

Notice of Meeting

Environment & Transport Select Committee



Date & time
Thursday, 23 April
2015
at 10.30 am

Place
Ashcombe Suite,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

Contact
Huma Younis or George
Foster
Room 122, County Hall
Tel 020 8213 2725 or 020
8213 2732

Chief Executive
David McNulty

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Huma Younis or George Foster on 020 8213 2725 or 020 8213 2732.

Members

Mr David Harmer (Chairman), Mr Mike Bennison (Vice-Chairman), Mrs Nikki Barton, Mrs Natalie Bramhall, Mr Mark Brett-Warburton, Mr Stephen Cooksey, Mrs Pat Frost, Mr David Goodwin, Mr Ken Gulati, Mr Peter Hickman, Mr George Johnson, Mr Adrian Page, Mr Michael Sydney, Mr Richard Wilson and Mrs Victoria Young

Ex Officio Members:

Mr David Munro (Chairman of the County Council) and Mrs Sally Ann B Marks (Vice Chairman of the County Council)

TERMS OF REFERENCE

The Select Committee is responsible for the following areas:

Environment

- Strategic Planning
- Countryside
- Waste
- Economic Development & the Rural Economy
- Housing
- Minerals
- Flood Prevention

Transport

- Transport Service Infrastructure
- Aviation
- Highway Maintenance
- Community Transport
- Local Transport Plan
- Road Safety
- Concessionary Travel

PART 1 **IN PUBLIC**

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

2 MINUTES OF THE PREVIOUS MEETING: 12 MARCH 2015

(Pages 1
- 6)

To agree the minutes as a true record of the meeting.

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 QUESTIONS AND PETITIONS

To receive any questions or petitions.

Notes:

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*Friday 17 April 2015*).
2. The deadline for public questions is seven days before the meeting (*Tuesday 14 April 2015*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

5 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE

There are no responses to report.

6 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME

(Pages 7
- 14)

The Committee is asked to monitor progress on the implementation of recommendations from previous meetings, and to review its Forward Work Programme.

- 7 COMMUNITY INFRASTRUCTURE LEVY & S106 UPDATE** (Pages 15 - 32)
- Purpose of the report: Policy Development and Review*
- This report provides an overview of the implementation of the Community Infrastructure Levy (CIL) across the eleven planning authorities in Surrey and an update in relation to the changes to the s106 regime, including the impact upon the ability to seek developer contributions from new development.
- 8 THE AGREEMENT WITH SURREY WILDLIFE TRUST FOR THE MANAGEMENT OF THE COUNTY COUNCIL'S COUNTRYSIDE ESTATE** (Pages 33 - 114)
- Purpose of the report: Scrutiny of Services and Budgets/Performance Management/Policy Development and Review*
- Since the last report on this subject which came to the Committee on 15th December 2014 further detailed negotiations have taken place with Surrey Wildlife Trust which have resulted in the proposed changes to the Agreement between Surrey County Council (SCC) and Surrey Wildlife Trust (SWT). Some of these changes are still being negotiated and therefore this report principally focuses on the proposed changes relating to property and woodland.
- 9 SELECT COMMITTEE TASK AND FINISH GROUP SCOPING DOCUMENT: FUTURE GOVERNANCE OF THE BASINGSTOKE CANAL** (Pages 115 - 118)
- The Committee is asked to review the scoping document for the proposed Task Group that will assess the Future Governance of the Basingstoke Canal.
- 10 DATE OF NEXT MEETING**
- The next meeting of the Committee will be held at 1pm on Thursday 14 May 2015 in the Council Chamber, County Hall.

David McNulty
Chief Executive
Published: Wednesday, 15 April 2015

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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Thank you for your co-operation

MINUTES of the meeting of the **ENVIRONMENT & TRANSPORT SELECT COMMITTEE** held at 10.30 am on 12 March 2015 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Committee at its next meeting.

Elected Members:

- * Mr David Harmer (Chairman)
- * Mr Mike Bennison (Vice-Chairman)
- * Mrs Nikki Barton
- * Mrs Natalie Bramhall
- * Mr Mark Brett-Warburton
- * Mr Stephen Cooksey
- * Mrs Pat Frost
- * Mr David Goodwin
- * Mr Ken Gulati
- * Mr Peter Hickman
- * Mr George Johnson
- * Mr Adrian Page
- * Mr Michael Sydney
- * Mr Richard Wilson
- * Mrs Victoria Young

In attendance

Mr John Furey, Cabinet Member for Highways, Transport and Flooding

11/15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were no apologies.

12/15 MINUTES OF THE PREVIOUS MEETING: 22 JANUARY 2015 [Item 2]

These were agreed as a true record of the previous meeting.

13/15 DECLARATIONS OF INTEREST [Item 3]

There were none.

14/15 QUESTIONS AND PETITIONS [Item 4]

There were none.

15/15 RESPONSES FROM THE CABINET TO ISSUES REFERRED BY THE SELECT COMMITTEE [Item 5]

There were no responses from the Cabinet.

16/15 RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME
[Item 6]

17/15 UTILITIES TASK GROUP RECOMMENDATIONS AND SOUTH EAST PERMIT SCHEME (SEPS): UPDATE REPORT [Item 7]

Witnesses:

Kevin Orledge, Streetworks Team Manager

Key points raised during the discussion:

1. Members drew attention to paragraph 20, recommendation 4f, of page 22, which proposes exploring the idea of the potential for the collation of a limited central store of specialist surfacing materials by Surrey County Council. Members expressed the opinion that this was financially and logistically impractical. Officers agreed that this recommendation was impractical and informed the Committee that a condition stating that utilities were responsible for sourcing and replacing materials to a high standard was a viable approach.
2. Members raised the concern, with regards to paragraph 20, that utilities have not displayed enough impetus to replace the right materials and that there needs to be additional pressure applied. An increase in inspections was recognised by the Committee, but officers were asked for the figures surrounding this. Officers assured the Committee that applying a condition to a permit is enforceable, as the non-compliance of a condition on a permit is an offence. Officers informed the Committee that utility inspection figures would be presented to the Committee at a later date.
3. The Chairman of the Committee asked officers if it would be practical to inform Members when a notice is issued to a utility. Officers were also questioned over what the fixed penalties were. Officers informed the Committee that the fixed penalty was £80 and if this is not paid £120 then if not paid this is a criminal offence. The Chairman, along with other Members, felt this fixed penalty is low and expressed the need to apply pressure through media platforms. In addition, officers, along with some Members, informed the Committee that a bulletin on Highways and Utilities works was circulated around Surrey's local authorities; he accepted there was scope for enhancing this. This was welcomed by the Chairman who added that the bulletin should specify if these works are in conservation areas.
4. The Vice Chairman of the Committee asked officers if it would be possible to add a requirement for utilities to provide before and after photos when either digging up or reinstating. Officers stated that measures of this nature are not enforceable.
5. Officers informed the Committee that a maximum of 10% of utilities works could be inspected, but highlighted a need to update the specification for areas of work that were deemed non-standard. Members agreed there was a need to designate important areas. The

Chairman of the Select Committee questioned officers over what percentage of the 10% is carried out within conservation areas. Officers informed the Committee that, as part of statute set out within the code of practice, inspections were random. Officers added that any extra inspections could be designated to conservation areas.

6. Members questioned officers over whether a red, amber, green status on utilities reinstatements might be a useful way of pressuring companies. It was also suggested that a Memorandum of Agreement that companies have to sign up to might also help.
7. Officers informed the Committee that utility performance figures could be put in the public domain. They also reminded the Committee that most dealings with utilities are bound by legislation. The Cabinet Member expressed the opinion that the Local Government Association should tackle any legislative issues.

Recommendations:

The Environment and Transport Select Committee;

- a) Supported the removal of original recommendation 2 a.) ii), given the increased number of inspections now being undertaken.
- b) Supported the ongoing development of the SEPS.

Actions/Further information to be provided:

- That the Streetworks team manager include the select committee on the distribution list for the Streetworks bulletin once this has been finalised.
- For the Streetworks team manager to send the committee performance figures of the main utility companies carrying out work in Surrey.

Committee Next steps:

None

18/15 BASINGSTOKE CANAL UPDATE REPORT [Item 8]

Witnesses:

Lisa Creaye-Griffin, Countryside Group Manager

James Taylor, Strategic Manager- Basingstoke Canal

Philip Riley, Basingstoke Canal Society

Key points raised during the discussion:

1. The Chairman of the Committee informed Members that the Canal is unusual in that it is not fed by a reservoir but by rainfall. He questioned officers over what happens to the surplus rainfall. Officers told the Committee that the Canal was designed without a reservoir as a cost saving measure and that especially during winter the Canal experiences high levels of runoff water which is discharged into the river network lower down the Canal through locks and sluices. The Chairman of the Basingstoke Canal Society added that back-pumping, a system involving the recycling of water aided by pumping mechanisms, is an option being explored for tackling water flow issues on the Canal in the future.
2. Members commented on how interesting the slides about the Basingstoke Canal were and asked that they be circulated among Members.
3. Members asked officers about the role Mychett Lake plays in the Canal's water supply. Officers informed the Committee that because Mychett Lake is connected directly to the Canal, water levels cannot be attenuated independently in the lake and it is therefore not currently useful as a water supply. Officers added that the construction of a secondary bund separating the lake and Canal is a future option for tackling this.
4. The Vice Chairman questioned officers over whether, in a time of austerity, the Canal should be a priority for funding. Officers along with other Members of the Committee expressed the view that the Canal is an asset for local residents which is highlighted by the large number of people that visit the Canal on a regular basis and whom benefit from increased health and wellbeing as a result of what the Canal has to offer. Members stated that the Canal plays a strategic role in Surrey's flood risks. Officers echoed this point whilst adding that there is potential for income generation from managing water runoff.
5. Members asked when the report being carried out by JBA Consulting, as reference in paragraph 26 of the report, is likely to be expected. Officers informed the Committee that it is expected next month and this will be used to assess the Canal's future options.
6. One Member reiterated the view that the Canal is an asset by stating that water leisure is one of the fastest growing industries, but expressed the need to develop a business plan and find a partner that could bring expertise and finance. Along with this is the need to define exactly how much land comes with the Canal; it was suggested that commissioning some students to map the Canal's land ownership might be a useful project. This idea was recognised by officers as an opportunity they would look into.
7. A Member made the point that the plan to regenerate the Basingstoke Canal Centre was interesting but underplays itself, as £3 average spend per person is too low.

8. Members enquired as to what funding agreements exist between Surrey Borough, and District Council's and the Basingstoke Canal Authority; a particular reference was made towards Guildford Borough Council's (GBC) input. Officers informed the Committee that GBC pay £30,000 annually; this was based on a 2008 agreement which set out how many local authorities should pay based on the length of the Canal within the authority. Officers added that problems arise when local authorities don't meet this agreed funding.
9. Members drew attention to paragraph 27 on page 97 of the report and questioned why JBA Consulting's evaluation of the Basingstoke Canal Authority's methods of managing risk is not contained within this report. Officers stated that this evaluation is susceptible to change.
10. There was a discussion around the need for the Committee to receive a regular update on the progress of the Canal. Officers informed the Committee that the JBA report was expected by April; the result of this would help steer future planning. The Chairman of the Committee asked Officers to produce a series of milestones on when the Committee can expect to hear an update on a Basingstoke Canal Authority's business plan and the JBA report.

Recommendations:

The Environment and Transport Select Committee;

- a) noted the canal update and next steps

Actions/Further information to be provided:

- For the Scrutiny Officer to discuss with the Cabinet Member for Environment and Planning the possibility of setting up a task group to look at the future management of the canal.
- For the Scrutiny Officer to send the committee the PowerPoint presentation shown at the meeting.

Committee Next steps:

None

19/15 LOCAL TRANSPORT REVIEW [Item 9]

Witnesses:

Paul Millin, Travel and Transport Group Manager

Laurie James, Bus Service Planning Team Manager

Key points raised during the discussion:

1. Members congratulated officers on the level of communication and work surrounding the consultation.

2. The Committee discussed whether it might be useful to see the questions that those taking part in the consultation were asked, so that the responses can be gauged.
3. Members questioned officers over the cost of concession passes. Officers responded by stating that the cost of concession fares are relatively low when compared with the positive impact it has on the wider community; this was a clear conclusion drawn from the consultation.
4. Some Members expressed the feeling that the report was too focused on urban development. Officers responded to this by stating that it was essential to develop the more commercially viable sites so that they can help support the sites that are less commercially viable but still essential to local residents.
5. Members enquired as to whether the increased level of public transport information had had a direct impact on user numbers. Officers responded by stating that real time information could not individually be attributed to rises in users, as this has been introduced with various other improvements. However, along with the other improvements user numbers have risen.
6. One Member asked if officers have looked into smaller buses for quieter routes or times of the day. Officers informed the Committee that the idea of different sized vehicles had been analysed and the current system was seen to be the most economical.

Recommendations:

The Environment and Transport Select Committee;

- a) noted the outputs from the public consultation.

Actions/Further information to be provided:

- For the Scrutiny Officer to send the committee the PowerPoint presentation shown at the meeting.

Committee Next steps:

None

20/15 DATE OF NEXT MEETING [Item 10]

The next meeting of the Committee will be held at 10.30am on 23 April 2015 in the Ashcombe Suite, County Hall, Kingston upon Thames.

Meeting ended at: 1.15 pm

Chairman

Environment and Transport Select Committee Work Programme

23 April 2015

Item	Purpose	Contact Officer	Comments
Surrey Wildlife Trust Agreement	To review and comment on the final terms of the Surrey Wildlife Trust Agreement before final approval at Cabinet.	Lisa Creaye-Griffin	Report
CIL Update Report	To receive an update report on the progress of CIL.	Paul Druce	Report

14 May 2015

Item	Purpose	Contact Officer	Comments
Local Transport Review- Final Report	To review and comment on the Local Transport Review final report before approval at Cabinet.	Paul Millin/Nick Meadows	Report
Internal Audit Report- Review of Bus Operating Contracts	To consider the internal audit report on the Bus Operating Contracts.	Siva Sanmugarajah/ Huma Younis	Report

11 June 2015

Item	Purpose	Contact Officer	Comments
Progress on Cabinet Member priorities	To receive an update on the progress of Cabinet Member priorities.	John Furey/Mike Goodman	Verbal Update/Report
Rail Strategy update	To receive an update on the rail strategy.	Paul Millin/ Lee McQuade	Report

Items to be scheduled:

Electric Vehicle Strategy (Spring/Summer 2015)
Kier contract extension progress report (July 2015)
Kier Contract Agreement (Autumn 2015)
Cycling Strategy – annual report (Spring/Summer 2015 tbc)
Progress on Cabinet Member priorities (June 2015)
Basingstoke Canal Governance- final report (Sept 2015)
Rail Strategy update (June 2015)

Task and Member Reference Groups:

<p>Countryside Management Member Reference Group</p>	<p>Bill Barker Mark Brett-Warburton Stephen Cooksey David Harmer (Spokesperson)</p>	<p>To report to Environment & Transport Select Committee with recommendations to advise the Cabinet Member on the changes required to the Surrey Wildlife Trust (SWT)/Surrey County Council (SCC) Agreement and its governance, to ensure that it is fit for purpose for the remainder of its term.</p> <p>To include:</p> <ul style="list-style-type: none"> • determining the terms of the Agreement between the County Council and SWT • determining the powers of SCC under the Agreement • advising on how the agricultural portfolio should be managed • advising on how the forestry portfolio should be managed • advising on how the rest of the property portfolio should be managed • advising on Governance to ensure that SCC fulfils its stewardship duty (to include also the co-ordination of the activities of Surrey representatives on Boards and Management Groups related to the SWT Agreement, and the establishment of an appropriate method of reporting back to the Select Committee and its Task Group) • advising on the SCC makeup of the Partnership Committee and to ensure a clear remit for those Members • advising on the draft strategy and business plan for the SCC Estate • advising on the future of the Sawmill and Workshop. 	<p>The Group's amended terms of reference were agreed at Select Committee on 23 October 2013.</p> <p>The Group met on 3 February 2014, and will reconvene once further work has been completed on the SWT Business Plan.</p> <p>The MRG met on 21 November 2014 to discuss and review the revised agreement between SWT and SCC.</p> <p>A meeting for the MRG has been scheduled for 30 March 2015 to discuss the final SWT/SCC agreement.</p>
<p>Customer Service Excellence Member Reference Group</p>	<p>John Beckett Stephen Cooksey George Johnson Victoria Young Richard Wilson (Spokesperson)</p>	<p>To support the Highways Service's journey to achieve the Customer Service Excellence (CSE) Standard, by:</p> <ul style="list-style-type: none"> • Sharing the perspective of users and the general public on customer service within Highways • Challenging and validating the project's objectives 	<p>The work of the Group is currently underway the last meeting of the group took place on 28 Jan 2015.</p>

Environment and Transport Select Committee Work Programme

		<ul style="list-style-type: none"> • Providing advice on how to approach wider engagement with the public and stakeholders • Putting forward recommendations on the action plan • Acting as advocates for CSE with Member colleagues and customers • Providing a Member perspective on future performance criteria, the levels of service and priorities, which may include the most effective use of IT supporting systems for the benefit of both the public and the highways department. • Helping maintain CSE as a priority once the award has been achieved. 	
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 9</div> Finance Sub-Group	Mike Bennison Stephen Cooksey George Johnson Michael Sydney Richard Wilson David Harmer (Spokesperson)	<p>To carry out robust scrutiny of major budgets, performance and costs of the services within the remit of the Environment & Transport Select Committee, and review existing and potential options for budget savings and performance improvement including testing of the evidence base for these options. Specifically:</p> <ul style="list-style-type: none"> • To work with E&I Directorate management and Finance officers to develop a good understanding of the budgets within the committee's remit and identify any further information which might be required. • To carry out scrutiny of revenue spend of Environment & Infrastructure for the Medium Term Financial Plan (including fees and charges) period 2015/16 to 2018/19, with a broad focus on highways and environment issues. • To test the evidence base for existing and potential options for reducing costs of service delivery, generating income and improving performance. • To suggest additional areas for achieving significant savings based on views of individual members of the finance sub group • To lead the discussion when the issues are discussed by the full Committee at a workshop session, ensuring that other Members have a good understanding and can make informed decisions. 	<p>The Group have met with both the Assistant Directors of the E & I directorate on various occasions between October and December 2014.</p> <p>A finance sub group budget allocation workshop has been organised for 11 March 2015.</p>

Environment and Transport Select Committee Work Programme

<p>Flooding Task Group</p>	<p>Mark Brett-Warburton Stephen Cooksey Peter Hickman Chris Norman Denise Saliagopoulos Nick Skellett David Harmer (Spokesperson)</p>	<p>To review the recent flood events that took place in Surrey and help the Council be as well prepared as possible for future instances of flooding, by addressing the following questions:</p> <ul style="list-style-type: none"> • What are the key lessons to be learnt from the County Council's response to recent flood events? • With the benefit of hindsight, what could the County Council do better should future flood events take place? • How were local communities affected by flooding and what did they see as the key issues on the ground? • What 'business as usual' activities can be carried out more effectively to help prevent flooding? • What schemes for Surrey are being included as part of the River Thames Scheme, how are they being funded and do they represent the best possible protection for the County? • To monitor findings of key Section 19 reports and consider how the Council can best invest in infrastructure to mitigate against future rain and storm events. 	<p>The Group has concluded its investigation and will be submitting its final report to the Select Committee meeting on 27 October.</p> <p>The report from the Select Committee was submitted to Cabinet on 25 November 2014.</p>
<p>Highways for the Future Member Reference Group</p>	<p>Stephen Cooksey Peter Hickman Richard Wilson Mike Bennison (Spokesperson)</p>	<p>To allow Member input into the Highways Service's plans for the future long-term management of Surrey's highways, by:</p> <ul style="list-style-type: none"> • Providing a member perspective on future performance criteria, the levels of service and priorities. • Providing a member perspective on the alignment between maintenance and improvement of the highway. I.e. bringing together activities currently separated into 'highways' and 'transport'. • Providing insight and challenge to the reviews of the current delivery strategies, including Horizon, safety defects, asset management strategies etc. Also help consideration of member roles in future delivery strategies. • Providing insight and challenge to current contract performance, and to consideration of the extension of the Kier contract. 	<p>The work of the Group is currently underway and the group is meeting on a regular basis.</p>

Environment and Transport Select Committee Work Programme

		<ul style="list-style-type: none"> • Providing insight and challenge to the development of future procurement strategies. • Providing a member perspective on capability issues for the 'Client' organisation. 	
Local Transport Review Member Reference Group	David Goodwin Peter Hickman Michael Sydney Pat Frost (Spokesperson)	To assist the E&I Directorate in its Local Transport Review project, by: <ul style="list-style-type: none"> • Giving officers the perspective of users and the general public on the various transport services under review • Advising on proposed levels of savings and the balance between savings and unavoidable impacts on users and the public • Challenging and validating the project's Equalities Impact Assessments • Advising on the balance of savings between different service types and areas • Advising on how to approach wider engagement with the public and stakeholders and own the agreed plan • Acting as advocates for the agreed plan with Member colleagues and community organisations • Following a briefing on consultation responses, advising on the proposals to be taken before E&T Select Committee and Cabinet. 	The work of the Group is currently underway and its most recent meeting took place on 12 February 2015. The next MRG has been organised for 17 April 2015.
Winter Maintenance Task Group	David Goodwin David Harmer Stephen Cooksey (Spokesperson)	To provide scrutiny and oversight of Surrey's annual Winter Maintenance policy.	The Task Group met on 14 July 2014 to consider the Winter Maintenance policy for 2013/14 following consultation with Local Committees. This was then approved by the Select Committee on 17 July 2014. A meeting on the task group has been scheduled for 13 May 2015 for an end of season review meeting.

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ENVIRONMENT & TRANSPORT SELECT COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER

The recommendations tracker allows Committee Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Committee. Once an action has been completed and reported to the Committee, it will be removed from the tracker.

Date of meeting	Item	Recommendations/ Actions	Achieved or still outstanding?	Responsible Officer:
12 March 2015	Utilities Task Group Recommendations And South East Permit Scheme (Seps): Update Report [Item 7]	For the Streetworks team manager to send the committee performance figures of the main utility companies carrying out utility works in Surrey.	Outstanding	Kevin Orledge
12 March 2015	Basingstoke Canal Update Report [Item 8]	For the Scrutiny Officer to discuss with the Cabinet Member for Environment and Planning the possibility of setting up a task group to look at the future management of the canal.	Achieved The Cabinet Member for Environment and Planning asked that the committee set up a task group looking into the future management of the Basingstoke Canal.	Huma Younis/ Mike Goodman

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**Environment & Transport Select Committee
23rd April 2015**

Community Infrastructure Levy & S106 Update

Purpose of the report: Policy Development and Review

This report provides an overview of the implementation of the Community Infrastructure Levy (CIL) across the eleven planning authorities in Surrey and an update in relation to the changes to the s106 regime, including the impact upon the ability to seek developer contributions from new development.

Introduction:

1. The Community Infrastructure Levy (CIL) is the Government's preferred policy approach to the collection of developer contributions to fund the provision of infrastructure in support of new development in each area.
2. CIL was introduced in 2010 with the intention that from April 2014 (extended to April 2015) the majority of planning authorities would have adopted the Levy.
3. As at the date of this report some 15% of authorities (57) across the country have now adopted CIL with a further 39% of authorities (137) anticipating adopting CIL by April 2016, 27% of authorities (95) still being in the early stages of preparation and 18% of authorities (63) having decided not to pursue the adoption of CIL.
4. CIL is effectively a tax on new development which is levied and collected by planning authorities in respect of the majority of new floorspace granted planning permission once the CIL regime has been adopted; it being an important additional funding stream which it is intended will help provide new and improved infrastructure required to support the growth identified in the respective Local Plans.
5. CIL and its collection and spending is controlled and managed by the planning authorities in accordance with the government's CIL regulations, which have become very complex as a result of the range of changes introduced by the government since 2010; a fifth raft of regulatory changes anticipated shortly.

6. At the outset a figure of over £20M was suggested as potential total annual CIL income for all planning authorities in Surrey but there were perceived risks that the authorities would not adopt CIL (it not being mandatory) and CIL monies might not be released for projects promoted by the County Council.
7. This report identifies a range of issues and consequences arising as a result of
 - 7.1 CIL being adopted by a number of Surrey authorities,
 - 7.2 the challenges arising in those areas where CIL has not been adopted and
 - 7.3 the government changes to the s106 regime, including the current legal challenge to recent changes to government planning policy.

Implementation of CIL in Surrey

8. The current situation in relation to the adoption of CIL in Surrey is shown in the table at **Annexe 1**
9. Since April 2013 four authorities have adopted the CIL regime, namely Elmbridge, Epsom & Ewell, Surrey Heath and Tandridge, two authorities anticipate adopting in April 2015, namely Woking and Spelthorne, two authorities anticipate adopting by April 2016, namely Mole Valley and Reigate & Banstead, the remaining authorities hoping to adopt at a later date dependent upon the progress in adoption of their Local Plans.
10. Clearly the adoption and introduction of the CIL regime are very much dependent upon whether a particular planning authority has an up to date and adopted Local Plan as CIL is unlikely to be introduced unless an up to date plan is in place, hence the likely extensive delay in the introduction of CIL in areas such as Runnymede, Waverley and Guildford.

CIL governance in Surrey

11. **Elmbridge** were the first authority to both adopt and commence collection of CIL, in April 2013, and governance arrangements were put in place in relation to how CIL would be allocated and spent.
12. For the strategic CIL monies a Strategic Spending Board made up of Borough Members has been established by Elmbridge and the first meeting took place on 29th September 2014.
13. All County Council projects have to be initially approved by the Elmbridge Local Committee before they are submitted as bids to the Strategic Spending Board and all decisions of the Strategic Spending Board are then taken forward as recommendations to Elmbridge's Cabinet for final decision.
14. The County Council has been allocated CIL monies from the first round of bidding in 2014 and is currently preparing a second set of bids for the 2015 bidding round.

15. **Annexe 2** gives an overview of the successful bids to Elmbridge's Spending Board including the proposed and future bids although the one project that was not found to be acceptable was the Terrace Road cycle path scheme, at £330,000, which was considered too expensive and was felt by Members not to meet the needs of the local population.
16. Of particular note is that none of the successful highways schemes were to mitigate traffic impact arising from new development, even though the funding itself was derived from such development.
17. With regard to the spending of the 'meaningful proportion' of CIL (up to 25%) which has to be handed down to local communities, settlement-specific Spending Boards have been created for the designated settlement areas, the release of such funds being contingent on having a clear delivery plan in place.
18. A slide showing how the "meaningful proportion" is allocated, the amount dependent upon the existence of a Parish Council and/or a Neighbourhood Plan, is to be found at **Annexe 3**.
19. Although **Epsom & Ewell, Surrey Heath, Spelthorne and Tandridge** have commenced the collection of CIL detailed discussions have yet to take place as regards how the governance arrangements will work going forward and whether the Local Committee will have a role in the process.
20. With regard to **Woking**, who have also recently commenced the collection of CIL, detailed discussions have taken place as regards how governance will operate in their area and a report was taken to the newly constituted Joint Local Committee on 3rd December, which introduced a process whereby the Joint Local Committee will determine the spending of CIL once the CIL regime is in operation.
21. Clearly there are a number of different models for the governance of CIL that could be introduced by each of the authorities but at present it is considered that the Woking model is one that appears to offer the most open and transparent collaborative process for deciding which schemes the CIL monies should be used to support.
22. Indeed in Elmbridge's report to their Cabinet in June 2013 they stated that "the potential to use Surrey Local Area Committees for such purposes was examined and while there would be obvious resource benefits in utilising an existing committee, a number of potential barriers have been identified in doing so".
23. "These local committees are constituted by Surrey County Council and voting restrictions apply to district/borough members". "At present, district/borough functions could only be voted on by local committees if the function was delegated to the County Council, who in turn would delegate to the local committees". "In terms of CIL, this would require the transfer of powers currently held by Elmbridge, as the designated charging authority, to the County Council".

24. The Joint Local Committee model now operating in Woking could allay some of the concerns and procedural difficulties expressed in the report so it will be dependent on how this new “joint” committee works in Woking as to whether Elmbridge, or any other authority, considers the model to be something they could adopt in their areas in the future.
25. Over the coming months it is anticipated that detailed discussions will begin as regards the governance arrangements in those areas where the CIL regime has or is to be adopted.

Impact of the CIL regime in Surrey

26. The current CIL regime in Surrey is highlighting a number of concerns which have consequences for the planning and provision of infrastructure provided by the County Council, (predominantly transportation, highways and education), whether in relation to the provision of mitigation for new development or addressing the cumulative impact of the growth across Surrey.
27. Some of these concerns are summarised as follows -
 - 27.1 In local authority areas that have yet to adopt CIL there will be limited opportunities for securing funding until such time as CIL is adopted, from when it is likely to be a further twelve to eighteen months before the local authority are in a position to actually allocate the monies collected;
 - 27.2 For all except very large developments CIL removes the link between the development and the mitigation of the development's specific impacts;
 - 27.3 In the West of the County the inclusion of SANGS (suitable alternative natural green spaces) as part of the CIL regime will materially reduce the monies available for other infrastructure due to the high cost of SANGS provision;
 - 27.4 The decisions on allocation of CIL funds will be made in the main by the local authorities (excepting Woking where decisions will be made by the Joint Local Committee), there being no guarantee as to the level of funding that will be made available for County Council infrastructure;
 - 27.5 CIL places the onus for delivery of infrastructure on the collecting authority (local planning authority), who are not, in the main, the delivery authority, which could result in crucial infrastructure either being delayed, not being provided or having to be funded solely by the County Council; and

- 27.6 There will be minimal scope for officers to negotiate mitigation for medium-sized developments, as has been the case until recently, where a developer is paying CIL.
28. The ability to seek the s106 Planning Infrastructure Contribution tariff (PIC) or the Horley Small Sites tariff, for new planning applications received, or decisions made, post 6th April 2015, will cease and in those areas where CIL has been adopted new applications will begin being charged CIL.
 29. In areas where CIL has not been adopted no CIL charge or s106 tariff monies will be sought and new development (unless a major application where onsite s106 mitigation can be sought) will no longer be required to mitigate its specific impact upon local infrastructure.
 30. This situation will continue until CIL is adopted by the local authority when a CIL payment will then be sought for area wide infrastructure projects, albeit these will not necessarily be in the locality of the development the monies were secured from.
 31. This unsatisfactory situation is compounded by the CIL Regulations (Reg 122) which restricts the number of s106 obligations to no more than five for a particular project of scheme which has previously secured s106 or tariff contributions, the number of obligations being counted back to April 2010.
 32. As a result if particular infrastructure requires a contribution from a development to mitigate its impact and if that infrastructure has already benefited from five previous s106 obligations, then the County Council are unable to seek a s106 contribution towards that infrastructure.
 33. Whilst this will be detrimental to the majority of authority areas it will prove particularly challenging in the areas where tariffs have been collected since 2008 (Waverley, Surrey Heath, Runnymede, Elmbridge, Epsom & Ewell, Mole Valley and Reigate & Banstead) as a result of the historic number of obligations secured for the majority of new development in those areas.
 34. The County Council's ability to secure infrastructure contributions has therefore been further restricted and any resulting deficit will have to be funded in the future by the County Council itself or by alternative funding mechanisms.
 35. This situation is highlighted by a recent decision of Runnymede BC wherein they have decided that in the light of the delay in adoption of CIL in their area the County Council will be required to fund the delivery of any necessary education and highways/transport Infrastructure during the period from April 2015 until they adopt CIL.
 36. In addition as a result of the allocation of a 'meaningful proportion' of CIL receipts, these having to be spent in the local community, it leaves only 75% of the CIL receipts to be distributed for strategic infrastructure; the

local planning authorities in the West of Surrey being likely to allocate a large proportion of the strategic receipts for SANGS mitigation, leaving significantly less CIL monies available for other infrastructure.

37. Whilst CIL will be able to be utilised for more strategic or major schemes it is the smaller local or medium sized schemes, that were previously funded in part by s106 and tariffs, which will find it much more difficult to secure funding under a CIL regime.
38. As a result officers who previously negotiated developer contributions in connection with planning applications have concerns that they will no longer be able to successfully mitigate the impact of new development upon local infrastructure as a result of the change in regime which will, over time, inevitably lead to a cumulative deficit of infrastructure throughout Surrey.
39. Developments are likely to occur which will impact on highways, public transport and education infrastructure but the County Council will not be able to secure s106 contributions to mitigate those developments because it is the government's intention that the necessary infrastructure should be funded, in the main, by CIL and not s106.
40. In relation to major applications officers will continue to work with their local planning authority colleagues in an effort to secure infrastructure, or funding for infrastructure through s106, on an application by application basis where it is both reasonable and compliant with the CIL statutory tests, which state that the request must be –
 - 40.1 directly related to the development
 - 40.2 necessary to make the development acceptable in planning terms, and
 - 40.3 fairly and reasonably related in scale and kind to the developmentand where the planning authority are supportive of the approach taken.
41. In the absence of any other mitigation the projects being prioritised for area wide CIL funding will no longer need to address the site impacts of specific development as had previously been required under the s106 regime.
42. Consideration is being given to setting up a monitoring and reporting regime to identify where development has taken place and if particular local infrastructure schemes were felt necessary to provide mitigation, and that mitigation has not been provided, the schemes will be recorded over time and monitored.
43. As the number of developments increase over time any scheme that becomes a priority could then be promoted to the local authorities for inclusion in the Regulation 123 List, a List which determines what schemes or projects are considered suitable for the receipt of CIL funding.

44. This regime would integrate with other strategic schemes and projects which are considered corporate funding priorities and which are proposed to be promoted as bids for CIL funding.

Application for Judicial Review of Government policy changes

45. In November 2014 the Government announced changes to the planning policy in relation to the size of schemes that should provide affordable housing, removing the majority of tariff style contributions and introduced a "credit" to be given for vacant buildings when calculating the obligations to be secured.
46. The policy was announced in Parliament and was reflected in changes to the NPPG, the stated aim being to make development easier and less expensive for small developers.
47. The policy changes have been challenged through the High Court by West Berkshire, Reading and Islington LB, with the support of Surrey County Council and other local authorities and public interest organisations.
48. One of the issues that the Court will have to consider is the effect that the exemption of small sites from affordable housing contributions will have in terms of the number of affordable homes that are secured and the level of planning contributions that are achieved.
49. Unfortunately the government do not appear to have carried out any analysis of the numbers of affordable homes or the level of contributions likely to be lost, before promoting the policy; surprisingly there appears there was no regulatory impact assessment or any environmental analysis exploring this issue.
50. Whilst there may well be good public policy justifications for the changes, promoting new policy without at least some public understanding of the likely consequences is not considered a reasonable or responsible approach.
51. Similar issues arise in relation to vacant building credit as again there is no evidence of the levels of affordable housing/planning contributions that will be lost as a consequence of the changes and perhaps more importantly, at least in terms of the operation of the planning system, there is no clarity about how the vacant building credit is proposed to actually work in practice; different planning authorities already interpreting the changes using different formula.
52. The principle behind the credit is simply that affordable housing contributions and planning contributions should now be based on the net increase in floorspace which is meant to mirror CIL. However, unlike the CIL process, CIL charging rates are set taking into account development viability and include assumptions about the likely level of net increase in floorspace.

53. In the light of the perceived financial impacts the three local authorities are challenging the policy changes by applying for a judicial review and the hearing of the applications are due to take place in the High Court on 29th April 2015.
54. The impact of the changes are already beginning to be felt in Surrey in that a number of small and viable developments, that had previously agreed to pay the tariff, have now applied to have the obligations discharged so reducing the costs of their development but in turn no longer mitigating the impact of their development on the local infrastructure, which officers estimate could mean up to £3m in developer contributions being at risk.
55. In Reigate & Banstead's area the Horley Small Sites tariff is at risk of losing £500k from viable development which has not yet been implemented where unilateral undertakings have already been executed; Horley being the subject of a comprehensive and co-ordinated Masterplan strategy to deliver 2,600 new homes supported by an extensive package of infrastructure and service improvements.
56. As part of its commitment to the Horley Masterplan the County Council has already defrayed considerable expenditure to deliver a number of key infrastructure and service improvements in advance of developer contributions being received that are necessary to ameliorate the impact of the development and to ensure it is integrated with the existing urban areas; any loss of anticipated developer contributions requiring additional funding to be provided at a time of financial restraint.
57. The extension of the changes to include affordable housing contributions will lead to significant losses for local planning authorities, Reigate & Banstead having estimated that the anticipated loss to affordable housing in their area will be £1.9m per annum, which would have supported or enabled the delivery of over 50 new affordable housing units in the Borough.
58. Reigate & Banstead consider that the changes will detrimentally affect their ability to deliver the levels of affordable housing required in their area in the light of the market failure to deliver such housing.
59. The Borough's affordable housing provision, which form part of their up to date and recently adopted Core Strategy, is a key part of the Council's strategy to meet their high affordable housing needs and was in line with the NPPF; the provisions being subject to a site specific viability requirement.
60. It seem the government has taken a decision to introduce a threshold for developer contributions to reduce the financial impacts upon developers of less than 10 units, rather than considering the introduction, as they did when introducing the CIL Regulations, a viability requirement which would have allowed development on small sites to proceed in areas where the requirement for developer contributions does not affect viability, due to the high value of housing and the resulting higher profit margins.

61. As a result the broad brush approach of the policy changes has resulted in development which is viable, and which can afford to pay developer contributions, being allowed to avoid them which, had a targeted approach based on viability criteria been introduced, would not have occurred.
62. Inspectors are already determining that the changes trump up to date statutory development plan policies, as in the case of Reigate & Banstead's Local Plan, and whilst that is clearly the effect of the Government's policy changes one does wonder if it was their intention.
63. Indeed even where a developer has continued to offer the required contributions, as occurred at a recent appeal, the Inspectorate have determined that the contributions should not be secured in the light of the recent policy changes.
64. In addition a number of planning authorities in Surrey consider that the financial credit, introduced by the policy changes, will further reduce their ability to secure the necessary infrastructure to support the new development particularly in respect of previous large industrial or Ministry of Defence type sites, where infrastructure including affordable housing provision are very important components of such sites impact mitigation; the stated aim being to speed up the development of brown-field sites by making it easier and less expensive for developers.
65. The impact of the financial credit continues to be evaluated by local planning authorities but what is clear is that very large sites with large areas of vacant buildings will no longer have to make a level of contribution towards infrastructure and affordable housing which they would previously have been required to make, thereby reducing the amount of funding for affordable housing and increasing the impact upon the existing infrastructure.

Conclusions:

66. There has been a significant amount of collaboration with local authority colleagues in the run up to their adoption and collection of CIL, but there remains a considerable amount of work still to be undertaken before the remaining authorities are in a position to take forward their CIL regime.
67. There is still a large amount of detailed technical work to be undertaken by County Council colleagues with each of the authorities who are still to adopt Local Plans, Infrastructure Delivery Plans, CIL Charging Schedules and Regulation 123 Lists, the documentation that generally needs to be in place before CIL can be collected.
68. The Levy is very much a planning authority regime and as such a high level of collaborative working is required at both officer and more importantly at a political level, to ensure that the provision of strategic infrastructure to support the development in each of the areas is able to be secured and provided at the required time, utilising CIL as one of the funding streams.

69. As the report highlights the authorities in Surrey are at different stages in their preparations for CIL and as a result the adoption and collection of CIL will be subject to a variety of timescales and could, as a result, affect the ability of the County Council to support development in different areas by securing and providing infrastructure within the required timeframes.
70. As a result careful monitoring of the future impacts of the different timescales upon the delivery of local and strategic infrastructure will be required.

Recommendations:

71. It is recommended that the Select Committee endorse:
- a) Officers continued collaboration with Borough and District colleagues in their preparation of Local Plan policies, Infrastructure Delivery Plans, CIL Charging Schedules and Regulation 123 Lists to ensure the County Council is able to support development in each of the areas by securing and providing strategic infrastructure at the required time,
 - b) Officers continuing to seek mitigation of infrastructure impacts from developers, on an application by application basis, in those LPA areas where CIL is not adopted post 6th April 2015, unless restricted by the 5 obligation restriction; details of any infrastructure mitigation that has not been achieved being recorded as part of the proposed monitoring regime,
 - c) Establishing a reporting back regime to establish the level of 'infrastructure deficit' arising from new development which is not being mitigated by the allocation of CIL or site specific s106 or s278 agreements,
 - d) Continued close working with the planning authorities operating CIL, and where possible negotiate changes to the governance arrangements and the Regulation 123 Lists in an attempt to ensure that any infrastructure deficits are kept to a minimum.
 - e) Officers continuing to seek agreement as to how the governance regime for CIL will operate in each of the areas by way of a memorandum of understanding or other suitable agreement, and
 - f) The further work required to secure a suitable governance regime in each of the areas, in the light of the possible different models for governance, given that the Woking model is one that appears to offer the most open and transparent collaborative process for deciding which projects CIL monies should support.

Next steps:

72. The next steps are:

- Officers continue to monitor the progress of CIL adoption across Surrey
- The County Council continues to collaborate with Borough and Districts as regards the preparation of their CIL documentation, including any necessary agreements as to how the CIL governance and allocation process will work in each of the areas, and
- Officers bring back progress reports on the outcomes, particularly the success or otherwise of securing CIL monies towards necessary infrastructure.

Report contact: Paul Druce – Infrastructure Agreements & CIL Manager

Contact details: Paul.druce@surreycc.gov.uk 0208 541 7386

Sources/background papers:

Community Infrastructure Regulations 2010 (as amended)

CIL Members Update – April 2013

CIL Report - Environment & Transport Select Committee – 23rd January 2014

CIL Report - Environment & Transport Select Committee – 15th December 2014

Consultees:

Trevor Pugh – Strategic Director Environment & Infrastructure

Dominic Forbes – Planning & Development Group Manager

Cllr John Furey – Cabinet Member for Highways, Transport & Flooding

Cllr Mike Goodman – Cabinet Member for Environment & Planning

Cllr Linda Kemeny – Cabinet Member for Schools & Learning

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CIL Adoption Progress in Surrey

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Making Surrey a better place

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Core Strategy already adopted

Core Strategy to be adopted

As of 13.04.2015

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Elmbridge Schemes for CIL bids - past, present and future

Division	Successful bids	Proposed bids for June 2015	Possible future bids
East Molesey and Esher	Esher Transport Study £50,000 towards a feasibility study	Real Time Passenger Information (RTPI) £110,000 for RTPI displays at six bus stops on Quality Bus Corridors in Esher, Cobham, Walton and Thames Ditton	Implementation of schemes arising out of the Esher Transport Study .
Hersham	Burwood Road school safety measures £85,000 for works to follow and complement installation of Zebra Crossing Burhill Primary School £150,000 for MUGA		
The Dittons	Long Ditton Schools Safety measures £90,500 for works to follow and complement improved pedestrian crossing in Ditton Hill Road	Real Time Passenger Information (RTPI) (See above) Cranmere Primary School and Nursery £889,115 contribution to new nursery provision.	
Cobham and Stoke D'Abernon	Fairmile Lane Safety Improvements £22,500 contribution to construction of new road table Stoke Road speed management measures £10,000 contribution to speed management scheme	Real Time Passenger Information (RTPI) (See above)	Contribution towards construction of the Blundell Lane pedestrian / cycle accessibility improvements scheme.
Claygate, Hinchley Wood and Oxshott	Oxshott Speed Management measures £25,000 contribution to road safety and speed management schemes		Blundell Lane pedestrian / cycle accessibility improvements (see above)

Division	Successful bids	Proposed bids for June 2015	Possible future bids
Weybridge		Manby Lodge Infant School £300,000 contribution to offset capital cost of project Real Time Passenger Information (RTPI) (See above)	Implementation of schemes arising out of the Elmbridge Cycle Strategy . Implementation of schemes to enhance Access to Brooklands
Walton		Walton Oaks Primary School £662,974 contribution towards 1 form of entry expansion. Real Time Passenger Information (RTPI) (See above)	Elmbridge Cycle Strategy (See above) Construction of Community Led Scheme for Terrace Road , between The Grove and Cottimore Lane Measures arising out of the Walton to Halliford Transport Study .
West Molesey		Hurst Park Primary School and Nursery £537,400 contribution to new nursery provision	
Walton South and Oatlands		Cleves Junior School Weybridge £200,000 for provision of a MUGA.	Elmbridge Cycle Strategy (See above)
Total value of bids	£433,000 Total £283,000 Transport £150,000 Education	£2,699,489 Total £110,000 Transport £2,589,489 Education	

CIL and Neighbourhood Planning

Parish council ✓ Neighbourhood Plan ✓ = 25% uncapped, paid to Parish	Parish council ✓ Neighbourhood Plan ✗ = 15% capped at £100 / dwelling, paid to Parish
Parish council ✗ Neighbourhood Plan ✓ = 25% uncapped, local authority consults with community	Parish council ✗ Neighbourhood Plan ✗ = 15% capped at £100 / dwelling, local authority consults with community

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Environment and Transport Select Committee
23rd April 2015

The Agreement with Surrey Wildlife Trust for the Management of the County Council's Countryside Estate

Purpose of the report: Scrutiny of Services and Budgets/Performance Management/Policy Development and Review

Since the last report on this subject which came to the Committee on 15th December 2014 further detailed negotiations have taken place with Surrey Wildlife Trust which have resulted in the proposed changes to the Agreement between Surrey County Council (SCC) and Surrey Wildlife Trust (SWT). Some of these changes are still being negotiated and therefore this report principally focuses on the proposed changes relating to property and woodland.

Introduction:

1. A fifty year Agreement was established with Surrey Wildlife Trust to manage the County Council's Countryside Estate in 2002. It has subsequently been reviewed periodically with a major review taking place in 2014. A Task Group from the Environment and Transport Select Committee (ETSC) and a subsequent Countryside Member Reference Group have helped to shape the details of the new Agreement.
2. All aspects of the Agreement including the two leases, that transferred the land and property to SWT, were looked at again with a view to making their meaning clearer and ensuring that the management of the Countryside Estate is as effective as it could be in providing conservation for the landscape and recreational opportunities for the visitors to the Estate.
3. Reducing amounts of public sector finance have also presented a need to ensure the Estate can become financially sustaining by increasing the income from other sources of funding. The Estate's portfolio of property includes five farms, houses and a depot as well as a range of rural buildings, which generate a steady income. However there is a need to see an increasing income from the Estate and SCC and SWT are working on a range of services to do this.
4. Three progress reports have been brought to this Committee subsequently setting out the ongoing discussion. These discussions and more recent negotiations have now resulted in the terms outlined below and detailed in the attached documents. The final Agreement will not be completed until April 2016 to allow time to finalise commercial plans for the Estate, the timeline is attached in Annex 1.
5. **Financial Formula** Surrey Wildlife Trust has agreed the formula for last year (2014/15) and this year (2015/16), which means a reduction in the contribution

from Surrey County Council (SCC) by £100,000 in each of those two years. The contribution from SCC will then reduce in line with a formula that will be agreed by April 2016. This part of the formula will depend on the level of income that can be made from a series of income generating ideas. The wording for this part of the Agreement will reflect those plans and the return on investment required by a range of investors, who may be SWT, SCC or third parties. Returns on the investment by SCC can be reflected in a number of ways including savings in the cost of managing the Estate and potentially an income for other services.

6. **Property** The built property on the Estate which, was transferred via two leases, was included in the Agreement for two key reasons, as operational property and to generate an income to manage the property and the land. Lease 1 comprised all the land and operational property such as the tied housing and East Horsley Depot, lease 2 comprised the income generating property such as the farms and non tied housing. The leases are both full repairing leases giving SWT the responsibility for all outgoings in connection with the property, repairs and maintenance and insurance. The only exceptions to this related to property that was out of repair at the start of the lease and some of that was subsequently repaired and included in the second lease, which was signed in 2004. The remainder has yet to be included in the lease, see the note below on the proposed supplemental lease. Annex 2 is the draft of the Property Management Plan including the undated Asset Management Plan and the Repairs and Maintenance Programme, which were originally agreed with the Members Asset Panel in 2011. This has been produced jointly with SWT. It is underpinned by a Stock Condition Survey for all the buildings which was first produced in 2010 and is now being updated. This will be completed by July 2015. The final draft of the Property Management plan, incorporating the information from this survey and worked up with Property services, will be ready in July. In addition a report has been drafted on further ideas for generating income from the property developed from assessments carried out by Bidwells. Some of these now need an assessment of their feasibility which will be done over the next six months to see if they would be viable.
7. The two leases include a clause which allows any property to be taken back in hand, where the land or property is required for the Council's statutory purposes or for redevelopment by serving at least one year's notice. This was put in both leases of 2002 and 2004. In addition there are a number of properties that are on the Countryside Estate and should have been put into the leases. This was not completed for a number of reasons and part of this review will be to complete a supplemental lease for those properties and pieces of land. In most cases SWT have been managing the property and receiving the rent. Annex 3 includes a list of the properties to be included in the supplemental lease and sets out the reasons for including them in that lease.
8. There is currently no mechanism for funding large scale repairs to the buildings, for example replacing rooves or major reconstruction. As part of the Property Business Plan SWT will work up business plans with SCC to agree how the investment will be provided for major repairs and Improvements to buildings on the Estate.
9. **Ideas for Future Income Generation** The future of the Countryside Estate depends on it being able to generate an income from it's assets. That does not mean that the Estate will be exploited, it means that assets such as the property and woodland will be managed more commercially and consideration will be given to activities that the public would pay for. The principal will remain

that entry to the Estate on foot, horseback, or cycle will remain free at the point of entry.

10. Plans being considered are holiday lets in existing cottages, camping, parking, events, increased sale of timber, reconsidering the production at the sawmill, and more commercial use of the farms. Plans are currently well advanced to trial holiday lets and a small scale caravan site on the Estate during 2015/16.
11. The key to any use will be how it fits into the landscape and the impact on that landscape and its visitors.
12. **Woodlands** There are approximately 1000 hectares of woodland on the Countryside Estate much of which is designated for conservation, either as Sites of Special Scientific Interest and or Special Protection Areas or Special Areas for Conservation. This does not however prevent the woodland from being managed for timber and the Woodland Policy in Annex 4 sets out the policy for doing this. Assessments of all the woodlands are currently being completed and will lead to a strategic woodland plan by December 2015.
13. **Sawmill** The Sawmill is used by Norbury Park Wood Products, a wholly owned company of SWT. The business is nearly at the breakeven but has struggled to get to that point. SWT and SCC are about to go out to test the market to see if there are any potential partners or other commercial ideas to further develop the business and make it profitable.

Recommendations:

14. The Committee is asked to comment on the proposals outlined above.

Next steps:

15. The ETSC Countryside Member Reference Group will meet again before the main report goes to the Cabinet in order to assess the detailed proposals for the new Agreement.

Annexes

Annex 1	Timeline for Revised Agreement
Annex 2	Draft Property Management Plan- Property Asset Management Plan and Repairs and Maintenance Programme
Annex 3	Properties to be included in the Supplemental Lease
Annex 4	Sustainable Woodland Management Policy

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Sources/background papers:

ETSC Report on 15th December 2014: The Agreement with Surrey Wildlife Trust for the Management of The County Council's Countryside Estate.

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Annex 1- Timeline for Revised Agreement

Key Milestones

E&T Select Committee Member Reference Group Meeting	30.03.15	30.03.2015	Countryside to: E&T Select Cttee Member Reference Group
Receive: Comments from E&T Select Committee Reference Group	03.04.15	By 8 th April 2015	E&T Select Cttee Member Reference Group to: Countryside
Draft: E&T Select Committee Report: Briefing / Proposals Outline	10.04.15		Countryside to: Member Services
E&T Select Committee: Chairman's Pre-Meeting	02.04.15		Countryside to: Chairman's Pre-Meeting
Head of Procurement meeting on Cabinet Report	13.04.15		
E&T Select Committee Meeting	23.04.15		Countryside to: E&T Select Committee
Issue: Update to Briefing / Proposals Outline	24.04.15		Countryside to: SWT
Draft: Cabinet Report contributions/ officer commentaries	01.05.15		ALL: Countryside
Submit: Final Draft Cabinet Paper /Select Committee comments	05.05.15		Countryside: Member Services
Cabinet Approval	Cabinet 26.05.15		Countryside: Cabinet
Complete: Contract variation / Lease formalities	April 2016		Countryside, Finance, Procurement, Property, Legal: SWT

Area of Agreement	By When	Comments	By Who
Property			
Supplemental Lease	Legal Instructed Easter 2015		Property
<ul style="list-style-type: none"> property to be included and why 		In report to ETSC April 2015 and Cabinet May 2015	SCC
<ul style="list-style-type: none"> clause for surrender and recovery of property already included in original leases 		In report to ETSC April 2015 and Cabinet May 2015	SCC
Property Management Plan	March 2015	In report to ETSC April 2015 and Cabinet May 2015	SWT
<ul style="list-style-type: none"> Plan 		drafted	SWT

• AMP		updated	SWT
• RMP		Need updated version	SWT
Update of Stock Condition Survey	May/June 2015		SWT
Roads Tracks and Bridges		Require a formal inspection of bridges	SCC
Woodland Policy	April 2015	In report to ETSC April 2015 and Cabinet May 2015	SWT
Strategic Woodland Management Plan	Dec 2015		SWT
Financial Formula	Interim April 2015 finalise for April 2016	In report to ETSC April 2015 and Cabinet May 2015	SCC
Commercial plans	April 2016		SWT/SCC
Sawmill Business Plan	June 2015	Market testing of options for the Sawmill	SCC/SWT
Governance	April 2015	ToR for Partnership and reporting structure	Done
Service Deliver Specification	April 2015	Latest version ready and been through ETSC and Cabinet Dec 2014	Done
KPIs updated	April 2015	Latest version ready and been through ETSC and Cabinet Dec 2014	Done
Update Business Plan for Countryside Estate	April 2016	Following confirmation of revised Financial formula	

Complete Review of wording of Agreement	April 2016 (tbc)		
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Annex 2- Draft Property Management Plan

**Surrey Wildlife Trust
Surrey County Council Countryside Estate**

Property Asset Management Plan 2015

CONTENTS

1. Introduction and Background
2. Description of Properties
3. Context
4. Objectives and Operational Methods
5. Performance Measures
6. Professional and Technical Resources
7. Operational Modules

Modules

1. Repair and Maintenance Programme and appendices
 - a. review of the RMP since inception.
 - b. Summary RMP figures
2. Sinking Fund – Property Repair Fund
3. Capital strategy for improvement of assets
4. Tied housing
5. Farm assets
6. In hand and operational use and infrastructure
7. Performance indicators

1. Introduction and background

- 1.1 In 2002, Surrey County Council (SCC) and Surrey Wildlife Trust (SWT) entered into a 50-year Agreement for Services under which the Trust manages the SCC Countryside Estate on behalf of the Council. The objective was, and is, to deliver benefits to both parties and for the operation of the Contract to be a co-operative and mutually supportive partnership. The Service Contract between SCC and SWT delivers the Council's two main aims: **nature conservation** and **public access and benefit**.
- 1.2 To achieve the required level of service delivery, the Service Contract provides for SWT to use and occupy SCC owned property via two leases whereby the land and buildings within the Countryside Estate are leased to SWT co-terminously with the Service Contract which places on SWT the obligation to manage the Estate. The Contract is delivered through a Service Delivery Specification (SDS) revised in March 2010 and further reviewed in 2014. The two leases are the Phase 1 lease covering the non commercial land and buildings and the Phase 2 lease covering the commercial land and buildings.
- 1.3 Underpinning the Contract were three principles:
 - The Phase 2 properties would be managed more effectively and achieve a higher rental return in real terms than that which existed in 2002.
 - The net rental return would fund the repair and maintenance costs of the Phase 2 lease properties as well as the roads, tracks, bridges and car parks within the Phase 1 lease, and make a substantial contribution towards delivery of the main aims of the Service Contract.
 - The total expenditure on the Countryside Estate would be limited to all the funds raised through the Estate whatever the source and would be spent only on the Estate
- 1.4 There are a number of obligations across the two leases, primarily that the permitted uses are those for purposes connected with the Service Contract and in accordance with the SDS and Management Plans. Secondly that the repairing obligations (particularly to the Phase 2 properties) are undertaken such that these properties are safe and fit for purpose to a minimum standard comparable to their condition at the start of the lease. This is to be evidenced by condition surveys at regular intervals. All legal obligations relating to property compliance and landlord and tenant matters must be met.
- 1.5 The AMP should be seen within the context of the County Council's own Strategic Asset Management Plan produced in 2013 in accordance with government guidance. The 2002 partnership between SCC and SWT did not require SWT to produce a strategy for managing the assets however in 2009 both parties agreed that SWT should produce an Asset Management Plan to compliment that of the County Council thereby ensuring the assets would be managed within an agreed strategic framework.

- 1.6 The AMP does not cover the open spaces, e.g. the commons, but focuses on the buildings, other built infrastructures, the commercial properties and the public car parks. The open spaces are covered by individual Management Plans. Although nature conservation and public access are the direct public benefits, the maintenance of buildings and structures is critical to the Council's property asset base. That asset base is the value of the investment made by SCC into the agreement.

2. Description of Properties

- 2.1 In general the Countryside Estate comprises 6,500 acres, has 30 residences, five let farms, historic and listed buildings, visitor facilities, roads, tracks and bridges, and a sawmill from which timber products are manufactured.
- 2.2 Most of the buildings and structures are pre 1945 and the last period of new build occurred in the 1960-70s. Many of the properties are situated in Norbury Park but otherwise there is a County-wide geographical spread. There is an extensive let estate (Phase 2 lease) raising income to repair and maintain properties and with any surplus supporting service delivery and buildings in the Phase 1 lease ie. those occupied by SWT or required to deliver the Service Contract such as, for example, visitor centres, historic features, operational bases and tied housing.
- 2.3 Appendix X shows a list of properties by type and tenure.
- 2.4 Current Condition of Property.....
- 2.5 Backlog Maintenance.....
- 2.6 Changes in the Portfolio since the start of the Agreement and the last AMP. To be added once the new stock condition survey is completed.

3. Context

- 3.1 The AMP will be updated every 5 years to reflect both changes to the portfolio holding, market forces, and strategic drivers.
- 3.2 Currently the following trends and pressures have some impact on the management of the property portfolio:
- 3.2.1 There is an expectation and requirement that the AMP will respond positively to the increasing challenges of environmental sustainability, should be achieved where finances allow. New legislation already in force with further rollout in 2018 around minimum energy efficiency rating criteria for rented properties
- 3.2.2 The anticipated aim that the Countryside Estate is working towards being self-sustaining by 2021

4. Objectives and Operational Methods

- 4.1 In pursuance of the Trust's and SCC's vision, the objectives of the AMP are:

4.1.1 To work in partnership with SCC to achieve the best facilities possible, within the resources available, for the community of Surrey, which will mean maximising the use of assets to ensure they are there for future generations and do not deteriorate and that they drive additional service benefit.

4.1.2 To manage the properties to an agreed specified standard, ensuring that systems and processes reflect best practice. .

4.1.3 To ensure the leased land and buildings retain and where possible improve both their condition and asset optimisation (or usage) for both the Countryside Estate and SCC.

4.1.4 To produce an annual financial surplus, where possible, once property maintenance and investment has been undertaken that will support the service contract, and implementation of the SDS.

4.2 Achievement of the objectives will be effected through:-

4.2.1 Property maintenance work to set an appropriate long term standard in accordance with the relevant statutory requirements and repairing obligations set out in the leases.

4.2.2 A detailed per property assessment to identify the appropriate works, building on and confirming the broader results of the Stock Condition Survey that SWT carried out in 2010. Currently being updated, completion due June 2015

4.2.3 Maximisation of rental income within service level constraints and minimisation of bad debt and letting voids.

4.2.4 Investigation of improvement opportunities outlined in a business case in line with the format acceptable to SCC in business case collation.

4.2.5 Adherence to good estate management practice.

4.2.6 Maintenance of full and proper records for all properties and structures.

4.2.7 Procurement of the correct professional and technical resources

4.2.8 Compliance with the KPIs put in place.

(Needs a Section here to set out the process by which properties will be managed to include the bullets below)

- Whether tenanted or occupied relevant legal tenancies or licences will be in place to protect the asset
- That tenancies are fairly dealt with and communicated with on a regular basis

- That rent review are undertaken in a timely fashion

All legally required inspections are undertaken and records kept with necessary work undertaken when required.

5. Governance and Performance Measures

- 5.1 Achievement of the objectives outlined above in 4 will be measured against the key performance indicators set out below against which SWT will report to SCC on an annual basis in addition to quarterly updates to officers and biannual reports to the Partnership Committee (as outlined in the SDS)

5.2 Quarterly Meetings

The SDS and Governance structure ensures that there are regular quarterly meetings, linked to the existing Quarterly Review Meetings between SWT and SCC Officers, with additional meetings agreed if necessary. The meetings will include officers from the SCC's Countryside and Property Services and appropriate officers from SWT. The main aim of these meetings will be to agree the Repair and Maintenance Programme.

Progress on the Repair and Maintenance Programme will form part of the annual report to the officers group and the members of the Partnership Committee as necessary.

5.4 Performance Indicators

The Trust's performance can be measured against the following indicators as reviewed in 2014:-

- To achieve a rental return of 90% of market rent allowing for restrictions such as farm tenancies and tied properties. Specific properties are excluded.
- The delivery of the Asset Management Plan (AMP) will be measured against the property condition survey (Stock Survey) completed as part of the Property Business Plan 2015 and every 5 years thereafter.
- To keep rent arrears at less than 4% per annum, measured at the completion of year end.
- To ensure that the vacancy rate of occupied property is minimised and after taking in to account time between tenancies for refurbishment (not to be more than is reasonable), the average rate is less than 7.5% per annum.
- Target around delivery against specific timely conditions i.e. all properties to meet new energy standards for rental by 2018, this should be added specifically for this period – this needs to be clarified.

6. Professional and technical resource

- 6.1 The present manner in which the Trust implements the objectives is via employment of a Property Manager, who is a Chartered Surveyor, responsible for implementing, overseeing and organising the property

functions within SWT additionally procuring external specialist skills as required.

7. Operational Modules

- 7.1 The important elements of the AMP are outlined in operational Modules which set out how those parts of the AMP will be delivered. These Modules will be updated as circumstances change and new Modules added as required.
- 7.2 In particular, being an important part of the AMP, a Repair and Maintenance Programme (RMP), Module 1, was drawn up which has been the basis of the property management model since 2012/13. It has been reviewed annually and actively reported to SCC as part of the Annual Partnership Reports.

The operational Modules are:-

1. Repair and Maintenance Programme
2. Sinking Fund
3. Capital strategy for improvement to and disposal of assets
4. Tied housing
5. Farm assets
6. In hand and operational use and infrastructure

The Operational Modules follow/.....

1. Repair and Maintenance Programme (RMP)

To gain an overall and independent assessment, SWT commissioned a Stock Condition Survey from Fairclough and Company, Chartered Building Surveyors, which has formed the basis of the RMP.

The Survey took as its measure a 20 year repair standard that reflected the age, construction, use and status of the asset acknowledging SWT's liability span is up to 2052. The survey distinguished repair from replacement, considered a rebuild rather than a repair where appropriate and made assumptions about parts of the property which were inaccessible and could not be inspected at that time.

Generally the Survey in 2010 found that most properties are for their age and construction in average condition, a few in good condition and some, a higher number, in moderate condition. The survey did not include roads and tracks, car parks and bridges but an estimate for these elements has been included in the RMP

The RMP largely reflects the survey but has been adjusted to take account of past experience and knowledge and the respective liabilities in each property's tenancy arrangements.

Similar survey work will be undertaken every five years to update the Stock Condition Survey and provide information details for the next cycle of the RMP. *The update of the SCS will take place in 2015.*

In more detail, the RMP figures are produced in line with the following four priority spend statement which mirrors that of the County Council:

1. Risk of closure of building/premise and thus possible loss of SDS performance and income
2. Statutory, legal and regulatory obligation, e.g. tenancy obligations
3. Prevention of deterioration - long and short term
4. Regular Maintenance Work e.g. external redecorations.

The role of the RMP is to ensure maintenance work is planned and delivered in a structured way that all cyclical maintenance is carried out in compliance with legal requirements.. The planned nature of maintenance work is proven to reduce costs, moving from reactive and repair maintenance to a planned preventative regime. This is based on life-cycle estimates and the assumptions set out below. The chosen life cycles are mainly for budgetary planning purposes and may not be reflected in the actual spend as this will depend upon property specific circumstances at the time:

1. The present letting arrangements and the repairing liabilities.
2. The average period of replacement of kitchens and bathrooms is 10 years, with some exceptions, boilers 15 years, and sewage treatment plants are re-commissioned every 25 years.
3. External repairs and decoration implemented on average every 5 years and internal redecoration every 7 years.

4. The assets remain physically as they are without any improvements or enhancements.

Major replacements and repairs are more costly and difficult to programme as part of the RMP and have therefore been included separately as a “major” within the RMP. A major has been defined by reference to cost and type of work, or both together, and was, in 2010, either any expenditure over £7,500, regardless of its type, or a one off replacement required for the duration of the lease and also likely be to a one off replacement for the lifetime of the asset. This limit will be reviewed within the updated SCS.

Underlying the implementation will be the following practices:

1. Looking to effect long term improvements which provide value for money rather than short term quick fixes to problems.
2. Reviewing and reporting on that programme annually to reflect past performance and new demands.
3. Using SWT financial procedures, competent contractors and tendering procedures to ensure best value (comparable quotes, market testing).
4. Meeting all legislative duties of care responsibilities, for example:
 - Environmental and clean water regulations
 - Asbestos Regulations
 - Waste disposal/hazardous waste regulations
 - Health and Safety legislation and requirements
 - Planning Acts and guidance notes
 - Listed building requirements
 - Landlord and tenant obligations

APPENDIX YZ

Review of RMP since initial AMP in 2011 – Expenditure and Income

Expenditure

The RMP was developed in 2011 for an initial five year period activated with effect from the 2012/13 financial year (projections were also included for a full 20 years). The planned and actual spend, together with the forecast and budget figures for the first 4 years of the RMP are shown below together with the budget for FY 15/16. By the end of FY 15/16, SWT will have spent £802k against the original RMP budget of £819k; the under spend is largely in car parks, roads and tracks where savings have been achieved whilst still bringing those facilities up to appropriate standards.

The actual expenditure each year has not directly matched each allocated spend within the detailed RMP, as reactive measures have had to take priority over some planned expenditure, but this has been monitored and the RMP modified for the following year.

This was done in consultation with SCC with the revised figures and plans approved for the following year. The outturn reports at the end of FY 12/13 and FY 13/14 highlight the amendments and where the money was spent on newer, higher priorities.

Five years has elapsed since the initial Stock Condition Survey, which underpinned the RMP, was undertaken, so the projected figures for FY 17/18 and FY 18/19 are based on average expenditure until the updated Stock Condition Survey is completed. This is currently in hand and will be in place to inform the next 5 years of the RMP.

First 4 Years of RMP FY12/13 to FY15/16						
Notes	Original RMP Budget for 4 years		Actual FY12/13 to FY14/15	Budget FY FY15/16	Total	Variance
	£	£	£	£	£	£
RMP Expenditure	594,784					
RMP Expenditure with inflationary %	628,451	465,678	160,634	626,312	2,139	
Car parks	105,801	80,494	15,687	96,181	9,620	
Roads and Tracks	84,641	56,390	22,698	79,088	5,553	
TOTAL EXPENDITURE	1	818,893	602,562	199,019	801,581	17,312

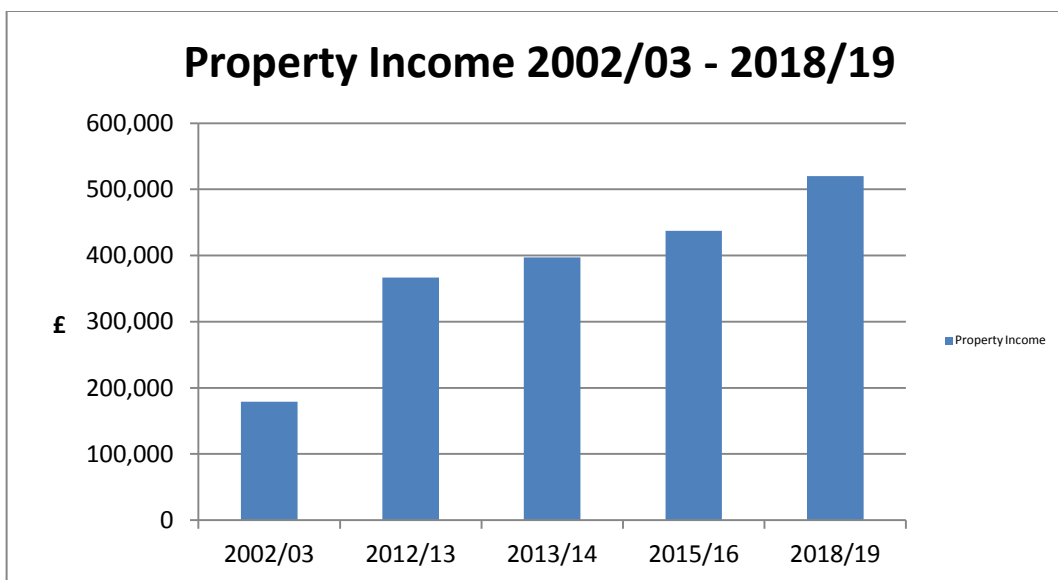
1. Over the first four years of the RMP agreed in 2012 the planned expenditure on property maintenance was £819k. The actual and planned expenditure in fulfilling the RMP for the period will be £802k. The saving of £17k is largely from car parks and roads and tracks as they have been brought up to a good standard..

Income

The original five year RMP budgeted total rental income of £1.495m over the five years. Through active management of tenancies, reducing SWT tied housing requirement by 10 properties (9 brought back into market rental) and refurbishing properties to gain higher rent, the revised projection for the same period is £1.62m, an increase of £126k. The actual increase in the income over the first three year period is from £362,000 (FY12/13 budget) to £420,000 (forecast) at the end of FY14/15.

The forecast and budget figures, by property category, projected up to FY 18/19 are shown below both graphically and in table form and indicate steady increases (inflation at x% has been assumed). These figures are based on modest, prudent plans for the Estate and do not include the additional income generating plans. What these figures show is that with good management, ongoing returns can continue to be achieved which will contribute to the sustainability of the Countryside Estate. Increasing property return is a key contributor to the required objective of bringing SCC's annual financial payment to the Countryside Estate to zero.

The income generating ideas outlined as Appendix TT will show how more innovative approaches can further enable the CE to generate its own income.



RENTAL INCOME 2014/15 TO 2018/19

	Notes	FY2014/15 Forecast £	FY2015/16 Budget £	FY2016/17 Budget £	FY2017/18 Budget £	FY2018/19 Budget £
Rental Income by Property Category:						
Bocketts Farm	1	121,000	122,761	128,395	131,736	137,678
Other Farms	2	39,460	40,218	41,175	41,175	41,175
Commercial	3	40,384	43,024	48,815	48,937	49,063
Residential	4	204,297	214,000	226,482	236,676	250,385
Tied Housing	5	5,400	7,758	14,618	18,781	20,245
Additional Masts & Burford Bridge	6	9,714	9,714	19,536	21,500	21,500
Total		420,255	437,474	479,021	498,806	520,046

Increases in Rental Income:

1. Bocketts: Main part of the increase is from increased FBT rent following the expected new lease.
2. Farms: Rent reviews expected for Swanworth, Shabden and Norbury Park Farm - but are unlikely to be significant. A conservative approach has been taken as negotiations will be protracted.
3. Commercial: Increased income of £8k pa - mainly from starting a caravan site at Norbury Park. Most significant property is Ockham Bites.
4. Residential: Increase of £45k pa comes from a) improving letting market which has seen significant increases over the last two years and b) agreements offering lower rent for a fixed period to tenants to make improvements to properties - which are now attracting market rents.
5. Tied Cottages: Increase comes from moving one tied cottage to AST market rent; shown in this category for comparative purposes but the rent will in future be included within Residential.
6. The Additional Mast income agreed in 2011 was largely not received by SCC Countryside Services from SCC Property. This is currently being resolved. The leases will be passed to SWT so that the rent will be collected directly in future. The figures here are for Burford Bridge. The additional mast income is currently unknown as reviews are underway by SCC with regard to ongoing management. The rental projections will need to be adjusted for that which is currently being passed over in wrap-up lease/ The rental income has been shared and is known so can be explicit in this report.

Costs

Costs have been kept consistent and contained throughout the period of the RMP. This trend is anticipated to continue although where necessary marginally increased amounts have been included.

Full RMP summary of Income, Expenditure and Costs is shown in Appendix W

2. Sinking Fund – Property Repair Fund

Subsequent to the agreement of the AMP, the concept of the Sinking Fund was not feasible and it was replaced by the **Property Repair Fund**.

Property Repair Fund

Introduction

- Following the Cabinet Report of March 2010 it was agreed that Surrey Wildlife Trust would set up a Sinking Fund to contribute to major repairs and maintenance of the built infrastructure of the Countryside Estate, as set out in the Trust's Asset Management Plan, 2011.
- It was originally agreed by SCC Cabinet that the Sinking Fund would comprise the withheld portion of the income from the masts on the Estate, the income from former tied housing, now let commercially, and the income from Rykas, Burford Bridge.
- It has subsequently been agreed between the parties, SCC and SWT, that all the income from property managed by SWT on behalf of SCC creates a Property Repair Fund which will then cover repairs and maintenance to the built infrastructure of the Countryside Estate, i.e. buildings, roads, tracks, bridges and car parks; this agreement is to enable transparency of income derived from property assets and avoid restrictions on expenditure as identified in the Repair and Maintenance Programme (RMP).

Management of the Property Repair Fund

- The Property Repair Fund will:-
 - pay for the repairs and maintenance of the built property as agreed between SCC and SWT in the Repair and Maintenance Programme
 - pay for associated costs for managing the property portfolio, eg insurances, fees, staff costs, as identified within the RMP.
 - contribute towards the cost of managing the land on the Countryside Estate, this being the remainder after built-property obligations are met for the year. Figure to be agreed between SCC and SWT,
- The Property Repair Fund will be held by the Trust in a separate account to allow it to be ring fenced and reported on separately.
- The Repair and Maintenance Programme is a rolling programme and so it will be reviewed annually to ensure that the Property Repair Fund can cover the costs and to adjust the programme in the light of any unplanned work/ significant increases in costs.
- Works that cannot be funded from the Property Repair Fund and can be classified as improvements will be referred to SCC with a business case for releasing property for reinvestment purposes; such business case proposals to be approved by the Partnership Committee.
- If SWT and SCC identify an asset that could be released from the Countryside Estate and potentially be used to fund significant improvement works, this will be discussed as part of the annual review process. Improvements are to be defined as major works that enhance the asset value.

Quarterly Meetings

- There will be regular quarterly meetings, linked to the existing Quarterly Review Meetings between SWT and SCC Officers, with additional meetings agreed if necessary. The meetings will include officers from the SCC's Countryside and Property Services and appropriate officers from SWT. The main aim of these meetings will be to agree the Repair and Maintenance Programme.
- Progress on the Repair and Maintenance Programme will form part of the annual report to the officers group and the members of the Partnership Committee as necessary.

3. Capital Strategy

Introduction

The purpose of the Capital Strategy is to identify investment potential and look at ways of achieving that investment. The focus of investment will be to enhance the service delivery, undertake large scale building works where significant improvement is or ought to be involved, and carry out property led improvements to the properties and letting arrangements beyond the scope of the annual revenue funds.

An enhancement is defined as a beneficial step change in the conservation and visitor services provision and can be an infrastructural as well as a service delivery change. An improvement to the physical fabric is defined as works beyond the definition of repairs as set out in the repairing covenants in the leases which might, for example be a new building, an addition to an existing building or a replacement of measurably higher standard;

The Strategy will identify assets, which can be released so that the embedded resources can be used to better effect for the delivery of the service and property aims. It will also enable opportunities to be taken to maximise the use and returns from the commercial assets, to lever in outside funds to achieve enhancements and improvements and to enable SWT to respond to mandated statutory and regulatory requirements which apply consequent on ownership.

Each scheme proposal will be documented in a separate business case which would need to follow SCC process including consideration firstly at Investment Panel. Investment Panel has representation from across SCC including Environment, Finance, Property and Legal. The proposed funding stream would need to be documented alongside the rationale for the change.

Asset Valuation

In order to facilitate the Capital Strategy and to analyse the value of each property within the lease, assessing its worth to the service delivery and as part of the Council's property portfolio, SWT will, with SCC Countryside, prepare an asset valuation for current use. The plan will identify those properties, their current asset value, and which are felt to be making either no, or insufficient, contribution to the portfolio. This work will be reviewed by Property Services in the light of the SCC Asset strategic priorities and then options could be considered for whether SWT continue to manage or other opportunities are explored.

The set criteria for assessment of each asset will include the property's value, its contribution to the SDS, the input resources and current and future income generation.

4. Tied Housing

A number of tied houses were included within the Phase 1 lease and were subject to clause 6.11 of the Phase 1 lease which states that they should be returned to SCC if no longer required as tied housing. However, this requirement to surrender ex-tied housing was removed following agreement of the AMP and the additional income thereof is now included within the RMP. This has been reflected in the SWT uplift performance of the income over the period.

At the time of the 2002 transfer there were 14 houses occupied by tied occupants. Since then, 9 have ceased to be so occupied and are subject to short term lettings and 1 has been surrendered to SCC. The present tied houses are:-

Holly Farmhouse, Worplesdon
Hempstead, Worplesdon
2 Copse Edge, Burpham
The Cottage, Norbury Park (due to be available for commercial let July 2016)

SWT's approach is to seek to improve their service effectiveness while at the same time acknowledging the inherited contractual basis. As and when the contract ends, if vacant possession is not given on the date of termination, SWT will take immediate steps to regain possession by the normal lawful means, allowing a rent free period of three months. The Trust will consider exceptional hardship cases deciding them on grounds without detriment to the service contract balancing the short term requirements with the long term needs and the obligations contained in the lease.

When a tied house becomes vacant, the Trust will assess firstly whether there is a service occupancy need for the good of the service delivery for that house to remain occupied by a Trust employee employed in the delivery of the Council contract, and secondly whether the house is still suitable as tied accommodation due for example to its location or size.

Where no immediate need exists, the Trust will re-let to gain best rental return deciding on an individual basis whether an investment in improvements will give a satisfactory return in the time period available.

5. Farm Assets

There are five farms within the Countryside Estate, four of which are at present let on agricultural tenancies and one is in hand. They are regarded as valuable assets whether let or in hand giving financial, biodiversity, landscape, access and promotional benefits as well as being a physically integral part of the Estate.

Of those currently let, a review has identified that some of the present letting arrangements, which existed at the time of transfer in 2002, may not reflect the current interests of SWT or SCC and therefore steps are being taken to seek a more appropriate tenancy structure.

Note: It is not appropriate to include further details in this section – much of the progress will depend on individual discussions with the present tenants and will inevitably involve commercial confidentiality.

6. In-hand properties and Estate infrastructure

In Hand properties

A small number of properties are used directly by the Trust to deliver the service contract or cannot be let out and thus have to remain in-hand. This number is minimised by way of an assessment of the service and operational requirements plus any opportunity cost and an investigation into alternative uses. The service requirement covers not only visitor facilities but also properties of a historic and landscape significance or which may be integral to the particular land holding.

The service properties are the same number as transferred in 2002, namely Newlands Corner visitor centre and toilet unit, Chinthurst Tower, Chatley Heath Semaphore Tower, Hatchford Woods Mausoleum, Norbury Park Sawmill, Lodge Farm Building, The Granary at Roaringhouse Farm, Brockham Limekilns and two associated outbuildings.

The present operational properties are the Countryside Depot East Horsley, the Nurseries and the Bothy Norbury Park, Chobham Common Management Office, and Pond Farm Barn.

Estate infrastructure

There are two main areas of infrastructure, which will give rise to regular expenditure, namely bridges and estate roads and tracks. The repair cost falls on the owner and is therefore transferred to SWT under the lease and the repairing covenants. A medium term repair and improvement programme for the car parks has been incorporated within the RMP with the outcome that these are now at an improved standard. The aims and existing plans for the roads and tracks are to effect long term repairs moving away from short term patch remedies. This will now require an inspection of the bridges, roads and tracks, to be undertaken by SCC as agreed between SWT and SCC Property in 2011, to assess the current condition and prepare repairs and maintenance plan. Some of the structures and roads form part of the rights of way network and are already being inspected.

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**APPENDIX XXX SCC CE PROPERTY
PROFIT & LOSS: 2012/13 to 2018/19**

	Notes	YR1 FY2012/13 Actual £	YR2 FY2013/14 Actual £	YR3 FY2014/15 Forecast £	YR4 FY2015/16 Budget £	YR5 FY2016/17 Budget £	YR6 FY2017/18 Budget £	YR7 FY2018/19 Budget £
INCOME:								
Rental Income - current portfolio	1	349,177	377,897	410,541	427,760	459,485	477,306	498,546
Burford Bridge	2	0	19,429	9,714	9,714	19,536	21,500	21,500
Additional masts	3	17,329	0	0	0	0	0	0
TOTAL RENTAL INCOME		366,506	397,326	420,255	437,474	479,021	498,806	520,046
Add Property Surplus spent on RMP	4		32,052		38,238			
Total Funds available for RMP and Other Costs		366,506	429,378	420,255	475,712	479,021	498,806	520,046
RMP Expenditure								
RMP Expenditure with inflationary %	5	133,331	203,961	128,386	160,634	230,413	176,162	192,605
Car Parks	6	4,009	66,785	9,700	15,687	27,901	28,459	29,028
Roads and	6	5,806	34,390	16,194	22,698	22,321	22,767	23,222

Tracks								
TOTAL EXPENDITURE		143,146	305,136	154,280	199,019	280,635	227,388	244,855
As a %age of Income		39%	77%	37%	45%	59%	46%	47%
Staff Costs	7	42,913	41,954	43,233	49,962	51,211	52,491	53,804
Insurance		15,000	8,720	16,028	16,349	16,676	17,175	17,691
Fees & Other Costs	8	13,674	19,103	13,891	24,169	14,452	14,885	15,332
Contribution to Countryside Estate	9	80,000	88,000	88,000	89,760	91,555	93,386	95,254
TOTAL OTHER COSTS		151,587	157,777	161,152	180,240	173,894	177,937	182,081
SURPLUS / (DEFICIT)		71,773	(33,535)	104,823	96,453	24,492	93,481	93,110

1. The future rental income is based on the open market rental value of the let properties which are not used for direct service provision. Some properties have a dual role. In a small number of properties, where the open market rent is not achieved, this is offset by services or investment provided by the tenant or due to lower standard condition of the property.

Projected forward and including planned renegotiation of tenancies and some assumptions on limited investment capital, SWT will grow this income to £520k pa by FY 18/19. This assumes that the two farms tenancies being renegotiated are brought to conclusion.

2. Includes the tenancy at Burford Bridge which was agreed by SCC and is due to increase in FY 16/17; figure given is assumed estimate.

3. Additional Mast Income - included in Financial Formula since 2010 was largely not received by SCC Countryside Services. Discussions are in progress to resolve this issue.

4. Property Surplus used in RMP: The £32,052 is mast income deferred from FY12/13 which was spent on Car Park maintenance in FY14/15. The £38,238 is the net surplus from FY12/13 and FY13/14 which will be applied to the RMP in FY15/16.

5. The repair and maintenance programme is based on a stock condition survey carried out in 2010 but with

appropriate modifications since, given the passage of time. The programme aims to carry out cyclical repairs and decorations and responsive repairs; some of the work is dictated by the Trust's landlord tenancy obligations and also by tenant changes. As agreed with SCC the programme is not intended to cover large one-off repairs (major works). The RMP spend planned for the four years from FY12/13 to FY15/16 is £818k. The expected spend on the RMP in the four year period will be £802k. The underspend of £17k is mainly on car parks and roads and tracks and is not required to be spent as they have been brought into good condition. This savings will help provide the savings target agreed with SCC in December 2014.

The RMP uses inflation rates agreed with SCC.

The RMP was agreed for initial works for the first five years to FY16/17. The RMP expenditure for FY17/18 and FY18/19 is an average of the base RMP with inflation applied.

Increased RMP expenditure in FY16/17 and FY17/18 relates to toilets/treatment works refurbishment at Newlands Corner (Note, if the development of the site goes ahead this will be saved), works deferred from FY14/15 because of uncertainty about savings required by SCC and the planned investment in a tied house which will enable it to be let at open market rent.

6. Expenditure relates to the ongoing maintenance of car parks, roads and tracks across the Countryside Estate. A revised schedule of maintenance is planned now that the current schedule of improvements has been completed.

7. Increased staff costs relate to the recruitment of a new Property Manager in June 2015.

8. Increased Other costs in 2015 include advisory fees for developing new plans for increasing property income on the Countryside Estate.

9. Agreed transfer to the Countryside Estate budget; figures increase in line with inflation.

Annex 3- Land and Buildings to be Added to the Leases to Surrey Wildlife Trust via a Supplemental Lease and proposed changes to the Clause Relating to Tied Housing	
Property	Comments
1. Land at Frances Corner, Shere –	This car park formed part of the countryside estate but was omitted from the lease to SWT. It is a remote site, but in the vicinity of larger sites (Shere Woodlands; West Hanger) that are managed by SWT. It is currently being managed by SWT. The car park provides access to an easy-access trail, which runs over private land at Netley Heath but attracts a lot of fly-tipping due to its remote location.
2. Land at Mount Pleasant, Worplesdon –	This access track formed part of the countryside estate but was omitted from the lease to SWT. It is contiguous with Whitmoor Common, which is managed by SWT, and provides access to the common as well as a number of private properties. The track has suffered from parking issues and other anti social behaviour.
3. Land at Chobham Common (M3 Exchange Land) –	Ownership of this land was transferred to SCC from the Secretary of State in 2009 in exchange for common land taken for the construction of the M3 across Chobham Common. It is contiguous with other land at Chobham Common, which is managed by SWT, and has been managed by SWT since its transfer to SCC
4. Land at Wisley and Ockham* (M25/A3 Exchange Land) – Plans being agreed.	Ownership of this land is in the process of being transferred to SCC from the Secretary of State in exchange for common land taken for the construction of the M25 across Ockham Common. It is contiguous with other land at Ockham Common, which is managed by SWT, and it has been managed by SWT since 2002.
5. Land at Rodborough Common* (A3 Milford Exchange Land) – Plan being prepared.	Ownership of this land is in the process of being transferred to SCC from the Secretary of State in exchange for common land taken for the construction of the A3 across Rodborough Common. It is contiguous with other land at Rodborough Common, which is managed by SWT, and it has been managed by SWT since 2002.
6. Land at Rickford Common - Plan A8	This land formed part of the countryside estate but was omitted from the lease to SWT. It is part of the Worplesdon Group of commons that are managed by SWT and is contiguous with them.
7. Land at Howell Hill, Ewell –	This land forms part of a larger Education land holding and is subject to a management agreement between SCC and SWT dated 27/06/86. It is designated as a Site of Nature Conservation Importance.
8. Shabden Park Farm, Chipstead –	Shabden Farm formed part of the countryside estate but was omitted from the 2004 lease due to outstanding maintenance issues. The intention to lease it to SWT is included in the Agreement for Services between SCC & SWT dated 1/11/ 2004 and there is a contractual obligation to pay rent forgone. The property is subject to an Agricultural Holdings Act lease dated 29/10/1996

9. East Horsley Countyside Depot	This depot was used as an operational base for the countryside team prior to the lease to SWT and was leased for 3 years from 18/9/2002. SWT have continued to hold over on the expired lease and use the depot as an operational base. If the site was not included in the supplemental lease to SWT its management would fall to SCC Property Services. An undertaking was signed by SCC in 2002 to provide replacement premises if the depot site was required for redevelopment.
10. Pond Farm including the Barn and old stable building and Hut Hill Cottage Wisley.	<p>Pond Farm formed part of the countryside estate but was omitted from the 2004 lease due to the fact that SCC was in the process of recovering possession. The intention to lease it to SWT is included in the Agreement for Services between SCC & SWT dated 1/11/ 2004. SWT manage the majority of the property in hand, using it as a base for their conservation grazing operation.</p> <p>SWT have planning permission for tenants improvements on the Farm but are waiting for the lease to be completed before commencing their investment.</p>
11. Land at Stringers Common	This land forms part of a separate holding but is contiguous with land at Stringers Common that is managed by SWT. It is the site of a telecommunications mast, all of the rent from which passes to SWT in accordance with the Cabinet resolution of 30/03/2010..
12. 24 to 30 St Martin's Close, East Horsley –	<p>These residential properties are former occupational tenancies, which are immediately adjacent to the Countyside Depot and were included in the 3-year lease of the Depot 18/9/2002</p> <p>Four houses originally used to house the Countryside Team who were located at the Depot. Now let on Assured Shorthold tenancies and used to generate an income.</p>
13. Garages no's 1,3,4,6 &7 South Block, East Horsley	As above, garages belonging to the houses.
14. Land and buildings at Burford Bridge Picnic Site, Mickleham	This property consists of a catering outlet and picnic site together with the adjacent a car park, all of which are subject to a third party lease. It formed part of the countryside estate prior to 2002 but was declared surplus and designated to be sold to defray the cost of repairs to other properties on the estate following the lease to SWT, Rent received for the property passes to SWT pending the transfer of the property to SWT in accordance with the Cabinet resolution 30/03/2010,

BUILDINGS (HOUSES) to have the tied use clause removed

Assets to have tied use removed-

1. 16 Brook Hill, Oxted	<p>This asset was in Phase 1 as they were tied tenancies with the clause that these assets would be surrendered to SCC once they were no longer required for 'tied' use.</p> <p>The subsequent Cabinet Report of 30/3/2010 approved the removal of this above clause.</p>
2. Lilac Cottage, Norbury Park	<p>This asset was in Phase 1 as they were tied tenancies with the clause that these assets would be surrendered to SCC once they were no longer required for 'tied' use.</p> <p>The subsequent Cabinet Report of 30/3/2010 approved the removal of this above clause</p>
3. Nursery Cottage, Norbury Park	<p>This asset was in Phase 1 as they were tied tenancies with the clause that these assets would be surrendered to SCC once they were no longer required for 'tied' use.</p> <p>The subsequent Cabinet Report of 30/3/2010 approved the removal of this above clause.</p>
4. Surrey Cottage, Chobham	<p>This asset was in Phase 1 as they were tied tenancies with the clause that these assets would be surrendered to SCC once they were no longer required for 'tied' use.</p> <p>The subsequent Cabinet Report of 30/3/2010 approved the removal of this above clause.</p>
5. Surrey Cottage, Cobham	<p>This asset was in Phase 1 as they were tied tenancies with the clause that these assets would be surrendered to SCC once they were no longer required for 'tied' use.</p>
6. The Cottage, Norbury Park	<p>This asset was in Phase 1 as they were tied tenancies with the clause that these assets would be surrendered to SCC once they were no longer required for 'tied' use.</p> <p>The subsequent Cabinet Report of 30/3/2010 approved the removal of this above clause.</p>

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Sustainable Woodland Management Policy

October 2014

Rev. Feb 2015

**Surrey Wildlife Trust
School Lane
PIRBRIGHT
Surrey
GU24 0JN**

1. INTRODUCTION

Surrey Wildlife Trust (SWT) manages approximately 1300ha of woodland across Surrey. Of this, 77% is owned by Surrey County Council (SCC) and managed by SWT under a 50-year lease and Agreement For Services.

Woodlands on the SCC Countryside Estate are greatly valued by the visiting public having been acquired by SCC to provide countryside access and recreation. Approximately 60% of SCC woodland is covered by statutory conservation designation.

Active management of woodlands can improve their value for access and wildlife while providing a source of income from timber and produce sales to support and sustain ongoing stewardship of woodland sites.

The area of woodland under SWT's management demands a consistent and organised approach to fulfil the objectives of enhancing biodiversity, managing public access and producing an economic return where appropriate to support ongoing woodland management activity.

This Woodland Management Policy sets out how we will demonstrate sustainable woodland management across the estate.

A map showing the woodland sites managed by SWT can be found in Annex 1

2. POLICY CONTEXT

2.1

A component of SWT's Business Plan for the SCC Countryside Estate 2014 is to improve sustainable management of the Woodland Estate and increase revenue from timber products and wood fuel. The requirement for a Sustainable Woodland policy is identified within the Key Performance indicators of the Service Delivery Specification that drives SWT's management of the SCC Estate. The development of this policy is further supported by SWT's Strategic Plan 2013 – 2018 which sets one of its goals, the delivery and promotion of exemplary land management.

2.2

This policy has been developed in agreement with SCC as the main owner of the woodlands under SWT's management. The policy is also supported by the Forestry Commission and underpinned by the requirements and guidelines outlined in the UK Forestry Standard (2011). The concept of balanced objectives is central to the approach of the UK Forestry Standard, with environmental, economic and social functions of forests and woodlands interacting in support of each other.

2.3

The well documented decline in woodland biodiversity across the UK in the post war years has been firmly linked to a decline in woodland management. There is a consensus among conservation NGO's, Natural England and the Forestry Commission that a resumption of active management is needed to reverse the decline in woodland biodiversity. Sir John Lawton's recommendations for updating the English Nature Conservation system in *Making Space for Nature* sets out a clear hierarchy for prioritising action to achieve his 'coherent and resilient ecological network' across the nation. The process begins with 'better management of existing wildlife sites' ahead of attempts to re-connect habitat by, for example, opportunistic habitat creation. Thus, in a local and regional context, woodlands managed by SWT can be seen as "core" sites where wildlife can thrive and spread out into the wider wooded landscape. This approach is supported by SWT's Living Landscapes strategy.

3. SWT WOODLAND POLICY STATEMENT

Surrey Wildlife Trust manages its woodlands to maximise biodiversity and promote public access and enjoyment. In addition, SWT seeks to maximise economic returns from active woodland management where this does not compromise biodiversity and access objectives.

4. WOODLAND MANAGEMENT PROCESS

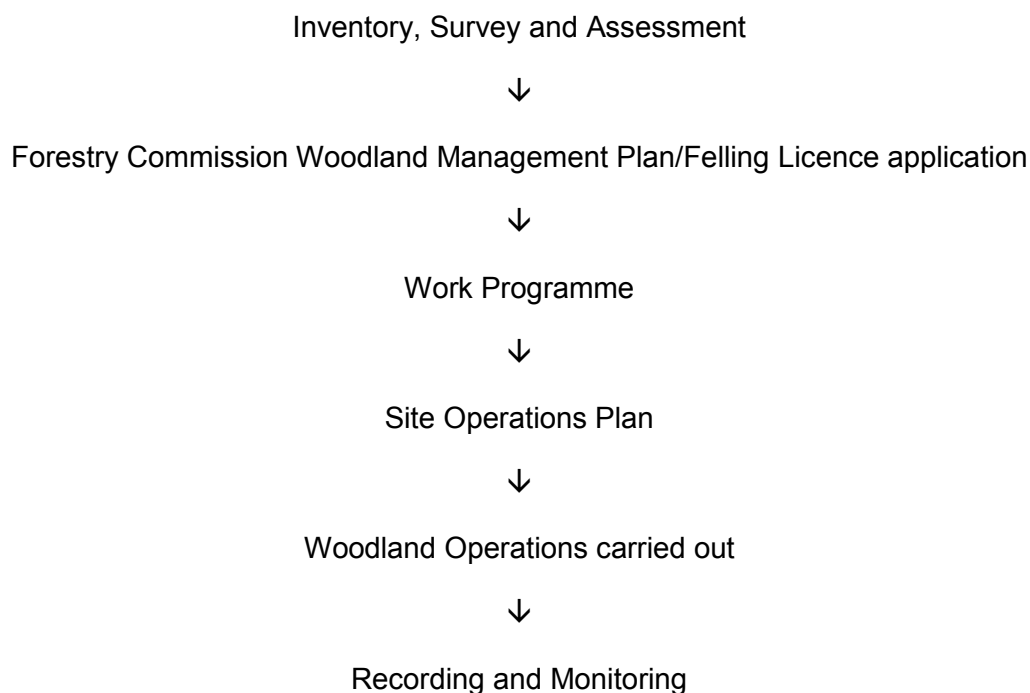
4.1. Process and Procedures

To ensure woodland management is carried out in line with the agreed policy and that there is coherence and consistency across the woodland estate, a structured and methodical approach has been adopted.

This approach requires SWT site managers to follow a sequential series of steps as summarised in Box 1.

Box 1

SWT Woodland Management Process



4.2. Woodland Inventory

Before woodland management plans can be prepared and implemented, there is a need to understand all aspects of the woodland resource. All SWT woodlands will therefore be subject to an inventory which will survey and map the following:

- Stand types and standing timber volume
- Thresholds for sustainable thinning
- Constraints and opportunities to enhance biodiversity including presence or suitability of each stand for UK BAP Priority and legally protected species
- Recommended outline prescriptions and associated access for machinery
- Tree health issues
- Mammal damage, e.g. deer or rabbit browsing
- Natural regeneration – current and potential
- Notable trees and shrubs not recorded in volume assessments.

Inventories will be coordinated by SWT's Woodland officer and will be carried out by the Woodland Officer, or suitably qualified contractor, in consultation with site managers.

Presentation of inventories will consist of a GIS stock map and Sub-Compartment Database.

All sites will be assessed every 10 years and the budget for this will be set accordingly.

4.3. Woodland Management Plan

Completed woodland inventories inform the preparation of site Woodland Management Plans in the format supplied by the FC. These plans set out management objectives and appropriate woodland management prescriptions.

Plans in this format are required by the FC to obtain 10 year felling licences and to secure grant funding. They are also the gateway to sustainable woodland management certification schemes (see 5).

Woodland Management Plans will be prepared jointly by the Woodland Officer and Area Management Teams using the Sylva Foundation's online tool myForest:

<http://sylva.org.uk/myforest/woodlandmanagement>

The format for FC Woodland Management Plans can be found in Annex 1.

4.4. Work Programme

FC Woodland Management Plans will complement and exist alongside current SWT site management plans. Work Programmes associated with SWT plans will detail any proposed woodland management work.

SWT use a software package to co-ordinate and record all site management works. The work programmes will be amended to reflect planned woodland work and will be reviewed annually.

4.5. Site Operations Plan

The Woodland Management Plan and work programmes show what management activity has been planned for a site. However, before any woodland operation is commenced, a Site Operations Plan will be produced 6 months prior to the start of any management activity.

The Site Operations Plan is the key document that shows how a planned operation will help advance the Woodland Management Plan. It ensures that work carried out is legal, safe, efficient and exactly as intended in the Woodland Management Plan. It also ensures that all SWT departments are aware of the works and have had an opportunity to provide input.

Site Operations Plans are required for any management activity that will change the structure of the woodland or could affect a species or habitat. This includes thinning, coppicing, clearfelling and selective felling to encourage natural regeneration or to create glades.

At the Site Operations Planning stage, local staff will identify site specific interests, which may include features such as scheduled monuments and protected biological resources. Staff will also outline the constraints and opportunities that are relevant to the site at a level of detail that is inappropriate in the Woodland Management Plan.

A Site Operations Plan will include the following aspects:

- Site specific interests, e.g. protected biological resources, scheduled monuments
- Harvesting details, including requirements for deadwood retention
- Marketing of products
- Regeneration guidance
- Licences and consents
- Constraints
- Opportunities
- Public/community awareness.

The Site Operations Plan format can be seen in Annex 3

4.6. Woodland Management Practice

4.6.1

Guiding principles for all aspects of managing woodlands can be found in the UK Forestry Standard Guidelines. In addition, implementation of works on the ground should be in accordance with relevant SWT policies and procedures. These include:

- SWT Health and Safety policy
- Working with Contractors Practice Note
- SWT volunteer policy
- Vertebrate Control and Deer Management policy

4.6.2 Public Access

A high level of public access is required across most of the woodlands covered by this policy. The woodlands are situated in a heavily populated county and most of the sites are dedicated Access Land under the Countryside and Rights of Way Act 2000 or as registered Common Land.

To ensure access commitments are met the following requirements will be applied to work on site:

- Permanent information signs in car parks of woodland sites, with associated tree safety inspection schedules for high risk zones.
- Stakeholder liaison before, during and after woodland operations.
- Temporary operations signs giving advance warning of woodland operations.
- Trail diversions and safety signs aimed at maintaining public safety where people expect access to continue for the duration of a woodland operation.
- Limited active management work during weekends.
- Management of potential conflict between the public and woodland machinery, including haulage vehicles.
- High level of tree safety during woodland operations.
- High standard of reinstatement of core rides and trails.
- Operations tailored for access considerations rather than solely for timber production, e.g. long term retention of trees or heavier thinning intensity beside rides and tracks with clearance of brash for aesthetic purposes.
- Security of cut woodland produce in areas with high levels of public access.

5. MONITORING AND REVIEW

5.1. Ecological monitoring

Monitoring the ecological response to woodland management is a key component of our approach to woodland management. The priorities for species monitoring and the methods used will vary from site to site. Site managers will agree the approach to be taken with the Woodland Officer and Countryside Services Manager.

5.2. Recording of timber and woodland produce

A record of volumes of timber produced, income received and remaining timber standing will be recorded in the software package after a felling, thinning or coppicing operation has taken place. At this time, the GIS stock map and Sub-Compartment Database will also be updated by the Woodland Officer.

5.3 Pests and Diseases

A number of forest pests and disease have the potential to threaten the Trust's ability to effectively manage woodland. Examples include *Chalara* Ash Dieback and *Phytophthora ramorum*, which pose a threat to native biodiversity and the availability of harvestable timber. In addition pests such as Oak Processionary Moth (*Thaumetopoea processionea*) are hazardous to human health as well as a threat to native oak trees.

The Trust will follow procedural advice from the Forestry Commission regarding all such outbreaks. There is a particular onus on site managers to be vigilant and regularly inspect trees for signs of pests and diseases and report any potential problems. Where appropriate the Trust will introduce specific bio-security measures to help combat specific threats.

5.4 Tree Health and Safety

The process for evaluating and monitoring tree risk and managing tree safety works, outside of thinning, felling and coppicing, is covered by Tree Safety Practice Note (PN 22) and overseen by the Operations Manager.

Where pre-emptive work is planned to safeguard against potential future tree safety issues, a Site Operations Plan may be required. The precise requirements should be discussed with the Woodland Officer and Operations Manager so that jobs can be combined for maximum efficiency wherever possible.

5.5 Visitors

The views of local communities and visitors to woodland sites will be recorded in the Site Operations Plan and through SWT's Compliments, Complaints and Comments procedure. Additional monitoring will be through occasional questionnaires and site liaison groups.

6. FIREWOOD GATHERING LICENCES

The opportunity for local people to gather their own firewood is accommodated through licencing at the following sites:

- Worplesdon Group of Commons (10 licences available)
- Chobham Common (10 licences available)
- Wisley and Ockham Commons (10 licences available)

The number of available licences is limited to ensure that a proportion of fallen deadwood is always retained as important wildlife habitat. Licences are issued for 12 months and the licence fees are reviewed annually.

7. WOODLAND STRATEGY

A 30-year Strategic Woodland Plan will be developed in order to indicate how this Sustainable Woodland Management Policy will benefit the woodland estate. The 30-year plan will use the information gathered by the site inventories, together with the resulting Woodland Management Plans, to provide estimates of the volume of wood that will become available for sale to local markets over time. This long term and detailed strategy will be agreed with SCC, the FC and NE.

8. CERTIFICATION

It is intended that implementation of this Sustainable Woodland Management Policy will lead to certification with the Forest Stewardship Council (FSC) or the Programme for the Endorsement of Forest Certification (PEFC) under the UK Woodland Assurance Standard.

9. PUBLIC AWARENESS AND PROMOTION OF SUSTAINABLE WOODLAND MANAGEMENT

The Trust will be an active partner in local and regional initiatives which promote sustainable woodland management. Where possible, it will work with others to establish local markets for sustainably produced timber.

Through existing programmes and potentially through new funded projects, the Trust will deliver education events for all ages related to woodland ecology, history and sustainable woodland management. It will also support community groups wishing to get involved with their local woods.

10. FURTHER INFORMATION

Making Space for Nature: A review of England's Wildlife Sites and Ecological Network
(Defra, 2010)

<http://archive.defra.gov.uk/environment/biodiversity/documents/201009space-for-nature.pdf>

The Wildlife Trusts

<http://www.wildlifetrusts.org>

UK Forestry Standard

<http://www.forestry.gov.uk/ukfs>

Forestry Commission

<http://www.forestry.gov.uk/england>

Sylva Foundation

<http://sylva.org.uk/>

Software

<http://www.software4conservation.com/>

[Forest Stewardship Council \(FSC\)](http://www.fsc-uk.org/)

<http://www.fsc-uk.org/>

Programme for the Endorsement of Forest Certification (PEFC)

<http://pefc.co.uk/>

UK Woodland Assurance Standard

<http://ukwas.org.uk/>

ANNEXES

Annex 1 Map showing location of SWT woodlands

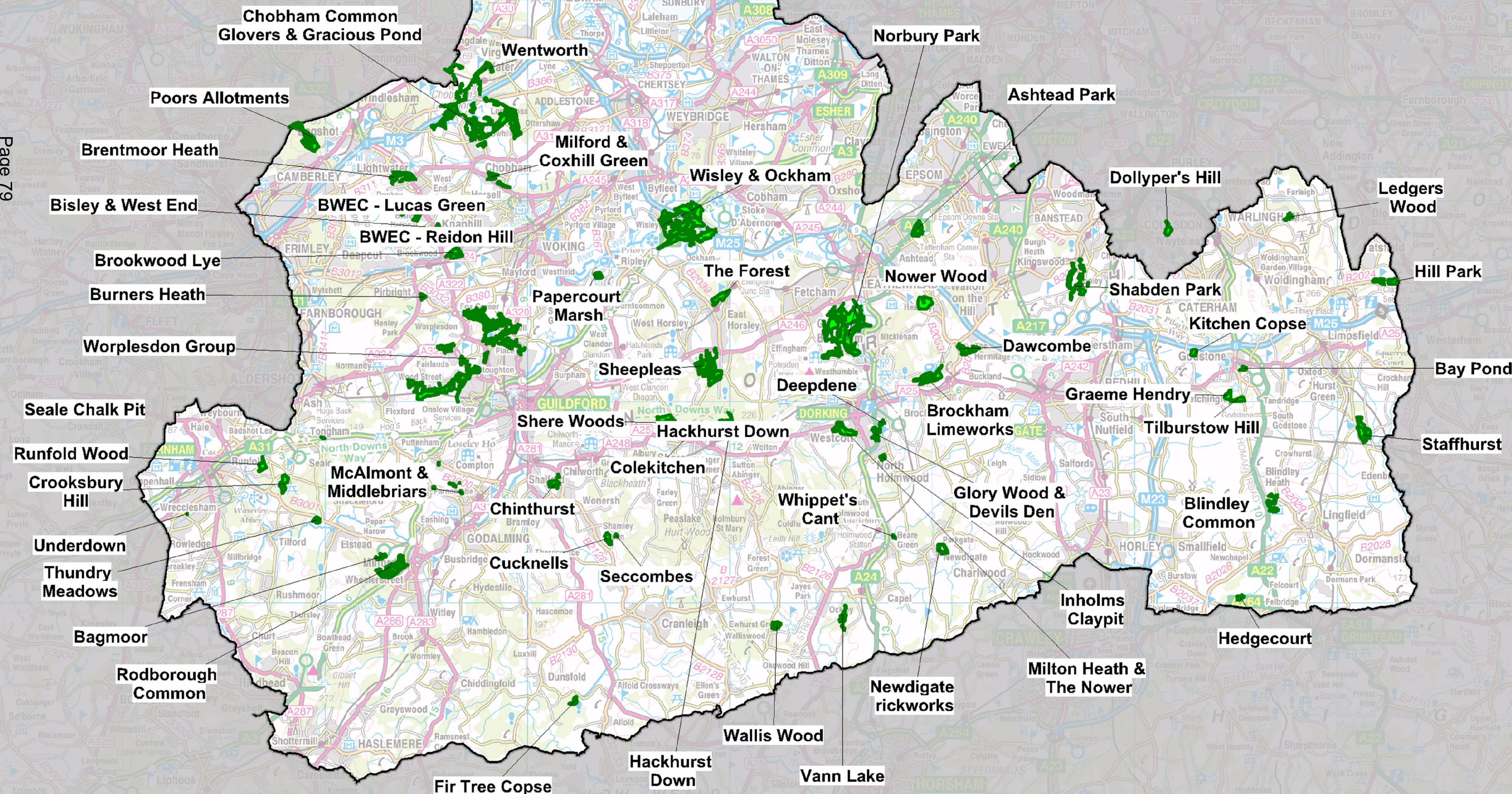
Annex 2 FC Woodland Management Plan format

Annex 3 SWT Site Operations Plan

Annex 1

Map showing location of SWT woodlands

Tenure	Area of woodland (ha)	% of area owned
Surrey County Council - SWT Lease	1244.4	75.2%
SWT Freehold	157.3	9.5%
Private Owner - SWT Management Agreement	89.9	5.4%
Private Owner - SWT Lease	87.3	5.3%
Mole Valley District Council - SWT Lease	75.4	4.6%
Total	1654.3	100.0%



Annex 2

FC Woodland Management Plan format

Woodland Management Plan

Woodland Property Name			
Case Reference			
Plan Period dd/mm/yyyy (Ten years)	Approval Date:	To:	
Five Year Review Date			

Revision No.	Date	Status (draft/final)	Reason for Revision
The landowner agrees this plan as a statement of intent for the woodland			Yes/no

User Support

The functionality in this version of the management plan template has been downgraded to ensure compatibility with Word 2003.

This document is not protected and as such rows can be added & deleted from tables where needed.

UKFS Management Planning Criteria

Approval of this plan will be considered against the following UKFS criteria, prior to submission review your plan against the criteria using the check list below.

No.	UKFS Management Plan Criteria	Approval Criteria	Applicant Check
1	Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	
2	Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	
3	In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	
4	At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)	
5	Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	
6	Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)	
7	Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	
8	Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3	
9	New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan is it consistent with UKFS and FC guidance on woodland creation	

1. Property Details

Woodland Property Name			
Name		Owner	Tenant
Email		Contact Number	
Agent Name (if applicable)			
Email		Contact Number	
County		Local Authority	
Grid Reference		Single Business Identifier	
Management Plan Area (Hectares)			
Have you included a Plan of Operations with this management plan?		Yes/No	
List the maps associated with this management plan			
Do you intend to use the information within the management plan and associated plan of operations to apply for the following		Felling Licence	Yes/No
		Thinning Licence	Yes/No
		Woodland Regeneration Grant	Yes/No
Declaration of management control and agreement to public availability of the plan		Yes/No	

2. Vision and Objectives

To develop your long term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

2.1 Vision

Describe your long term vision for the woodland(s).

--

2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

No.	Objectives (include environmental, economic and social considerations)
1	
2	
3	
4	
5	
6	
7	
8	

3. Plan Review - Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

Objectives	Achievement

4. Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

4.1 Description

Brief description of the woodland property:

4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the [Magic](#) website or the Forestry Commission [Land Information Search](#).

Feature	Within Woodland(s)	Cpts	Adjacent to Woodland(s)	Map No
Biodiversity- Designations				
Site of Special Scientific Interest	Yes/No		Yes/No	
Special Area of Conservation	Yes/No		Yes/No	
Tree Preservation Order	Yes/No		Yes/No	
Conservation Area	Yes/No		Yes/No	
Special Protection Area	Yes/No		Yes/No	
Ramsar Site	Yes/No		Yes/No	
National Nature Reserve	Yes/No		Yes/No	
Local Nature Reserve	Yes/No		Yes/No	
Other (please Specify):	Yes/No		Yes/No	
Notes				

Feature	Within Woodland(s)	Cpts	Map No	Notes
Biodiversity - European Protected Species				
Bat Species (if known)	Yes/No			
Dormouse	Yes/No			
Great Crested Newt	Yes/No			
Otter	Yes/No			
Sand Lizard	Yes/No			
Smooth Snake	Yes/No			
Natterjack Toad	Yes/No			
Biodiversity - Priority Species				
Schedule 1 Species:	Yes/No			



<u>Birds</u>					
Mammals (Red Squirrel, Water Vole, Pine Marten etc)	Yes/No				
Reptiles (grass snake, adder, common lizard etc)	Yes/No				
Plants	Yes/No				
Fungi/Lichens	Yes/No				
Invertebrates (butterflies, moths, beetles etc)	Yes/No				
Amphibians (pool frog, common toad)	Yes/No				
Other (please Specify):	Yes/No				
<u>Historic Environment</u>					
Scheduled Monuments	Yes/No				
Unscheduled Monuments	Yes/No				
Registered Parks and Gardens	Yes/No				
Boundaries and Veteran Trees	Yes/No				
Listed Buildings	Yes/No				
Other (please Specify):	Yes/No				
<u>Landscape</u>					
<u>National Character Area</u> (please Specify):					
National Park	Yes/No				
Area of Outstanding Natural Beauty	Yes/No				
Other (please Specify):	Yes/No				
<u>People</u>					
CROW Access	Yes/No				
Public Rights of Way (any)	Yes/No				
Other Access Provision	Yes/No				
Public Involvement	Yes/No				
Visitor Information	Yes/No				
Public Recreation Facilities	Yes/No				
Provision of Learning Opportunities	Yes/No				
Anti-social Behaviour	Yes/No				
Other (please Specify):	Yes/No				
<u>Water</u>					
Watercourses	Yes/No				
Lakes	Yes/No				
Ponds	Yes/No				
Other (please Specify):	Yes/No				

4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

Feature	Within Woodland(s)	Cpts	Map No	Notes
Woodland Habitat Types				
Ancient Semi-Natural Woodland	Yes/No			
Planted Ancient Woodland Site (PAWS)	Yes/No			
Semi-natural features in PAWS	Yes/No			
Lowland beech and yew woodland	Yes/No			
Lowland mixed deciduous woodland	Yes/No			
Upland mixed ash woods	Yes/No			
Upland Oakwood	Yes/No			
Wet woodland	Yes/No			
Wood-pasture and parkland	Yes/No			
Other (please Specify):	Yes/No			
Non Woodland Habitat Types				
Blanket bog	Yes/No			
Fenland	Yes/No			
Lowland calcareous grassland	Yes/No			
Lowland dry acid grassland	Yes/No			
Lowland heath land	Yes/No			
Lowland meadows	Yes/No			
Lowland raised bog	Yes/No			
Rush pasture	Yes/No			
Reed bed	Yes/No			
Wood pasture	Yes/No			
Upland hay meadows	Yes/No			
Upland heath land	Yes/No			
Unimproved grassland	Yes/No			
Peat lands	Yes/No			
Wetland habitats	Yes/No			
Other (please Specify):	Yes/No			

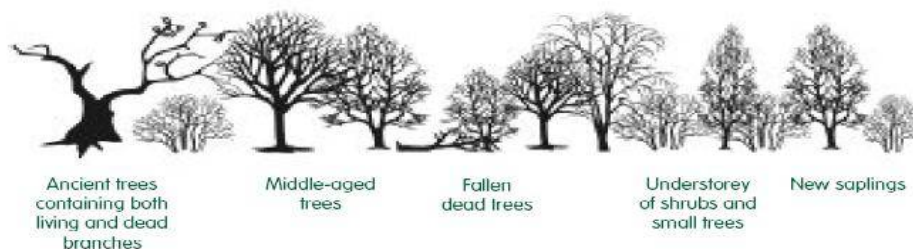
4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type (Broadleaf, Conifer, Coppice, Intimate Mix)	Percentage of Mgt Plan Area	Age Structure (even/uneven)	Notes (i.e. understory or natural regeneration present)

Page 88

Uneven-aged woodland – many wildlife habitats because of high diversity



Even-aged woodland – tidy but of low diversity



5. Woodland Protection

Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Using the simple Risk Assessment process below woodland owners and managers can consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

Impact	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
Likelihood of Presence				

5.2 [Plant Health](#)

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

5.3 Deer

Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

5.4 Grey Squirrels

Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

5.5 Livestock and Other Mammals

Threat (Sheep, Horse, Rabbit etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (Sheep, Horse, Rabbit etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

5.6 Water & Soil

Threat (Soil Erosion, Pollution, Acidification of Water etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (Soil Erosion, Pollution, Acidification of Water etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

5.7 Environmental

Threat (Pollution, Fire, Flood, Wind, Invasive Species, Anti-social Behaviour etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (Pollution, Fire, Flood, Wind, Invasive Species, Anti-social Behaviour etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

5.8 [Climate Change](#) Resilience

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	
Likelihood of presence (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

6. Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

Management Obj/Feature	Management Intention

7. Stakeholder Engagement

There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

Work Proposal	Individual/ Organisation	Date Contacted	Date feedback received	Response	Action

8. Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

[illegible]

FC Approval – FC Office Use Only

UKFS Management Plan Criteria	Approval Criteria	Achieved	Notes
Forest management plans should state the objectives of management, and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	Yes/No	
Forest management plans should address the forest context and the forest potential, and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	Yes/No	
In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	Yes/No	
At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)	Yes/No	
Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	Yes/No	
Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)	Yes/No	
Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	Yes/No	
Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3	Yes/No	
New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan is consistent with UKFS and FC guidance on woodland creation	Yes/No	
Approving Officer Name		Plan approved	Yes/no

Annex 3

SWT Site Operations Plan

Site Operations Plan (reference no:)

Site information

Site name		Operations Plan start date	
Area Manager		FC Woodland Management Plan number	
Ranger		Felling Licence number	
Landowner		Operation start date	
OS grid reference		Operation end date	

Operation type

Felling		Civil engineering	
Thinning		Recreation project	
Coppicing		Conservation project	
Restocking		Other (detail)	

Internal consultation after form has been completed by Area Manager

Consultees: Please insert any comments on the proposal as a separate sheet in the folder.

Signing off this front sheet confirms that you have seen the proposal and have added your comments.

Sequence	Name	Role	Signature	Date
1	Rob Davies, Woodland Officer	Woodland management advice, ecology & coordination of operations. Confirm operation will advance Woodland Management Plan.		
2	Alistair Kirk, SBIC	Data search		
3	David Sayce, Land Agent	Property, wayleaves, third parties, neighbours.		
	Michelle Knight, Grants Officer	Woodland grants.		
	Danial Winchester/ Nicky Williamson Consultancy Manager	Additional comments on ecological implications		
	Kate Leopold, Visitor Services Officer	Visitor requirements.		
	Susan Edwards, People & Wildlife Manager	Public engagement/education opportunities/Forest Schools.		
	Doug Simmonds, Ops Manager	Operations planning advice & coordination of operations & contracts.		
4	Carys Hudson, Comms Manager	Communications.		
5	CM Director	Confirm operation can go ahead at this time		

Proposals

Briefly describe:

1. What works are being proposed (include a map showing the scope of the proposals, including thin/fell areas, access routes, parking/storage areas).

2. How these will advance the Woodland Management Plan or meet the objectives of other plans.

Site description

Briefly describe the operational area and summarise any Ancient Woodland interest, e.g. Ancient Woodland indicator ground flora.

Is the site shown on the Ancient Woodland Inventory? (check with SBIC)	Y/N
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Harvesting and Marketing

Following discussion with the Woodland Officer, describe how woodland products will be:

- a) **Harvested** - include silvicultural systems, thinning intensity, target basal area (based on Woodland Assessment), deadwood retention, how trees will be marked, how brash will be treated, machinery to be used, extraction routes and stacking areas (show on map).

- b) **Marketed** - include expected volume, sales method and timing of sales events, e.g. tenders/auctions.

Woodland regeneration

Following discussion with the Woodland Officer, describe how the woodland will be regenerated, e.g. natural regeneration or planting.

Include guidance on :

Ground Preparation

Chemical Treatment

Tree species/Provenance

Fencing/Mammal control

Summary of costs

Provide details of estimated costs associated with the operation.

This should cover all costs of harvesting, marketing, regeneration, establishment and include estimated SWT staff costs

Summary of Income

Provide details of estimated income associated with the operation, including from timber and grant funding.

Net Financial Outcome
(income minus costs)

Item	Cost	Income
Totals		

Additional comments/discussion – how will costs of regeneration and establishment be met?

Woodland Management Plan

Has a Woodland Assessment (inventory) been carried out?	
Has the Woodland Management Plan been approved by the Forestry Commission?	
Has a Felling Licence been granted by the Forestry Commission?	
Has the Woodland Management Plan been checked to ensure that proposed operations comply with the approved management plan?	
Has a revised Work Programme been created in CMSi?	
Are there opportunities for the management of edge habitat alongside roads, rides and tracks as part of operations?	

Are there opportunities for the removal of invasive species, e.g. rhododendron?	
Are there opportunities for combining dangerous tree work with this operation?	

Physical site features

Feature (show on map)	Y/N	Describe how the proposed operations will take account of the feature. Include whether advice is needed from Environment Agency or service providers, e.g. power/gas companies.
Watercourses/drains		
Ponds/mires/wetlands		
Overhead powerline		
Underground powerline		
Underground pipelines		
Other easements/wayleaves, e.g. telecoms		
Quarries/mine shafts		
Bridges/culverts		
Roads		
Adverse terrain/soil conditions		
Fence lines		
Access gates		
Third party access		
Residential property		
Other (specify)		

Contact details for service providers/third parties

Contact for Electricity Company	Contact for Environment Agency
Name	Name
Address	Address
Tel No	Tel No

Contact for other wayleave/easement	Contact for other wayleave/easement
Name	Name
Address	Address
Tel No	Tel No

Contact for Third Party Access/Neighbour	Contact for Third Party Access/Neighbour
Name	Name
Address	Address
Tel No	Tel No

Contact for Third Party Access/Neighbour	Contact for Third Party Access/Neighbour
Name	Name
Address	Address
Tel No	Tel No

Contact for Other	Contact for Other
Name	Name
Address	Address
Tel No	Tel No

Conservation and heritage designations

Designation (show on map)	Y/N	Describe how the proposed operations will take account of the designations. Include whether advice is needed from Natural England or County Archaeologist.
ASNW/PAWS		
SPA/SAC		
SSSI		
NNR		
LNR		
SNCI		
Scheduled Monument		
AONB		
Other (specify)		

Conservation features - excluding European Protected Species (EPS)

Feature (show on map)	Y/N	Describe how the proposed operations will take account of the feature, e.g. protection zones. Include whether advice is needed from Natural England.
Watercourses/drains		
Ponds/mires/wetlands		
Habitat corridor		
Gill woodland		
Veteran trees		
Deadwood		
Badger setts		
Raptor nesting area		
Reptiles		
Other rare/protected species		
Other (specify)		

European Protected Species (EPS)

Has the Forestry Commission checklist for 'European Protected Species and woodland operations. (V3)' been completed? **(Include completed form in the SOP folder)**

See [http://www.forestry.gov.uk/pdf/eps-checklist-v3.pdf/\\$FILE/eps-checklist-v3.pdf](http://www.forestry.gov.uk/pdf/eps-checklist-v3.pdf/$FILE/eps-checklist-v3.pdf)

Yes		No	
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If European Protected Species are present/likely to be present, can the operation go ahead following Good Practice guidance?

Yes		No	
-----	--	----	--

If yes, briefly describe the measures required to follow Good Practice guidance.

If operations exceed the thresholds or do not comply with Good Practice guidance, has a protected species licence been obtained?

Yes		No	
-----	--	----	--

Can operations be modified to comply with Good Practice guidance?

Yes		No	
-----	--	----	--

Additional ecological comments

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Access and Recreation

Feature (show on map)	Y/N	Describe how the proposed operations will take account of the feature. Include whether advice or consent for temporary PROW closure is needed from Surrey CC Rights of Way Dept. Consider potential for operations to enhance recreation/access facilities.
Public Right of Way		
Waymarked trail		
Roads, rides, tracks used as trails/routes		
Orienteering course		
Visitor centre		
Car park		
Picnic/BBQ site		
Area used by People & Wildlife Team for education groups		
Area used by partner organisation		
Filming location		
Other (specify)		

Permissions for events and activities

Provide details of permissions that have been granted for events and activities to take place on/near the site during the proposed operation. Include guidance on managing permissions that may impact upon the proposed operations, e.g. write to permission holder.

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Public engagement

Factor to consider	Local Site	Intermediate Site	High Profile Site
Level of visitor use/provision (see Visitor Services Handbook)			
Factor to consider	Low	Med	High
Level of public/political/press sensitivity			

Type of public engagement	Required Y/N	Give details of what type and level of public engagement is appropriate for this operation.
Temporary information signs		
Guided walks		
Liaison with Landowner		
Liaison with Parish Council		
Liaison with local community group		
Liaison with Rights of Way Officer		
Press release		
Letters to neighbours		
Leaflet distribution		
Ranger presence		
Liaison with business tenants		
Website		
Any other requirements		

Liaison record

Contact name	Liaison date(s)	Summary of discussion and agreed actions
Temporary information signs		
Guided walks		
Liaison with Landowner		
Liaison with Parish Council		
Liaison with local community group		
Liaison with Rights of Way Officer		
Press release		
Letters to neighbours		
Leaflet distribution		
Ranger presence during operation		
Liaison with business tenants		
Website		
Any other requirements		

Summary of actions and responsibilities

Actions required prior to the operation	Responsible person	Required date for completion	Date completed
Coordination and completion of Site Operations Plan	(Area manager)		

Updates

Action	Date completed or N/A	Initials
Update CMSi		
Pass completed Site Operations Plan and contract/operations file to Woodland officer for GIS and Sub-Compartment Database updates		

Area Team review

Comment on how well the operation has met its objectives (see 'Proposals' section). Recommend improvements for future operational planning.

Signature

(Area Manager)

Date

Select Committee Task and Finish Group Scoping Document

The process for establishing a task and finish group is:

1. The Select Committee identifies a potential topic for a task and finish group
2. The Select Committee Chairman and the Scrutiny Officer complete the scoping template.
3. The Council Overview and Scrutiny Committee reviews the scoping document
4. The Select Committee agrees membership of the task and finish group.

Review Topic: Future Governance of the Basingstoke Canal
Select Committee(s) Environment and Transport Select Committee
<p>Relevant background</p> <p>The Basingstoke Canal is located in the south of England, to the southwest of London. The navigable section runs from West Byfleet in Surrey to the east, following a course of 32 miles through Woking, Brookwood, Mytchett, Ash, Fleet and Crookham, then Odiham, finally ending up at Greywell in Hampshire to the west. Surrey and Hampshire took joint ownership of the Canal in the mid 1970s and currently have joint management of the Canal, with the day to day maintenance and operation of the Canal undertaken by the Basingstoke Canal Authority (BCA).</p> <p>29 miles of the 32 mile Canal is designated as 'Site of Specific Scientific Interest'. This places significant legal duties on both County Councils as owners under the Wildlife & Countryside Act 1981 to preserve and enhance the features of the Site of Special Scientific Interest and take general account of biodiversity in all operations. The Occupiers Liability Act 1954 and National Parks & Access to the Countryside Act 1949 also place a general duty of care upon the county council to maintain Surrey land in a safe condition and make the land available for public recreation.</p> <p>In recent times discussions have taken place around possible income generating opportunities for the Canal which has included the redevelopment of the Basingstoke Canal centre. As part of these discussions both local authorities have agreed to discuss the future management of the Canal.</p>

Why this is a scrutiny item

75% of the BCA's funding is from annual revenue grants given by each of the partner authorities. In the current economic climate this is unsustainable for Surrey and therefore the county council must look at the future sustainability of the Canal and their management position in relation to this. It is recognised that there are many positive benefits to be gained from the Basingstoke Canal and a range of redevelopment options to generate income from the Canal have been identified to increase long term sustainability of the Canal.

JBA consultancy has been commissioned to investigate the value of the Canal; the conclusion so far is that there is a huge amount of benefit to be gained from the Canal. As part of the scrutiny process both Surrey and Hampshire county council have agreed to discuss and consider the most effective option for the future management of the Canal.

The task group's key objective is to ensure the county council makes an informative decision around the future management of the Basingstoke Canal.

What question is the task group aiming to answer?

What position should Surrey county council take in terms of the future management of the Basingstoke Canal?

There is currently a joint partnership arrangement in place between Surrey and Hampshire. The task group could recommend that the current arrangements remain or recommend another model of governance.

Aim

To review the draft business plan from JBA Consultancy on the Basingstoke Canal and recommend the most effective governance option for the future management of the Canal which brings benefits to both the county council and Surrey residents.

Objectives

The task group will develop a range of governance options for the future management of the Basingstoke Canal and will recommend the most effective management option for Surrey county council.

Scope (within / out of)

The task group will consider the most effective governance option for Surrey county council. In order to recommend a governance option the task group will need to consider and analyse the draft business plan on the value of the Canal. Along with a range of witness sessions, both will provide a source for evaluating different models of ownership in the medium term future.

Although the Canal is jointly owned by Hampshire and Surrey, recommendations around the governance position Hampshire should take will be out of scope.

Outcomes for Surrey / Benefits

The recommendations of this Task Group will enable the county council to decide whether they continue their involvement with the Basingstoke Canal or make changes to the current joint ownership model.

The following corporate objectives will benefit in particular from the work of the Task Group:

Economic Prosperity- 'Surrey's economy remains strong and sustainable'. In the uncertain economic climate the county council must make savings but also create a sustainable future with income generation opportunities. The work of the task group will take account of future sustainability and value for money for both the county council and residents.

Resident Experience- 'Residents in Surrey experience public services that are easy to use, responsive and value for money'. The task group will ensure that any recommendations made improve resident's experiences and provide value for money for residents.

Proposed work plan

It is important to clearly allocate who is responsible for the work, to ensure that Members and officers can plan the resources needed to support the task group.

Timescale	Task	Responsible
May 2015	Brief task group on outcomes from consultancy report and update on the future management of the Canal.	Officers
Round 1- June 2015	Initial witness sessions/evidence gathering from internal officers/cabinet member.	Task Group
Round 2- June/ July/ Early August 2015	Witness sessions/evidence gathering from external partners.	Task Group
Late August/ September 2015	Report writing and submission of recommendations to Select Committee/Cabinet.	Task Group

Draft list of Witnesses

- Countryside Group Manager
- Strategic Manager for the Basingstoke Canal
- Basingstoke Canal Manager
- Assistant Director for Environment
- Cabinet Member for Environment and Planning
- SCC Procurement Department
- Head of Countryside, Hampshire CC
- Hampshire Finance Service
- Basingstoke Canal Society
- JBA Consultancy
- Inland Waterways Association
- Residential Boat Owners Association
- Canal and River Trust

Useful Documents

- Report to the Environment and Transport Select Committee: Basingstoke Canal Update Report (12.03.2015)
- Report to the Basingstoke Canal JMC: Canal Centre Redevelopment Proposals (16.10.2014)

Potential barriers to success (Risks / Dependencies)

- Progress of the Task Group is dependent on officer and witness availability.
- The final officer report with recommendations on the future management of the Basingstoke Canal will be submitted to Cabinet in September 2015. This means final recommendations from the task group will need to be submitted and circulated by late August/ early September.

Equalities implications

- No discernible impacts have been identified; however the task group will need to consider the impact on changes to governance on residents/Canal users.

Task Group Members	Tbc
Spokesman for the Group	David Harmer
Scrutiny Officer	Huma Younis