>Q10 When will you need the funds? Feb 2013</p>	<p>The date when you will require the funds.</p>
<p>Q11 What is the total cost of the project? £4,630</p>	<p>The total cost of the project.</p>
<p>Q12 Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p> <p>Youth club worker hours for one worker:</p> <p>2.5 hours term time paid at £10 per hour including oncosts = 2.5 x £10 x 50 weeks = £1,250</p> <p>Cost of renting building £8per hour x 2.5 x 50 = £1,000 =</p> <p>Funding for equipment:</p> <p>6 bean bags £30 x 6 = £180</p> <p>4 Replacement pool balls and cues £22 x 2 plus £20 = £64</p> <p>Storage boxes for hall: £20 x 6 = £120</p> <p>Television and Xbox = £400 plus £200 = £600</p> <p>New Ipod docking station = £70</p> <p>Art work materials for 3 terms £30 x 3 = £90</p> <p>Money for tuck and cooking for 40 sessions @ £5 per session = £200</p>	<p>If you have a quote, please attach it to the form.</p>

<p>Donutting trip £10 per head x 12 = £120 Purchase of games: boards games and bopit £15 x 8 = £120 Publicity and banner = £200 Replacment bats and balls for table tennis 6 x £15 = £90 Stackable Aboards display - fold out / room dividers £350 room divider and £88 x 2 A 4 display = £526 Total equipment = £2,380 Total = £4,630</p>	
<p>Q13 Where is the rest coming from? Is it promised already, or still to be found? The funding for the other two workers has been found: Surrey Community Foundation will fund one worker's post and the other will be seconded from Surrey County Council (from Gemma Henson's team)</p>	<p>Names and amounts from other funders</p>
<p>Q14 Have you applied for this funding from any other part of Surrey County Council? Please give details: NO</p>	<p>Please give names of the department, and dates applied.</p>
<p>Q15 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details: NO</p>	<p>Please include even if not for this particular project.</p>
<p>Q16 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details: Yes, the project has received funding from both Pat Frost's and David Munroe's local committee funding in the past to help with computer classes run at the centre</p>	<p>Include project purpose, dates and amounts.</p>
<p>Q17 If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support) Fundraising will always been needed for this project; especially for rent and at least one worker's paid expenses. Surrey Community Foundation will always be receptive to a project in an area such as Wrecclsham. Thames Valley Housing may also support the post in the future as they have a separate community chest fund</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

Bid 3

Project name	Flight Simulator
Specific neighbourhood and district/borough	Godalming and surrounding area
How many young people will your project be working with? (include numbers of those who will be participating in the project beside all ages and genders that apply - please enter 0 for none)	
Age 10-12 Males	0
Age 10-12 Females	0
Age 13-17 Males	16
Age 13-17 Females	6
Age 18-19 Males	1
Age 18-19 Females	0

Bidder details	
Name of voluntary organisation responsible for carrying out the project (please note, the grant fund is not open to private organisations)	1254 (Godalming) Squadron, Air Training Corps
Is the organisation a voluntary organisation?	Yes
Does the organisation have a turnover of £100,000 or less	Yes
What are you seeking funding for?	
Description of the project. What difference will this make?	Purchase and introduction of high quality flight simulator equipment into our Cadets' training programme. This will provide relevant and productive preparation for Cadets wishing to apply for ATC Gliding or Flying Scholarships, and perhaps progress to careers in aviation later. Surrey has a long and distinguished history in aviation, and Godalming Squadron is the closest to Dunsfold, the 'Home of the Harrier'. We are also not far from Brooklands and Kingston, both famous Surrey aircraft design and production centres. Many of our past Cadets have moved on to careers in aviation, both military and civil. This enhancement to the stimulating activities of the Squadron will help to attract and keep young people of Godalming and the surrounding area, at a time of their lives when other less beneficial temptations beckon! We would like to grow the Squadron by about 50% or up to the full capability of our present accommodation by this and other means.
When will the project:	
Start:	01/03/2013
Be completed:	30/06/2013
Financial Questions	
When will you need the funds?	February 2013
What is the total cost of the project?	estimated £1350
How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£1000
Where is the rest coming from?	Our own fundraising activities
Is it promised already, or still to be found?	Being earned by bag-packing this Christmas
Have you applied for this funding from any other part of Surrey County Council? Please give details:	No
Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:	No
Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details:	Not to my knowledge
If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)	Maintenance from our own resources. Any future expansion or upgrades from fundraising or grants

Bid 4

Project details	Help Notes
Q1 Project title: Off the streets	Full title of specific project

Q2 Specific neighbourhood or area: Haslemere		
Q3. Borough: Waverley		
Q4 How many young people will your project be working with?		
Ages	Males	Females
10-12	8	19
13-17	12	12
18-19		
		Include numbers of those who will be participating in the project.
Bidder details		
Q5 Name of the organisation carrying out the project and organisation type: A Place to be Youth Group. This is a private organisation		Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.
Q6 Does the organisation have a turnover of £100,000 or less: Yes		

What are you seeking funding for ?		
Q8 Description of the project. What difference will this make?		What will be done?
<p>Currently, the youth group has concentrated on attracting young people aged 11 to 13 (school years 7 to 9) at the Haslemere Youth Centre on a Friday night.. Currently we attract 30 - 35 young people but want to increase the span of age groups and the times that we are open. To do so we will need to increase the hours of paid staff and also the number of staff that we employ.</p> <p>Our focus is on young people with personality problems and we try to address low self esteem and anti-social behaviour. For this we have quite a high staff to children ratio thus the need for more funding if we are to attract more children of an older age.</p>		
Q9 When will the project be:		The dates you expect your project to begin and finish.
a) started: April 2013 b) completed: March 2014		
Financial Questions		
Q10 When will you need the funds? April 2013		The date when you will require the funds.
Q11 What is the total cost of the project? £9,000		The total cost of

		the project.
Q12 Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £1,000		If you have a quote, please attach it to the form.
Q13 Where is the rest coming from? Haslemere Initiative £3,000 Waverley BC £1,000 Henry Smith Charities £2,000 Existing reserves £1,000 Is it promised already, or still to be found? £4,000 received, £3,000 applied for.		Names and amounts from other funders
Q14 Have you applied for this funding from any other part of Surrey County Council? Please give details: No		Please give names of the department, and dates applied.
Q15 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details: No		Please include even if not for this particular project.
Q16 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details: Not Local Committee but we have from Youth Services in the past		Include project purpose, dates and amounts.
Q17 If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support) We are in the process of developing a package for local funding and we already have a site with localgiving.com. Apart from these we shall continue to seek funding from other organisations in the future.		Information on how you intend to fund and/or maintain your project in the future.

Bid 5

Project details	Help Notes												
Q1 Project title: 'Walk your socks off'	Full title of specific project												
Q2 Specific neighbourhood or area: Godalming													
Q3. Borough: Waverley													
Q4 How many young people will your project be working with? <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Ages</th> <th style="text-align: left;">Males</th> <th style="text-align: left;">Females</th> </tr> </thead> <tbody> <tr> <td>10-12</td> <td></td> <td>16</td> </tr> <tr> <td>13-17</td> <td></td> <td>8</td> </tr> <tr> <td>18-19</td> <td></td> <td>3</td> </tr> </tbody> </table>	Ages	Males	Females	10-12		16	13-17		8	18-19		3	Include numbers of those who will be participating in the project.
Ages	Males	Females											
10-12		16											
13-17		8											
18-19		3											

Bidder details

Q5 Name of the organisation carrying out the project and organisation

type: Godalming Guides

Q6 Does the organisation have a turnover of £100,000 or less: Yes

What are you seeking funding for ?

Q8 Description of the project. What difference will this make?

I would very much like to be able to take the Guides on 2 walking treks. The first would be to the Puttenham Eco Camping Barn for an overnight stay. The 2nd would be up to London to walk the 9 Bridges Walk from Tower Bridge to Westminster Bridge. I have a group of Guides who long to be free of the classroom and get out and about. We spend time around Godalming during our Thursday meeting times even when it is cold and rainy. Having spoken to the Guides they would like to go further afield and be more adventurous. I would support them in organising themselves, finding their way and keeping themselves safe. I would hope that this experience would go towards some of them being more keen to sign up for D of E challenges as they get older.

Getting girls involved in outdoor activities is a key aim of Guiding and given the chance the girls will gladly drop laptops and phones to join in they just need to be given the chance to do something that they can organise and get involved in.

What will be done?

Q9 When will the project be:

a) started: May b) completed: **June/July 2013**

The dates you expect your project to begin and finish.

Financial Questions

Q10 When will you need the funds? May

The date when you will require the funds.

Q11 What is the total cost of the project? The Eco Camping Barn walk and overnight camp will cost $11 \times £20 = £220$ and the 9 Bridges walk will cost $24 \times £20 = £480$ Total cost £700

The total cost of the project.

Q12 Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.

The total cost is £700 This includes transport/food/overnight camping charges.

I have some gift aid funds I can put towards it that I have put to one

side.

If the committee could fund 2/3 of the cost of these 2 projects I can fund the other 1/3.

I would therefore like to apply for £450 (approx 2/3)

If you have a quote, please attach it to the form.

<p>Q13 Where is the rest coming from? I have some gift aid monies I have put to one side</p> <p>Is it promised already, or still to be found? I have it already</p>	<p>Names and amounts from other funders</p>
<p>Q14 Have you applied for this funding from any other part of Surrey County Council? Please give details:</p> <p>NO</p>	<p>Please give names of the department, and dates applied.</p>
<p>Q15 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:</p> <p>NO</p>	<p>Please include even if not for this particular project.</p>
<p>Q16 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details: NO</p>	<p>Include project purpose, dates and amounts.</p>
<p>Q17 If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>NO</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

Bid 6

Project details	Help Notes												
<p>Q1 Project title: Girlguiding Surrey-West Hungary 2013</p>	<p>Full title of specific project</p>												
<p>Q2 Specific neighbourhood or area: Milford/Witley</p>													
<p>Q3. Borough: Waverley</p>													
<p>Q4 How many young people will your project be working with?</p> <table border="1"> <thead> <tr> <th>Ages</th> <th>Males</th> <th>Females</th> </tr> </thead> <tbody> <tr> <td>10-12</td> <td></td> <td></td> </tr> <tr> <td>13-17</td> <td></td> <td>8</td> </tr> <tr> <td>18-19</td> <td></td> <td></td> </tr> </tbody> </table>	Ages	Males	Females	10-12			13-17		8	18-19			<p>Include numbers of those who will be participating in the project.</p>
Ages	Males	Females											
10-12													
13-17		8											
18-19													
Bidder details													
<p>Q5 Name of the organisation carrying out the project and organisation type: Girlguides</p>	<p>Name of the organisation responsible for carrying out the project and if it is a voluntary, public or private organisation.</p>												

Q6 Does the organisation have a turnover of £100,000 or less: No		
What are you seeking funding for ?		
Q8 Description of the project. What difference will this make?		What will be done?
<p>Group of girlguides travelling together for first time to meet up with girl guides in Budapest, Hungary. Learning to be confident young women, abroad, meeting new people and co existing as a group. This first trip will allow these girls to develop for future International trips working for charitable causes.</p> <p>We are seeking individual funding for our daughter, Tallulah Smillie, having been directed to this site from the girl guiding group. We live within the Waverley borough and hope we are eligible for funding.</p>		
Q9 When will the project be:		The dates you expect your project to begin and finish.
a) started: 15/08/2013 b) completed: 22/08/2013		
Financial Questions		
Q10 When will you need the funds?	As soon as possible	The date when you will require the funds.
Q11 What is the total cost of the project?	£900.00 per child	The total cost of the project.
Q12 Amount applying for i.e. How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.		If you have a quote, please attach it to the form.
<p>£509.00 Includes: £250 flights and £259 accomodation & food</p>		
Q13 Where is the rest coming from?	Personal Fundraising/bag packing, car washes, fudge making etc	Names and amounts from other funders
Is it promised already, or still to be found? Still to be found		
Q14 Have you applied for this funding from any other part of Surrey County Council? Please give details:		Please give names of the department, and dates applied.
<p>County grant for International trips. £135 if successful email: international@girlguildingsurreywest.org.uk</p>		
Q15 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details:		Please include even if not for this particular project.
Unknown if successful at present		

<p>Q16 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details: Unknown</p>	<p>Include project purpose, dates and amounts.</p>
<p>Q17 If this project will need funding in future, how will the costs be met? (Costs may be included e.g. maintenance, replenishment, breakdown, repair, support) Unknown</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

This page is intentionally left blank

ANNEX B

Waverley Local Committee Report 15/03/13

Summary

Bid no	Organisation Bidding	Title of Bid	Amount requested	Task Group Recommendation
1	Eashing Yooffie	Eashing Yooffie - youth club	£1,715.00	£600
2	Wrecclesham Community Centre and Project	Wrecclesham Community Project - Monday Youth Club	£4,630.00	Remaining funds (£1287)
		Total:	£6345	£1887
		Allocation remaining		£1887
		Allocation if all bids approved		£0

This page is intentionally left blank



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

SURREY FIRE AND RESCUE SERVICE UPDATE

15 MARCH 2013

KEY ISSUE

To inform the committee on the items in the next Public Safety Plan Action Plan, covering the period 2013-16.

SUMMARY

The second action plan in support of the Public Safety Plan (PSP) is currently under development. This process includes a review of the 2 year action plan for 2011-13 and also the proposals for a 3 year action plan from 2013-16.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to:

- (i) Note the progress to date on items in the Action Plan for 2011-13
- (ii) Provide feedback on proposed Action Plan for 2013-16.
- (iii) To consider those items that will be the subject of further public consultation at the appropriate time.

Introduction:

1. The Public Safety Plan 2011-20 is supported by a series of action plans, detailing the specific targets and actions for the current period.
2. The first action plan covers the period between June 2011 and March 2013.
3. The second action plan, covering the period between April 2013 and March 2016 is currently under consultation.

4. This report provides an overview of progress against the first action plan and also details the intended actions and targets for the second action plan.

Public Safety Plan Action Plan 2011-13 Review
--

5. The first action plan supporting the PSP will conclude in March 2013. A number of the actions have been completed, including several that indicated the commencement of projects. There are a number of items that will be carried forward into the next action plan.
6. Several of these items were 'enabling items' to allow more significant changes to be made in the following action plan, notably the development of new Wholetime duty systems.
7. **Surrey Response Standard:** The Response Standard is embedded and the reporting mechanism is continuing to be improved. This is now business as usual. **Item complete**
8. **Mutual Assistance:** The arrangements with neighbouring Fire and Rescue Services under sections 13 and 16 of the Fire and Rescue Services Act have been reviewed and revised where appropriate. The agreement with West Sussex following the intended cessation of the ceded area arrangement is being reviewed again. **Item complete.**
9. **Reform of the On-Call duty system:** Revised contracts and a new availability planning system will be in place by April 2013. A phased transition for staff will be implemented during 2013. Item will be completed.

There are a number of actions that are linked to the on-call duty system project:

- 24 hour provision at Cranleigh: This is a deliverable from the main duty system project.
 - Revised service delivery at Gomshall. The Service are continuing to develop the options for Gomshall and the staff based there. This may include crewing a special appliance.
 - Removal of 2nd appliances from Cranleigh, Godalming, Haslemere, and Oxted: The removal of the second appliances is also linked to the implementation phasing of the revised contracts. These appliances will not be available for emergency response but may stay in their locations to provide resilience.
10. **Wholetime duty system changes:** Work has been refocused in order to provide a new model for firefighters to provide additional shifts in order to maintain cover against a reducing establishment. This element is expected to be delivered before the end of March 2013. This item will also be **carried forward** in the next action plan.

11. **Location of Fire Stations:** This is an ongoing item; specific details are covered in the Action Plan 2013-16 section of this paper'.
12. **Fire station facilities:** Review ongoing, with incremental implementation subject to budget availability. A number of fire stations are now being shared by Surrey Police and/or South East Coast Ambulance Service creating revenue income and operational benefits.
13. **7 day a week working:** The Middle Management Review reduced the establishment of Middle Managers from fifty to forty and introduced a new working pattern to increase managerial availability at the weekends. **Item complete.**
14. **Operational Assurance:** Good progress is being made, with the second phase of operational audits currently underway. The revised post event review process is being implemented and the organisational learning and service improvement packages are being delivered. This item will be **carried forward** into the next action plan.
15. **Increased Use of Volunteers:** The Service has increased the number of volunteers to 80 from a figure of fewer than 10 in 2011, and has established a framework for the increase in number of and use of volunteers across a wide range of activity. **Objective being achieved.**
16. **Review of Response/Call Challenge/Charging:** Not complete, this item is dependent upon a pan-regional project as detailed in the 2013-16 plan.
17. **Development of sponsorship:** Initial research indicated that this item would require specialist assistance. New post created and appointed to in order to manage this element. Commences in January 2013.
18. **Governance review** - The review will be broken down into 4 workstreams - analysis of the impact of current arrangements; review of possible models; assessment of future influencing factors; and an assessment of options for the future. It is envisaged that the work will develop options by end 2013. The next action plan will include the delivery of the review findings. **Item complete.**
19. **Analysis of data:** The revised Community Risk Profile will be published in April 2013. The annual review/revision of this item becomes business as usual. **Item complete.**
20. **Partnership review:** Partnership review completed with revised register/risk assessment. **Item complete.**
21. **London 2012:** Planning and exercising for the Olympics was completed in time. Significant Service commitment during the Olympics supported the successful delivery of the games, notably the road cycling events and the Olympic Rowing Village at Royal Holloway College. **Item complete.**

Public Safety Plan Action Plan 2013-16

22. The Service has developed a 3 year action plan, to commence in 2013. This will then encompass a longer period of the Medium Term Financial Plan and enable the Service to provide direction on a number of significant projects, mostly relating to property/location changes.

23. Fire station locations:

24. A number of external factors have contributed to the requirement for Surrey Fire and Rescue Service (SFRS) to engage with station relocations additional to those described within the Public Safety Plan. As a consequence, and in line with the budget planning for the Service, the phasing for implementation has now changed.

Epsom & Ewell and Reigate & Banstead

25. West Sussex Fire and Rescue Authority (FRA) have decided to remove the fire engine from their Horley station in April 2013. This affects the fire emergency response arrangements in Surrey as this fire engine was often the quickest response to incidents in the Horley area.

26. Surrey's response to this action has been the subject of a public consultation, the proposal being to provide new fire station locations in the Salfords and Burgh Heath areas, with one fire engine being moved to Horley as an interim solution for Reigate and Banstead until a suitable location is found in the Salfords area.

Woking

27. In September 2012, Surrey County Council's Cabinet agreed to form part of the Woking Town Centre development company and consequently agreed to the relocation of the fire station from its current site in Cawsey Way.

28. Woking fire station is a relatively modern station that occupies a small footprint. This limits the area available for practical training and also for car parking. The impact on training is obvious, whilst the limited car parking capacity negates the opportunity to create an 'on-call' unit at the station, which is an option that SFRS would wish to explore.

29. A proposed site has been given provisional approval by Fire and Rescue based upon operational requirements. At the time of writing the location of the site was subject to the requirement for confidentiality due to commercial/contractual reasons.

30. Target date for completion: **March 2014**

Guildford

31. Guildford Fire Station is being replaced due to the condition of the existing building. The timescale from the consultants is for early works to begin January 2013 with start of construction on site by May 2013.
32. Preparatory works are being carried out on the properties due to be demolished in January 2013, as part of the enabling works.
33. Property Services target date for completion: **July 2014.**

PSP Phase 2

34. Phase 2 of the PSP is described as follows;

9.2 It will be this second phase of changes that allow us to make the majority of the savings that have been identified in the current medium term financial plan. It will also provide the opportunity to improve our first fire engine response time to particular areas of the county. Due to the complexity of the factors outlined above, we cannot be explicit about where we think our fire stations will be and we are mindful that other opportunities to change may arise. However our current aspirations include the following:

- a) *A fire engine located more centrally in Spelthorne. This would impact on the fire engines at Staines and Sunbury.*
- b) *A rationalisation of the number of fire stations in Elmbridge.*

Spelthorne

35. The current provision within Spelthorne is one pump at Sunbury and one pump at Staines. These stations are located at either end of the borough. For Staines this means that the fire station is very close to the border with London, with Feltham Fire Station situated approximately 3 miles away.
36. An optimal location in the Ashford Common area has been identified by Property Services and initial scoping work has commenced.
37. Property Services target date for completion: **March 2015**

Elmbridge

38. The current provision within Elmbridge is one pump at Painshill, one pump at Esher and two pumps at Walton (1 variable crew, 1 on-call).

Painshill is situated in an optimal location but there is the potential to rationalise the resources at Walton and Esher into a suitable site in the Hersham area.

39. Property Services target date for completion: **March 2016**

40. Income generation

Details the plan to increase the generation of income through a range of options.

41. Review of Response/Call Challenge/Charging

This is an item carried forward from the 2011-13 plan and is dependant upon the delivery of the products from the Fire and Rescue collaborative partnership. This partnership is developing standardised operational procedures and the supporting elements, such as risk assessments, task analysis and training packages. Central government funding has enabled the establishment of a hub, to be based at Reigate, to accelerate the completion of this work and to form the basis of a steady state mechanism for review and revision of the documents.

The Service has already introduced the Incident Types that the partnership has produced, as has the Isle of Wight and has now commenced implementation of the Standard Operating Procedures.

During the 3 year plan the Service will seek from the Fire Authority confirmation of the requirement to continue to respond to incidents that do not form part of the statutory duty detailed by the Fire and Rescue Service Act 2004. This includes incident types such as animal rescue.

Confirmation of the response requirement will also enable the Fire Authority to consider the charging regime applied to incident response where appropriate.

42. Reform of Wholetime duty systems

In order to support the further improvement in staffing flexibility and resilience, the Service will progress the development of Wholetime duty systems by the end of this action plan.

43. Review of Governance

The review of governance will deliver its findings during this action plan period. This will initiate a project to implement the recommendations following receipt of the appropriate approvals.

44. Emergency response cover disposition

The PSP contained a model of the potential disposition of fire engines as a result of the implementation of Phase 1 of the plan. Whilst the rationale behind this disposition plan has not changed, there is a change to the phasing of implementation, prompted in part by the external factors of Horley and Woking. This means that some of the potential disposition changes may not happen due, for example, to a change in fire station locations. This is the case for Epsom, where the implementation of a day

crew is likely to be superseded by the establishment of a fire station in the Burgh Heath area.

The PSP also proposed the implementation of day crewed fire engines at Oxted, Godalming and Chobham. Whilst this remains an aspiration for the Service it is clear that due to the other planned changes described previously this is not a priority action. The implementation of the revised on-call duty system and associated availability requirements will be reviewed and revised where appropriate.

45. The PSP described the creation of additional capacity to support training and community safety activity. The requirement for this capacity remains but the Service will continue to examine the most appropriate method for delivery.
46. The PSP also described the intention to match resources to demand. This involved redressing the imbalance between night time, when currently there is more cover but less demand, and day time when the reverse is true. This remains the intention and the changes in the availability of the on-call duty system will see the first steps in achieving this.
47. The Service understands how valued both the Youth Engagement Scheme and Safe Drive Stay Alive are, and continues to deliver both of these schemes successfully. There are significant resource implications from these that must also be considered in future planning.
- 48. Provision of Specialist Capability/Contingency Crewing**
During this action plan the Service will be implementing a one year pilot scheme during 2013 for the provision of a contingency crewing capability to provide fire and rescue response during periods of staff shortages. This is with a Dorking based company, Specialist Group International Ltd. This meets the statutory requirement as confirmed in the Fire and Rescue Service National Framework.

In addition to the contingency crewing element, the contract also incorporates the provision of specialist services, incorporating a wide range of special rescue activity, including rescues from surface and sub-surface water, confined spaces and heights. One of the recommendations from the Cabinet Paper which initiated this contract is for a thorough review to be undertaken during the period of the pilot. This review will report its findings to the Communities Select Committee.

- 49. Reviews of Action Plan 2011-13 items.**
Items completed during the previous action plan will be reviewed where necessary. This will include the reforms of the On-Call duty system.

Conclusions:

Financial and value for money implications

76. The cost and timing assumptions set out above are being taken into account in preparing the proposed 2013-18 Medium Term Financial Plan. It is worth emphasising that any additional costs which may be associated with the change in arrangements for Horley have not yet been allowed for, pending consultation; and that the timing of other changes in station location is the single most critical factor to delivering the savings required.

Equalities Implications

50. The proposed location changes will be subject to staff and public consultation. Equalities Impact assessments will be completed where necessary.

Risk Management Implications

51. The Medium Term Financial Plan savings are based upon the delivery of the station rationalisations as described. The delivery of these savings remain as a risk.
52. The property strategy for SFRS mitigates community risk as it provides improved facilities in more appropriate locations.

Implications for the Council's Priorities or Community Strategy

53. The continued provision of an effective Fire and Rescue Service supports all of the key priorities

CRIME AND DISORDER IMPLICATIONS

- 6.1 None identified

CONCLUSION AND RECOMMENDATIONS

WHAT HAPPENS NEXT

The Action Plan will be reviewed in light of the comments received.

The Action Plan will be published during 2013 with actions commencing as required during the period of the plan. Items regarding proposed changes to station locations and/or fire engine deployments will be subject to the appropriate public consultation.

Local Committees will be updated on specific actions and progress.

Regular reporting against the 2013-16 Action Plan will be delivered through the Programme Management board of SFRS.

LEAD OFFICER: Russell Pearson, Chief Fire Officer
TELEPHONE NUMBER: 01737 242444
E-MAIL: russell.pearson@surreycc.gov.uk
CONTACT OFFICER: Gavin Watts (Area Manager, Operational Development)
TELEPHONE NUMBER: 01737 242444
E-MAIL: gavin.watts@surreycc.gov.uk
BACKGROUND PAPERS: Public Safety Plan 2011-20
PSP Action Plan 2011-13

This page is intentionally left blank

**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

LOCAL COMMITTEE BUDGETS

15 MARCH 2013

KEY ISSUE

To set out the funding available for County Councillors' allocations for 2012/13, and to give consideration to the funding requests received.

SUMMARY

Surrey County Council's Local Committees receive funding to spend on locally determined purposes that help to promote social, economic or environmental well-being. This funding is known as Member Allocations.

For the financial year 2012/13 the County Council has allocated £12,615 revenue funding to each County Councillor and £35,000 capital funding to each Local Committee. This report identifies and makes recommendations on bids received for funding that have been sponsored by at least one County Councillor.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to:

- (i) Agree the items presented for funding from the Local Committee's 2012/13 **revenue** and **capital** funding as set out in paragraph 2 (2.2-2.11) of this report and annexed to this report (Annexes A, B, C, D, E, F,G,H,I and J).
- (ii) Note the expenditure approved since the last Committee meeting by the Community Partnerships Manager and the Community Partnerships Team Leader under delegated powers, as set out in paragraph 3.

1 INTRODUCTION AND BACKGROUND

- 1.1 The County Council's Constitution sets out the overall Financial Framework for managing the Local Committee's delegated budgets. The underlying principle being that Members' Allocations should be spent on

local projects to promote the social, environmental and economic well-being of the area, as required by the Local Government Act 2000.

- 1.2 Members of the Local Committee (Waverley) have traditionally agreed to split both the revenue and capital funding equally amongst the members of the Committee.
- 1.3 In addition, the Committee agreed to delegate authority to the Community Partnerships Manager and Community Partnership Team Leader (West Surrey) to approve budget applications (and refunds) up to and including £1,000, subject to these being reported to the Committee at the following meeting. The Council's Constitution also allows for the Community Partnership Manager to approve funding for the purchase of grit bins upon a request from a County Councillor.
- 1.4 In allocating funds Members are asked to have regard to Surrey County Council's Corporate Strategy 2010-14 Making A Difference that highlights five themes which make Surrey special and which it seeks to maintain:
 - A safe place to live;
 - A high standard of education;
 - A beautiful environment;
 - A vibrant economy;
 - A healthy population.
- 1.5 Member Allocation funding is made to organisations on a one-off basis, so that there should be no expectation of future funding for the same or similar purpose. It may not be used to benefit individuals, or to fund schools for direct delivery of the National Curriculum, or to support a political party.

2. BIDS SUBMITTED FOR APPROVAL – REVENUE/CAPITAL FUNDING

- 2.1 The proposals for revenue and capital funding for consideration and decision at this Committee are set out below.

2.2 Busbridge Infant School – Redevelopment of School library (Peter Martin) – Annex A

Project Cost	£7485
Amount Requested	£ 2000 (£1004 Capital £996 Revenue)

Project Description: Funding is requested for Data and Communications and to pay for new library furniture.

2.3 Hambledon Village Shop up-grade (Andrew Povey) – Annex B

Project Cost	£2025
Amount Requested	£1200 (Revenue)

Project Description: Funding is requested to purchase a new frost free upright freezer with three year guarantee.

2.4 Surrey County Council Highways – Surface improvements in Mill Lane, Witley (Peter Martin) – Annex C

Project Cost £1440
Amount Requested £ 1440 (Revenue)

Project Description: Funding is requested to repair the severely damaged sections of Mill Lane.

2.5 Beacon Hill School- Parents’ waiting area (David Harmer) – Annex D

Project Cost £6200
Amount Requested £ 3000 (Revenue)

Project Description: Funding is requested to create a hard surface area between the School Annexe and the unmade road which serves it.

2.6 Rural Life Centre Tilford – Replacement Waggon Shed (David Harmer) – Annex E

Project Cost £29,066
Amount Requested £ 2900 (Revenue)

Project Description: Funding is requested to purchase a new replacement wagon shed.

2.7 Godalming Town Council – Ancestral Tourism Project (Steve Cosser and Peter Martin) – Annex F

Project Cost £10,000
Amount Requested £ 5000 (£2500Revenue Steve Cosser £2500 Revenue Peter Martin))

Project Description: Godalming Town Council is undertaking an Ancestral Tourism project to attract and encourage more visitors to Godalming. Funding has been requested to cover the cost of marketing materials and to fund some resources for schools workshops.

2.8 Surrey County Council Highways – Installation of railings in Haslemere (Steve Renshaw) – Annex G

Project Cost £41,326
Amount Requested £ 15,404 (£11,515 Revenue, £3889 Capital)

Project Description: Funds will be used to pay towards the cost of installing railings in Lower Street and Shepherds Hill.

2.9 Ewhurst Parish Council – “Rotterdam” Outdoor Table Tennis (Alan Young) – Annex H

Project Cost £3500
 Amount Requested £ 2720 (Revenue)
 Project Description: Funds will be used to pay for “Rotterdam” outdoor Table Tennis Table and 2 plaques.

2.10 Godalming Town Council – Environment Enhancement of Godalming High Street (Steve Cosser) – Annex I

Project Cost £6000
 Amount Requested £ 2847 (£1958 Revenue £889 Capital)
 Project Description: Funds will be used to pay towards the purchase of street furniture.

2.11 Cranleigh & South Eastern Agricultural Society – Cranleigh Show (Alan Young) – Annex J

Project Cost £1434
 Amount Requested £ 1434 (Revenue)
 Project Description: Funds will be used to purchase 80 roadside boards and 5 roadside banners to help advertise the new date of this year’s Cranleigh Show.

3. DELEGATED AUTHORITY APPROVED BIDS

3.1 The Community Partnerships Manager or Community Partnerships Team Leader (West Surrey) has approved the following bids under delegated authority since the last committee meeting:

3.2 Andrew Povey

- The Wey & Arun Canal Trust Ltd – Compasses Bridge – canal restoration (£1000 Revenue)

3.3 David Harmer

- Tilford Parish Council – Website for Tilford Parish Council (£250 Revenue)
- Elstead Village Hall Committee- Replacement floor (£900 Revenue)
- Churt Amateur Dramatic Society – Lighting Dimmer packs and PA wiring at Churt Village Hall (£900 Revenue)
- SATRO event at ST James’s School, Elstead (£250 Revenue)
- Frensham Parish Council – Village Notice boards (£500 Revenue)
- SATRO event at Beacon Hill School (£250 Revenue)

3.4 Denise Le Gal

- 40 Degreaz Centre- Kitchen Refurbishment Project (£750 Revenue)

- Transform Housing and Support – Space to recover – Dry and drug-free supported housing (£442 Revenue)

3.5 Pat Frost

- Surrey County Council Cobgates – TV/DVD Player for residents with dementia (£500 Capital)

3.6 Peter Martin

- Ockford Ridge Scout and Guide Headquarters fencing (£950 Revenue)
- SCC Highways – Grit Bin Ockford Drive, Godalming (£1000 Revenue)
- SCC Highways Grit Bin Oxted Green, Milford (£1000 Revenue)
- SCC Highways Grit Bin The Paddock, Godalming (£1000 Revenue)
- SCC Highways – Tree Work at Meadow Close, Milford (£455 Revenue)
- Godalming Town Council – Visit Surrey Brochure (£350 Revenue)

3.7 Steve Cosser

- Loseley Fields Children’s Centre – Words in the Woods (£767 Revenue)
- Godalming Town Council – Visit Surrey Brochure (£350 Revenue)

5. OPTIONS

5.1 The Local Committee may choose to approve all, part or none of the funding proposals under discussion in this report.

6. CONSULTATIONS

6.1 In relation to new bids the local member will have consulted the applicant, and Community Partnerships Team will have consulted relevant Surrey County Council services and partner agencies as required.

7. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

7.1 Each project detailed in this report has completed a standard application form giving details of timescales, purpose and other funding applications made. The County Councillor proposing each project has assessed its merits prior to the project’s inclusion as a proposal for decision by the Committee. All bids are also scrutinised to ensure that they comply with the Council’s Financial Framework and represent value for money.

7.2 There are sufficient monies to fund all of the proposals contained within this report. If the above recommendations are approved the remaining financial position statement is as attached at **Annex K**. Please note these figures will not include any applications submitted for approval after the

deadline for this report or that are currently pending approval under delegated authority.

8. EQUALITIES AND COMMUNITY SAFETY IMPLICATIONS

- 8.1 The allocation of the Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Funding is available to all residents, community groups or organisations based in, or serving, the area. The success of the bid depends entirely upon its ability to meet the agreed criteria, which is flexible.

9. CONCLUSION AND RECOMMENDATIONS

- 9.1 The spending proposals put forward for this meeting have been assessed against the County standards for appropriateness and value for money within the agreed Financial Framework and the local agreed criteria, which is available from the Community Partnerships Team.

10. REASONS FOR RECOMMENDATIONS

- 10.1 The Committee is being asked to decide on these bids so that the Community Partnerships Team can process the bids in line with the wishes of the Committee.

11. WHAT HAPPENS NEXT

- 11.1 If approved by the Local Committee, organisations will be approached to sign funding agreements for their projects based on the bids submitted.
- 11.2 Any changes to an approved bid will be discussed with the local Members and the Chairman, and if the changes are considered to be significant, an amended bid will be brought back to the Committee for approval. In all other circumstances, the Community Partnerships Team will process the payments as soon as possible once the signed agreement has been received.
- 11.3 Within six months of receipt, all successful applicants will be contacted for details of how the funding was spent and will be asked to supply evidence.
- 11.4 A breakdown of the expenditure for the year will be brought to the first meeting of the next municipal year.

Lead Officer: Michelle Collins
Community Partnership Team Leader (West Surrey)
Telephone Number: 01482 518093
E-mail: michelle.collins@surreycc.gov.uk

Report Contact: Shaista Salim
Local Support Assistant

Telephone Number: 01483 517301

E-mail: communitypartnershipswest@surreycc.gov.uk

Background Papers:

- SCC Constitution: Financial Framework
- Local Committee Protocol
- Criteria and Guidance for Members Allocations
- Local Committee Funding Bids

This page is intentionally left blank

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
---------------------	-------------------

Q1 Project title:	Move/Re-development of school library
--------------------------	---------------------------------------

Q2 Name of organisation responsible for carrying out the project:	Busbridge Infant School
Status of this organisation: voluntary/local authority/private (please delete as appropriate)	

Q3 Contact person	
Name: Jessica Strudwick	
Role in project: Fundraiser	
Contact address:	
Post code:	
Telephone:	
Fax:	
E-mail:	

Q4 Name of local County Councillor proposing request to the Local Committee:	Peter Martin
---	--------------

What are you seeking funding for ?

Q5 Description of the project	
<p>a) What will be done? Busbridge Infant School are looking to improve their facilities for the children and staff. The changes include building work and the reorganisation of the space within the school to provide an improved dedicated Special Needs Area, Library and Staff Facilities.</p>	<p>a) the work involved to achieve the aims of the project</p>
<p>b) What needs will it address? The main need that the work will address is the improvement to the school library. Since the school PAN increased there has been an increased demand on our library facilities and the current set up no longer works for staff and pupils at the school.</p> <p>The school library is currently not more than a widening of the main corridor. The area is small and there is no division between the library and the corridor. This means that teachers cannot use the library as a classroom activity – there is not enough space to take the whole class or even half a class to the library to discuss books or use the space to carry out an activity. Currently only three or four children can be in the library at one time. In addition, as the library is part of the main corridor, children using the library are easily distracted by people walking past or other classes moving around the school.</p>	<p>b) the evidence that shows this project is required</p>

<p>By moving the library to a larger area and creating more of a private room the school will be able to make going to the library more of a class activity, increase the resources in the room and provide a quieter, more productive learning space.</p>	
<p>c) What geographical area will it cover? Godalming</p>	<p>c) where the people who will benefit from this project live</p>
<p>d) Who and how many people will benefit? This change will benefit the staff and pupils at the school. Depending on the set up of the room there may also be the opportunity to use the room as a community resources.</p>	<p>d) details of the groups of and the number of people whose lives will be improved by this project</p>
<p>e) How will you ensure that the project is fully accessible to this community? The entire school community will be able to use the library facility and are aware of our plans. Once we have the works completed the library will be an important resource for the school.</p>	<p>e) methods you will use so that all members of your 'community' benefit from this project</p>
<p>f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. n/a</p>	<p>f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken? The development project is supported by the School Governors, Staff, Town, Borough and County Councillors. The school has engaged with an architect and Structural Engineer and has engaged a building company after a tender process..</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be: a) started: The building work is already underway. b) completed: Q2 2013</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
Financial Questions	
<p>Q8 When will you need the funds? End of Q1 2013</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings. Building Costs Fowler Building Contractors Limited £ 85,270.00 Other Costs As well as contractor's build cost the following also have to be taken into account:- a) Planning application fee (paid to Surrey County Council). £ 335.00 b) Asbestos i) Survey and air test £ 725.00</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>

<p>ii) Removal £ 1,000.00</p> <p>c) Professional fees</p> <p> i) Architect £4,800.00</p> <p> ii) Structural engineer (£875.00) included in (i) above.</p> <p>d) Building Control £ 625.00</p> <p>TOTAL FOR OTHER COSTS £7,485.00</p> <p>We understand that as a County school, Busbridge can reclaim VAT paid. This has therefore not been included in our computations.</p>	
<p>Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p> <p>£2,000</p> <p>The school has funding to cover the main structural building work for the project as a whole but needs further funding for:</p> <p>Data and Communications £750</p> <p>New library furniture £1250</p> <p>£1004 Capital <u>£ 996 Revenue</u> £2000</p>	<p>The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.</p>
<p>Q11 Where is the rest coming from?</p> <p>From the school budget and PTA fundraising</p> <p>Is it promised already, or still to be found?</p> <p>The majority of it has been found but there is still fundraising to take place to improve books and other equipment.</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.</p>
<p>Q12 Have you applied to anywhere else for this same funding? If so, to whom and when?</p> <p>GOLO (Sept 2012)</p> <p>WHSmiths Trust (Sept 2012)</p> <p>St Christopher's Educational Trust (June 2012)</p> <p>None of these applications were successful.</p>	<p>Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.</p>
<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details.</p> <p>We have contacted Councilor Peter Martin for additional funding (April 2012)</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>

<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>We are not currently in receipt of any grant or contract funding from SCC.</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>2002/3 £500 towards the playground (Maureen Nyazai)</p> <p>2004/5 £545 towards playground markings (Maureen Nyazai)</p> <p>2005/6 £750 towards playhouses (Maureen Nyazai)</p> <p>2007/8 £400 towards the castle project from Local Waverley Committee</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>The school will maintain the building as bau</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
---------------------	-------------------

Q1 Project title: Hambledon Village Shop up-grade	Full title of the specific project
--	------------------------------------

Q2 Name of organisation responsible for carrying out the project: Hambledon Village Shop Status of this organisation: voluntary/local authority/private (please delete as appropriate) Voluntary /community	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
--	--

Q3 Contact person Name: Jane Woolley Role in project: Volunteer fund-raiser Contact address: Post code: Telephone: Fax: E-mail:___	Full name, role and contact details of the lead person for your project
---	---

Q4 Name of local County Councillor proposing request to the Local Committee: Dr Andrew Povey	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
---	---

What are you seeking funding for ?

Q5 Description of the project

a) What will be done? Purchase/relocation of freezer to create space for café area within the shop	a) the work involved to achieve the aims of the project
b) What needs will it address? Provision of all-the-year-round café area (at present there is only an outdoor facility)	b) the evidence that shows this project is required
c) What geographical area will it cover? Villagers, their guests and passing trade, including walkers and cyclists	c) where the people who will benefit from this project live
d) Who and how many people will benefit? The whole village and the many people who visit it	d) details of the groups of and the number of people whose lives will be improved by this project
e) How will you ensure that the project is fully accessible to this community? Café opening hours co-incide with those of the shop (7 days a week)	e) methods you will use so that all members of your 'community' benefit from this project
f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for	f) (if applicable) confirmation that you expect a building to

<p>the foreseeable future. The shop forms part of a freehold owned by the Hambledon Village Trust, one of whose aims is to ensure the long-term future of the shop</p>	<p>continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken? Visitors to the shop in particular and villagers generally; all totally supportive</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be: a) started: March 2013 (subject to grant approval) b) completed: ditto</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
<p>Financial Questions</p>	
<p>Q8 When will you need the funds? As soon as they can be arranged</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings. New frost-free upright freezer with three-year guarantee £1260 + VAT (recoverable) Relocation/enhancement of power socket £75 + VAT and labour</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>
<p>Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £1200 Revenue</p>	<p>The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.</p>
<p>Q11 Where is the rest coming from? Shop funds Is it promised already, or still to be found? Shop funds already available</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.</p>
<p>Q12 Have you applied to anywhere else for this same funding? If so, to whom and when? No</p>	<p>Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.</p>
<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details. No</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>

<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>No</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>Local Councillor's allowances in 2003 (part cost of air conditioning), 2005 (part cost of major shop/Post Office up-grade) and 2006 (new chillers for fruit and veg)</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support) From shop funds</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

This page is intentionally left blank

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
---------------------	-------------------

Q1 Project title: <i>Surface improvements in Mill Lane, Witley</i>	Full title of the specific project
---	------------------------------------

Q2 Name of organisation responsible for carrying out the project: SCC Highways Status of this organisation: Local Authority	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
--	--

Q3 Contact person Name: Stuart Copping S,C,C Role in project: Engineer Contact address: Rowan House ,Marrow Depot , Marrow Lane , Guildford Post code: GU4 7BQ Telephone: 03002001003 Fax: E-mail:	Full name, role and contact details of the lead person for your project
---	---

Q4 Name of local County Councillor proposing request to the Local Committee: Peter Martin	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
--	---

What are you seeking funding for ?

Q5 Description of the project	
a) What will be done? Repair the most severely damaged sections of Mill Lane with road planings	a) the work involved to achieve the aims of the project
b) What needs will it address? The condition of the road surface (an unmade Byway Open to All Traffic) is in a very poor state. The lane leads to a number of properties occupied by elderly residents residents and the condition of the road is making access difficult,	b) the evidence that shows this project is required
c) What geographical area will it cover? Mill Lane	c) where the people who will benefit from this project live
d) Who and how many people will benefit? Residents of Mill Lane and their visitors and other users of the lane.	d) details of the groups of and the number of people whose lives will be improved by this project

<p>e) How will you ensure that the project is fully accessible to this community? The work will take place on the public highway.</p>	<p>e) methods you will use so that all members of your 'community' benefit from this project</p>
<p>f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. N/A</p>	<p>f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken? With residents and the relevant Waverley Borough Councillor.</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be: a) started: March 2013 b) completed: March 2013</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
Financial Questions	
<p>Q8 When will you need the funds? As soon as possible</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings. £1440 (quotation from SCC contractor)</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>
<p>Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £1440 revenue</p>	<p>The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.</p>
<p>Q11 Where is the rest coming from? N/A Is it promised already, or still to be found? N/A</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.</p>
<p>Q12 Have you applied to anywhere else for this same funding? If so, to whom and when? No</p>	<p>Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.</p>

<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details.</p> <p>No</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>
<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>N/A</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>N/A</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>Highway maintenance budget.</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

This page is intentionally left blank

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
---------------------	-------------------

Q1 Project title: <i>Parents' waiting area at Beacon Hill School annexe</i>	Full title of the specific project
--	------------------------------------

Q2 Name of organisation responsible for carrying out the project: Beacon Hill School Status of this organisation: local authority	
--	--

Q3 Contact person Name: Mrs Sue Walker Role in project: Head Teacher Contact address: Beacon Hill School, Beacon Hill Rd, Hindhead, Surrey Post code: GU26 6NR Telephone: 01428-605597 Fax: E-mail: head@beacon-hill.surrey.sch.uk	Full name, role and contact details of the lead person for your project
---	---

Q4 Name of local County Councillor proposing request to the Local Committee: David Harmer	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
--	---

What are you seeking funding for ?

Q5 Description of the project	
a) What will be done? A hard-surfaced area will be created between the School Annexe and the unmade-up road which services it	a) the work involved to achieve the aims of the project
b) What needs will it address? Provision of a safe, off-road area for parents waiting to collect Year 1 children. At present the area is subject to the vagaries of the weather.	b) the evidence that shows this project is required
c) What geographical area will it cover? Hindhead/Beacon Hill and surrounding areas	c) where the people who will benefit from this project live
d) Who and how many people will benefit? Parents as above, 30 to 60 in any given year, plus younger siblings accompanying those parents. Also the children themselves, and their teachers.	d) details of the groups of and the number of people whose lives will be improved by this project
e) How will you ensure that the project is fully accessible to this community? Over time a wide range of parents, children and teachers will have the advantage of this facility	e) methods you will use so that all members of your 'community' benefit from

	this project
f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. N/a	f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future
Q6 What consultation has been undertaken? Parents, including those of other age groups, governors, teachers	The names of organisations and people you have spoken with, who support your project.
Q7 When will the project be: a) started: either 28.3.13 or the beginning of the Spring (May) half-term b) completed: one week after start	The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.
Financial Questions	
Q8 When will you need the funds? 25.3.13	The date by which you will require the funds.
Q9 What is the total cost of the project? Please include estimate/breakdown of costings. £6,200	The total amount of money the project will cost with a breakdown of the costings.
Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £3,000 Revenue.	The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.
Q11 Where is the rest coming from? School funds Is it promised already, or still to be found? Agreed by Governors, and in hand	The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.
Q12 Have you applied to anywhere else for this same funding? If so, to whom and when? No	Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.
Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details. No	Details of other departments in Surrey County Council you have applied to for this funding.

	Please give names of the department, the contact person and dates applied.
<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>No</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>Feb 2012 - £3,000 – Drainage works</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>School funds</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

This page is intentionally left blank

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
---------------------	-------------------

Q1 Project title: <i>Replacement Waggon Shed</i>	Full title of the specific project
---	------------------------------------

Q2 Name of organisation responsible for carrying out the project: Rural Life Centre - Tilford Status of this organisation: voluntary	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
---	--

Q3 Contact person Name: Trevor Harding Role in project: Project Manager and member of RLC Management Committee Contact address: Rural Life Centre, Old Kiln Museum Trust, Reeds Road, Tilford, Surrey Post code: GU10 2DL Telephone: 01252-795571 Fax: E-mail: info@rural-life.org.uk	Full name, role and contact details of the lead person for your project
---	---

Q4 Name of local County Councillor proposing request to the Local Committee: David Harmer	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
--	---

What are you seeking funding for ?

Q5 Description of the project	
a) What will be done? Construct and install a replacement waggon shed	a) the work involved to achieve the aims of the project
b) What needs will it address? Provide a proper facility for the storage and display of the Museum's wagon collection (the old shed having disintegrated)	b) the evidence that shows this project is required
c) What geographical area will it cover? Tilford and a wide surrounding area	c) where the people who will benefit from this project live
d) Who and how many people will benefit? Visitors to the Rural Life Museum (a very large number)	d) details of the groups of and the number of people whose lives will be improved by this project

e) How will you ensure that the project is fully accessible to this community? It's a museum open to the public, and widely advertised	e) methods you will use so that all members of your 'community' benefit from this project
f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. N/a	f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future
Q6 What consultation has been undertaken? Volunteers, visitors and supporters of the Museum	The names of organisations and people you have spoken with, who support your project.
Q7 When will the project be: a) started: 1.4.2013 b) completed: 31.8.2013 (hopefully)	The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.
Financial Questions	
Q8 When will you need the funds? 31.3.2013	The date by which you will require the funds.
Q9 What is the total cost of the project? Please include estimate/breakdown of costings. £29,066 (it needs to be quite a big shed)	
Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £2,900 (10%) revenue	The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.
Q11 Where is the rest coming from? £18,000 from a legacy from a recently deceased trustee £7,000 from the Bill Meir Trust Balance from Museum funds Is it promised already, or still to be found? In hand	The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.
Q12 Have you applied to anywhere else for this same funding? If so, to whom and when? No	Details of other organisations you have applied to for this same funding. Please give names

	of the organisations and the dates applied.
<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details.</p> <p>No</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>
<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>No</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>Jan 2012 - £200 – Website upgrade Apr 2010 - £270 – Museum sign for Tilford Green Mar 2008 - £750 – Boundary hedgerow</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>From Museum funds</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

This page is intentionally left blank

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
--------------	------------

Q1 Project title: Godalming Town Centre - Ancestral Tourism Project	Full title of the specific project
--	------------------------------------

Q2 Name of organisation responsible for carrying out the project: Godalming Town Council Status of this organisation: voluntary / local authority / private (please delete as appropriate)	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
---	--

Q3 Contact person Name: Louise Goodfellow Role in project: Project Sponsor Contact address: Godalming Town Council Municipal Buildings Godalming Post code: GU7 1HT Telephone: 01483 523575 Fax: 01483 523077 E-mail: townclerk@godalming-tc.gov.uk	Full name, role and contact details of the lead person for your project
--	---

Q4 Name of local County Councillor proposing request to the Local Committee: Steve Cosser and Peter Martin	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
--	---

What are you seeking funding for ?

Q5 Description of the project

a) What will be done? An Ancestral Tourism project to encourage not only overseas visitors to Godalming but to encourage the local community to take more ownership of their community and its heritage which in turn fosters social well-being. (See attached Project Plan for more detail)	a) the work involved to achieve the aims of the project
--	---

b) What needs will it address? The Visit Surrey Tourism Forum on 14 September 2012 indicated that Ancestral Tourism was a mechanism for harnessing individuals' enthusiasm to explore their family history ("Who do you think you are" etc.) to the economic benefit of	b) the evidence that shows this project is required
---	---

<p>communities. As Clerk to the Godalming Joint Burial Committee the applicant is already well aware of overseas visitors who come to Godalming to visit ancestral graves. A better, targeted offer to these visitors would encourage them to spend money in Godalming</p>	
<p>c) What geographical area will it cover? Godalming and its potential visitors from across the globe</p>	<p>c) where the people who will benefit from this project live</p>
<p>d) Who and how many people will benefit? Local businesses (hotels, pubs, restaurants & shops etc.) should benefit from increased visitor numbers. Partner organizations (e.g. Godalming Museum and the Surrey History Centre in Woking) will benefit. Local school children will have the opportunity to understand more about their local heritage.</p>	<p>d) details of the groups of and the number of people whose lives will be improved by this project</p>
<p>e) How will you ensure that the project is fully accessible to this community? All materials public, free, and well publicised</p>	<p>e) methods you will use so that all members of your 'community' benefit from this project</p>
<p>f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. Not applicable</p>	<p>f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken? Godalming & District Chamber of Commerce, Godalming Museum, Surrey History Centre.</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be: a) started:01/04/2013 b) completed: 31/12/2013</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
Financial Questions	
<p>Q8 When will you need the funds? 30/06/13</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings. Specific Godalming Ancestral Tourism Leaflet about how to explore your family's past</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>

<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>Not currently</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>05/06 - £2,500 from P Martin for Healthcheck 06/07 - £2,500 from C Slyfield for Healthcheck 07/08 - £1,500 from C Slyfield for Bus Shelter 09/10 - £500 from S Cosser for Catteshall Lane Bench 10/11 - £3,400 from S Cosser for Town Gateway signs (on behalf of Godalming Together CIC) 11/12 - £600 from S Cosser for Portaloos for Staycation 11/12 - £500 from P Martin for Jubilee/Olympic Festive Decorations 12/13 - £500 from S Cosser for Jubilee/Olympic Festive Decorations</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>Any future expenditure required to sustain the project will come from Godalming Town Council</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
Quadrant Court
35 Guildford Road
Woking
Surrey, GU22 7QQ

Telephone: 01483 517 301
Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley

S

Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
Q1 Project title: Installation of railings in Haslemere	Full title of the specific project
Q2 Name of organisation responsible for carrying out the project: Surrey County Council: Highways Status of this organisation: voluntary/local authority/private (please delete as appropriate)	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
Q3 Contact person Name: John Hilder Role in project: Area Highways Manager Contact address: Merrow Complex, Guildford Post code: GU4 7BQ Telephone: 0300 200 1003 Fax: E-mail: Lotus Notes	Full name, role and contact details of the lead person for your project
Q4 Name of local County Councillor proposing request to the Local Committee: Steve Renshaw	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
What are you seeking funding for ?	
Q5 Description of the project	
a) What will be done? Installation of railings in: Lower Street and Shepherds Hill	a) the work involved to achieve the aims of the project
b) What needs will it address? Upgrade existing railings which are at the end of their life and enhance the town center environment.	b) the evidence that shows this project is required
c) What geographical area will it cover? See (a)	c) where the people who will benefit from this project live
d) Who and how many people will benefit? Residents of Haslemere and visitors	d) details of the groups of and the number of people whose lives will be improved by this project
e) How will you ensure that the project is fully accessible to this community? The railings are on the public highway	e) methods you will use so that all members of your 'community' benefit from this project

<p>f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future.</p> <p>N/A</p>	<p>f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken?</p> <p>Waverley BC conservation officer.</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be:</p> <p>a) started: January 2013</p> <p>b) completed: March 2013</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
<p>Financial Questions</p>	
<p>Q8 When will you need the funds?</p> <p>March 2013</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings.</p> <p>Railing costs</p> <p>Lower Street: £24,788</p> <p>Shepherds Hill: <u>£16,538</u></p> <p style="text-align: center;">£41,326</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>
<p>Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p> <p>£11515 (Revenue)</p> <p><u>£ 3889</u> (Capital)</p> <p>£15404</p>	<p>The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.</p>
<p>Q11 Where is the rest coming from?</p> <p>Steve Renshaw's Capital and Revenue allocations for 2011/12: £12,099</p> <p>Steve Renshaw's 2012/13 Community Pride allocation: £4,074</p> <p>S106/PIC planning contributions: £9,749</p> <p>Is it promised already, or still to be found?</p> <p>Promised.</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.</p>

<p>Q12 Have you applied to anywhere else for this same funding? If so, to whom and when?</p> <p>No</p>	<p>Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.</p>
<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details.</p> <p>See Q11</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>
<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>N/A</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>N/A</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>Highways maintenance budget</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley

Bid for Members' Allocations

S

Please answer questions 1-16 below

Your details

Help Notes

Q1 Project title "Rotterdam" Outdoor Table Tennis

Full title of the specific project

Q2 Name of organisation responsible for carrying out the project: *Playground Steering Group under the auspices of Ewhurst Parish Council*

This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.

Status of this organisation: voluntary/local authority/private (please delete as appropriate)

Q3 Contact person

Name: *Richard Cleaves*Role in project: *Assistant to Playground Steering Group*Contact address: *Ewhurst Parish Council,*

Post code:

Telephone:

Fax:

E-mail: *clerk.epc@btinternet.com*

Full name, role and contact details of the lead person for your project

Q4 Name of local County Councillor proposing request to the Local Committee:

Alan Young

Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project

What are you seeking funding for ?

Q5 Description of the project

a) What will be done?

Install "Rotterdam" Outdoor Table Tennis

a) the work involved to achieve the aims of the project

b) What needs will it address?

Outdoor activity and exercise

b) the evidence that shows this project is required

c) What geographical area will it cover?

Ewhurst and the surrounding area

c) where the people who will benefit from this project live

d) Who and how many people will benefit?

Many children of all ages and adults

d) details of the groups of and the number of people whose lives will be improved by this project

e) How will you ensure that the project is fully accessible to this community? *Table Tennis is fully accessible to all at all times*

e) methods you will use so that all members of your 'community' benefit from this project

f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for

f) (if applicable) confirmation that you expect a building to

the foreseeable future. <i>N/A</i>	continue to be used in the foreseeable future
Q6 What consultation has been undertaken? <i>The Playground steering group consisted of Pre School Staff, Parents, Playground experts.</i>	The names of organisations and people you have spoken with, who support your project.
Q7 When will the project be: a) started: <i>May 2013</i> b) completed: <i>May 2013</i>	The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.
Financial Questions	
Q8 When will you need the funds? <i>The funds would be appreciated as soon as the committee has agreed to support this project</i>	The date by which you will require the funds.
Q9 What is the total cost of the project? Please include estimate/breakdown of costings. <i>Concrete Plinth & Table Tennis Table Cost £3,500 Site Clearance.</i>	The total amount of money the project will cost with a breakdown of the costings.
Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. <i>"Rotterdam" Outdoor Table Tennis Table Cost £2,675 plus two SCC plaques at £45 = £2720 revenue</i>	The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.
Q11 Where is the rest coming from? <i>Ewhurst Parish Council.</i> Is it promised already, or still to be found? <i>Funds are available</i>	The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.
Q12 Have you applied to anywhere else for this same funding? If so, to whom and when? <i>No.</i>	Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.
Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details. <i>No</i>	Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.
Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details <i>No</i>	Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.

<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p><i>EYSC Renovation Project 2009, SSC Councilor Cyril Bailey Supported the project with £10,689 Total Project Cost £455,839 SSC Alan Young sponsored a Play Tunnel £1,126</i></p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support) <i>Ewhurst Parish Council will cover the cost of maintaining and repair of the Table Tennis Table</i></p> <p><i>Ewhurst Parish Council thank you in anticipation of your support</i></p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

This page is intentionally left blank

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council's Local Committee for Waverley



Bid for Members' Allocations

Please answer questions 1-16 below

Your details	Help Notes
--------------	------------

Q1 Project title: Environment Enhancement of Godalming High Street	Full title of the specific project
---	------------------------------------

Q2 Name of organisation responsible for carrying out the project: Godalming Town Council Status of this organisation: voluntary/local authority/private (please delete as appropriate)	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
---	--

Q3 Contact person Name: Louise Goodfellow Role in project: Project Sponsor Contact address: Godalming Town Council Municipal Buildings Godalming Post code: GU7 1HT Telephone: 01483 523575 Fax: 01483 523077 E-mail: townclerk@godalming-tc.gov.uk	Full name, role and contact details of the lead person for your project
---	---

Q4 Name of local County Councillor proposing request to the Local Committee: Councillor Steve Cosser	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
--	---

What are you seeking funding for ?

Q5 Description of the project	
a) What will be done? Environmental enhancement of Godalming High Street arising from the ongoing Conservation Area Appraisal	a) the work involved to achieve the aims of the project
b) What needs will it address? Enhance areas of Godalming High Street (specifically around the Red Lion Pub, Old Post Office & Upper High Street) where landscaping dating from the construction of the relief road in 1991 is beginning to look tired or is no longer fit for purpose.	b) the evidence that shows this project is required
c) What geographical area will it cover? Godalming High Street	c) where the people who will benefit from this project live
d) Who and how many people will benefit? Local businesses and residents will benefit from an improved visual environment	d) details of the groups of and the number of people whose lives will be improved by this project

<p>e) How will you ensure that the project is fully accessible to this community? All enhancements are to public areas</p>	<p>e) methods you will use so that all members of your 'community' benefit from this project</p>
<p>f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. Not applicable</p>	<p>f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken? Godalming & District Chamber of Commerce, Godalming Trust and the Godalming Together CIC were all involved (alongside the statutory authorities SCC, WBC & GTC) in the Conservation Area Appraisal Steering Group.</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be: a) started: 01/06/2013 b) completed: 31/03/2014</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
Financial Questions	
<p>Q8 When will you need the funds? 30/06/13</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings. Total cost of project approx - £6,000 Design costs £500 New street furniture (railings etc) - £4,500 Installation costs £1,000</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>
<p>Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. £2,847 towards the purchase of street furniture: (£1958 revenue + £889 capital)</p>	<p>The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.</p>
<p>Q11 Where is the rest coming from? £ 3,000 Godalming Town Council Is it promised already, or still to be found? GTC Money budgeted but yet to be formally committed.</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.</p>

<p>Q12 Have you applied to anywhere else for this same funding? If so, to whom and when?</p> <p>See below</p>	<p>Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.</p>
<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details.</p> <p>No</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>
<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>Not currently</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>05/06 - £2,500 from P Martin for Healthcheck 06/07 - £2,500 from C Slyfield for Healthcheck 07/08 - £1,500 from C Slyfield for Bus Shelter 09/10 - £500 from S Cosser for Catteshall Lane Bench 10/11 - £3,400 from S Cosser for Town Gateway signs (on behalf of Godalming Together CIC) 11/12 - £600 from S Cosser for Portaloos for Staycation 11/12 - £500 from P Martin for Jubilee/Olympic Festive Decorations 12/13 - £500 from S Cosser for Jubilee/Olympic Festive Decorations</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>N/a</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
Quadrant Court
35 Guildford Road
Woking
Surrey, GU22 7QQ

Telephone: 01483 517 301

Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

PLEASE COMPLETE THIS FORM ELECTRONICALLY

Surrey County Council’s Local Committee for Waverley



Bid for Members’ Allocations

Please answer questions 1-16 below

Your details	Help Notes
--------------	------------

Q1 Project title: <i>Cranleigh Show</i>	Full title of the specific project
--	------------------------------------

Q2 Name of organisation responsible for carrying out the project: Cranleigh & South Eastern Agricultural Society (Reg. Charity no. 283637) Status of this organisation: voluntary/local authority/private (please delete as appropriate)	This is the name of the organisation responsible for carrying out the project and whether it is a voluntary group or a public or private organisation.
--	--

Q3 Contact person Name: Anna Giller Role in project: Show Secretary Contact address: CSEAS, Rallywood, The Green, Ockley, Surrey Post code: RH5 5TR Telephone: 01306712050 Fax: E-mail: info@cranleighshow.org.uk	Full name, role and contact details of the lead person for your project
--	---

Q4 Name of local County Councillor proposing request to the Local Committee: Alan Young	Name of the County Councillor you have spoken to and who is requesting the support of the local committee in funding your project
---	---

What are you seeking funding for ?

Q5 Description of the project	
a) What will be done? The purchase of x 80 roadside boards and x 5 roadside banners to help advertise the new date of this year’s Cranleigh Show, following the forced date change due to the RideLondon cycle race taking place on the same date as Cranleigh Show.	a) the work involved to achieve the aims of the project
b) What needs will it address? Informing the public and local community of the new date with a view to the Show attracting enough visitors on Show day to cover costs.	b) the evidence that shows this project is required
c) What geographical area will it cover? 15 – 20 mile radius of Cranleigh, Surrey	c) where the people who will benefit from this project live
d) Who and how many people will benefit? 10,000+ potential visitors to Cranleigh Show. The Cranleigh & South Eastern Agricultural Society (registered charity) would benefit by maximum exposure of the new date – which has	d) details of the groups of and the number of people whose lives will be improved by this project

<p>had to be changed at late notice due to RideLondon cycle race.</p>	
<p>e) How will you ensure that the project is fully accessible to this community? All signs are erected on private property, with the permission of landowners, for 4 weeks prior to the event. Clear schedule of distribution across the county for maximum benefit.</p>	<p>e) methods you will use so that all members of your 'community' benefit from this project</p>
<p>f) Please confirm that, where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future. N/A</p>	<p>f) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What consultation has been undertaken? The Society have spoken at length with the organisers of RideLondon event, traders, members of the Society and SCC Councillors regarding the implication of the date change and the effect this could have on Cranleigh Show.</p>	<p>The names of organisations and people you have spoken with, who support your project.</p>
<p>Q7 When will the project be: a) started: 1st April 2013 b) completed: 30th April 2013</p>	<p>The dates you expect your project to begin and be finished. Successful applications for members' allocations are expected to spend the funding within 12 months of being agreed.</p>
<p>Financial Questions</p>	
<p>Q8 When will you need the funds? 30th April 2013</p>	<p>The date by which you will require the funds.</p>
<p>Q9 What is the total cost of the project? Please include estimate/breakdown of costings. 80 x roadside boards @ £9 each + VAT = £864 5 x roadside banners @ £95 each + VAT = £570 Total: £1434</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>
<p>Q10 How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part. 100% = £1434 Revenue</p>	<p>The amount of funding you would like from the local committee with a breakdown of these costs. If you have a quote, please attach it to the form.</p>
<p>Q11 Where is the rest coming from? N/A Is it promised already, or still to be found?</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project or whether it is still to be found.</p>

<p>Q12 Have you applied to anywhere else for this same funding? If so, to whom and when?</p> <p>No.</p>	<p>Details of other organisations you have applied to for this same funding. Please give names of the organisations and the dates applied.</p>
<p>Q13 Have you applied for this funding from any other part of Surrey County Council? Please give details.</p> <p>No.</p>	<p>Details of other departments in Surrey County Council you have applied to for this funding. Please give names of the department, the contact person and dates applied.</p>
<p>Q14 Are you currently in receipt of any grant or contract funding from Surrey County Council? Please give details</p> <p>No.</p>	<p>Details of any grant or contract funding your organisation receives from Surrey County Council, even if not for this particular project. Please give details of contract no., purpose, dates/period covered and amounts.</p>
<p>Q15 Has the organisation responsible for the project received any Local Committee funding for this or any other purpose in the past? Please give details.</p> <p>No.</p>	<p>Details of any other funding your organisation has previously received from any SCC Local Committee including purpose, dates and amounts.</p>
<p>Q16 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)</p> <p>N/A</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team (West) on:

Community Partnerships Team
 Quadrant Court
 35 Guildford Road
 Woking
 Surrey, GU22 7QQ

Telephone: 01483 517 301
 Email: communitypartnershipswest@surreycc.gov.uk

Please return the form, by e-mail, to your local County Councillor.

This page is intentionally left blank

ANNEX K: Waverley Members Expenditure - Balance Remaining 2012-2013

	OPENING BALANCE	REVENUE	CAPITAL
Steve Cosser		£12,615.00	£3,889.00
	WAV1213010 Trinity Trust Scheme - Summer Activities	£640.00	
	WAV1213011 Godalming TC - Jubilee Celebrations	£500.00	
	WAV1213012 Looked After Children Bursary	£500.00	
	WAV1213013 Skate & BMX Workshops	£250.00	
	WAV1213027 Leonard Cheshire healthy living workshop	£200.00	
	WAV1213030 SATRO Inspiring events in Primary Schools	£750.00	
	WAV1213045 Refurbishment of Farncombe Day Centre Lounge – New Flooring		£3,000.00
	WAV1213052 Godalming District Scout Canoe Club - Jetty Improvements	£2,111.00	£889.00
	WAV1213055 Godalming Library - Purchase of artwork for Godalming Library	£1,000.00	
	WAV1213057 Godalming Library - Purchase of craft trolley	£200.00	
	WAV1213052 Godalming District Scout Canoe Club - Jetty Improvements Bid Withdrawn	£-2,111.00	£-889.00
	WAV1213063 Moss Lane School - Redeveloping and Upgrading ICT	£3,000.00	
	WAV1213084 Loseley Fields Children's Centre - Words in the Woods	£767.00	
	WAV1213085 Godalming Town Council - Ancestral Tourism Project	£2,500.00	
	WAV1213092 Godalming Town Council - Godalming High Street	£1,958.00	£889.00
	WAV1213093 Godalming Town Council - Visit Surrey Brochure	£350.00	
	BALANCE REMAINING	£0.00	£0.00

	OPENING BALANCE	REVENUE	CAPITAL
Pat Frost		£12,615.00	£3,889.00
	WAV1213003 Jubilee Street Party – Edward Rd, Farnham	£500.00	
	WAV1213012 Looked After Children Bursary	£500.00	
	WAV1213013 Skate & BMX Workshops	£250.00	
	WAV1213015 Pursued By A Bear - Camera		£1,000.00
	WAV1213017 Support for London 201 Paralympic Athlete	£1,000.00	
	WAV1213019 Farnham Youth Choir - Uniforms & Kit	£500.00	
	WAV1213020 Bishops Steps Environmental Enhancement		£1,500.00
	WAV1213023 Young Witness Service: Victim Support	£275.00	
	WAV1213029 Jubilee Church Chantry's Youth Provision	£3,000.00	
	WAV1213036 Farnham TC insurance jubilee parties	£265.00	
	WAV1213039 FatFish (childrens Domestic Abuse Outreach)	£1,000.00	
	WAV12130041 Buttercups Young parent group - Hall hire etc	£200.00	
	WAV1213043 Rowledge Village Hall - Purchase of Chairs	£350.00	
	WAV1213044 Weydon Community Litter Picking Initiative	£250.00	
	WAV1213047 SATRO - Science workshop at Polycarp Catholic Sch	£250.00	
	WAV1213054 Film Maltings Digital Future	£1,500.00	
	WAV1112301 Farnham Decorative & Fine arts Society- Unspent funds	£-235.00	
	WAV1213058 William Cobbett 250th Anniversary	£500.00	
	WAV1213059 Farnham Carnival 2013	£1,000.00	
	WAV1213082 Surrey County Council Cobgates - TV/DVD player		£500.00
	BALANCE REMAINING	£1,510.00	£889.00

ANNEX K: Waverley Members Expenditure - Balance Remaining 2012-2013

	OPENING BALANCE	REVENUE	CAPITAL
David Harmer		£12,615.00	£3,889.00
	WAV1213012 Looked After Children Bursary	£500.00	
	Churt Neighbourhood signs 2011 /2012 - Money returned		-£198.00
	WAV1213040 Tilford PC - Installation of new benches		£1,000.00
	WAV1213046 Thursley PC- new surface of recreational playground		£867.00
	WAV1213048 Construction of paved frontage to Pirrie Hall		£900.00
	WAV1213049 Replacemnet cooker for Churt Village Hall		£1,000.00
	WAV1213051 Frensham Parish Council - Signs	£900.00	
	WAV1213065 Churt Working Mens Club	£680.00	£320.00
	WAV1213067 Thursley Cricket Club Outdoor Mobile Cricket Net	£750.00	
	WAV1213068 Website for Tilford Parish Council	£250.00	
	WAV1213069 Replacement floor for parts of Elstead Village Hall	£900.00	
	WAV1213072 Instal lighting dimmer packs and PA wiring at Churt Village Hall	£900.00	
	WAV1213073 SATRO event at James's School - Elstead	£250.00	
	WAV1213075 Parents' Waiting Area at Beacon Hill School annex- Proposed for March Local Committee	£3,000.00	
	WAV1213076 Rural Life Centre - Tilford - Replacement Waggon Shed- Proposed for March Local Committee	£2,900.00	
	WAV1213083 Frensham Parish Council- Village Noticeboards	£500.00	
	WAV1213094 SATRO event at Beacon Hill School	£250.00	
	BALANCE REMAINING	£835.00	£0.00

ANNEX K: Waverley Members Expenditure - Balance Remaining 2012-2013

	OPENING BALANCE	REVENUE	CAPITAL
Denise Le Gal		£12,615.00	£3,889.00
	WAV1213006 Soft Play Equipment	£310.00	
	WAV1213008 SATRO	£500.00	
	WAV1213012 Looked After Children Bursary	£500.00	
	WAV1213013 Skate & BMX Workshops	£250.00	
	WAV1213015 Pursued By A Bear - Camera	£111.00	£3,889.00
	WAV1213016 Hale Carnival Committee - Programme Printing	£350.00	
	WAV1213017 Support for London 2012 Paralympic Athlete	£1,000.00	
	WAV1213020 Bishops Steps Environmental Enhancement	£1,500.00	
	WAV1213028 Waverley Singers - Song Commissioning	£500.00	
	WAV1213042 Bollards in Upper Hale Road	£1,500.00	
	WAV1213050 Grit Bin Copse Ave Farnham	£1,000.00	
	WAV1213054 Film Maltings Digital Future	£1,500.00	
	WAV1213058 William Cobbett 250th Anniversary	£500.00	
	WAV1213062 Surrey Highways Treeworks in Farnham North	£1,402.00	
	WAV1213087 Transform Housing and Support Space to recover	£442.00	
	WAV1213081 40 Degreex Centre - Kitchen Refurbishment	£750.00	
	BALANCE REMAINING	£500.00	£0.00

	OPENING BALANCE	REVENUE	CAPITAL
Peter Martin		£12,615.00	£3,889.00
	WAV1213012 Looked After Children Bursary	£500.00	
	WAV1213026 Chichester Road Grit-bin	£615.00	£385.00
	WAV1213031 SATRO Inspiring events in Primary Schools	£500.00	
	WAV1213055 Godalming Library- Purchase of artwork for Godalming Library	£1,000.00	
	WAV1213060 SCC Highways Drainage Work The Lawns Milford		£2,500.00
	WAV1213070 Busbridge Infant School - New library furniture and Data & Communication- Proposed for March Local Committee	£996.00	£1,004.00
	WAV1213074 Surface Improvements in Mill Lane, Witley- Proposed for March Local Committee	£1,440.00	
	WAV1213077 Ockford Ridge Scouts Headquarters Fencing	£950.00	
	WAV121378 Surrey Highways Grit Bin Ockford Drive	£1,000.00	
	WAV1213079 Surrey Highways Grit Bin Oxted Green	£1,000.00	
	WAV1213080 Surrey Highways Grit Bin The Paddock Godalming	£1,000.00	
	WAV1213088 Surrey Highways Tree Work at Meadow Close, Milford	£455.00	
	WAV1213085 Godalming Town Council - Ancestral Tourism Project	£2,500.00	
	WAV1213093 Godalming Town Council - Visit Surrey Brochure	£350.00	
	BALANCE REMAINING	£309.00	£0.00

	OPENING BALANCE	REVENUE	CAPITAL
David Munro		£12,615.00	£3,889.00
	WAV1213005 Wrecclesham Community- Computer Classes	£1,000.00	
	WAV1213012 Looked After Children Bursary	£500.00	

ANNEX K: Waverley Members Expenditure - Balance Remaining 2012-2013

WAV1213013 Skate & BMX Workshops	£250.00	
WAV1213018 Cruse Bereavement - Volunteer Travel Expenses	£1,000.00	
WAV1213014 Gravel Hill VAS, Farnham		£2,240.00
WAV1213017 Support for London 2012 Paralympic Athlete	£1,000.00	
WAV1213020 Bishops Steps Environmental Enhancement		£1,500.00
WAV1213024 Rowledge Guides Summer Camp Friends and Family Day	£300.00	
WAV1112307 South Farnham Jubilee fund - project under budget	-£224.00	
WAV1213037 Bourne Conservation Group - Conservation work in Bourne, Farnham	£500.00	
WAV1213043 Rowledge Village Hall - Purchase of Chairs	£201.00	£149.00
WAV1213053 SCC Highways - South Farnham highway vegetation clearance and signage cleaning	£5,000.00	
WAV1213054 Film Maltings Digital Future	£1,500.00	
WAV1213056 Challengers Farnham Pre-School Play Group	£500.00	
WAV1213058 William Cobbett 250th Anniversary	£500.00	
BALANCE REMAINING	£588.00	£0.00

ANNEX K: Waverley Members Expenditure - Balance Remaining 2012-2013

Andrew Povey		REVENUE	CAPITAL
OPENING BALANCE		£12,615.00	£3,889.00
WAV1213002	Bramley Cricket Club – Youth Kit	£936.00	
WAV1213007	Hascombe PC (Loxhill Roundel)		£135.00
WAV1213009	Wonersh PA - Repair of front wall		£1,000.00
WAV1213012	Looked After Children Bursary	£500.00	
WAV1213021	Wonersh Memorial Hall foyer flooring	£1,000.00	
WAV1213022	Chiddingfold PC Car Park Bollards		£600.00
WAV1213034	SATRO inspiring events in Primary Schools	£750.00	
WAV1213035	Almhouses Refurbishment		£1,000.00
WAV1213038	The Four Villages Day Centre:- Food safety course	£180.00	
WAV1112182	Campaign to protect rural England - Project withdrawn funding returned	-£1,000.00	
WAV1213071	Hambledon Village Shop upgrada- Proposed for March Local Committee	£1,200.00	
WAV1213064	Hascombe Parish Council- Replacement of broken bridge	£702.00	£1,154.00
WAV1213086	The Wey & Arun Canal Trust Ltd - Compasses Bridge canal restoration	£1,000.00	
BALANCE REMAINING		£7,347.00	£0.00

Steve Renshaw		REVENUE	CAPITAL
OPENING BALANCE		£12,615.00	£3,889.00
WAV1213004	Surrey Arts – Takeover Project	£350.00	
WAV1213012	Looked After Children Bursary	£500.00	
WAV1213013	Skate & BMX Workshops	£250.00	
WAV1213090	SCC Highways Haslemere Railings	£11,515.00	£3,889.00
BALANCE REMAINING		£0.00	£0.00

Alan Young		REVENUE	CAPITAL
OPENING BALANCE		£12,615.00	£3,889.00
WAV1213012	Looked After Children Bursary	£500.00	
WAV1213013	Skate & BMX Workshops	£250.00	
WAV1213025	Polypull Tunnel for Ewhurst Recreation Ground		£1,176.00
WAV1213033	SATRO inspiring events in Primary Schools	£1,000.00	
WAV1213025	Polypull Tunnel for Ewhurst Recreation Ground Deposit for plaque		-£7.00
WAV1213066	Cranleigh Cricket Club - Artificial Pitch	£6,081.00	
WAV1213061	Cranleigh Village sports & social Club	£533.00	£2,712.00
WAV1213091	Ewhurst Parish Council Outdoor Table Tennis Table	£2,720.00	
WAV1213095	Cranleigh and South Eastern Agricultural Society - Cranleigh Show	£1,434.00	
BALANCE REMAINING		£97.00	£8.00

This page is intentionally left blank



**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

LOCAL COMMITTEE FORWARD PROGRAMME

15 MARCH 2013

KEY ISSUE

To note the programme of reports proposed for consideration by the Committee in 2013.

FORWARD PROGRAMME

The Forward Programme (annexed) sets out a proposed list of reports to be considered by the Committee at its forthcoming meetings and the name of the responsible officer. The schedule is subject to amendment in response, for example, to decisions of the Committee, petitions received from residents, emerging concerns, the ongoing business of the local highways team and members' requests.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to agree to:

- (i) Note the proposed contents of the Forward Programme.
- (ii) Suggest any additional matters for consideration.

LEAD/CONTACT OFFICER: David North (Community Partnership and Committee Officer)

TELEPHONE NUMBER: 01483 517530

E-MAIL: d.north@surreycc.gov.uk

BACKGROUND PAPERS: None

ANNEX**5 July 2013: venue tbc**

Highways schemes update: 2013-14	John Hilder
Expenditure on Community Pride Fund	John Hilder
Local Committees: constitutional changes and working practices	Michelle Collins
Establishment of Task Groups	Michelle Collins
Annual report on progress in priority areas	David North
Services for Young People: Local Prevention Framework contract	Leigh Middleton
Local Committee budgets	Michelle Collins

20 September 2013: venue tbc

Highways schemes update: 2013-14	John Hilder
Expenditure on Community Pride Fund	John Hilder
Annual report on vehicle operating licenses	Caroline Smith
Surrey Fire and Rescue Service Borough Plan	tbc
Annual report on community safety	David North
Local Committee budgets	Michelle Collins

13 December 2013: Godalming Baptist Church

Highways schemes update: 2013-14	John Hilder
Expenditure on Community Pride Fund	John Hilder
Waverley Parking Review	David Curl
Local Committee budgets	Michelle Collins