

Notice of Meeting

Environment & Transport Select Committee



Date & time
Thursday, 8
November 2012
at 10.00 am

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

Contact
Andrew Spragg
Room 122, County Hall
Tel 020 8541 9122

Chief Executive
David McNulty

andrew.spragg@surreycc.gov.uk

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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 Andrew Spragg on 020 8541 9122.

Members

Mr Steve Renshaw (Chairman), Mr Mark Brett-Warburton (Vice-Chairman), Mr Victor Agarwal, Mr Mike Bennison, Mr Stephen Cooksey, Mr Chris Frost, Mrs Pat Frost, Simon Gimson, Mr David Goodwin, Mrs Frances King, Mr Geoff Marlow, Mr Chris Norman, Mr Tom Phelps-Penry, Mr Michael Sydney and Mr Alan Young

Ex Officio Members:

Mrs Lavinia Sealy (Chairman of the Council), Mr David Munro (Vice-Chairman of the 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 | Agenda
Item Only |
| 2 | MINUTES OF THE PREVIOUS MEETING: 19 SEPTEMBER 2012

To agree the minutes as a true record of the meeting. | White
(Pages
1 - 10) |
| 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. | Agenda
Item Only |
| | Notes: <ul style="list-style-type: none">• 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. | Agenda
Item Only |
| | Notes: <ol style="list-style-type: none">1. The deadline for Member's questions is 12.00pm four working days before the meeting (<i>Friday 2 November 2012</i>).2. The deadline for public questions is seven days before the meeting (<i>Thursday 1 November 2012</i>).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

Responses have been received regarding Winter Maintenance and On-Street Parking. These are enclosed within this agenda. | Green
(Pages
11 - 14) |
| 6 | RECOMMENDATION TRACKER AND FORWARD WORK PROGRAMME

The Committee is asked to monitor progress on the implementation of recommendations from previous meetings, and to review its Forward Work Programme. | White
(Pages
15 - 24) |

- 7 TRANSFORMING SURREY HIGHWAYS BRIEFING NOTE** Green
(Pages 25 - 34)
- This briefing note provides an update on the Surrey Highways Transformation Project which is seeking to re-configure how Surrey County Council manages the highway network and lead to a tangible improvement in carriageway condition and quality.
- 8 FLOOD MANAGEMENT - CONSULTATION RESPONSE** White
(Pages 35 - 40)
- Purpose of report:** Policy Development and Review
- The Environment and Transport Select Committee has an overview and scrutiny role on strategic flood risk management activity in Surrey. This item provides information for scrutiny on partnership arrangements and publication of the draft Surrey Local Flood Risk Management Strategy.
- 9 TREE MAINTENANCE** Green
(Pages 41 - 52)
- Purpose of report:** Policy Development and Review
- To update the Select Committee on tree maintenance following the recommendations given at the April 2012 Environment & Transport Select Committee.
- 10 REVIEW OF THE ENGLISH NATIONAL CONCESSIONARY SCHEME** White
(Pages 53 - 56)
- Purpose of report:** Policy Development and Review
- Surrey County Council is responsible for the administration of the English National Concessionary Travel Scheme (ENCTS) within the county boundary. This report reviews the existing scheme and sets out Surrey concessionary travel scheme for residents aged 60+ and disabled residents for 2013/14.
- 11 DATE OF NEXT MEETING**
- The next meeting of the Committee will be held at 10.00am on 10 January 2013.

David McNulty
Chief Executive

Published: Wednesday, 31 October 2012

MOBILE TECHNOLOGY – ACCEPTABLE USE

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- Interfere with the PA and Induction Loop systems
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Thank you for your co-operation

MINUTES of the meeting of the **ENVIRONMENT & TRANSPORT SELECT COMMITTEE** held at 10.00am on Wednesday 19 September 2012 at County Hall, Kingston upon Thames.

These minutes are subject to confirmation by the Select Committee at its meeting on 8 November 2012.

Members:

- * Steve Renshaw (Chairman)
- * Mark Brett-Warburton (Vice-Chairman)
- * Victor Agarwal
- * Mike Bennison
- * Stephen Cooksey
- * Will Forster
- * Chris Frost
- * Pat Frost
- * David Goodwin
- * Simon Gimson
- A Frances King
- * Geoff Marlow
- * Chris Norman
- * Tom Phelps-Penry
- * Michael Sydney
- A Alan Young

Ex officio Members:

Mrs Lavinia Sealy (Chairman of the Council)
Mr David Munro (Vice-Chairman of the Council)

Substitute Members:

- * Mrs Margaret Hicks

In attendance:

- * John Furey (Cabinet Member for Environment & Transport)

* = present
A = apologies

PART 1

IN PUBLIC

50/12 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies for absence were received from Frances King and Alan Young. Mrs Margaret Hicks substituted for Frances King.

51/12 **MINUTES OF THE PREVIOUS MEETING (19 JULY 2012) [Item 2]**

The minutes were agreed as an accurate record of the meeting.

52/12 **DECLARATIONS OF INTERESTS [Item 3]**

Michael Sydney declared a personal interest in Item 7 on account of being the Chairman of the Surrey Hills Area of Outstanding Natural Beauty (AONB) Board. It was confirmed that this was not a pecuniary interest.

53/12 **QUESTIONS AND PETITIONS [Item 4]**

There were no questions or petitions to report.

54/12 **RESPONSE BY THE EXECUTIVE TO ISSUES REFERRED BY THE SELECT COMMITTEE [Item 5]**

Key points raised during the discussion:

- There were two responses to report, the response to the interim report of the Community Infrastructure Levy (CIL) Task Group and the response to Committee's recommendation that the Council should develop a water management policy. The Committee was pleased with the responses provided.
- The Cabinet Member had requested that Officers in the Environment Service draft a policy position on water management to be considered by the Environment and Transport Select Committee within six months.

55/12 **FORWARD WORK PROGRAMME AND RECOMMENDATIONS TRACKER [Item 6]**

Key points raised during the discussion:

- Some Members expressed concern that the item on Tree Maintenance had been deferred to the next meeting. The Chairman stated that when the item came to Committee in April 2012, Officers acknowledged that tree maintenance had not been prioritised as it should. The November meeting would provide an opportunity for Members to continue to drive progress in this area.
- It had been agreed with Cabinet that the Countryside Task Group would report its findings to the Committee in March 2013 rather than January 2013, due to the large scope of the project.
- Pat Frost raised concerns regarding the Permit scheme, as she felt that it was cutting across the remit of the Utilities Task Group for which she is the Chairman. The Cabinet Member stated that he would look into the issue and ensure the task group had the opportunity to scrutinise the scheme as part of its work.

- The Chairman confirmed that the Flood Management Consultation Response item was still on track to come to the November meeting.
- It was suggested that the Highways Maintenance Five Year Programme be considered at the same meeting as the mid-year performance report for the Council's Highways Maintenance Contractor May Gurney. The items were currently scheduled for subsequent meetings in December 2012 and January 2013 and it was felt that there could be benefit to considering the items together. The Chairman stated that he would review whether this was possible outside of the meeting.
- Two Members stated that they had recently received negative feedback regarding Skanska performance in their areas. The Chairman stated that he would request an update for Members for a future Select Committee bulletin.

Actions/further information to be provided:

- That an update on the performance of Skanska be provided with a future Select Committee bulletin.

56/12 **SURREY HILLS TRADEMARK LICENCE AGREEMENT [Item 7]**

Declarations of interest:

Michael Sydney declared a personal interest in Item 7 on account of being the Chairman of the Surrey Hills Area of Outstanding Natural Beauty (AONB) Board. It was confirmed that this was not a pecuniary interest.

Witnesses: Rob Fairbanks (Surrey Hills, AONB Director)

Key points raised during the discussion:

- Rob Fairbanks introduced the report, the purpose of which was to propose that Surrey County Council licences the Surrey Hills Trade Mark to the Surrey Hills Enterprises Community Interest Company (CIC).
- Businesses will be charged to use the Surrey Hills logo, although it was recognised that this would not raise a significant amount of money in itself. However, it was hoped that it would raise the value and awareness of the Surrey Hills brand as a whole.
- The AONB Director confirmed that he was aware there was another Surrey in Canada and that this was not relevant to the licence agreement.
- The revenue from the Surrey Hills trademark would be invested back into the funding priorities of the Surrey Hills Enterprise CIC. The Chairman stated that the Committee may wish to scrutinise this spend at a future meeting.

- It was hoped that a community of businesses could be established who would be able to self-regulate the use of the trademark. There was also the possibility that Surrey Trading Standards could assist with regulation if required, although it was recognised that this would not be a priority for them.
- As part of this work consultation had taken place with other AONB such as the Cotswolds and the Chilterns, however the move to trademark the logo was seen as being nationally innovative.

Actions/further information to be provided:

None.

Recommendations:

That the Cabinet Member for Environment and Transport approves the Trademark Licence agreement with Surrey Hills Enterprises CIC.

Select Committee next steps:

- That the Select Committee scrutinises the effectiveness of the Trademark Licence Agreement at a future meeting.

57/12 **REPORT OF THE WINTER MAINTENANCE TASK GROUP [Item 8]**

Declarations of interest: None.

Witnesses: Simon Mitchell (Maintenance Plan Team Leader)
Jason Russell (Assistant Director, Highways)

Key points raised during the discussion:

- Simon Mitchell introduced the report, the purpose of which was to consider the proposed future options for the provision of Winter Service, following the reconvening of the Winter Maintenance Task Group.
- There had been some minor improvements to improve coverage of the priority network although overall the network remains as last year, with May Gurney introducing a further fleet of 16 vehicles.
- A licensing agreement had been drawn up which would enable Parishes and other statutory authorities to provide and maintain grit bins on the highway, in line with the Localism agenda. The Committee was very supportive of this proposal.
- If the barcode solution for grit bins was approved by Cabinet, they would be introduced through a rolling program. All grit bins would have barcodes in place by the winter of 2013/14.
- Concern was expressed that there was not enough grit bin provision near schools. Witnesses stated that there was criteria guiding the provision of

grit bins but if Members wanted additional bins there were opportunities to purchase them through their allocations.

- Members requested that they be provided with a grit bin resupply cost for when the £1000 funding for a four year period had elapsed, as it was felt that after this time the grit bin would still be serviceable. Officers informed the Committee that this would be incorporated into Surrey's winter service provision going forward.
- Since the Council moved to a sand/salt mix the problem of salt theft from grit bins had reduced considerably.
- Salt stocks were automatically replenished at the end of the winter season and currently stood at 16,000 tonnes, stored in four depots, which was enough to cover two snow events.
- If there was a severe event where county salt stocks were exhausted and their providers were unable to resupply, then the Council would have to draw on Government reserves. However, witnesses were confident that the Council was in a far stronger position than ever before to deal with such scenarios.
- The figures shown in the report for the contract with May Gurney were the base figures for an average winter. There is a £150,000 contingency fund available for severe weather events.
- 55 salt runs took place last winter, in comparison with 75 runs and 62 runs in the two previous winters. However, when the weather is more severe double the amount of salt is used on a run.
- Members expressed concern at the Council's ability to replenish salt stocks during an extreme weather event, when up to 1000 tonnes of salt could be used per day and Central Government had the ability to strategically acquire part of Surrey's stocks for use elsewhere.
- Officers were asked to confirm why there were two contingency funds for severe weather. Witnesses responded that although there was £5 million severe weather contingency fund for the Council as a whole, there was felt to be benefit to having the smaller contingency fund specifically for Highways use.
- It was confirmed that all major hospitals were included on the priority route and the accesses to these sites had been reviewed.
- It was requested that the figures in paragraph 32-35 of the report be uploaded onto the Members portal.
- It was noted that there was some missing information from the Waverley section in Appendix D – District and Borough Footway Agreements. The Chairman stated that it would be worthwhile including the statement 'As agreed with the District or Borough Council' underneath each table in this appendix.

- In relation to the Tatsfield Parish Trial (para 7.19), witnesses confirmed that the only cost incurred by Surrey County Council was the purchase of the signs. If the trial was successful Officers would look to see if other parishes were interested in similar schemes, however there was no obligation on the Council to provide this service.
- It was asked how the Council could encourage shops to clear the pathways outside of their shops. The Chairman stated that this was something to negotiate through the Chamber of Trades. He also stated that he had purchased some snow clearing equipment for his local Chamber of Trade through his Member Allocation.

Actions/further information to be provided:

- That Members are provided with a cost plan for restocking grit bins.
- That the figures in paragraph 32 – 35 of the report be uploaded onto the Members portal.
- That the following amendments are made to appendix D of the report:
 - The missing information for Waverley is added.
 - That 'As agreed with the District or Borough Council' is added underneath each table.

Recommendations (to Cabinet):

- a) That the recommendations of the Winter Performance Task Group (set out as recommendations 1 – 7 on page 2 of this report) and the attached Winter Service Plan 2012/13 be considered for adoption.
- b) That a response be provided for each recommendation, agreeing actions as appropriate.
- c) That the Members of the Winter Performance Task Group be thanked for their work.

Select Committee next steps:

None

58/12 **SURREY PRIORITY NETWORK AND ASSOCIATED PROJECTS [Item 9]**

Declarations of interest: None.

Witnesses: Simon Mitchell (Maintenance Plan Team Leader)
Jason Russell (Assistant Director, Highways)

Key points raised during the discussion:

- Simon Mitchell introduced the report, stating that this was the most comprehensive review of the Surrey Priority Network in the past 25 years. The review was looking at how the network stands against current best practice and legal advice. Key benefits would include a better

maintenance profile, a clearer urban/rural split between routes and better targeted major maintenance.

- There were other reviews taking place alongside this project such as a footway survey and a review of where the legal boundaries of the County are. The outcomes of all of these projects will culminate in changes being made to the current inspectorate system.
- 300 new manual survey sites had been identified in order to help inform the review. It was agreed that Local Committees could ask to review the sites in their areas if they wished.
- It was requested that more information be provided on HGVs, particularly the issue of satellite navigation systems directing HGVs down roads with narrow bridges. Officers stated that they would provide more information to the Committee on this issue outside of the meeting. The Chairman added that this topic had been considered previously by the Committee and a guidance note for HGV companies/drivers had been drawn up as a result.
- It was possible that there could be some significant resource implications as a result of the review; however it was too early in the process to say exactly what these might look like.
- It was likely that the number of driven inspections would increase as a result of the review. This would allow the inspectorate to see the roads from a driver's perspective and prioritise maintenance accordingly.
- It was hoped that by aligning the priority network with the national code of practice, the Council would be better prepared to defend itself in court cases.

Actions/further information to be provided:

- That the Committee are provided with an update on the Council's HGV strategy in a future bulletin.

Action by: Jason Russell

Recommendations:

That the Committee:

- a) Approve for use Option 1 for the Carriageway Hierarchy (CoP standard) categories and inspection frequencies described in this report and detailed in Annex 1.
- b) Approve for use Option 1 for the Footway and Cycleway Hierarchy categories and inspection frequencies described in this report and detailed in Annex 2 and 3.
- c) Support the continued development of a phased introduction for a) and b) above, details of which will be reported to Cabinet on 27 November 2012.

- d) Approve an annual rolling programme of up to 150 new and updated traffic counts to facilitate the continued joint development of the Surrey County Traffic Model and SPN database (especially on the proposed SPN 3, 4a and 4b networks).
- e) Approve continued work to integrate the SPN database and Surrey County Traffic Model so future accuracy of options testing based on a single methodology is maintained.
- f) Agrees that APG should, in future, undertake an annual review to update the SPN in accordance with the methodology described in this report to ensure that network change and functionality continue to be appropriately reflected.
- g) Supports the continuation of the HIT Boundary Project and Footway Network Survey in support of the SPN review.
- h) Agrees that the data and analysis included in this report informs and supports the 'Defect' work-stream established at the Surrey Highways Roadmap Workshop held on 8 March 2012.

Select Committee next steps:

None.

59/12 **OPERATION OF CIVIL PARKING ENFORCEMENT IN SURREY [Item 10]**

Declarations of interest: None.

Witnesses: Richard Bolton (Local Highways Services Group Manager)
Dave Curl (Parking Team Manager)

Key points raised during the discussion:

- Richard Bolton introduced the report, the purpose of which was to update the Committee on proposed enforcement arrangements prior to going to Cabinet.
- The Committee strongly expressed the view that surpluses received from on-street parking charges should be re-invested in the towns and wards in which they were raised, and not be used to subsidise other areas. Concern was also expressed that in cases where a local authority was enforcing in another area it could not be seen to export its share of the surplus to its own area. It was confirmed that it would be the decision of the relevant Local Committee from the area where any surplus arose, as to where any surplus was allocated and that it would not be used to subsidise the deficits incurred by enforcement authorities.
- The main concern expressed by the Committee regarded the proposed 60/20/20 split of surpluses between the Local Committee, enforcement agent and County Council respectively. Particular concern was raised as to how the 20% figure for the County Council had been decided and the Committee requested that a detailed explanation be provided.

- The Committee was informed that the County's 20% would be used to fund the Parking Team and general Highways services, though this would not be ringfenced for any particular Borough. Concern at this fact was expressed by the Committee as it had suggested that there should be no use of surpluses as a cross-subsidy. Justification for this spending was given on the grounds that parking enforcement was a County Council function, and that although Districts and Boroughs paid the cost of such measures as road markings, their contribution did not cover the full costs of enforcement.
- It was confirmed that there may be local variation in the percentage split of surpluses and that the 60/20/20 proposal was notional. Members were informed that the final figure would be determined by the Cabinet Member for Environment & Transport and Assistant Director for Highways in consultation with the relevant Local Committee Chairman.
- The Committee expressed concern at proposals that in situations whereby Districts and Boroughs were the enforcing authority, they would be able to keep their share of the 20% surplus and decide how it should be spent independently of the Local Committee. The Select Committee felt that it was not equitable for County Members to have no influence over the use of the 20% share, while Borough Members would have influence over their 60% share through their Membership of the Local Committee.
- Further concern was expressed at two specific cases, whereby the enforcing agency was a neighbouring District or Borough and it was not felt equitable that 20% of any surplus should be 'exported' from the area in which this surplus was raised. In these cases, the Select Committee felt that consideration should be given to the 20% also coming back to the Local Committee from where the surplus was raised (as per recommendation b), so that disbursement would be decided by the relevant Local Committee, or an alternative split be proposed.
- The Committee expressed the view that each Local Committee should have a local scrutiny role for on-street parking enforcement within its area.

Actions/further information to be provided:

- That the Committee be provided with a detailed explanation of the justification and purpose for the 60/20/20 split of surplus.

Recommendations (to Cabinet):

- a) That the introduction of new agency agreements be supported in line with the terms specified within the report. However, the Committee expresses concern at the 60/20/20 split of surplus and asks for clarification of its justification and purpose.
- b) That Local Committees have a formal scrutiny role for on-street parking enforcement within their area.

- c) That the Assistant Director, in consultation with the Cabinet Member be authorised to enter into suitable alternative short term arrangements to ensure continuation of on-street parking enforcement.

Select Committee next steps:

None.

60/12 **DATE OF NEXT MEETING [Item 10]**

The date of the next meeting will be November 8 2012.

[Meeting Ended: 12.30]

Chairman

CABINET RESPONSE TO ENVIRONMENT AND TRANSPORT SELECT COMMITTEE

WINTER SERVICE DEVELOPMENT FOR 2012/13

The Environment and Transport Select Committee recommends:

1. The recommendations of the Winter Performance Task Group and the attached Winter Service Plan 2012/13 be considered for adoption.
2. A response be provided for each recommendation, agreeing actions as appropriate.
3. The Members of the Winter Performance Task Group be thanked for their work.

Response:

I would like to thank the Select Committee for their scrutiny of the Winter Service Report and Plan, and particularly the Task Group who have played a key role in the review of the Winter Service.

In their discussion, the Committee raised two specific issues at their meeting on 19th September, and I would like to confirm the response given by officers at that meeting. The first issue concerned the cost of re-stocking grit bins after the four year period has elapsed. These will be included in the winter service provision in the future, unless the priorities in that area change meaning that a grit bin is no longer required after the initial period.

The second issue concerned the role that Parish Councils can play in the Winter Service, particularly with regard to them erecting signs on roads advising of local problems. This will be considered further following the trial of this approach by Tatsfield Parish Council.

John Furey
Cabinet Member for Transport and Environment
25 September 2012

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CABINET RESPONSE TO ENVIRONMENT AND TRANSPORT SELECT COMMITTEE

Operation of Civil Parking Enforcement in Surrey

- a) That the introduction of new agency agreements be supported in line with the terms specified within the report. However, the Committee expresses concern at the 60/20/20 split of surplus and asks for clarification of its justification and purpose.
- b) That the Assistant Director, in consultation with the Cabinet Member, be authorised to enter into suitable alternative short-term arrangements to ensure continuation of on-street parking enforcement.
- c) That the ability for Local Committees to have a formal scrutiny role for on-street parking enforcement within their area be supported.

Reply

On-street parking is important for our residents and ensuring we provide a high quality and effective service is one of my key priorities. Therefore I am grateful for the thoughtful and thorough consideration the Environment and Transport Select Committee has given to the Operation of Civil Parking Enforcement both at their meeting in September and prior to this through the parking task group.

My reply below is in the same order as the recommendations endorsed by the Select Committee

a) The County Council, working with our Agents (Districts & Boroughs) have made substantial improvements in reducing the financial deficit generated from on-street parking. It must be recognised that parking enforcement is not a mechanism for generating income and based on the financial outturns for 2011/12 the future surpluses for most areas will be low, if anything at all. The intention is for the bulk of any surplus (60%) to be allocated to the Local Committee who will be able to use this for the betterment of their residents as the Committee determine a priority (provided it complies with the legislation governing how it can be used). Therefore, if for sound reasons a Local Committee chooses to introduce additional on-street charging and this results in a financial surplus, the majority of this will be used as per the wishes of the Local Committee. If the Local Committee wish to ring fence this to the specific division or location where it is generated this is something they will be able to do.

20% will be provided to the enforcement agent as recognition of the risk they have accepted in underwriting any deficit and to provide a further incentive for operational efficiency. If they so choose, the agent (District or Borough) could ask the Local Committee to determine how their "share" is to be used. If the County Council were to enter into an arrangement with the private sector, there would be an element of profit within any contractual relationship.

The final 20% will return to the County Council. On-street parking is a County Council function and ultimately the County Council is responsible for ensuring the service is provided. Any surpluses returned to the County Council will be used to support the general highways budget, including the County Council's parking team.

The Cabinet report provides the flexibility for the split to be amended to suit any local negotiations, but before this is agreed the relevant Local Committee Chairman will be consulted.

b) This is noted and it is hoped that long term arrangements can be entered into as per our intended timeframe. However, we need to have the flexibility to ensure continued service in the event that one of our agents chooses to not be involved.

c) The Cabinet report makes specific reference to the oversight and monitoring role of the Local Committee. It is my view that the role of the Local Committee is essential to ensure the parking enforcement service meets the needs of an area. Operational management will be the responsibility of our agents but the Local Committee will have a structured role in monitoring performance and be presented with clear performance data. The County Council's parking team will be working with our agents and the Local Committee to agree formal arrangements which best suit the relevant Local Committee.

John Furey
Cabinet Member for Transport and Environment
23 October 2012

Environment and Transport Select Committee Work Programme

8 November 2012

Date	Item	Why is this a Scrutiny Item?	Contact Officer	Additional Comments
08/11/12	Flood Management – Consultation Response	The purpose of this item is to consider the feedback received during the consultation underway with regards to flood management. This will build on the Committee's work to date on water management and flooding and provide further opportunity for consideration and comment.	Deborah Fox	
08/11/12	Highway Tree Maintenance	To consider a follow up report from the May 2012 meeting of the Select Committee regarding Highway Tree Maintenance.	Lucy Monie	
08/11/12	Review of the English National Concessionary Scheme	To consider the 2013/14 Surrey Concessionary Travel Scheme for residents aged 60+ and disabled residents prior to its submission to Cabinet	Paul Millin/David Ligertwood	

10 January 2013

Date	Item	Why is this a Scrutiny Item?	Contact Officer	Additional Comments
10/01/12	6 Month Update – Highways Maintenance Contractor/ Highways Maintenance Five Year Programme	This report will provide an update regarding the mid-year performance of the Council's Highways Maintenance Contractor May Gurney. This follows up on previous reports considered by the Committee. The performance of the Highways Maintenance Contractor is a high priority for both Members and residents. This item will also consider the Highways Maintenance Five Year Programme and lead in times for Highways schemes.	Mark Borland	
10/01/12	Recommendations of the Improving the Quality and Coordination of the work of Utilities Companies Task Group (Utilities Task Group)	This report will set out the recommendations of the Utilities Task Group. This Task Group was set up in order to consider how Surrey County Council can work better with utilities companies in order to improve the coordination of streetworks and the quality of repair works, and thereby minimise the resultant disruption and problems.	Thomas Pooley/Lucy Monie	
10/01/12	SCC Permit Scheme	To consider whether Surrey County Council should proceed with a permit scheme in collaboration with East Sussex County Council, prior to submission of the proposed scheme to the Department for Transport for approval.	Lucie Monie	Item 6

Environment and Transport Select Committee Work Programme

6 March 2013

Date	Item	Why is this a Scrutiny Item?	Contact Officer	Additional Comments
06/03/12	Recommendations of the Countryside Task Group	This report will set out the recommendations of the Countryside Task Group which was set up in order to explore concerns surrounding the management of the Surrey's Countryside Estate and its financial sustainability.	Jacqui Hird	
06/03/12	Update Report of the Community Infrastructure Levy (CIL) Task Group	To update the Committee on progress towards the implementation of CIL in Surrey.	Paul Sanderson	
06/03/12	Surrey Flood Strategy	To consider Surrey's agreed Flood Strategy, following consultation with the Select Committee on 08/11/12.	Deborah Fox	
06/03/12	SKANSKA Street Lighting Contract	To consider a report outlining progress to date on the SKANSKA Street Lighting Contract following its 3 year anniversary in February 2013.	Paul Wheadon	

To be scheduled:

- Surrey Rail Strategy
- Surrey Hills Trademark Licence Agreement

Task and Working Groups:

Group	Membership	Purpose	Reporting dates
Countryside Management Task Group	Steve Renshaw (Chairman) Mark Brett-Warburton Michael Sydney Stephen Cooksey	To develop a countryside management strategy that incorporates sound governance principles, is financially sustainable and promotes partnership working.	6 th March 2013
Community Infrastructure Levy Task Group	Mark Brett-Warburton (Chairman) Chris Norman Pat Frost	To consider the question: <i>"What does the County Council need to do to develop effective plans for the Community Infrastructure Levy in conjunction with its District and Borough partners?"</i>	An interim report was considered by the Committee on 31 st May 2012. An update report will be submitted to the Committee in

Environment and Transport Select Committee Work Programme

			March 2013.
Prioritisation of Highways and Highways Structures Maintenance	Steve Renshaw (Chairman) Pat Frost Mr David Goodwin	<ul style="list-style-type: none"> • To make best use of limited capital funding to maintain the condition of highways and highways structures in their current state, ideally aiming for improvements. • To address concerns raised by Members regarding the prioritisation system for Highways Maintenance • To determine an effective means of prioritising Highways Structures Maintenance. 	<p>An interim report was considered by the Committee on 1st March 2012.</p> <p>Following consultation with the Task Group in October 2012, the Highways Maintenance Five Year Programme will be submitted to the Committee on 10th January 2012</p>
Improving the Quality and Coordination of the work of Utilities Companies	Pat Frost (Chairman) Mike Bennison Stephen Cooksey Michael Sydney	The standard of work of utilities companies, and the disruption caused by uncoordinated road works is a major problem nationally. Hence, the intended outcome of the review is to improve the quality of work being done on Surrey's roads and reduce congestion faced by Surrey's residents.	10 th January 2012

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Environment & Transport Select Committee Actions and Recommendations Tracker - November 2012

1.	31/05/12	Water Management	That a policy be drafted on integrated water management, which sets out what Surrey County Council can and will do, in working with partners to address the challenges and risks facing Surrey in this regard.	Cabinet	<p>This was considered by the Cabinet at its meeting on 24 July 2012.</p> <p>A response from the Cabinet was submitted to the Committee at its meeting in September 2012.</p> <p>An item on the consultation response to SCC's draft flood strategy will be considered by the Committee at today's meeting.</p> <p>SCC's final flood strategy will be considered by the Committee at its meeting in March 2013.</p>	08/11/12
2.	19/04/12	Tree Maintenance	<p>a) That the devolvement of tree maintenance to Districts and Boroughs, and where appropriate, Town and Parish Councils, be encouraged and explored further.</p> <p>b) That proactive pollarding of trees be encouraged.</p> <p>c) That an accurate tree survey on Surrey's highways be completed prior to negotiations regarding the devolvement of tree maintenance to Districts and Boroughs.</p>	Cabinet	<p>The recommendations were considered at the June 2012 meeting of the Cabinet, and a response was received at the Committee's meeting on 19 July 2012.</p> <p>An update report will be submitted to the Committee at today's meeting.</p>	08/11/12

3.	01/03/12	Interim Report of the Highways Maintenance Prioritisation Task Group	<p>Recommendations to Cabinet</p> <ul style="list-style-type: none"> i) To adopt the proposals for a three system approach to Highways Maintenance Prioritisation, as set out at Annex B to this report. ii) To endorse the milestones and objectives of Project Horizon, as detailed in Annex B. iii) To support officers to develop an Invest To Save project to support the automation and optimisation of the asset prioritisation process. iv) To provide the full budgetary requirement in order to enable the development of more efficient, joined up ICT systems for Asset Management and Maintenance Prioritisation. v) That a communications plan for the new system of highways maintenance prioritisation be developed and shared with the Select Committee. 	Cabinet	<p>A response from the Cabinet was considered at the April 2012 meeting of the Select Committee.</p> <p>A draft version of the Highways Maintenance Five Year Programme will be submitted to the Task Group for comment in December 2012.</p> <p>The Highways Maintenance Five Year Programme will be considered by the Committee in January 2013.</p>	10/01/13
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4.	15/09/12	Countryside Estate: Surrey Wildlife Trust's Asset Management Plan	<p>a) That the Select Committee approve the AMP and a response be sent to SWT once the Members Asset Panel has made its comments. This should also release the additional income as set out in the Cabinet Report of 30 March 2010.</p> <p>b) That SWT be required to set up the Sinking Fund by December 2011</p> <p>c) That the County Council and SWT work together to identify the assets that are a financial liability, or are no longer required to fulfill a public service role, or do not provide a return on capital, and ensure the potential to let out buildings is maximised, and that a three to five year income generation plan is created.</p> <p>d) Governance arrangements need to be put in place for the Sinking Fund to ensure that money is appropriately applied to the fund and that any issues are highlighted at an early stage.</p> <p>e) The AMP needs to be regularly reported to SCC with annual reports to the Partnership Committee, including a regular update on the proposed use of income from property to support management of the Estate supported by relevant performance indicators.</p> <p>f) That the size and constitution of the Partnership Committee be reviewed as noted in 37/11.</p>	Surrey Wildlife Trust	<p>Following the April 2012 meeting of the Select Committee a Task Group scoping document was submitted to the Council Overview & Scrutiny Committee in July 2012.</p> <p>The Task Group's work is currently underway and it will report its findings to the Committee in March 2013.</p>	06/03/13
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5.	19/07/12	Forward Work Programme and Recommendations Tracker	Officers to circulate details of the new Highways communications plan with Members of the Committee.	Jason Russell	Request sent, awaiting response.	08/11/12
6.	19/09/12	Surrey Hills Trademark Licence Agreement	That the Select Committee scrutinises the effectiveness of the Trademark Licence Agreement at a future meeting.	Rob Fairbanks	A suitable date will be determined for this item once income from the Trademark Licence Agreement has been generated.	Ongoing
7.	19/09/12	Report of the Winter Maintenance Task Group	That Members are provided with a cost plan for restocking grit bins.	Simon Mitchell	The response from the Cabinet Member is included on today's agenda (item 5). The cost plan for restocking grit bins will be included in winter service provision in the future.	COMPLETE

8.	19/09/12	Report of the Winter Maintenance Task Group	<p>a) That the recommendations of the Winter Performance Task Group (set out as recommendations 1 – 7 on page 2 of the report) and the attached Winter Service Plan 2012/13 be considered for adoption.</p> <p>b) That a response be provided for each recommendation, agreeing actions as appropriate.</p> <p>c) That the Members of the Winter Performance Task Group be thanked for their work.</p>	Simon Mitchell	<p>These recommendations were considered by the Cabinet at its meeting on 25/09/12.</p> <p>The Cabinet response is included as an item on today's agenda.</p>	COMPLETE
9.	19/09/12	Operation of Civil Parking Enforcement in Surrey	<p>a) That the introduction of new agency agreements be supported in line with the terms specified within the report. However, the Committee expresses concern at the 60/20/20 split of surplus and asks for clarification of its justification and purpose.</p> <p>b) That Local Committees have a formal scrutiny role for on-street parking enforcement within their area.</p> <p>c) That the Assistant Director, in consultation with the Cabinet Member be authorised to enter into suitable alternative short term arrangements to ensure continuation of on-street parking enforcement</p> <p>The Select Committee also requested that a detailed explanation of the justification and purpose of the proposed 60/20/20 split be provided.</p>	Richard Bolton	<p>These recommendations were considered by the Cabinet at its meeting in October 2012.</p> <p>The Cabinet response is included as an item on today's agenda.</p>	COMPLETE

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Environment & Transport Select Committee
8th November 2012

Surrey Highways – Transforming Surrey Highways Briefing Note

Purpose of the report: Formal Update

This briefing note provides an update on the Surrey Highways Transformation Project which is seeking to re-configure how Surrey County Council manages the highway network and lead to a tangible improvement in carriageway condition and quality.

Introduction

1. Since 2010 the Surrey Highways Management Team has focussed on reducing the service running costs to deliver an improved value for money service.
2. This focus has successfully reduced highway costs by £8m per annum and has been delivered through two key projects:
 - Re-tender of highway contracts reduced contractor costs by £7m per annum
 - Organisational re-structure delivering £1m per annum reduction in internal staffing costs with minimal impact on service delivery
3. The £8m per annum saving was recently recognised through external award and more importantly £6m saving has been re-invested in the surrey highway network, enabling:
 - A significant increase in the amount of major road schemes
 - the removal of the safety pothole backlog
 - increased allocation of funding to local committee
 - improved standard of contract specification leading to improved workmanship and scheme quality
 - an overall increase in net customer satisfaction

4. However, although the initiatives have been very successful in reducing costs and improving scheme quality, it is recognised that the steps to date have only had marginal impact in improving overall carriageway condition and resident satisfaction.
5. In 2012, an in-depth Strategic Review was therefore launched by senior officers to determine measures and strategic policy changes which would have a direct impact on the quality of the network carriageway condition.
6. The outcome and recommendations of this strategic review will be formally submitted to Cabinet in February and this briefing provides the Environment & Select Committee advance notice of the project scope and scale, prior to a full report being submitted to January's Select Committee.

Section 1: Network Condition & Work streams
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7. In 2011 a full network survey of the carriageway network confirmed that 17% of the highway network was in poor condition. This ranks Surrey in the lower quartile of condition standards when compared to national highway authorities.
8. In particular a specific issue of poor road condition, was highlighted in Surrey County Council's "unclassified" network of residential streets and rural lanes.
9. The condition of the network is reflected in low level of resident satisfaction, with Surrey County Council continually ranked in the low quartile of satisfaction when compared to the national average.
10. Following the delivery of the cost reduction programme, in March the Highway Transformation Project was therefore launched with eight specific work streams all reporting to the Highways Management Team as Project Board. See work streams below:
- 11.

Work Stream	Objective
1. SPN Review	To review the designated categories of each road and ensure that maintenance intervention plans are consistent with current traffic levels
2. Project Horizon	To review how road maintenance schemes are prioritised and seek solutions which enables 10% of road network to be replaced and deliver overall 15% cost reduction

3. Project Outcomes	To review how highways maintenance strategies link to wider surrey strategic objectives, for example, local economic drivers and network safety
4. Project Safety Defects	To review the outcomes of the national Pothole Review and consider how Surrey can use reactive maintenance to drive improvement in carriageway condition
5. Laboratory & Materials Review	To review how Surrey exploits innovation in road materials and manages ongoing material quality.
6. Project Localism	Explore increased opportunities for collaborative working with the Borough, District Councils and options for increased delivery of services by Parish and Town Councils.
7. East Sussex County Council Collaboration	Explore opportunities to share knowledge and resources with partner agency and identify tangible benefits for Surrey Highways
8. Utilities Permit Scheme	To explore the potential to deploy permit scheme for utility companies and determine benefits for road network

12. The sections below provide a brief summary of each work stream and the interim findings. Over the coming weeks these findings will be further validated and refined by officers before being submission to Select Committee for formal scrutiny in January.

Work Stream 1: SPN Review

13. The Surrey road network is segmented into three categories based upon known traffic volume:
- SPN1 – strategic routes with high volume traffic
 - SPN2 – distribution roads with medium to high traffic
 - SPN3 – non strategic and local access roads with low traffic volume
14. The categories form the Surrey Priority Network (SPN) and contribute to the level of service and maintenance prioritisation for each road and form the foundation for future maintenance plans.
15. However, there has been no formal strategic review of the SPN since its introduction 25 years ago. Previous attempts have been undertaken but

a lack of effective traffic data, particularly for the lower class roads, has prevented effective project delivery.

16. The historic SPN data has potential to create distorted decision making, for example, the M25 was not fully operational at time of SPN agreement and therefore a full strategic was commissioned in 2012.
17. The revised SPN will be submitted for cabinet approval in February.

Work Stream 2: Project Horizon

18. Over the next five years cabinet have approved a £90m capital investment programme to repair the county's worst roads. Surrey Highways currently delivers this programme on annual basis, with 6 months to design and 6 months to construct.
19. However, it has been identified that the limited time to deliver the programme has the following negative impacts:
 - No opportunities to exploit bulk buying.
 - Limited opportunities for value engineering.
 - Negative resident satisfaction due to inability to guarantee programme beyond 12 months.
 - Increased network disruption as limited time prevents council from effectively co-ordinating with utilities and districts.
 - Budget management, as schemes have to be cancelled mid year
 - No direct relationship between programme & asset outcomes.
 - Members feel they have no influence over scheme selection and delivery.
 - Supply chain has no continuity of work leading to significant non-productive time and increased cost
20. It is therefore proposed to move to a five year fixed road maintenance programme. The project has indicated that this will enable a 15% reduction in overall cost of highways maintenance and allow for an increased planned maintenance programme. The project is targeted with delivering:
 - Fixed 5 year Maintenance Programme to repair the worst 10% roads in Surrey and ensure minimum warranty of 10 year road life
 - Reduction of major maintenance costs by a minimum of 15% through improved optimisation and prioritisation methodologies
 - Implementation of new processes for delivering annual Surface Treatment programme & Local Maintenance Programmes
 - Identification of Strategic Supply Chain Partners to deliver surfacing programme via May Gurney supply chain
 - Identification of material and process innovations with Supply Chain.
 - Develop joint surfacing programme with East Sussex
 - Consideration of benefits delivery for the SE7 programme.
 - Improved programme communications plan

21. The project has also identified the need for the five year programme to be owned by all stakeholders and to tackle the worst roads as identified by both engineering and local concerns. The programme is thus been developed in a distinct six step process:

- **Step One** – Formal engineering assessment of all roads by machine survey
- **Step Two** – Using machine data and prioritisation matrix, engineers visually inspect identified roads and determine inclusion on programme
- **Step Three** – Consultation with residents via on-site road show and website to enable nominations for worst roads in their area
- **Step Four** – Local Committee review engineering list of schemes and resident nominations and using data identify additional schemes to be included on programme
- **Step Five** – Engineer assesses member and resident nominations against agreed engineering criteria
- **Step Six** – Final validated programme submitted to Cabinet for approval

22. In addition to developing a five year programme the project is also tasked with:

- Developing process and funding stream for local committees to fund road maintenance schemes over and above centralised programme;
- Review carriageway maintenance prioritisation process to ensure it is fit for purpose and aligned to prioritisation process for bridge schemes
- Review ways of working to ensure costs are minimised during construction period
- Review programme communication plan and methods to improve programme management and communication to residents and members

23. The final five year programme and recommendations on the above will be submitted to Cabinet in February.

Work Stream 3: Project Outcomes

24. A key challenge for the service is our ability to define the benefits that investment in the highway network will bring. At the moment we tend to focus on outputs – km of road resurfaced, number of potholes filled etc. In the future we hope to be able to define benefits differently, for example by setting targets for a number of key outcomes, including:

- Network condition
- Local economic benefits
- Network safety
- Environmental factors

25. Surrey Highways believe that defining outcomes in this way will not only bring greater clarity about the level of service that Members and the Public can expect from the highways service, but will also enable us to develop more innovative solutions to achieve the desired outcomes.

Work Stream 4: Project Safety Defects:

26. In 2012 the Department of Transport published its Pothole review “Prevention is Better than Cure” which was based on an international study to determine the best way to manage potholes and carriageway defects on the network.
27. The project team has used the output of this review and its own investigations to determine an optimal strategy to improve the link of potholes to overall carriageway condition
28. The output of this investigation has challenged if the current 24 hour repair period is the best solution for managing carriageway defects, due to reasons below:
- It forces the contractor to focus on volume rather than carriageway condition, i.e. contractor will try and fill hazardous potholes on a road within 24 hours, where a better solution would be to consider larger scale repair options;
 - The 24hr timescale does not allow managers to review defect reports on a strategic level, for example, flooding event may have caused significant damage to full carriageway, however, timescales do not allow a proper investigate of root cause and are only focussed on repairing potholes with 24hrs;
 - Repairing potholes within tight timescales focuses delivery on reactive actions rather than overall condition improvement via a preventative solution;
 - There is minimal opportunity in 24hr timescale to maximise co-ordination with future planned road or utility works
29. The review has also considered how Surrey Highways inspect the network to determine if we are inspecting to the right frequency and standard.
30. A final decision on optimum repair times for defect repairs and inspection criteria will be submitted to cabinet in February.

Work Stream 5: Laboratory & Materials Review

31. We are reviewing our materials laboratory (based at Merrow) with the aim of increasing the amount of income it generates, and also to develop a capability that will enable us to be more innovative.

32. The review and recommendations will consider a number of options, including:
- Greater collaboration with the Hampshire CC laboratory
 - Opportunities to create a trading partnership with an external partner
 - Greater opportunities for work across the SE7 and Nationally/Internationally
33. The review will provide the foundations for the authority to explore new innovative solutions to both waste management and longer lasting materials.

Work Stream 6: Localism

34. The work stream will develop proposals for increasing collaborative working with the Borough and District Councils, and also explore opportunities for the delivery of services by Parish and Town Councils. This will include:
- Transferring the management of a defined strategic area of Woking town centre to the Borough Council
 - Working with 15 'early adopter' groups of Parish and Town Councils to develop proposals for the local delivery of services, which we hope will start operating in 2013/14
35. Working with partners is intended to improve ownership of the network across the county and ensure that all parties are working as "One Team" to improve the overall condition of the carriageway network.

Work Stream 7: East Sussex County Council Collaboration

36. The work stream is working closely with East Sussex on a number of initiatives. These include:
- Developing a joint Capital Programme that will create further efficiencies in addition to those already planned through Project Horizon
 - Developing proposals and consulting on a Common Permit Scheme for street works
 - Jointly reviewing our management of safety defects, to consider the benefits of an aligned approach across the two Counties
 - In the longer term we are considering whether a joint contract between the two authorities would provide additional benefits
37. Collaboration is a key element of our plans to improve services and reduce costs, and we hope that our work with East Sussex will lead to greater collaboration across the SE7 authorities.

Work Stream 8: Permit Scheme

38. Transport for London recently introduced a Permit Scheme to improve the management of utility works on the network. The scheme has incentivised utility companies to work within agreed hours and improved overall programme management.
39. Officers are currently exploring with East Sussex County Council if the scheme can be replicated in the South East and determine benefits for Surrey County Council. A final recommendation will be submitted to Cabinet in February.

Conclusion:

40. Since 2010 Surrey Highways has removed £8m per annum from the cost of delivering highway services and ensured that quality of work meets the councils expected standards, £6m has been re-invested to deliver improved level of service.
41. The delivery of a best value highway solution has enabled Surrey Highways management team to amend its focus and launch a full strategic review to determine transformational changes which would lead to a significant improvement in carriageway and resident satisfaction.
42. This review has demonstrated that through innovative and radical approaches Surrey County Council has opportunity to transform its level of service and network quality.
43. The final recommendations will be submitted to Cabinet in February.

Financial and value for money implications

44. To be confirmed as part of January Select Committee report.

Equalities Implications

45. The project has been subject to a full Equalities Impact Assessment and will be submitted with final report in January.

Risk Management Implications

46. To be confirmed in January report

Implications for the Council's Priorities or Community Strategy

47. Improved delivery of highway maintenance will support the County Council's commitment to responding to resident's priorities and concerns.

Recommendations:

The Environment & Transport Select Committee is asked to note project update and provide commentary in advance of final report in January.

Next steps:

Formal report submitted to Cabinet in February recommending outcome of Transformation Project, with Select Committee providing Scrutiny of recommendations in January 2013.

Report contact:

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ENVIRONMENT AND TRANSPORT SELECT COMMITTEE

Draft Surrey Local Flood Risk Management Strategy 8 November 2012

Purpose of the report: Policy development and review

The Environment and Transport Select Committee has an overview and scrutiny role on strategic flood risk management activity in Surrey. This item provides information for scrutiny on partnership arrangements and publication of the draft Surrey Local Flood Risk Management Strategy.

Introduction:

1. Recent Government legislation has provided local authorities with a number of new responsibilities in relation to flood risk management. It has also provided a timely opportunity to review the activities that we already carry out. The Surrey Local Flood Risk Management Strategy marks the start of a new, more coordinated approach to the work that we all carry out in this important area.
2. Surrey is a county with a high risk of flooding. It has experienced major flood incidents, including several in the last 10 years. Evidence indicates that in future damage caused by flood incidents could increase, due to the impact of climate change and further pressure for development in areas at risk of flooding.
3. Surrey County Council has been designated lead local flood authority and consequently has a number of specific new responsibilities that relate primarily to 'local flood risk', namely from surface water, groundwater and ordinary watercourses (smaller rivers, streams and ditches). Flood risk from all other rivers (known as main rivers) remains the responsibility of the Environment Agency.
4. In April 2012 the way that the Government funds flood risk management projects changed. We are developing an understanding of areas in Surrey that have the highest eligibility for national funding to ensure that Surrey receives its fair share. Changes in national funding mean we also need to consider what local funding may be allocated to local flood risk priorities.

Partnership arrangements:

5. The Surrey Flood Risk Partnership Board (hereafter the Partnership Board) was set up to ensure there is a strategic approach to flood risk management within Surrey. Under it, partners will work towards a joint understanding of local flood risk and an alignment of priorities and investment.
6. The Partnership Board's core membership includes Surrey district and borough council representatives – Epsom & Ewell Borough Council, Guildford Borough Council, Reigate & Banstead Borough Council, Runnymede Borough Council and Woking Borough Council (Surrey Chief Executives' champion). However, the inclusion and participation of all Surrey district and borough councils is sought through collaborative working arrangements and the requirement to share information.
7. The Partnership Board has commissioned the Surrey Local Flood Risk Management Strategy (hereafter the strategy). The strategy will take account of all types of flooding, which reflects the partnership approach. It also recognises that residents and businesses do not always distinguish between different types of flood risk; the impact is their key concern.

Strategy summary:

8. The strategy clarifies the roles and responsibilities of the different organisations involved in flood risk management in the county, including how they work together. It sets out ambitions, objectives and priority actions. It also provides a list of projects. These will be submitted to the Thames Regional Flood and Coastal Committee with the intention of leveraging funding.
9. Our ambitions include developing a long term drainage asset management strategy. We will work together with the Environment Agency to ensure the development and implementation of flood risk management strategies including the Lower Thames and Wey. We will promote flood resilience and resistance measures to 'at risk' households and businesses in Surrey. We will urge the Government to work with the insurance industry to guarantee the availability and affordability of flood insurance. The full set of eight ambitions is in the foreword on page 3 of the strategy.
10. Our objectives, as stated in the strategy, are as follows:
 - We will make it easier for risk management authorities to work together.
 - We will clarify the roles and responsibilities of all stakeholders.
 - We will provide a clear overview of levels of flood risk throughout the county, to enable wider understanding of those risks.
 - We will consider flooding issues at a catchment level.

- We will reflect and action the concerns of residents and businesses.
 - We will provide a robust approach to the prioritisation of spending on schemes intended to reduce flood risk.
 - We will highlight how residents and businesses can help manage risk.
 - We will develop an annual action plan of priority actions based on the principles set out within the strategy.
 - We will ensure environmental consequences are taken into account in the design and implementation of any proposed flood risk management measures.
11. In addition to identifying capital schemes, we will develop actions to reduce local flood risk. The early focus for our work can be grouped into a number of broad themes:
- maintenance
 - sustainable drainage
 - communication
 - improving knowledge and skills
 - developing a holistic response to flood risk.

This list includes work that partners are required to undertake to adhere to our new responsibilities. It also responds to public feedback from our survey to inform the strategy. The full action plan is provided at annex 3 on page 69 in the strategy.

Consultation:

12. We sent out a public survey in January 2012 to capture feedback on flooding issues from residents and businesses. Business networks, residents associations, community flood groups and the parish councils network received it. Over half of the 257 respondents had personally experienced flooding in the last 10 years. Some of them had experienced problems obtaining building insurance. They voiced concerns relating to both surface water flooding and fluvial flooding. We have taken these responses into account in the strategy. For more detail on the responses please see annex 5 on page 78 of the strategy.
13. Since then, we have worked with a sub-group of the Partnership Board, and liaised with all Surrey district and borough councils, to develop the full strategy.
14. Section 9 of the Flood and Water Management Act requires us to consult on the strategy with risk management authorities that may be affected by the strategy; and the public. Public consultation on the draft Surrey Local Flood Risk Management Strategy runs from September to 30 November 2012. It can be found at www.surreycc.gov.uk/floodriskstrategy or call 03456 009 009. A strategy summary leaflet is also available in hard copy.
15. In this phase of consultation we have consulted with eight Surrey local committees to date. They broadly welcomed the partnership approach

and our ambitions. Some committees asked for their district or borough council to be included in Partnership Board. Members noted local flood risk issues and assets.

16. We held a member seminar on 10 September. It was attended by 24 county, district and borough council members. Members wanted to see outcomes that make a difference to their residents. They also wanted clarity on responsibilities. Section 3 on page 27 of the strategy covers roles and responsibilities in detail.
17. We have circulated the strategy widely to risk management authorities, residents associations and parish councils. In addition we have contacted known local flood groups, individuals and organisations with an interest in flood risk management and business networks.

Conclusions:

18. There is a role for everyone to play in the management of flood risk. We can coordinate our services better so that the risk of flooding is reduced and the aftermath of flooding is minimised.
19. Surrey County Council is the lead local flood authority and has a statutory duty to produce a strategy. However, the county council and partners also view the strategy as a real opportunity to work together to reduce risk to residents and businesses and prepare for the future.

Financial and value for money implications

20. We want to win more funding to improve Surrey's infrastructure. Surrey County Council has made a number of bids for funding from the Thames Local Levy and Defra's Flood Defence Grant in Aid. All of our bids have been accepted. Some of them are awaiting approval. One has been approved for £595,000 to deliver the Rive Ditch Flood Alleviation Scheme in Woking over three years. Other amounts are to be confirmed.
21. The council is backing the Environment Agency's Lower Thames and River Wey schemes; and district and borough council bids such as for schemes in Lightwater and the Chobham South Feasibility Study.

Equalities Implications:

22. We have considered equalities implications in a full equality impact assessment of the strategy.
23. In terms of prioritising locally important schemes, we will consider areas of the county where there are concentrations of vulnerable residents, who could be particularly at risk in the event of flooding (for example elderly, disabled or less mobile residents).
24. Members can report flood incidents and encourage people in known high-risk flood areas to be prepared for flood incidents. To report any

problems related to floods, see <http://www.surreycc.gov.uk/roads-and-transport/road-maintenance-and-cleaning/drainage-and-flooding>.

Risk Management Implications

25. Extreme weather, existing buildings in floodplains and limited funding mean we cannot stop flood incidents in Surrey. The strategy provides a real opportunity for us to work together with residents and businesses to reduce risk and prepare for the future.
26. The Environment Agency defines flood 'risk' as a combination of the likelihood of floods occurring and the consequences that can happen when they do occur. To manage the risks, we are improving our understanding of them. This will reduce the likelihood of incidents happening. It will help us to manage the potential consequences to people, businesses, infrastructure and services.
27. Our partnership approach to all types of flooding will help us to manage risks. Our studies, such as surface water management plans in Epsom & Ewell and Woking, consider the interaction between surface water and sewage flooding. Joint work on strategic flood risk assessments and developing joint funding bids across neighbouring authorities will ensure that all flood risks within a catchment (a broader area than a district or a borough) are taken into account.

Implications for the Council's Priorities or Community Strategy

28. The lead local flood authority is a new responsibility the council has to meet. The Partnership Board, and our approach to integrating flood risk management, follows the council's one team culture.
29. We will continue to develop effective partnerships to reduce costs and improve flood risk management services. For example, we are working on a consortium of Surrey local authorities that will deliver the future drainage approving body. We are uncertain about the date of commencement of this part of the legislation and what it will entail. We prefer a phased approach with drainage approving initially required for larger sites only.
30. We will involve more and more service users in designing and delivering effective services. This includes working on community-based surface water management plans, and setting up and contributing to local flood groups, where resources allow.

Recommendations:

31. The Environment and Transport Select Committee is asked to:
- a) Support the publication of the draft Surrey Flood Risk Management Strategy.
 - b) Scrutinise the partnership approach and provide comment as necessary on the strategy.

Next steps:

The 12-week public consultation ends on 30 November 2012. We will use the information provided to ensure that key concerns are reflected in the final document.

The strategy will become a statutory document, which Surrey's local authorities, water companies and internal drainage board must have regard to.

The Partnership Board will provide an annual progress report to the Environment and Transport Select Committee and Directorate Leadership Team for Environment and Infrastructure. The outcomes and decisions of the Partnership Board will feed into the Thames Regional Flood and Coastal Committee (TRFCC). The Partnership Board will receive quarterly reports from each of the Lead Local Flood Authority's operational groups that provide:

- updates on the groups' work programmes and key issues for review and endorsement
- assurance that liaison is working and that partners are fulfilling their commitments
- recommendations for actions which the senior officers need to focus further attention on.

Partnership Board contact: Jason Russell (chairman), Assistant Director, Highways

Report contact: Deborah Fox, Strategy and Commissioning Team Manager, Environment and Infrastructure Directorate

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Sources/background papers: Draft Surrey Local Flood Risk Management Strategy and strategy summary leaflet.



Environment & Transport Select Committee
8 Nov 2012

Tree Maintenance

Purpose of the report: Scrutiny of Services and Budgets

To update the Select Committee on tree maintenance following the recommendations given at the April 2012 Environment & Transport Select Committee.

Introduction:

- 1 An overview of highway tree maintenance activities was provided at a previous Environment & Transport Select Committee (ETSC) and the following recommendations were agreed by Select Committee Members;
 - a) That the devolvement of tree maintenance to Districts and Boroughs, and where appropriate, Town and Parish Councils, be encouraged and explored further.
 - b) That proactive pollarding of trees be encouraged, whereby their ongoing maintenance could be devolved (as in recommendation a)).
 - c) That an accurate tree survey on Surrey's highways be completed prior to negotiations regarding the devolvement of tree maintenance to Districts and Boroughs.
- 2 It is estimated that Surrey has a highway tree stock of around 2million trees and currently Surrey County Council maintains the highway trees across nine district and borough areas, with Woking and Epsom & Ewell having taken on responsibility for maintaining trees within their own area/locality.
- 3 Following the introduction of the new tree maintenance contract in 2011, tree maintenance activities have increased across the Surrey County Council maintained areas. This includes the introduction of routine maintenance cycles and the identification of more proactive general maintenance activities in order to improve the overall condition of the highway tree asset.

Risk Management and Current Highway Tree Condition

- 4 To efficiently manage risk from highway trees specialist surveys are undertaken to record and prioritise defects for follow up maintenance. Examples of the data collected by these surveys are included as annexes 1 & 2. Annex 1 shows the defects identified on the network surveyed in 2011/12 and Annex 2 shows a snapshot of defects collected at a specific location. The identified high risk defects are systematically removed from the network following the survey thereby managing the risk. The survey/follow up maintenance cycle repeats itself at set intervals which are a three year cycle for Surrey Priority Networks (SPN) 1 & 2 and a five year cycle for SPN 3.
- 5 On review of the effectiveness of the risk management survey and follow up maintenance cycle, results indicate a positive trend in the reduction of high risk defects across the network. For example, the number of dead trees and dead wood defects on the principal route network has been reduced by approximately 60% since 2005 through carrying out the appropriate maintenance after being identified by the survey. The proportion of high risk defects across the entire SCC maintained network is currently estimated to be less than 5% which is considered to be representative of 'normal circumstances'.
- 6 Current SCC survey and maintenance regimes seek to identify and reduce the number of high risk defects on highway trees. The requirement to manage risk will always exist although we would not necessarily seek to increase the risk management response to reduce the proportion of high risk defects to zero. As the number of high risk defects continues to reduce the emphasis will shift to identify and resolve the lower risk defects and carry out general maintenance on a more planned basis across the network. Other lower risk defects and general maintenance such as improving visual appearance are currently being resolved on an ad-hoc basis across the network. As the risk backlog is stabilised across the network the longer term plan is to increase the planned general maintenance and manage the risk on a more preventative basis.

Pollarding

- 7 The risk from highway trees has also been reduced by the introduction of routine maintenance programmes such as pollarding. Pollarding is the proactive removal of stems to limit growth and is applicable to trees in locations where subsidence to nearby properties or the highway is considered a risk. As advised previously the pollarding programme includes for the planned maintenance of over 1600 trees in specific locations across the county. The pollarding cycle for the majority of trees is once every four years however some trees do require an increased intervention. This includes, for example, eleven trees in Staines High Street which require more frequent intervention due to the species type and their specific function in the streetscene.

- 8 The backlog of work in this area is being addressed through a targeted maintenance programme and will be rectified once a full cycle of maintenance has been completed. The second year of the pollarding programme is due to start in November and it is anticipated that the complete cycle of the pollarding programme will be achieved by the end of 2014/15. See Annex 3 for the Pollarding programme.
- 9 Surrey has a legacy of urban planted trees some dating back to Victorian times and tree removal, particularly in urban areas, can be a sensitive issue amongst residents. In recognition of this and to protect the character and nature of the streetscene in urban locations intervention maintenance in the form of pollarding has been the desired approach rather than removal of trees. On this basis the pollarding cycle will need to be continued to maintain and manage the risk from these trees.

Insurance Claims

- 10 There are three liability issues associated with trees;
 - a) Damage to buildings by tree root and/or associated subsidence
 - b) Damage or injury by root damage to highway surfaces
 - c) Damage or injury by falling trees and branches
- 11 The number of tree related claims received since 2007 to date total just under 300. Current claims data indicates that tree related claims amount to less than 5% of the total highway claims, both in numbers received and sums paid out (based on the last five year average). Tree related insurance claims are however the most expensive highway claim the authority has to deal with. The average number of tree related claims paid out over the last five years is 14 per annum, with the average annual cost being approximately £40,000. It should be noted that there are also sums held in reserve for several tree related claims which may or may not be paid out depending on the specific situation.
- 12 The majority of the claims appear to relate to tree roots or falling trees which cause damage to property or vehicles. This correlates unsurprisingly with the number of claims being higher in the more urban areas of the county. For example the highest number of claims received since 2007 have been from Elmbridge and Spelthorne areas, and the lowest number of claims has been received from the area of Tandridge. This liability is managed by the planned pollarding programme, in addition to risk management process, which is recognised by the increased volume of pollarding work across the areas of Elmbridge and Spelthorne.

Devolvment of Tree Maintenance

- 13 Devolvment of tree maintenance has previously been discussed with Districts and Boroughs as part of the grass cutting negotiations and more recently as part of a regular Streetscene meeting. Officer interest for taking on tree maintenance activities has so far proved to be negative across the districts and boroughs for numerous reasons including the following;

- a) Perceived current condition of highway trees, more specifically the view is that trees have not had adequate maintenance
- b) Existing survey data is not comprehensive enough and the condition of the trees is thereby unknown and unpredictable.
- c) Perception that they would be letting themselves into dealing with a bottomless pit of work
- d) Anticipated levels of budget transfer would not be sufficient for their requirements,
- e) Transfer of customer complaints
- f) Not having adequate resources to manage a contract

14 Budget levels would obviously be a consideration for any decision on devolvement. On average the Highway Service spends approximately £650,000 per annum on carrying out tree maintenance activities. Based on current experience of devolvement of tree maintenance, it is understood that both Woking and Epsom & Ewell 'top up' the annual budget provided to them to carry out tree maintenance. This provides them an opportunity to carry out enhanced maintenance activities such as planting.

15 The following table summarises potential operational and financial considerations of the devolvement of tree maintenance;

	Potential Benefits/Disadvantages	
Opportunity	Operational	Financial
Enhanced local approach	<p>Opportunity to carry out further enhanced maintenance regimes in addition to managing risk.</p> <p>Ability to apply a more local knowledge based approach to maintenance activities.</p>	<p>Current available budget & contract arrangement is sufficient for risk management and minor general condition improvement. Further improvement will potentially require additional funding.</p>
Transfer of risk & insurance liability	<p>Need to ensure risk management liability is adequately addressed to protect other highway assets.</p>	<p>SCC insurance liability appears to be manageable under current arrangements. Minimal potential for achieving financial saving on devolvement of liability.</p>
Reduction of staff resource and budget pressure	<p>Transfer of the management of customer enquiries</p> <p>Transfer of survey and contract management function</p>	<p>Staff resource still required to carry out these functions for other highway maintenance activities. Minimal potential for financial saving.</p>

Future Survey and Maintenance Options

- 16 Existing survey data has been presented to some District & Borough colleagues however the concerns remain as described. The current frequency and survey process satisfies the requirements of the code of practice “Well Maintained Highways” and has proved successful in terms of mitigating liability. Further options to improve or adjust the survey data would need to take into account the likelihood of this investment proving beneficial to any future devolvement of maintenance.
- 17 A tree by tree dataset is quickly outdated, due to the amount of growth each year, impact of high winds and other weather events for example. This short timescale obviously becomes more of a challenge for a large tree stock such as that in Surrey and would be a consideration in resource planning. To enhance the current survey significantly would require additional resource to be able to complete it within a reasonable timescale.
- 18 The feedback also suggests that further significant general maintenance would need to be carried out to improve the overall condition of the tree asset before any devolvement would be considered by the Districts & Boroughs. As described above the overall aim is to increase the level of general maintenance which would address this concern however at this moment in time this remains a longer term goal.

Conclusions:

- 15 SCC currently spends approximately £650k per annum on tree maintenance related activities and based upon the review of current defect numbers and insurance claim pressure, it would appear that current SCC maintenance regimes are adequately managing the risk from highway trees and improving the condition of the tree asset.
- 16 The level of interest and benefits of the devolvement of tree maintenance appear to be limited at the current time. Further work is required to establish if, when and how this may be a more attractive option in the longer term. On this basis, investment in further survey enhancements will need to be considered and developed as engagement progresses.

Financial and value for money implications

- 17 Further financial and value for money implications will need to be considered as future engagement on devolvement is progressed.

Equalities Implications

- 18 No change in level of service identified within this paper, an equality impact assessment will need to be undertaken as future engagement on devolvement is progressed.

Risk Management Implications

19 Having an effective survey and maintenance regime in place should mitigate the risk from highway trees.

Implications for the Council's Priorities or Community Strategy/Local Area Agreement Targets

20 None

Recommendations:

- (a) To continue to engage on the potential for devolvement of tree maintenance, identifying opportunities to increase levels of interest across the Districts and Boroughs and/or other potential interested parties including Local Committees.
- (b) To identify longer term actions/plans to achieve potential devolvement including enhancing the existing survey on an area by area basis or by amending current maintenance regime where feasible.

Next steps:

Continue to manage the risk from trees and carry out associated maintenance programmes to improve the condition of the tree asset.

Consider the benefits and potential of enhancing the current survey process.

Consider the format of further engagement on devolvement with input from Surrey County Council Members as appropriate.

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Contact details: 02085419896, lucy.monie@surreycc.gov.uk

Sources/background papers:

Previous Environment & Transport Select Committee report on Tree Maintenance and minutes from 19 April 2012.

"Cabinet Response Tree Maintenance" Environment and Transport Select Committee meeting held on 19/07/2012

**2011-2012 Strategic Tree Maintenance
Risk Profiling - Overview**

SUMMARY TABLE

Priority Works Total - 2432

Priority 1 - 51

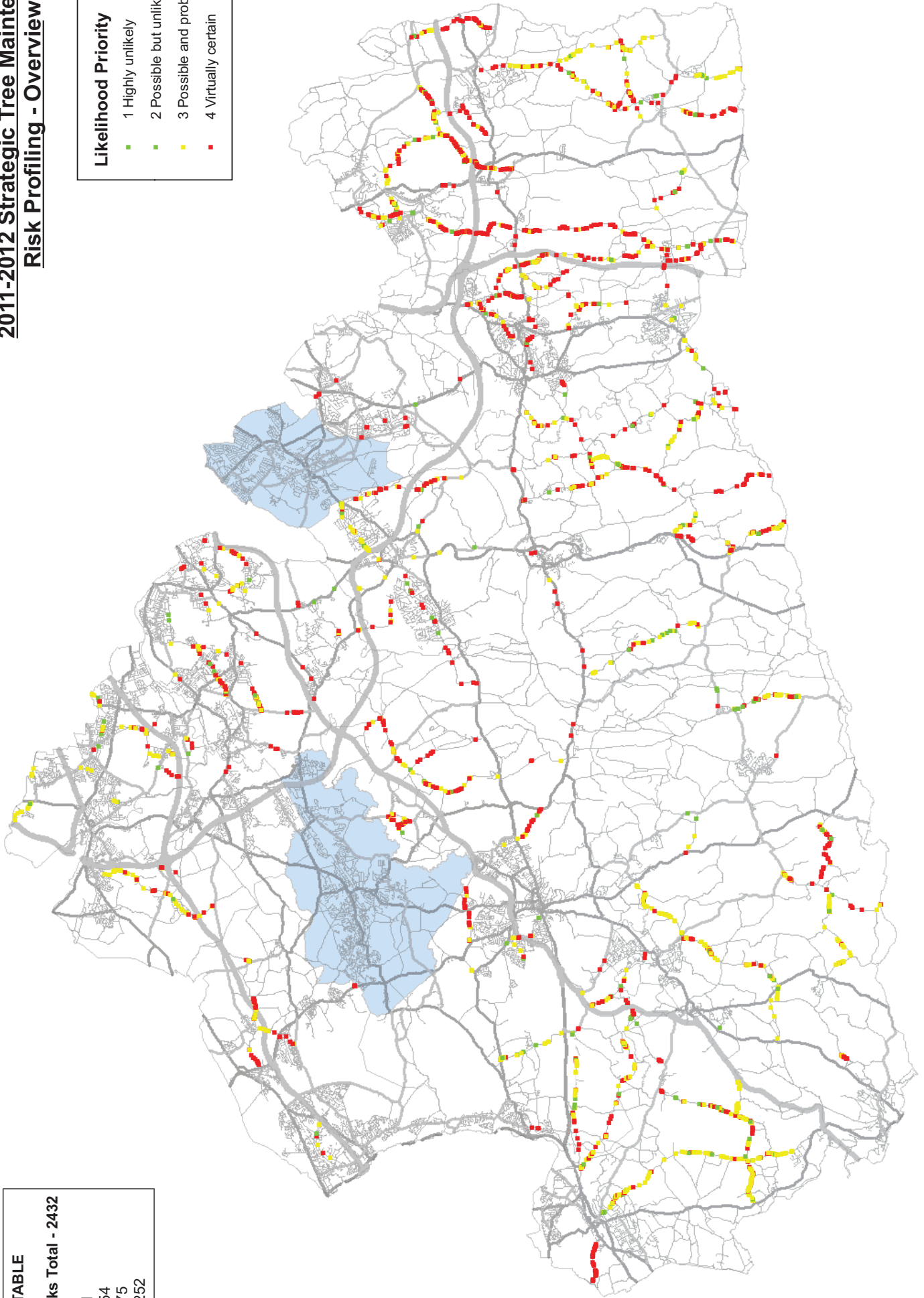
Priority 2 - 154

Priority 3 - 975

Priority 4 - 1252

Likelihood Priority

- 1 Highly unlikely
- 2 Possible but unlikely
- 3 Possible and probable
- 4 Virtually certain



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LUKEY	ROAD NO	HAZARD	SPECIES	OWNERSHIP	OWNERNOTES	NOTES	DATEFIELD	LIKELIHOOD	MITIGATION
505879	A3100	Structural defect	Sycamore	Private	die back in crown		30/11/2009	2 Possible but unlikely	Monitor
505880	A3100	Sign obstruction	Unidentified	Public			30/11/2009	4 Virtually certain	Cut back visibility splay
505885	A3100	Dead wood	Oak	Public			30/11/2009	3 Possible and probable	Remove
505886	A3100	Low Branch	Beech	Private		cut back to boundary	30/11/2009	4 Virtually certain	Remove limb
505887	A3100	Structural defect	Oak	Public	gb states tree has moved and he requested tree to be felled		30/11/2009	4 Virtually certain	Fell
505513	D4012	Structural defect	Beech	Public			17/09/2009	3 Possible and probable	Fell
505514	D4012	Other	Unidentified	Public		robina with root trip hazard. remove root and repair path	17/09/2009	3 Possible and probable	Remove
505515	D4012	Structural defect	Beech	Public		hollow at base	17/09/2009	4 Virtually certain	Fell



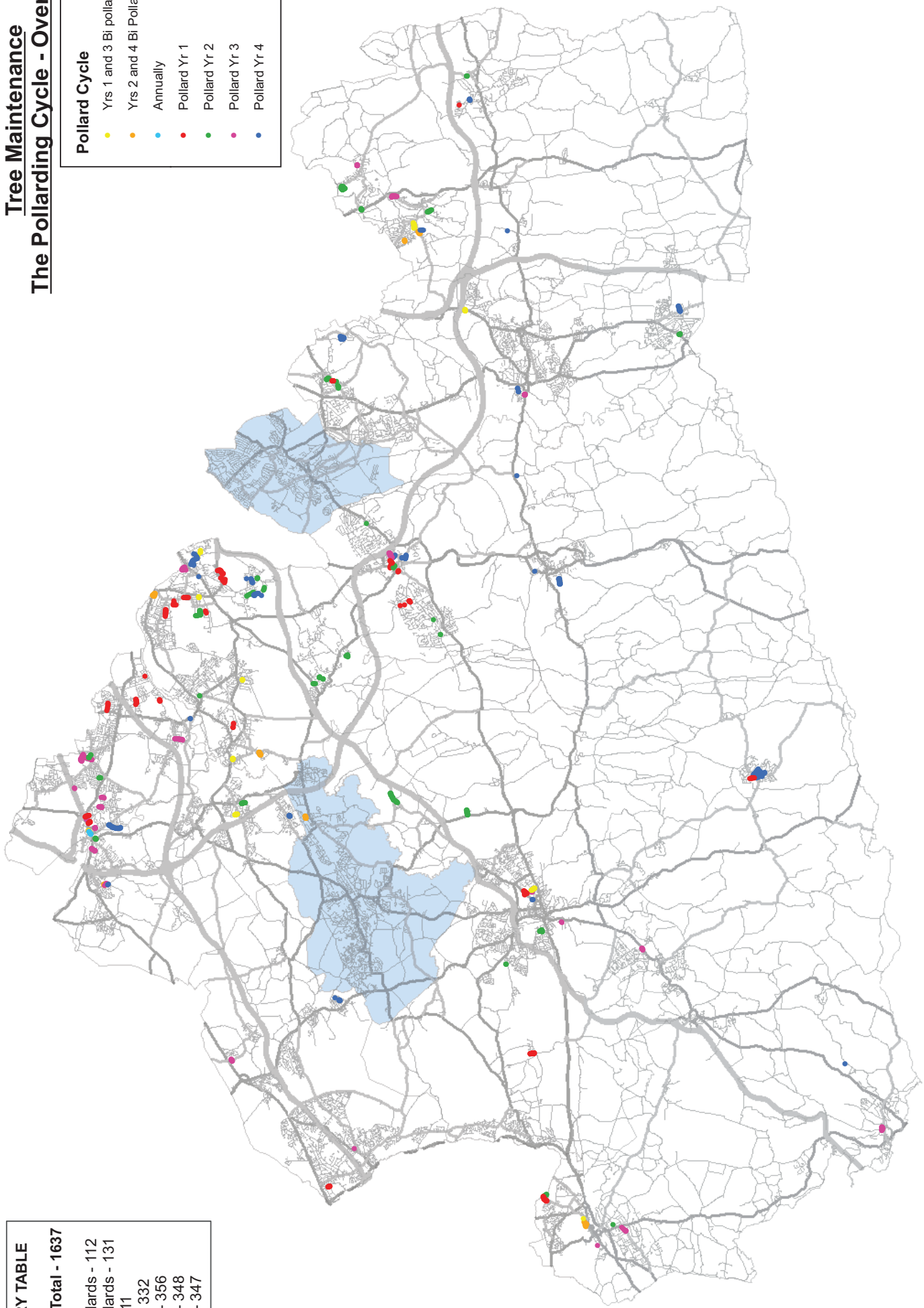
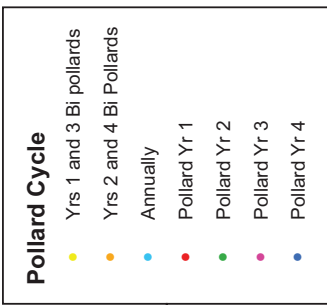
Likelihood Priority

- 1 Highly unlikely
- 2 Possible but unlikely
- 3 Possible and probable
- 4 Virtually certain

Example data of the 2009 Survey around London Road A3100 Guildford Risk Mitigation Report - Oct 2012

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Tree Maintenance The Pollarding Cycle - Overview



SUMMARY TABLE

Pollards Total	- 1637
1/3 Bi Pollards	- 112
2/4 Bi Pollards	- 131
Annually	- 11
Pollard 1	- 332
Pollard 2	- 356
Pollard 3	- 348
Pollard 4	- 347



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Environment and Transport Select Committee
8 November 2012

Review of Surrey Concessionary Travel Scheme

Purpose of the report: Policy Development and Review

Surrey County Council is responsible for the administration of the English National Concessionary Travel Scheme (ENCTS) within the county boundary. This report reviews the existing scheme and sets out Surrey concessionary travel scheme for residents aged 60+ and disabled residents for 2013/14.

Introduction:

1. From 1 April 2011 Surrey Country Council has been responsible for the administration of the English National Concessionary Travel Scheme (ENCTS). This was previously undertaken by the District and Borough Councils. ENCTS offers free off peak bus travel to pass holders aged 60 and over (rising incrementally to 65 by 2020), and disabled people.
2. The DfT provide guidance to Transport Concession Authorities on the different data that can be collected from residents during the concessionary pass application process. Prior to 1 April 2011 the information collected by the eleven district/boroughs varied. Consequently the data inherited by the county council from the boroughs/districts requires a “cleansing” process to ensure consistency of data and to improve the quality of this data.

Current Surrey Concessionary Travel Scheme

3. The ENCTS statutory minimum scheme provides for a start time of 0930 hrs and a finish time of 2300hrs Monday to Friday. Travel must be free all day on weekends and on public holidays. This applies to both people aged 60 and over (rising incrementally to 65 by 2020), and disabled people.
4. The Surrey County Council scheme currently provides the statutory minimum for Surrey residents aged 60 and over. An enhanced scheme is offered to disabled pass holders where there is no time restriction to free travel.

5. There are 188,000 active ENCTS pass holders in Surrey, including 10,046 disabled pass holders. A further 3,250 companion cards are in circulation, made up of 2,900 disabled companion passes and 350 older persons companion passes. Total pass numbers have increased by over 10,000 since 1 April 2011, approximately 6%. This can in part be explained by the general trend towards an aging population with more residents meeting the criteria. The number of disabled passes has also increased.
6. Approximately 29 million passenger trips were made on the Surrey local bus network during 2011/12, of which almost 8 million were made by concessionary pass holders.
7. To qualify for a disabled person's bus pass one must be a resident of Surrey, 5 years of age or older and be registered disabled, which means either:
 - being sight impaired
 - being profoundly or severely deaf
 - being without speech
 - having a permanent disability or injury which adversely affects your ability to walk
 - being without the use of both arms
 - having a learning disability as defined in the Transport Act 2000
 - having been refused or likely to be refused a driving licence on medical grounds
8. The following documents are accepted as proof:
 - Receipt of Attendance Allowance
 - Receipt of Disability Living Allowance
 - Exemption from road tax
 - Participation in the motability scheme
 - Receipt of War Pensioner's Mobility Supplement
 - Registration card from SAVI
 - Registration card from SALDR
 - Disabled person's parking permit (Blue Badge)
 - Certificate of Visual Impairment
 - Audiologists report
 - Evidence in writing from a physiotherapist
 - Evidence in writing from a prosthetics clinic
 - Evidence in writing from a rehabilitation centre
 - Refusal of a driving licence
9. Companion passes are issued to Surrey permit holders should they experience difficulty travelling. This requires a letter from Social Services stating the assistance requirements. This provides free travel for the companion within the authority of Surrey.
10. Concessionary fares reimbursement to the bus operators is calculated using the Department for Transport cost calculator. This offers a toolbox approach whereby local economic circumstances can be taken account

within the model. The reimbursement rate for 2012/13 is 53.04%. Bus operators are reimbursed on the principle of being no better / no worse off should the scheme not exist.

ENCTS Scheme for 2013/14

11. At this stage there is no indication that the Department for Transport will issue a revised cost calculator for 2013/14. On this basis the existing cost calculator will be used to calculate the reimbursement rate.
12. With respect to the offer to residents, the statutory minimum scheme must be delivered by this Council. The two additional enhancements, i.e. no time restrictions on disabled pass holders and companion passes for those people who cannot travel independently, will be subject to a decision by Cabinet. The cost of these enhancements is approximately £250,000 per annum.

Conclusions:

13. This Council must deliver the statutory minimum scheme and must publish details of the 2013/14 scheme by 1 December 2012.

Financial and value for money implications

14. For the 2011/12 financial year the cost of the ENCTS scheme to Surrey was £7.587 million. Of this some £250,000 can be attributed towards the enhanced scheme offered by Surrey, i.e. no time restrictions on disabled pass holders and companion passes for those people who cannot travel independently.

Equalities Implications

15. An EIA for the ENCTS was completed for the current scheme. This included consultation with the Surrey Coalition of Disabled People, local Empowerment Boards, External Equalities Groups and Carers Forums.

Risk Management Implications

16. This is a statutory obligation for the Council and the costs of the scheme cannot be capped as operators must be reimbursed for revenue foregone. Therefore if pass holder numbers rise and bus use by pass holders increase, then there will be an increase in administration costs and in reimbursement to bus operators.

Implications for the Council's Priorities or Community Strategy

17. The concessionary fares scheme assists with meeting the council priorities. Any decision to change the enhanced concessions to the statutory minimum would impact upon the EIA.

Recommendations:

18. To consider the 2013/14 scheme offer to Surrey residents and pass the views of the Select Committee to Cabinet at its meeting to be held on 27 November 2012.
19. To review Surrey's offer for the 2014/15 ENCTS enhanced scheme provision including the criteria and documentation required for a Disabled Persons and Companion Pass, and the time restrictions. A report will be presented to Cabinet during Summer 2013.

Next steps:

Cabinet will agree the Surrey element of the ENCTS scheme for 2013/14 at the meeting to be held on 27 November 2012. The scheme will be published on 1 December 2012.

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Sources/background papers:

1. Concessionary Bus Travel Act 2007
2. Report to Cabinet, 30 November 2010 - Item 12, English National Concessionary Bus Travel Scheme