

**PLANNING AND REGULATORY COMMITTEE
NOTICE OF MEETING**

Date: Wednesday, 21 May 2014
Time 10.30 am
Place: Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN

Contact: Cheryl Hardman or Huma Younis, Room 122, County Hall
Telephone: 020 8541 9075 or 020 8213 2725
Email: cherylh@surreycc.gov.uk

[For queries on the content of the agenda and requests for copies of related documents]

APPOINTED MEMBERS [12]

Keith Taylor (Chairman)	Shere;
Tim Hall (Vice-Chairman)	Leatherhead and Fetcham East;
Ian Beardsmore	Sunbury Common & Ashford Common;
Natalie Bramhall	Redhill West & Meadvale;
Carol Coleman	Ashford;
Jonathan Essex	Redhill East;
Margaret Hicks	Hersham;
George Johnson	Shalford;
Christian Mahne	Weybridge;
Ernest Mallett MBE	West Molesey;
Michael Sydney	Lingfield;
Richard Wilson	The Byfleets;

EX OFFICIO MEMBERS (NON-VOTING) [4]

David Munro	Chairman of the County Council	Farnham South;
Sally Marks	Vice Chairman of the County Council	Caterham Valley;
David Hodge	Leader of the Council	Warlingham;
Peter Martin	Deputy Leader	Godalming South, Milford & Witley;

APPOINTED SUBSTITUTES [19]

Mike Bennison	Hinchley Wood, Claygate and Oxshott;
Stephen Cooksey	Dorking South and the Holmwoods;
Tim Evans	Lower Sunbury and Halliford;
Will Forster	Woking South;
Denis Fuller	Camberley West;
Nick Harrison	Nork & Tattenhams;
Peter Hickman	The Dittons;
David Ivison	Heatherside and Parkside;
Daniel Jenkins	Staines South and Ashford West;
Stella Lallement	Epsom West;
John Orrick	Caterham Hill;
Adrian Page	Lightwater, West End and Bisley;
Chris Pitt	Frimley Green and Mytchett;
Chris Townsend	Ashtead;
Fiona White	Guildford West;
Helena Windsor	Godstone;

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AGENDA

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and notices of substitutions under Standing Order 40.

2 MINUTES OF THE LAST MEETING

(Pages 1 - 16)

To confirm the minutes of the meeting held on 23 April 2014.

3 PETITIONS

To receive any petitions from members of the public in accordance with Standing Order 65 (please see note 7 below).

4 PUBLIC QUESTION TIME

To answer any questions received from local government electors within Surrey in accordance with Standing Order 66 (please see note 8 below).

5 MEMBERS' QUESTION TIME

To answer any questions received from Members of the Council in accordance with Standing Order 47.

6 DECLARATIONS OF INTERESTS

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

Notes:

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

7 TRANSPORT STRATEGY FOR SCHOOLS PLACE PROGRAMME (Pages 17 - 58)

This report details the work of the Committee's task group established in November 2013 to oversee the development of a transport strategy for Surrey County Council's schools place programme.

The report recommends the Children & Education and Environment & Transport Select Committees are invited to comment on the accompanying strategy prior to a three month public consultation between July and September 2014.

8 THE SURREY CODE OF BEST PRACTICE IN RIGHTS OF WAY PROCEDURES (Pages 59 - 68)

Officers have produced a Code of Best Practice to improve the processes and procedures involved, when Rights of Way reports go to Local Committee.

The Recommendation is to **APPROVE** and commend to Council for inclusion in the Constitution.

9 DATE OF NEXT MEETING

The next meeting of the Planning & Regulatory Committee will be on 11 June 2014.

David McNulty
Chief Executive
Thursday, 8 May 2014

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting. To support this, County Hall has wifi available for visitors – please ask at reception for details.

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It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation

Note: *This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.*

Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding this, please contact the representative of Legal and Democratic Services at the meeting

NOTES:

1. The Chairman will adjourn the meeting for lunch from 12.45pm unless satisfied that the Committee's business can be completed by 1.15pm.
2. Members are requested to let the Regulatory Committee Manager have the wording of any motions and amendments not later than one hour before the start of the meeting.
3. Substitutions must be notified to the Regulatory Committee Manager by the absent Member or group representative at least half an hour in advance of the meeting.
4. Planning officers will introduce their report and be able to provide information or advice to Members during the meeting. They can also be contacted before the meeting if you require information or advice on any matter.
5. A record of any items handled under delegated powers since the last meeting of the Committee will be available for inspection at the meeting.
6. Members of the public can speak at the Committee meeting on any planning application that is being reported to the Committee for decision, provided they have made written

representations on the application at least 14 days in advance of the meeting, and provided they have registered their wish to do so with the Regulatory Committee Manager in advance of the meeting. The number of public speakers is restricted to five objectors and five supporters in respect of each application.

7. Petitions from members of the public may be presented to the Committee provided that they contain 100 or more signatures and relate to a matter within the Committee's terms of reference. The presentation of petitions on the following matters is not allowed: (a) matters which are "confidential" or "exempt" under the Local Government Access to Information Act 1985; and (b) planning applications. Notice must be given in writing at least 14 days before the meeting. Please contact the Regulatory Committee Manager for further advice.
8. Notice of public questions must be given in writing at least 7 days before the meeting. Members of the public may ask one question relating to a matter within the Committee's terms of reference. Questions on "confidential" or "exempt" matters and planning applications are not allowed. Questions should relate to general policy and not detail. Please contact the Regulatory Committee Manager for further advice.
9. On 10 December 2013, the Council agreed amendments to the Scheme of Delegation so that:
 - All details pursuant (applications relating to a previously granted permission) and non-material amendments (minor issues that do not change the principles of an existing permission) will be delegated to officers (irrespective of the number of objections).
 - Any full application with fewer than 5 objections, which is in accordance with the development plan and national policies will be delegated to officers.
 - Any full application with fewer than 5 objections that is not in accordance with the development plan (i.e. waste development in Green Belt) and national policies will be delegated to officers in liaison with either the Chairman or Vice Chairman of the Planning & Regulatory Committee.
 - Any application can come before committee if requested by the local member or a member of the Planning & Regulatory Committee.

The revised Scheme of Delegation came into effect as of the date of the Council decision.

HUMAN RIGHTS ACT 1998 – GUIDANCE FOR INTERPRETATION

This Guidance should be read in conjunction with the Human Rights section in the following Committee reports.

The Human Rights Act 1998 does not incorporate the European Convention on Human Rights in English law. It does, however, impose an obligation on public authorities not to act incompatibly with those Convention rights specified in Schedule 1 of that Act. As such, those persons directly affected by the adverse effects of decisions of public authorities may be able to claim a breach of their human rights. Decision makers are required to weigh the adverse impact of the development against the benefits to the public at large.

The most commonly relied upon articles of the European Convention are Articles 6, 8 and Article 1 of Protocol 1. These are specified in Schedule 1 of the Act.

Article 6 provides the right to a fair and public hearing. Officers must be satisfied that the application has been subject to proper public consultation and that the public have had an opportunity to make representations in the normal way and that any representations received have been properly covered in the report. Members of the public wishing to make oral representations may do so at Committee, having given the requisite advance notice, and this satisfies the requirements of Article 6.

Article 8 covers the right to respect for a private and family life. This has been interpreted as the right to live one's personal life without unjustified interference. Officers must judge whether the development proposed would constitute such an interference and thus engage Article 8.

Article 1 of Protocol 1 provides that a person is entitled to the peaceful enjoyment of his possessions and that no-one shall be deprived of his possessions except in the public interest. Possessions will include material possessions, such as property, and also planning permissions and possibly other rights. Officers will wish to consider whether the impact of the proposed development will affect the peaceful enjoyment of such possessions.

These are qualified rights, which means that interference with them may be justified if deemed necessary in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Any interference with a Convention right must be proportionate to the intended objective. This means that such an interference should be carefully designed to meet the objective in question and not be arbitrary, unfair or overly severe.

European case law suggests that interference with the human rights described above will only be considered to engage those Articles and thereby cause a breach of human rights where that interference is significant. Officers will therefore consider the impacts of all applications for planning permission and will express a view as to whether an Article of the Convention may be engaged.

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MINUTES of the meeting of the **PLANNING AND REGULATORY COMMITTEE** held at 10.30 am on 23 April 2014 at Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

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

Members Present:

Mr Keith Taylor (Chairman)
Mr Tim Hall (Vice-Chairman)
Mr Ian Beardsmore
Mrs Natalie Bramhall
Mrs Carol Coleman
Mr Jonathan Essex
Mrs Margaret Hicks
Mr David Ivison
Mr George Johnson
Mr Ernest Mallett MBE
Mr Michael Sydney
Mr Richard Wilson

40/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

There were no apologies.

41/14 MINUTES OF THE LAST MEETING [Item 2]

The minutes were agreed by the Committee.

42/14 PETITIONS [Item 3]

There were none.

43/14 PUBLIC QUESTION TIME [Item 4]

There were none.

44/14 MEMBERS' QUESTION TIME [Item 5]

There were none.

45/14 DECLARATIONS OF INTERESTS [Item 6]

There were none.

46/14 MINERALS AND WASTE APPLICATION EL/2013/1251: WEYLANDS TREATMENT WORKS, LYON ROAD, WALTON ON THAMES, SURREY KT12 3PU [Item 7]

AN UPDATED SHEET WAS TABLED AND IS ATTACHED AS AN ANNEX TO THE MINUTES.

Declarations of interest:

None

Officers:

Caroline Smith, Transport Development Planning Team Manager
 Alan Stones, Planning Development Control Team Manager
 Stephen Jenkins, Deputy Planning Development Control Team Manager
 Mark O'Hare, Senior Planning Officer
 Barry Squibb, Noise Consultant
 Nancy el Shatoury, Principal Lawyer

Speakers:

Joseph Hocking, a local resident made representations in objection to the application, points raised included:

1. The application is located on an unacceptable location on green belt land and would result in an increase in HGV traffic.
2. Although the applicant says the treatment works would treat local waste, there is also waste coming to the works from areas 30 miles away.
3. The increase of traffic and HGV movement would have a negative impact on daily life for residents in the area.
4. The current site is poorly maintained with an unauthorised access into the site. Permitting this application would increase poor maintenance of the works.

Mick Flanningan, a local resident made representations in objection to the application, points raised included:

1. One of the access roads into the site, Rydens Road is residential and not suitable for HGVs and large traffic movement.
2. There are six schools in the area which will be affected by the increase in HGV movements.
3. There have been a number of fatal accidents in the area which will increase with the increase in traffic movements. The guard rails at Hersham station have been damaged by HGV's coming in from the treatment works and a number of roads have also been damaged because of increased traffic movement.
4. The applicant is unclear on material being put into the treatment works so cannot assure safety to surrounding area.

Pamela Ling, local resident, made representations in objection to the application, Points raised included:

1. There will be no benefit to local residents but an increase in noise, congestion and pollution.

2. Although the applicant talks about enhancing the landscape, this would benefit residents very little as they won't be able to see the impact of this.
3. HGV access is better at other sites which should be deemed more suitable for treatment works.
4. Petitions have been signed in support of rejecting this application.

Kevin Gleeson, a local business owner, made representations in objection to the application, Points raised included:

1. The application is harmful and inappropriate in terms of green belt policy. Very special circumstances do not exist for increasing the current scale of this site.
2. The application is detrimental to local businesses for example; a new access to Lyon road would significantly disadvantage businesses in the area.
3. The information which has been provided in respect of traffic generation numbers is insufficient. The speaker suggested that traffic impact be listed as an additional reason for refusal.

The agents of the applicant, James Waterhouse and Richard Fitter addressed the Committee and raised the following points:

1. Very special circumstances exist for developing this site. The Surrey Waste Plan clearly states the requirement to dispose of waste in a safe manner.
2. The applicant has provided a full traffic impact assessment and states that there would be a less than 1% increase of traffic on roads except Lyon Road due to the application. There is a draft delivery service plan which would help minimise the impact of traffic.
3. Do not feel increase in traffic will affect highway capacity and amenity.
4. Improvements will be made to signage to the roads in the area.

Rachael I Lake, also addressed the Committee. Key points raised include,

1. The increase to the size of the site would be considerable if the application is permitted.
2. There would be detrimental affects to businesses in the area.
3. Roads around the area have been severely affected as they are not suitable for large HGV movements.
4. Member's allocation money has been put into Rydens Road to include a pedestrian crossing to improve safety measures.

Key Points raised during the discussion:

1. The report was introduced by the Planning Development Control Team Manager who explained that this was a large application for a sophisticated recycling process which would generate electricity and create renewable waste. The proposal includes a new access to the site with the rear including a restoration area. A petition has been submitted with over 2000 signatures with the main refusal on the grounds of impact to green belt. Officers have asked the applicant to provide information which has not been provided to the satisfaction of

officers. The site would be taking waste from a 30 mile radius catchment area. Officers feel that insufficient information has been provided to permit this application.

2. Members of the Committee agreed that the report from the officer was balanced and represented both sides of the argument for and against the application.
3. A Member commented that the application satisfied all the conditions identified in Surreys Waste Strategy and therefore it would be difficult to defend the rejection of this application at an appeal.
4. The county council sends out waste to various other parts of Surrey so having the applicant process waste from other areas should not be regarded as a major issue.
5. The Planning Development Control Team Manager explained that the site has a lawful use for waste processing. In response to a Member query about the difference in recommendations between Charlton Lane and Weylands it was stated that in the case of Charlton Lane, the applicant had supplied information on the origin of the waste to be handled but in the current application for Weylands there was no information about the source of waste arisings for the facility.
6. Members felt there was no clarity around what work was going on at the site during the Committees site visit. It was commented that there was a need for work on the site to be regulated as there was currently work going on which was not permitted.
7. Referring to figure 3, it was commented that the HGV drive times would greatly increase as waste was coming in from other areas around Surrey. This would potentially cause issues around parking for HGV's especially over night.
8. Some Members of the Committee felt it would be difficult to defend the application at an inquiry as there had been instances where similar applications had been permitted by the county planning authority. The Planning Development Control Team Manager explained the main reasons for the officer's recommendation were because of a lack of information provided by the applicant.
9. Referring to the officer's recommendation three, the Transport Development Planning Team Manager explained that the NPPF permits refusal on transportation grounds when the cumulative impact of development is severe although insufficient information had been submitted with the application to determine whether the cumulative impact was severe or not.

Actions/Further information to be provided:

None

RESOLVED:

That the application for EL/2013/1251: Weylands Treatment Works, Lyon Road, Walton on Thames, Surrey KT12 3PU is **REFUSED** for the reasons listed in the report.

Committee Next Steps:

None

The Committee adjourned from 11.45am to 11.55am.

47/14 MINERALS/WASTE RE/P/13/00944/CON: SALFORDS RAIL YARD, SALFORDS, REDHILL, SURREY RH1 5DE [Item 8]

Declarations of interest:

None

Officers:

- Caroline Smith, Transport Development Planning Team Manager
- Alan Stones, Planning Development Control Team Manager
- Stephen Jenkins, Deputy Planning Development Control Team Manager
- Mark O'Hare, Senior Planning Officer
- Barry Squibb, Noise Consultant
- Nancy el Shatoury, Principal Lawyer

Key points raised during the discussion:

1. The Chairman explained that the local member for the area agreed with the views of the Parish council which are listed on paragraph 41 of the report.
2. The Deputy Planning Development Control Team Manager introduced the report to the committee and explained the site was 4km south of Redhill and would be used as a rail related facility. The application provides a new dedicated access and has received objections from Salford and Sidlow parish councils and six residents. Key issues have been raised around traffic and access but no objections have been raised by technical consultees.
3. A member of the committee asked for more clarity in respect of the existing level of HGV trip generation from Salbrook Road. It was explained by the Deputy Planning Development Control Team Manager that the level of HGV use on the site would be higher than the inspectors estimate. There was no breakdown for the number of HGV's that would be coming onto the site as the applicant had not submitted this information.
4. It was asked where this application was in terms of the waste hierarchy. The Deputy Planning Development Control Team Manager explained that the application met key development criteria. It was commented that material would be delivered to the site via rail and road but the figures for this were not available.

5. Operating hours were conditioned to be from 7am-5.30pm with no activities being carried outside of these hours. Conditions relating to hours of working and lighting had also been included as part of the report.
6. There was discussion from the Committee around including a condition limiting overall vehicle movement to and from the site. The Planning Development Control Team Manager explained that a limit on HGV numbers was not considered necessary by the County Highways Authority as there was already a condition proposed to limit the quantity of material to be processed.
7. A vote was taken and it was decided not to include a condition relating to vehicle movements.

Actions/Further information to be provided:

None

RESOLVED:

That the application for RE/P/13/00944/CON: Salfords Rail Yard, Salfords, Redhill, Surrey RH1 5DE is **PERMITTED** subject to conditions set out in the report.

Committee Next Steps:

None

48/14 SURREY COUNTY COUNCIL PROPOSALS: EL2013/1469 AND EL2013/4366: LAND ADJOINING ARRAN WAY, ESHER; LAND AT GROVE FARM, ARRAN WAY AND CRANMERE PRIMARY SCHOOL, THE DRIVE, ESHER & LAND AT GROVE FARM (PART), OFF ARRAN WAY, ESHER, SURREY, KT10 8BE [Item 9]

Declarations of interest:

None

Officers:

Caroline Smith, Transport Development Planning Team Manager
 Alan Stones, Planning Development Control Team Manager
 Stephen Jenkins, Deputy Planning Development Control Team Manager
 Chris Northwood, Senior Planning Officer
 Nancy el Shatoury, Principal Lawyer

Key points raised during the discussion:

1. The report was introduced by the Planning Development Control Team Manager who explained that the application had previously been discussed by the Committee at its meeting in February and had been deferred due to concerns raised over parking. Paragraph 3 of the report provides details of additional parking measures to be implemented.

2. Concerns were raised over parking for staff and drop off points which were addressed as key issues at the meeting in February. Although the school explained that they would have difficulty managing a car park, some Members felt there was more danger with not having a car park.
3. The possibility of agreeing to a unilateral undertaking was discussed.
4. Members commented that although parking was available on Douglas Road this would not fulfil the total number of parking spaces required to ease congestion around the school. Encouraging parents to park their cars on Douglas Road could also be seen as a possible risk for pedestrian's using the road.
5. Members queried additional parking spaces around the school. Officers commented that no additional spaces had been created but changes had been made to improving local roads and site storage for cycles. Officers explained that only a certain number of changes could be made when taking account of the space available.
6. The Chairman referred to an email from the head teacher of the school which explained that the senior leadership team and governors of the school were not in favour of a car park on the grounds of the school (attached as annex to the minutes). A Member of the Committee commented that although the school were not in favour of a car park this did not necessarily mean they did not want a car park.
7. It was commented that the costs for maintaining a car park could be a burden on the school as this cost would not be covered by the Local Authority.

Actions/Further information to be provided:

None

RESOLVED:

That the application for EL2013/1469 AND EL2013/4366: Land adjoining Arran Way, Esher; land at Grove Farm, Arran Way and Cranmere Primary School, The Drive, Esher & Land at Grove Farm (part), off Arran Way, Esher, Surrey, KT10 8BE is **PERMITTED** subject to referral to the Secretary of State and subject to conditions set out in the report.

Committee Next Steps:

None

The committee adjourned for lunch from 1.05pm to 1.45pm. David Ivison sent his apologies for absence from the afternoon session of the Committee.

49/14 SURREY COUNTY COUNCIL PROPOSAL WA/2014/0105-LAND AT GRAYSWOOD C OF E INFANT SCHOOL, LOWER ROAD, GRAYSWOOD, SURREY GU27 2DR [Item 10]

AN UPDATED SHEET WAS TABLED AND IS ATTACHED AS AN ANNEX TO THE MINUTES.

Declarations of interest:

None

Officers:

Caroline Smith, Transport Development Planning Team Manager
Alan Stones, Planning Development Control Team Manager
Stephen Jenkins, Deputy Planning Development Control Team Manager
Nancy el Shatoury, Principal Lawyer

Key points raised during the discussion:

1. The report was introduced by the Planning Development Control Team Manager who explained that the current application was on green belt land. The design of the building would accommodate a pitched roof which is in accordance with the current Victorian design of the building. The site of the school is not in close proximity to residential amenity and will require the removal of some trees.
2. A Member of the Committee raised concerns over the loss of six trees as part of the application and reasons why there was no proposal to replace these. The Planning Development Control Team Manager explained that because the loss of six trees was a small amount, it was not considered a biodiversity resource as such.
3. It was explained that a number of letters had been received in support of the proposal.

Actions/Further information to be provided:

None

RESOLVED:

That the application for WA/2014/0105-Land at Grayswood C of E Infant School, Lower Road, Grayswood, Surrey GU27 2DR is **PERMITTED** subject to the conditions set out in the report.

Committee Next Steps:

None

50/14 SURREY COUNTY COUNCIL'S LOCAL LIST: REQUEST FORMAL ADOPTION OF LOCAL LIST FOR THE VALIDATION OF COUNTY DEVELOPMENT AND COUNTY MATTERS PLANNING APPLICATIONS [Item 11]

Declarations of interest:

None

Officers:

Caroline Smith, Transport Development Planning Team Manager
 Alan Stones, Planning Development Control Team Manager
 Stephen Jenkins, Deputy Planning Development Control Team Manager
 Nancy el Shatoury, Principal Lawyer

Key points raised during the discussion:

1. Officers clarified that the local list requirements is significantly more detailed and makes cross reference with the national list.
2. It was explained that the government had introduced a power for the applicant to put forward a challenge to the planning authority on any information it disagreed with on the local list.
3. Members of the Committee asked officers for a copy of the National Planning Practice Guidance (NPPG). The Planning Development Control Team Manager stated that he would email an electronic copy to Members of the Committee.

Actions/Further information to be provided:

For Members of the Committee to be sent a copy of the National Planning Practice Guidance (NPPG).

RESOLVED:

That the Planning and Regulatory Committee formally adopt the local list of validation of county development and county matters planning applications.

Committee Next Steps:

None

51/14 DATE OF NEXT MEETING [Item 12]

The next meeting will be held on 21 May 2014 in the Ashcombe, County Hall.

Chairman

UPDATE SHEET TO AGENDA ITEM 7

Planning and Regulatory Committee 23 April 2014

Minerals and Waste Application: EL/2013/1251

Site: Weylands Treatment Works, Lyon Road, Walton on Thames, Surrey KT12 3PU

Application: Development of a Waste Recycling and Recovery Park on a site of 10.74 hectares (ha), with a new access to Lyon Road (closing the Molesey Road access), comprising: (detailed/full application) a 5, 300 m² 6MWe Autoclave and Anaerobic Digestion (AD) Facility incorporating offices, staff welfare and an education centre, with a 25 m Stack, 4no. AD Tanks, a 4 m Stack, 16 no. parking spaces, other associated infrastructure, and a 3.33 ha Restoration Area; and (outline application with all matters reserved excluding access and scale) a 1.76 ha Materials Recycling Facility, a 0.93 ha Construction and Demolition Waste Recycling Area, a 0.61 ha Skip Hire Facility, and a 0.57 ha Storage/Distribution (B8) and Light Industry (B1C) area, with associated infrastructure

Please note the Committee Report should be amended / corrected as follows:

CONSULTATIONS AND PUBLICITY

District Council

Paragraph 26: In a letter date 11 April 2014, Elmbridge Borough Council responded to the receipt of further information from the applicant in February 2014 as follows:

“It is considered that notwithstanding the findings of the Vehicle Kilometre Saving Report that this is not considered to overcome objection reason (iii), namely that the proposed development would result in a detrimental impact on traffic levels in the surrounding area and local infrastructure due to the lack of suitability of the local road network, contrary to the provisions of saved Policies MOV4 and MOV15 of the Replacement Elmbridge Borough Local Plan 2000 and Policy CS25 of the Core Strategy 2011. Similarly, it is not considered that the evidence put forward is adequate to overcome objection reason (i) namely that the case for very special circumstances is insufficient to outweigh the harm to the Green Belt, nor does the evidence address objection reason (ii) concerning potential impacts of emissions from the proposed anaerobic digestion plant on surrounding residential areas.”

Summary of publicity undertaken and key issues raised by public

Paragraph 56: As of 22 April 2014, a petition has been received by the County Planning Authority with 2663 signatures, which raised objections for the following reasons: ‘the residential roads surrounding the Hersham Trading Estate are unsuitable for the volumes of predicted HGV traffic’; and ‘expansion of the current operation is unacceptable over-development of this small Green Belt site’

Paragraph 58: As of 22 April 2014, 768 residents have responded via email / letter.

Officers note: In response to the above, Officers consider that no additional points to those set out in the Committee Report have been raised.

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From: Gillian Freeman
To: Cllr John Furey
Date: 11/04/2014 12:22
Subject: Cranmere Primary School expansion plans

Dear John,

I should like to confirm that the Governors and Senior Leadership Team are not in favour of a 200 space car park on the grounds of the new build. We would not have the resources to maintain or man this area, and we do not believe that access to such a car park would be feasible along the narrow entry road of Arran Way.

If the creation of this car park is the only way that planning approval would be granted, we would have to find a way to make this work. We would rather have a new school with a problematic car park than lose our new school.

We do, however, wish that more car parking spaces could be provided for staff and visiting professionals. Maintaining the existing ratio of provision is not realistic, as we currently have insufficient places for our staff. Although several are part time, they all arrive to start work at 9am and are all in school every morning. We feel that, if the plans could be adapted to allow more spaces to keep staff and visitors off the surrounding roads, this would be a real benefit to neighbours, as, unlike parents' cars dropping off and collecting, staff cars would be there all day.

We also feel that providing more staff car parking would give a message to the planning committee that there is a willingness to compromise to meet their concerns.

I am sending this e-mail from my private address as the school holidays make it more difficult to access my school e-mails, but I am happy to be contacted either via head@cranmere.surrey.sch.uk or this account.

Thank you for your words of encouragement today.
With best wishes,

Gillian Freeman
Headteacher, Cranmere Primary School

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Planning and Regulatory Committee

Item 10

Surrey County Council Proposal – Regulation 3: WA/2014/0105 Land at Grayswood C of E Infant School, Lower Road, Grayswood, Surrey GU27 2DR

Update, 22nd April 2014

Under

CONSULTATIONS AND PUBLICITY

Surrey Hills Planning Adviser (AONB) – *delete* ‘comments awaited’ *insert*

‘From an AONB aspect the principle of the development to meet locally generated needs is supported. Surrey Hills Management Plan 2009 - 2014 Policy LU7 actually encourages development in support of local communities. It reads as follows:

“Proposals which support the social and economic wellbeing of the AONB and its communities, including affordable housing, will be encouraged providing they do not conflict with the aim of conserving and enhancing natural beauty.”

A similarly worded policy was been included in the consultation draft management plan 2014 – 2019 and currently proposed final plan the Surrey Hills AONB Board is recommended at its meeting on 16 April to commend to the constituent Surrey Hills planning authorities.

It is difficult to think of another development that would be more deserving in an AONB village than a school for local young children. As in other areas of Surrey the local demand for Infant/ First School places is outstripping the scope for existing school buildings to accommodate them.

The site is located adjacent to the village cricket green and together with the pub all form the central feature of Grayswood. Due to the contours of the land and some existing tree cover the site and the proposed development would not interact with the wider landscape. Therefore any development impact would be very local. The main public viewpoint would be a little distance away from the A286 Grayswood Road where any buildings would be seen against a treed backcloth. There are also some boundary trees but they cannot be relied upon to be in existence during the lifetime of the development. The main proposed buildings would also be located in the generally less noticeable part of the site.

I consider that the form and design of the proposed extensions have been sensitively handled. The articulated layout and form of the proposed total development would be appropriate to its village setting and the elevational design reflects some of the architectural elements of the existing school building. The result should be an attractive development where it should be evident that a successful effort has been made for the development to sit comfortably within this part of Grayswood. I would have preferred for there not to have been the large rooflights on the village green side of the hall. In this tallest and bulkiest part of the development the rooflights are likely to reflect light and draw attention to the large roof and be a less sensitive design element compared to the remainder of the development. However, I do not

feel strongly about this point and am not sure how publicly noticeable they would be in practice.

Care will be needed over the choice of external materials including the need for plain roofing tiles and brickwork to match existing and the colour of any staining of the vertical timber cladding.'

(Officer comment: The comments made regarding the rooflights are noted and have been further considered by officers. The rooflights are proposed to provide satisfactory daylighting within the hall and minimise the use of artificial light. They cannot be located on the other slope as this is to be used for photovoltaic cells as that elevation faces south. Given the tree screening it is not considered that the rooflights will be unduly prominent in the landscape.)

Dawn Horton-Baker

TO: PLANNING & REGULATORY COMMITTEE

DATE: 21 May 2014

BY: KEITH TAYLOR, CHAIRMAN PLANNING &
REGULATORY COMMITTEE

PURPOSE: FOR DECISION

TITLE: TRANSPORT STRATEGY FOR SCHOOLS PLACE PROGRAMME

SUMMARY REPORT

This report details the work of the Committee's task group established in November 2013 to oversee the development of a transport strategy for Surrey County Council's schools place programme. The report recommends the Children & Education and Environment & Transport Select Committees are invited to comment on the accompanying strategy prior to a three month public consultation between July and September 2014.

INTRODUCTION

1. At its meeting 13 November 2013 the Planning & Regulatory Committee agreed to establish a task group to oversee the development of a transport strategy for Surrey County Council's schools place programme - more than 18,000 additional school places over the next 10 years, with capital investment of £354 million planned for 2013 – 2019.
2. Membership of the task group was agreed as follows: Keith Taylor (Chair), Jonathan Essex, Margaret Hicks (also representing the Local Committee Chairmen), George Johnson and Richard Wilson.

THE STRATEGY

Work of the task group

3. The task group met six times between November 2013 and March 2014 and received evidence from a range of sources. A list of those who helped with the development of the strategy is provided at annex 3 of the strategy document.
4. The objectives of the accompanying strategy are to maximise the choices available to children as to how they travel and to minimise the impact of school growth on

local residents and businesses. In order to achieve these objectives the strategy focuses on five areas: travel planning; walk and cycle to school routes; school design and access; public transport; and parking on and off school sites.

5. The strategy also details improvements to the process of identifying and funding transport mitigation measures for school expansions, and lists the roles and responsibilities of those involved. Many of these improvements can be, and have been, made immediately.

Next steps

6. In order to adopt this strategy as part of Surrey's Local Transport Plan (LTP3) an agreed draft will be subject to a period of public consultation. A final version of the strategy, to take on board comments received during the consultation, will be considered by the Planning & Regulatory Committee Autumn 2014 before the strategy is considered for adoption by Surrey County Council's Cabinet.
7. The strategy will be owned by the Programme Delivery Board for the school place programme with the Planning & Development Group Manager, a member of that board, responsible for ensuring the actions are implemented. It is proposed a report is taken to the Planning & Regulatory Committee in autumn 2015 in order to review progress and the impact of the strategy.

CONCLUSIONS

8. In order to develop this strategy the task group has heard evidence from a wide range of sources, both internal and external, learning from good practice in Surrey and across the country. Task group members' own experience as local elected members, members of the Planning & Regulatory Committee and other relevant activities such as acting as school governors, have informed the strategy. While recognising the constraints of the county in terms of land use, existing congestion problems and competing priorities, the strategy proposes a range of actions that will help to mitigate the impact of necessary school expansions on the local transport network.

RECOMMENDATIONS

1. The Children & Education and Environment & Transport Select Committees are invited to comment on the transport strategy for schools place programme
2. A three month public consultation is held on the strategy document to enable its adoption as part of Surrey's Local Transport Plan

CONTACTS

Keith Taylor, Chairman, Planning & Regulatory Committee and Chair of Task Group
keith.taylor@surreycc.gov.uk

Hannah Philpott, Senior Policy Manager, Strategy Group
Hannah.philpott@surreycc.gov.uk, 020 8541 7416

Dominic Forbes, Planning and Development Group Manager
dominic.forbes@surreycc.gov.uk, 020 8541 9335

BACKGROUND PAPERS

Annex A- Transport strategy for Surrey's schools place programme

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Transport Strategy for Surrey's Schools Place Programme

8 May 2014

Executive summary

Surrey County Council's schools place programme aims to meet the future need for additional school places across the county. A significant number of Surrey's primary schools have already expanded, with over 12,000 more primary places required between 2014 and 2018. The growth at primary level will follow through to the secondary sector with more than 5,000 additional secondary places being planned by 2018, and further expansions/ new schools required beyond that. All Surrey's districts and borough will be affected by this growth in school demand.

This will inevitably have an impact on the local transport system in a number of ways. Residents are often understandably very concerned about the increased congestion, and schools and parents worry about road safety. It is therefore essential to plan for this growth in school places in terms of transport in order to mitigate the impacts. Given Surrey's already congested road network it will be impossible to both significantly increase school places and reduce congestion without over time reducing car journeys in the county, including to and from school.

The objectives of this strategy are to maximise the choices available to children as to how they travel and to minimise the impact of school growth on local residents and businesses. In order to achieve this the strategy focuses on five areas: travel planning; walking and cycling to school; school design and access; public transport; and parking on and off school sites. The strategy also details improvements to the process of identifying and funding transport mitigation measures for school expansions and lists the roles and responsibilities of those involved.

This strategy has been developed by a task group of the county council's Planning & Regulatory Committee and will be subject to a full consultation over summer 2014. A final version of the strategy to take on board comments received during the consultation will be considered by the Planning & Regulatory Committee autumn 2014 before the strategy is considered by Surrey County Council's Cabinet to be adopted as part of Surrey's Local Transport Plan (LTP3). The strategy will be owned by the Programme Delivery Board for the school place programme with the Planning & Development Group Manager, a member of that board, responsible for ensuring the actions are implemented. A report will be taken to the Planning & Regulatory Committee in autumn 2015 in order to review progress and the impact of the strategy.

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1. Why we need a transport strategy

Surrey County Council's schools place programme aims to meet the future need for additional school places across the county. A significant number of Surrey's primary schools have already expanded, with over 12,000 more primary places required between 2014 and 2018. The growth at primary level will follow through to the secondary sector with more than 5,000 additional secondary places being planned by 2018, and further expansions/ new schools required beyond that. All Surrey's districts and borough will be affected by this growth in school demand.

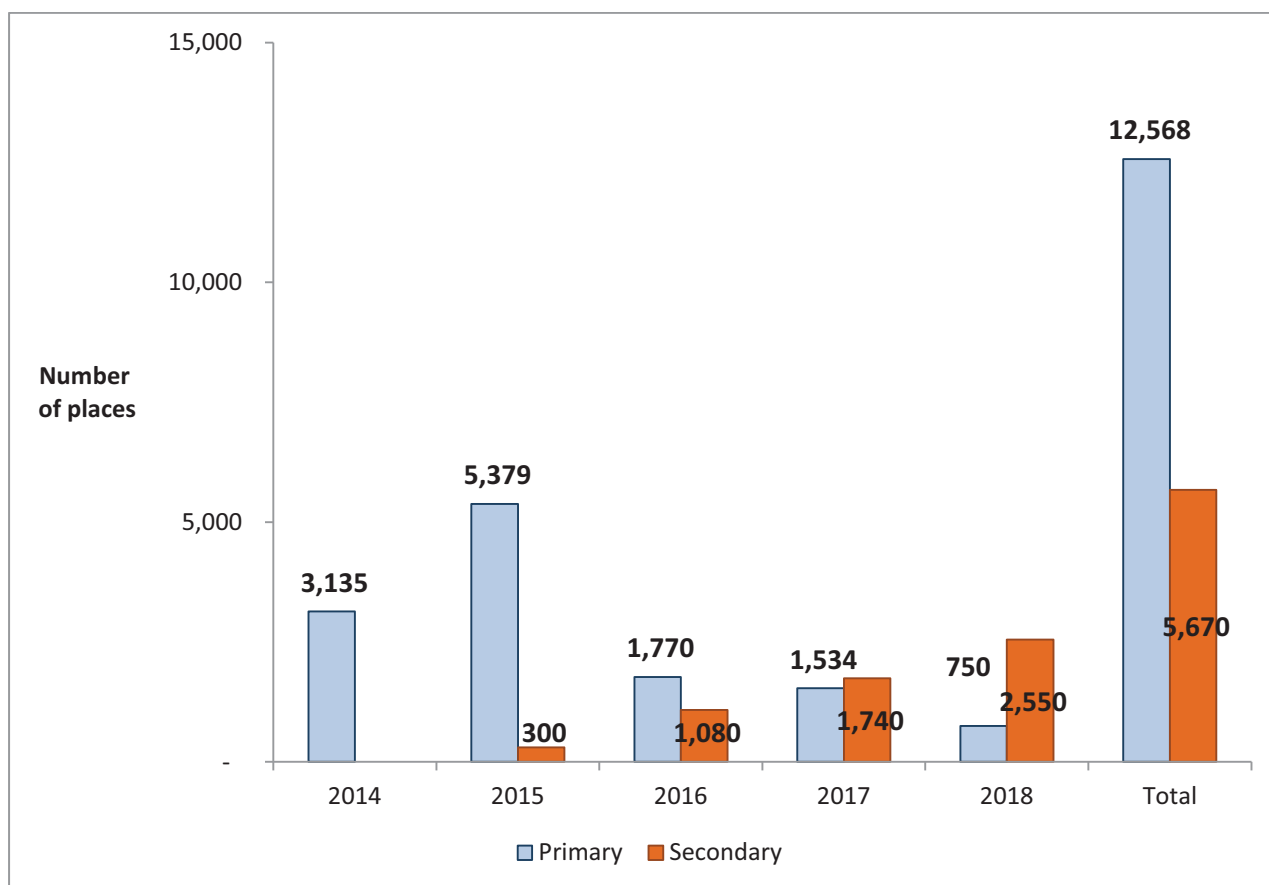


Figure 1: Number of additional school places to be delivered 2014 - 2018¹

This will inevitably have an impact on the local transport system in a number of ways. Residents are often understandably very concerned about the increased congestion, and schools and parents worry about road safety. It is therefore essential to plan for this growth in school places in terms of transport in order to: mitigate the impacts; effectively address the travel needs of the pupils in the most appropriate way; and to provide a clear evidence base which can be used to provide confidence to residents and others about the impact of proposed developments. As well as addressing the wide ranging concerns about transport impacts, this strategy aims to reduce some of the significant challenges of delivering the expansion programme to the timescales required. It seeks to complement other related county council strategies, many of which are part of [Surrey's Local Transport Plan](#) (LTP3).

¹ Estimated figures, subject to change

Along with the schools place programme, population and employment growth (forecast at 9% and 11% respectively over the next 20 years) will put further pressure on our transport network. Approximately 2,600² net additional homes per annum are currently planned for and significant developments are planned on the county's borders. The employment growth forecast alone could generate 17.5 million additional car journeys a year³.

Given Surrey's already congested road network it will be impossible to both significantly increase school places and reduce congestion without over time reducing car journeys in the county, including to and from school. In 2012 Illuma Research carried out interviews with a representative demographic sample of 500 primary aged pupils and their parents across 25 Surrey towns and villages. This research found that the car accounted for over 50% of school journeys. Data on mode of travel to school was last collected from *all* schools in 2011 and at this point 43% of primary aged pupils and 20% of secondary pupils travelled to school by car. If these percentages were to remain the same and 18,000 additional school places are provided this would equate to an additional 6,360 pupils travelling by car each day, or nearly 2.5 million additional journeys a year⁴. Additional staff at the schools will also generate increased journeys.

There are a range of plans, strategies and initiatives in place to reduce pressure on Surrey's transport network. This strategy sets out only how we will work with schools and other partners to minimise the impacts of the schools place programme on the local transport networks. It is clearly a complex challenge, however, with no single solution and cannot be achieved in isolation from other related activity.

² Based on Local Plan figures as at December 2013.

³ Based on estimated 11% growth of 574,526 employees (2011 census figures), 60% of whom would drive 5 days a week 46 weeks a year. The proportion of people driving to work is from 2011 census figures but these just consider the main mode of travel to work and do not take into account location of workplace or distance travelled.

⁴ Assumes 12,000 primary places and 6,000 secondary places and a school year of 190 days.

2. Aims and objectives of existing Surrey transport strategies

There are a number of plans already in place which set the context for this strategy. Surrey's Local Transport Plan (LTP3) sets out a transport vision and objectives for the county:

Vision

To help people to meet their transport and travel needs effectively, reliably, safely and sustainably within Surrey; in order to promote economic vibrancy, protect and enhance the environment and improve the quality of life.

Objectives

Effective transport: To facilitate end-to-end journeys for residents, business and visitors by maintaining the road network, delivering public transport services and, where appropriate, providing enhancements.

Reliable transport: To improve the journey time reliability of travel in Surrey.

Safe transport: To improve road safety and the security of the travelling public in Surrey.

Sustainable transport: To provide an integrated transport system that protects the environment, keeps people healthy and provides for lower carbon transport choices.

In addition each district and borough with an agreed Core Strategy has agreed a spatial vision for their area. Surrey County Council is working with districts and boroughs to produce local transport strategies for each area. These will form part of Surrey's Local Transport Plan and aim to support the growth set out within district and borough core strategies.

The local transport strategies are in two parts. Part one identifies existing transport problems and issues and sets out how the planned future growth within a district and borough will impact on the current transport network. This includes the transport impacts of planned school expansions. The second section of each strategy is a programme of transport infrastructure that will mitigate the impact of growth and ensure that current problems are not further exacerbated by growth. The strategies will be available for public consultation during 2014. These strategies should provide an effective context for school travel plans (see section 4.1 below) by setting out the short, medium and long term walking, cycling and public transport networks that will be required to serve communities, alongside any highway improvements and behaviour change initiatives. They are intended to be living documents which can be amended and updated as new information becomes available, including more detailed information about school expansions.

ACTION 1 The Local Transport Strategies being developed for each district and borough will consider the impact of and needs arising from planned school expansions and include mitigation in each strategy's infrastructure programme

This transport strategy for the schools place programme is therefore aiming to ensure Surrey's Local Transport Plan and district and borough local transport strategies can be delivered in the light of Surrey's schools place programme. Minimising the impacts of the school expansion programme on the local transport system will require a multi-pronged approach, pulling together a range of strategies, policies and processes, which can be tailored as appropriate for each area and school. We are aiming to address congestion, pollution, carbon emissions, improve safety and reduce costs, and in so doing address the concerns of residents, pupils, parents and schools. We are also seeking to address growing concerns about health and well-being including reducing obesity and promoting active lifestyles.

The objectives and actions of this strategy are directed at publicly funded schools in the county, of which there are just under 400, and many of the actions are about ways of working within Surrey County Council to reduce the impact of school expansions. Nonetheless the principles of this strategy will inform the council's response to all planning applications for changes to school sites, regardless of the applicant.

This strategy is a key element of delivering Surrey County Council's Environment & Infrastructure directorate priority for 2014 – 15 to "support the county council priority to deliver the necessary additional school places through a robust and timely planning process".

3. Objectives and scope of the new transport strategy for the schools place programme

Building on the aims already identified above, and noting the different profile of primary and secondary pupils, the objectives of this strategy are:

Objective 1: At both primary and secondary level to maximise the choices available to children as to how they travel

- a) At primary level to ensure that all children who are local to the school can either walk or cycle to school via safe routes if they choose to
- b) At secondary level to ensure that all children who are local to the school can choose to walk or cycle safely, or if further away enable the use of public transport as far as possible
- c) To work with existing and new schools to deliver more choice in the way children can travel
- d) To ensure school buildings and their layout facilitate both walking and cycling
- e) Provide on-site and off-site transport mitigation measures where appropriate.

Measure	Reason	How it will be measured
1. 10% increase in the number of school journeys made by sustainable means between 2014 and 2018	<p>We believe that many parents and pupils recognise the potential benefits in travelling to school on foot, by bike or on the bus. If people want to walk or cycle we want to make it safe and easy for them to do so.</p> <p>During the 2013 Golden Boot challenge⁵ participating schools achieved a 13% increase in sustainable journeys over the month.</p>	<p>Annual Golden Boot Challenge data for participating schools.</p> <p>Annual follow up of transport assessment and travel plan survey data for expanding schools.</p>
2. Less disparity between how pupils currently travel to school and how they would like to travel	<p>Existing travel plans illustrate that often more pupils, and their parents, want to walk and cycle to school than currently have the opportunity to do so.</p> <p>In some cases it is not practicable for pupils to travel by sustainable means but we will work to reduce any barriers to them doing so.</p> <p>We know there are knock on health, education and cost benefits of sustainable travel.</p>	<p>The travel plan framework will be amended to include a question that specifically asks pupils whether their current mode of travel to and from school and their preferred mode is the same.</p>

⁵ [The Golden Boot challenge](#) runs for three or four weeks during the summer term and schools compete to get as many children as possible travelling to school in ways that reduce car journeys. Schools choose whether to participate or not but well over 50% of Surrey primary schools take part.

Objective 2: To minimise the impact of school growth on local residents and businesses

- a) To minimise the impact of expanding and new schools on the road network and congestion
- b) To ensure that planned changes to the transport provision for schools benefit local residents as well as the schools wherever possible

Measure	Reason	How it will be measured
3. Reduction in transport related complaints arising from school expansions	Members have received many complaints from residents as a result of school expansions to date	Anecdotally, based on member and officer report during review of this strategy
4. Provision and use of infrastructure improvements	Infrastructure provided to mitigate the impact of expansions should benefit the whole community and make it easier to cycle and walk in the local area	Monitoring as part of travel plan review

ACTION 2 Performance monitoring and reporting of agreed measures by Sustainability Community Engagement Team

Surrey County Council has a range of strategies and policies which impact on transport issues around school expansions. These need to be looked at holistically.

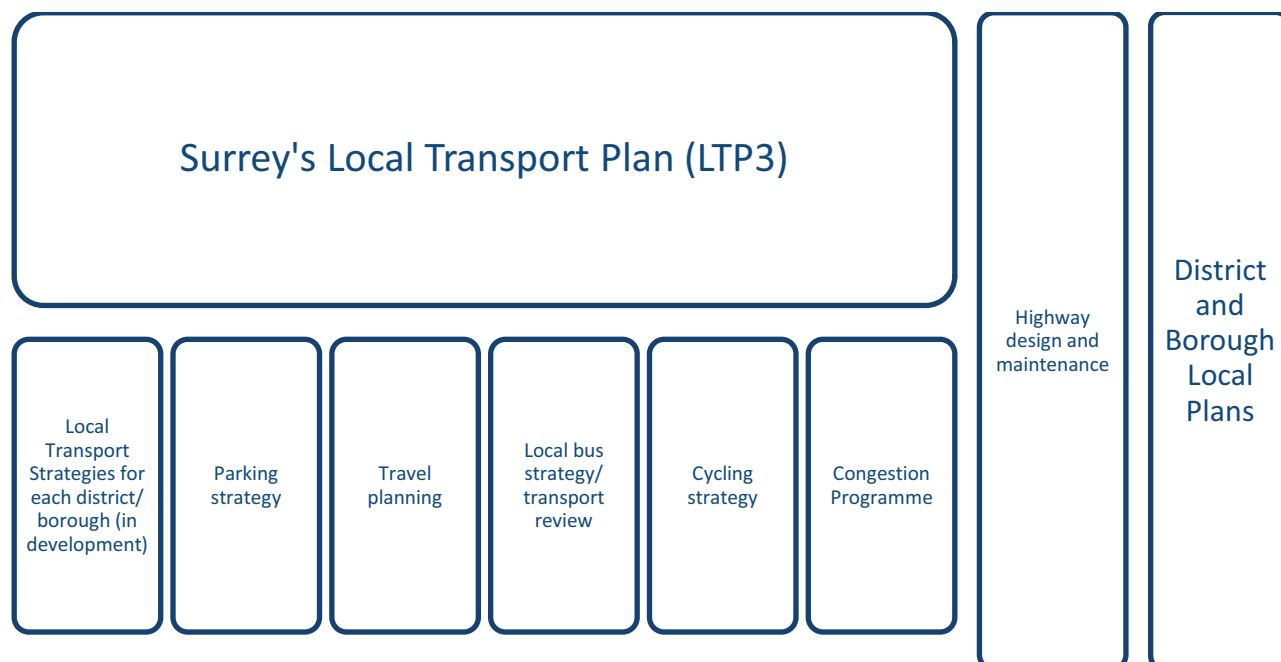


Figure 2: links between plans and strategies relating to transport issues in schools

In order to achieve the objectives above this strategy looks at some of these areas in detail in section 4 – how we will deliver the strategy. Section 4 also looks at internal process changes to improve outcomes and the roles and responsibilities of internal and external partners.

4. How we will deliver the strategy

4.1 Travel planning

7

Effective school travel plans can help to alleviate some of the transport challenges associated with school expansions by devising an effective action plan that relates explicitly to the school and its pupils. School travel planning has therefore been looked at in some detail as part of developing this strategy. The travel planning strategy is part of the Local Transport Plan - [Surrey's Local Transport Plan \(LTP3\) Travel Planning Strategy](#). As stated in the current strategy "School travel plans place an emphasis on safety and identify engineering, education and enforcement measures that reduce the risk of child casualties whilst at the same time encouraging sustainable modes of travel such as walking and cycling that have long term health benefits for young people." Due to the limited resources for this work within Surrey County Council only about 50 schools currently receive tailored support each year, and a lot of the related resources and activities require schools to take the initiative by delivering and promoting them. These currently include:

- web-based resources including lesson plans for years 6 and 7
- the Golden Boot challenge which runs for three or four weeks during the summer term, where schools compete to get as many children as possible travelling to school in ways that reduce car journeys
- subsidised cycle training
 - Bikeability – off road and on road cycle training for pupils in years 5 and 6
 - Pedals - bike/ scooter playground based training for pupils in year 2
 - LSTF (Local Sustainable Transport Fund⁶) customised training including 1 to 1 training and family cycle training.

For school expansions prior to March 2014 consultants were used to produce travel plans to support planning applications. There have been concerns about the timing and quality of these travel plans and in particular the lack of buy-in from schools to the plans. As part of this strategy travel planning for school expansions will be brought in-house and delivered by the team that currently work with schools to develop travel plans – the Sustainability Community Engagement team. This change has been implemented from March 2014 and the travel plans for school expansions will be developed in partnership with schools and will be monitored to ensure they are implemented and effective and to learn from each expansion. Appendix 1 includes two case studies of travel plans developed for recent expansions.

During this first tranche of school expansions travel plans have not always been produced by the time the planning application is submitted, and Surrey County Council's Planning & Regulatory Committee has reluctantly approved applications subject to travel plans being

⁶ The Local Sustainable Transport Fund is a government funding source that local authorities can bid into to fund schemes that will promote economic growth and promote sustainable travel. Surrey County Council successfully secured over £14 million of funding in the 2012 – 2015 round.

produced. Without a travel plan committee members are not able to identify whether proposed mitigation measures are sufficient, and are therefore not able to respond appropriately to any transport related objections to the applications. National guidance stated that travel plans should be submitted with planning applications. In future for all permanent expansions Surrey County Council will ensure that the requirement for an acceptable travel plan to have been completed before a planning application is submitted will be met. In the case of a new school or in exceptional circumstances where it has been agreed in advance, the minimum requirement will be a framework travel plan.

ACTION 3 All planning applications for permanent school expansions will be accompanied by a completed travel plan

There have been a number of schools that have been expanded on a temporary basis, either as a precursor to permanent expansion or to accommodate a bulge⁷. The timescale for temporary expansions is very tight as the closing date for primary school admissions is not until the end of January each year. The county council then needs to: identify where additional space is needed; prepare, submit and determine planning applications for temporary expansions; and deliver additional classrooms before September. In these cases there is simply not the time to carry out a full assessment or to prepare a framework travel plan prior to submitting a planning application.

In these situations, the Planning and Regulatory Committee have taken a pragmatic view and have accepted a condition requiring the submission of a travel plan/updated travel plan within three months of the occupation of the development. In a number of cases these have never been submitted and in at least one case, an application has been submitted for a further temporary expansion when the planning condition to submit a travel plan has still not been complied with.

This illustrates concerns that some perceive the travel plan as a box to be ticked, rather than a living document that can and should be used as a tool to manage the impact of travel to school. This will be addressed by the proposed new approach to the preparation of school travel plans. The county council will continue to attach conditions to planning permissions requiring a new travel plan to be submitted or an existing travel plan updated within three months of occupation of the development. The Sustainability Community Engagement Team will include these schools in their list of priority schools to monitor the travel plan and provide appropriate support.

If a school has not met a previous requirement for a travel plan, the Planning and Regulatory Committee would not wish to see further proposals for expansion without a full travel plan being submitted as part of the application, along with a commitment to implement it.

The school expansion programme is an opportunity to engage with schools who may not otherwise engage with the travel planning process. But in order to increase the confidence of schools and residents in the travel planning process it is vital to ensure:

⁷ A "bulge" class is usually an extra reception class, created in an existing school as a one off.

- Travel plans are standardised, while still being able to respond to the specific needs of the site, use verifiable data and are audited, monitored and enforced;
- All relevant stakeholders⁸ are involved in the process of producing and monitoring travel plans and have the opportunity to sit on the working group developing the travel plan. This has not previously included Local Committees and county council members but will do so in the future; and
- An evidence base of what is effective in addressing concerns and changing behaviour is collected and shared. This evidence base can then be used to revisit and refresh existing travel plans.

Where a school does not engage with the travel planning process the relevant Area Education Manager will become involved in order to consider how best to ensure the school meets any planning conditions.

ACTION 4 The Sustainability Community Engagement team will work with schools and all relevant stakeholders to develop high quality, robust travel plans for expanding schools.

ACTION 5 The team will develop an evidence base and collate replicable good practice and use this to inform future work.

The focus of a travel plan will differ considerably between primary and secondary schools. The majority of pupils in Surrey primary schools tend to live within easy walking distance of their school and the focus is largely on increasing walking and developing road awareness. At secondary school it will often be more viable for pupils to travel by bike if suitable links are identified, or by bus. Each travel plan should be used to reinforce the provision of a range of choices.

We are also seeking resources to complement the work of the Sustainability Engagement Team and we are part of three bids for 2015/16 LSTF funding. Two of these bids look to improve sustainable transport in the priority towns for each Local Enterprise Partnership (Woking, Guildford, Camberley and Staines-upon-Thames for Enterprise M3, and Redhill, Leatherhead, Dorking and Epsom for Coast to Capital). Both of these bids build on and develop the current LSTF work in Woking, Guildford and Reigate & Banstead.

We are also part of a partnership of thirteen local authorities working with Living Streets to bid for funding for Living Streets outreach workers. Living Streets is a national charity which promotes walking and who are successfully delivering the Walk to School outreach project using 2012 -15 LSTF grant. The project has so far achieved a 26% increase in active travel at schools and measurable reduction in congestion at peak times and many other knock-on benefits for pupils, parents and local communities.

⁸ Additional key stakeholders include: the school (teachers, governors, PTA and pupils); district and borough councillors; local community representatives as appropriate, e.g. neighbouring residents; local police and highways engineers.

We will find out late summer 2014 if our LSTF bids have been successful. If they are the benefits will include two Living Streets schools co-ordinators for Surrey and two additional Sustrans workers (see pages 18 and 32 - 33 for details of a current Sustrans post in Surrey). These posts will work with the Community Engagement Team and help implement the recommendations of the school travel plans.

ACTION 6 Continue to seek external funding for behaviour change initiatives which support school travel plans

4.2 Reviewing processes and roles and responsibilities

7

As part of developing this strategy we have reviewed the current processes around identifying and funding transport mitigation measures for school expansions and identified improvements which can be made immediately in order to achieve better outcomes – clearly responding to residents’ concerns about school expansions, making best use of resources and reducing costly delays. The diagrams on the next three pages illustrate the process improvements and the roles and responsibilities of those involved.

There are many stakeholders involved in delivering the schools place programme. The diagram is not an exhaustive list but rather focuses on new roles and responsibilities which are essential for the successful delivery of this strategy. Other internal teams and external partners are currently involved in various ways and will continue to be so, for example travel plans are dependent on pupils’ and parents’ engagement and Surrey Police provide support for travel safety initiatives and help with enforcement of parking restrictions.

ACTION 7 Information on planned expansions to be shared with Local Committees

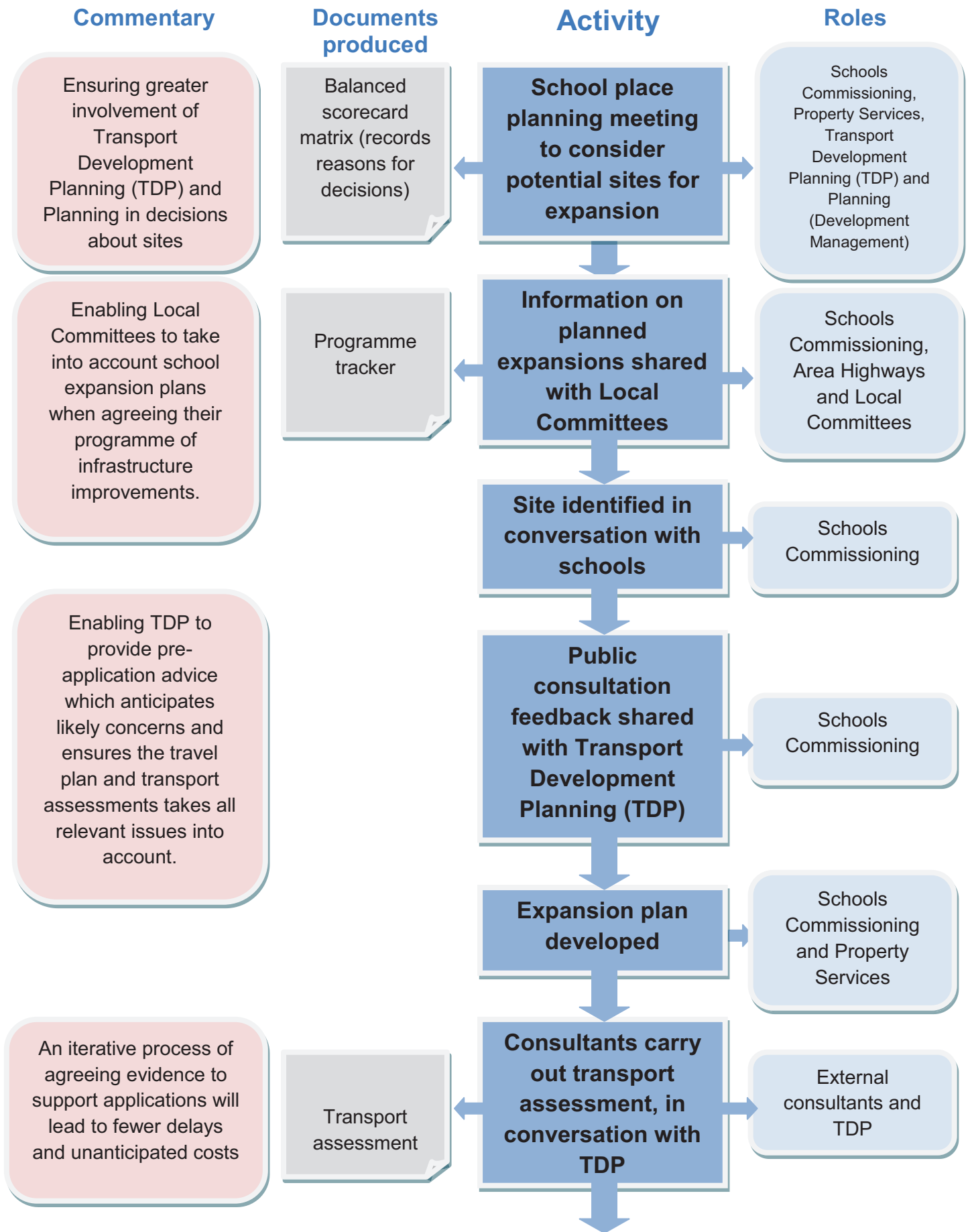
ACTION 8 Feedback from public consultation events to be shared with the Transport Development Planning team (TDP)

ACTION 9 Regular liaison between consultants carrying out the transport assessment and all relevant teams, as the transport assessment is carried out and planning application and travel plan are drawn up

ACTION 10 Transport mitigation measures for schemes cross-referenced with other infrastructure programmes

ACTION 11 Review of end to end process around school place programme to further improve the process and deliver objectives of this strategy

Annex A
Figure 3: Process map



7

Annex A
Commentary

Documents produced

Activity

Roles

7

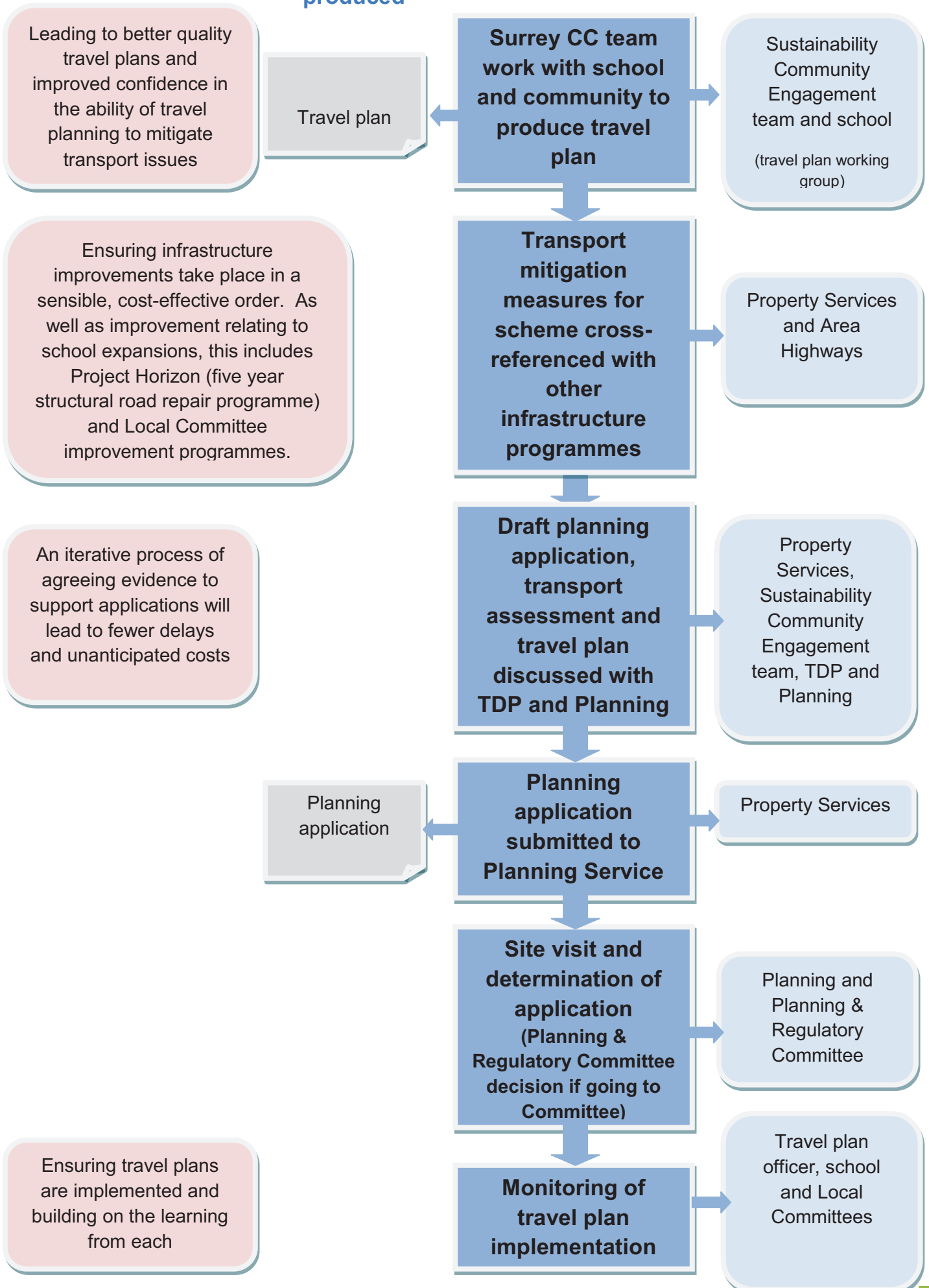
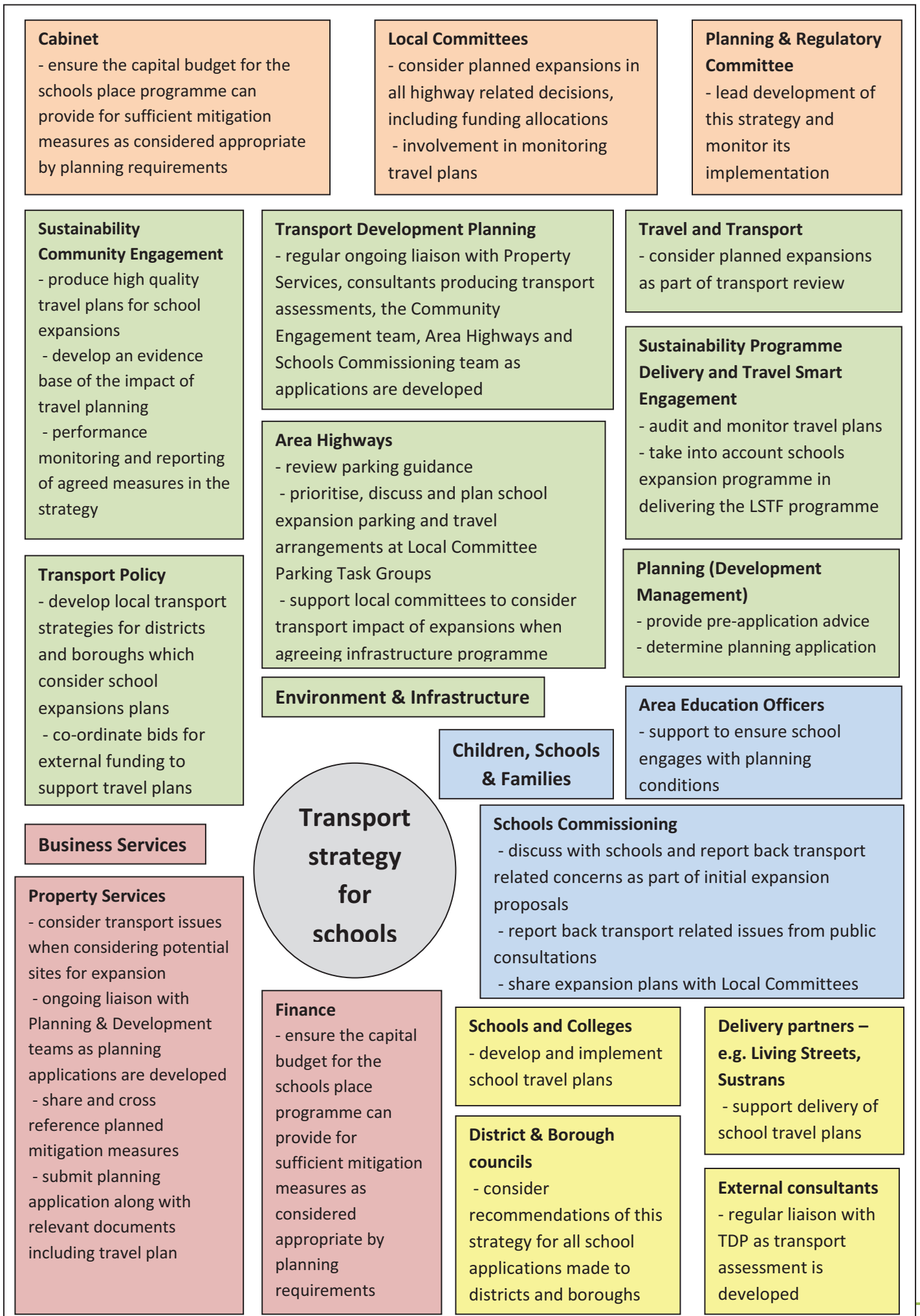


Figure 4: Roles and responsibilities under the new process



4.3 Walking and cycling to school

While there will always be instances where it is not possible or appropriate for pupils to travel by sustainable means, our aim is to make it easy and safe for pupils to walk or cycle to school. There is considerable evidence that walking and cycling to school has many benefits beyond the impact on the local transport network. These include the health benefits, cost savings to parents and children arriving at school more ready to learn.

As part of the travel planning for school expansions the travel plan working group would seek to identify existing barriers to walking or cycling, working with pupils and parents to understand their concerns and ways to address them. The travel plan would aim to remove these barriers, prioritising those pupils who live less than a mile from the school, and then looking at those living between one and five miles away.

There are examples of successful local and national programmes that support schools to increase sustainable journeys. These generally involve intensive work with a small number of schools to embed a commitment to long term sustainable changes. Surrey County Council currently funds a Sustrans 'Bike It' post in Reigate & Banstead. The postholder is working with 40 schools in the borough to significantly increase regular cycling to school and reduce car journeys, at both primary and secondary level. The Bike It programme has increased regular cycling (once a week or more) from 8% in 2011 to 24% in 2013 (see appendix 1 for more information on the project).

As part of Surrey's LSTF programme, called Travel SMART, investments have been made in walking and cycling routes and bus corridor improvements in Guildford, Woking, Redhill and Reigate. These new routes and the promotion accompanying them make more sustainable travel choices safer and more appealing, encouraging people to use these modes of transport. The new routes also complement schemes such as the Bike-it programme allowing children and parents to get to school quickly and safely.

The current rate of accidents outside schools is very low. We will continue working to reduce the rate but have not included safety as a measure because given the low rate it would be very difficult to make a statistically significant difference. We do know however that perceptions about safety influence decisions about sustainable travel. The Illuma Research carried out for the council in 2012 found that both parents and pupils thought that cycling was the least safe mode of transport. Parents were asked what could be done to make the journey safer and the top three answers were:

- More formal/ effective road safety training for pupils (35%)
- Encourage people to walk/ cycle instead of using the car (27%)
- Ban parking near schools/ better policing of parking (18%)

A new [Surrey Cycling Strategy](#) was agreed by Surrey County Council Cabinet in November 2013. The strategy aims to get more people in Surrey cycling, more safely. It forms part of the Surrey Local Transport Plan and is the basis for the development of a series of Local Cycling Plans for each of the Surrey boroughs and districts. Many aspects of the strategy

impact on school transport and it explicitly looks to increase cycling in schools. Specific related actions include providing more cycling training at secondary level; securing funding for cycle infrastructure; and various promotional activities; as well as using travel plans to increase cycling to school.

4.4 School design and access

For this strategy to be successful it is essential that transport issues are considered right from the start of the process of identifying a site for expansion. All relevant county council teams need to work together from early on in the process, and should liaise with the relevant county council elected members who understand the local issues and the views of residents.

The council has recently adopted a balanced scorecard approach to considering potential sites. This looks at three areas: educational issues (e.g. current performance of the school); planning and highways; and property issues. This approach means that any issues and risks relating to highways and planning are considered at a very early stage. It also means there is an audit trail to evidence how decisions about site expansions are made. Where relevant departments cannot agree on an appropriate site on the basis of the balanced scorecard, the schools place programme sponsor will review options, in conjunction with the Cabinet Member for Schools and Learning.

Relevant guidance dictates design requirements and constraints depending on the location of an expanding school, i.e. the relevant district and borough's policies and anything pertaining to the nature of the site for example if it is in a conservation area, and depending on the building itself, for example if it is listed. Approximately 73% of Surrey lies within the Metropolitan Green Belt and 25% of the county is part of the Surrey Hills Area of Outstanding Natural Beauty (AONB), a nationally important landscape of ancient woodland, chalk downland and heathland. This means that finding suitable sites for new schools or expansions is very difficult. Many of the planned school expansions are on existing sites and even on a new site there are often constraints.

It is therefore neither appropriate nor possible to impose a one size fits all approach using standardised designs and not possible to set standard criteria for transport requirements in school expansions. Nonetheless it is important to be as aspirational as possible to achieve the objectives of this strategy and consider accessibility of the site by all modes of transport. Cycle parking, lockers etc should be included in the design to facilitate cycling to and from school. As part of developing the travel plan the school will look at possible sites for park and stride, working with those with local car parks such as districts and boroughs, restaurants/ pubs, supermarkets etc.

Parking provision is often raised in response to applications for school expansions. Parking is considered further in section 4.6 below but suitable parking provision should be included in the site design, provided on or off site. Many expansions are of existing sites with no capacity to provide pick up/ drop off or parking facilities. The best solution will need to be identified for each school taking into account the impact on local community and constraints of the site. Appendix 1 includes examples of different types of on and off site mitigation.

According to the 2012 Illuma Research interviews, although very few were aware of anyone who had been involved in a road accident on the journey to or from school, both parents and pupils thought the most dangerous part of the journey to the school was near the school itself because of the volume of traffic dropping off and picking up pupils. As noted above

accident rates outside schools are very low but safety issues are an essential aspect of design to ensure these rates remain low.

The Community Engagement Team is often contacted directly by schools who want to change their current access arrangements, for example moving their zigzag lines. The county council is introducing a new policy on road safety outside schools, as part of a review of various road safety policies, to address issues around safety and also perceptions about safety which affect walking and cycling rates. The policy aims to make the process for considering requests for safety interventions more consistent and equitable across the county, prioritising improvements based on casualty rates and levels of public concern. Where improvements are not considered essential mitigation, funding will not have been identified as part of the expansion. Any additional proposals for highway improvements outside a school will therefore require funding from local committees and each committee will weigh up requests alongside other requests for highway improvements in their district or borough.

4.5 Public transport

Children aged 4 to 16 are eligible for free home to school travel support if:

- they live in Surrey and
- if they attend the nearest qualifying school and it is not within a safe walking distance of the child's home by the shortest available route (set at two miles for children under 8 or three miles for over 8s) accompanied by an adult as necessary or
- for children between 8 and 11 who are entitled to free school meals, or whose families are in receipt of the maximum amount of Working Tax Credit, if the walking distance between their home and the nearest qualifying school is more than two miles or
- for children 11 and over, where they are entitled to free school meals or their families receive the maximum Working Tax Credit. These children will qualify for help with travel to one of their three nearest qualifying schools where they live between two miles (measured by the shortest walking distance) and six miles (measured by the shortest road route) from the school or children who attend a school based on religion or belief which is more than two miles (measured by the shortest walking route) and not more than 15 miles (measured by the shortest road route) from the home

The county council also provides home to school travel support for children with Statements of Special Educational Needs and/or a disability, with full details of eligibility provided in the [Home to school transport policy: special educational needs 2011](#).

The shortage of school places means the county council is transporting children greater distances, and this is particularly costly for younger children where the council does not tend to use public transport. A recent consultation on the Home to School service has not resulted in any significant changes but has increased the council's ability to look for the most cost effective way to transfer pupils.

Over 7,000 children travel by public bus to get to school each day. Roughly 1,600 of these students are entitled to free school transport, meaning that the county council pays for their bus travel. A few schools run their own bus services but the cost to parents is significantly higher. Surrey pays for approximately 220 entitled children to travel on these schools organised coaches as this is more cost effective than arranging bespoke transport. Surrey County Council also organises coaches to schools (closed to the public) where there is no public transport. These take around 4,200 children to school each day, with roughly 3,200 entitled to free travel.

In addition, roughly 270 entitled children are funded to travel by school by train each day. A student fare card scheme for Surrey residents who are scholars in full time education 16-19 is also operated by the Council. This offers discounted bus or rail travel for the 5,700 pass holders.

In Runnymede the Runnymede Business Partnership operates a Yellow Bus service serving four secondary schools in the borough in order to reduce congestion, estimating the service replaces 250,000 car journeys each year. Fares only cover 40% of the cost of this service, with the rest raised from sponsorship (currently around 8%) and developer contributions. As the rules around developer contributions are changing the service may no longer be viable from 2015.

During 2014 the council is undertaking a local transport review that is looking to make around £2M savings on the annual bus subsidy budget (currently £8.3M) by 2018. It is likely that the majority of the review savings will come from local bus support. Local bus and school special bus services were assessed during the previous 2008 onwards Bus Review and these will be reviewed again. The local transport review has to start saving significant revenue from 2015/16 onwards.

Secondary expansions are planned across the county, with around 6,000 new places to be delivered between 2015 and 2021. Detailed information will be required both on where the additional places will be located and where pupils will be travelling from in order for an assessment of transport options to be made. Travel plans for expanding schools would look at pupils' postcodes and consider whether existing bus services can meet needs. As part of the transport review work can be undertaken to protect or commercialise some secondary school related routes, but given the timing of the review and the school expansion programme, unless additional or new funding can be identified, services that could provide access to new school places may have been adversely impacted upon as a result of the implementation of the local transport review.

Although some local bus services will be affected by the review, work is ongoing to improve and increase travel by bus across the county. As well as increasing sustainable travel, this is important to maintain the commercial viability of services. The Local Transport Strategies being developed for each district and borough include various schemes to improve the bus network in their implementation programmes, for example: priority bus routes; passenger improvements at bus stops including Real Time Bus Information and bus shelters; and provision of bike parking and other passenger waiting facilities at key bus stops. These schemes are also included in the county council's submission to the Local Enterprise Partnerships (see section 5 below).

ACTION 12 The local transport review will consider the impact of the review on schools, in the light of planned expansion programme, and look at possible activity to encourage a greater take up of school bus services

4.6 Parking on and off school sites

The current parking strategy is also part of Surrey's Local Transport Strategy - [Surrey's Local Transport Plan \(LTP3\) Parking Strategy](#). It is supported by [Surrey County Council Vehicular and Cycle Parking Guidance January 2012](#) which recommends against in general providing parking for parents and pupils and against providing pick up and drop off provision, although recognises there may be exceptions where it is required. There are many arguments both for and against providing parking provision and drop off space and the impact on congestion on the surrounding streets varies greatly depending on the site and local area. There are examples of where parking provision has successfully been provided in nearby car parks at the start and end of the school day.

As part of this strategy the parking guidance will be reviewed to ensure it can account for the particular local needs in the context of school travel plans. This approach can meet the needs of individual schools and consider the case for parking provision on its own merits, taking into account local context and the overall objectives set out in section 3 above. The review will also look at how schools can encourage local authorities and other organisations to provide suitable short term parking where appropriate and necessary for pick up and drop off.

ACTION 13 Review Surrey County Council Vehicular and Cycle Parking Guidance

Residents often request parking restrictions near to schools and currently these are considered on a case by case basis. Often decisions about controlled parking zones are made in response to these requests but do not take into account planned expansions and other longer term changes anticipated in the local area. It is essential that the Parking Strategy and Implementation team is involved when the plans are being developed for new or expanded schools. Any new parking restrictions can then be incorporated into the on-street parking reviews and the team can look at the enforcement implications with the district and borough parking teams.

The arrangements would be considered by Local Committee parking task groups who can ensure that each proposal is not looked at in isolation, but considered strategically, taking in to account the cumulative impact of planned development and the current and proposed restrictions on an area. It may be appropriate to invite officers from property service, planning and development and the sustainability community engagement team to these task groups, as well as the area highway teams. A crib sheet of key issues for the Local Committee parking task groups to consider will be prepared to help inform these discussions.

ACTION 14 Prioritise, discuss and plan school expansion parking and travel strategies at Local Committee Parking Task Groups

5. Funding

Surrey County Council is facing considerable financial pressure to deliver the school places required in the county. It is borrowing money to deliver the schools place programme, with capital investment of £354 million planned for 2013 – 2019 and estimated interest payments of £25 million per year for the next 25 years. It is essential that appropriate transport mitigation is provided as part of school expansions to avoid local transport problems and enable the council to deliver on its other corporate priorities around improving roads and easing congestion. It is considerably more cost effective to deal with the potential impact of school expansions than to provide mitigation measures at a later date.

The schools place programme budget includes a contingency for various areas of spend including transport infrastructure mitigation measures. Early identification of required transport mitigation will make it easier to confirm what funding is required from this budget.

ACTION 15 Ensure the capital budget for the schools place programme can provide for sufficient mitigation measures as considered appropriate by planning requirements

As well as transport mitigation provided as part of an expansion we will support the delivery of wider packages of schemes that will improve Surrey's walking and cycling network and make it easier for pupils to travel to school on foot or by bike. For example we have submitted detailed information on proposed sustainable travel packages for nine towns in Surrey to the two Local Enterprise Partnerships covering Surrey for them to include in their Strategic Economic Plans.

These schemes in Banstead & Epsom & Ewell, Camberley, Dorking, Egham, Guildford, Leatherhead, Redhill, Staines and Woking include capital funding for infrastructure including improved pedestrian routes, safety measures for cyclists and pedestrians, toucan crossings, cycle links, bus corridors and real time passenger information. The schemes also include revenue funding for promotion and training to increase use of the measures. All of these schemes are designed primarily to deliver both LEPs' priorities around supporting business and unlocking housing and jobs to promote economic growth, but if they receive funding from the LEPs and are delivered they will have considerable benefits for travelling to school. Many of the other schemes submitted to the LEPs would also impact on journeys to school with most aiming to reduce congestion, improve air quality and safety.

As noted in section 4.1 there are other opportunities to bid for funding to promote sustainable journeys to school, particularly through the LSTF process for 2015/16. The Local Transport Strategies (see section 2 above) will ensure we have a programme of schemes agreed by elected members which will enable the county council to take every opportunity to bid for funding. As stated in section 4.1 we will continue to seek external funding to help deliver this strategy.

As well as the county council's schools place programme, academies, free schools or independent schools may make planning applications for changes to their sites. As with

Surrey County Council sponsored schemes, these schools would be required to demonstrate the impact of their development through a transport assessment/statement, produce a travel plan and fund any transport mitigation deemed essential as part of the planning application. All applications for school expansions, whether by the County Council or other bodies, will be treated in the same way and assessed and considered consistently.

6. Delivery and governance

This strategy has been developed by a task group of the county council's Planning & Regulatory Committee and will be subject to a full consultation over summer 2014. A final version of the strategy to take on board comments received during the consultation will be considered by the Planning & Regulatory Committee autumn 2014 before the strategy is considered by Surrey County Council's Cabinet to be adopted as part of Surrey's Local Transport Plan (LTP3).

The diagram below illustrates the governance structure for the overall Schools Place Programme.



Appendix 2 summarises the actions in this strategy and notes who is responsible and a timescale for delivery. All actions identified in this strategy will become part of the relevant team's day to day business.

The strategy will be owned by the Programme Delivery Board with the Planning & Development Group Manager, a member of that board, responsible for ensuring the actions are implemented.

Delivering this strategy is largely revenue neutral and relies on making better use of existing resources. Where additional revenue is required to deliver the strategy the cost will be met from existing service budgets.

A report will be taken to the Planning & Regulatory Committee in autumn 2015 in order to review progress and the impact of the strategy.

Appendix 1 – Good practice case studies

7

Marist Catholic Primary School, West Byfleet

During 2012 Surrey County Council agreed a proposal to expand the Marist Catholic Primary School in West Byfleet in order to meet an increased demand for places. The school expansion means the number of pupils at the school will be increasing from 345 in 2012 to 420 by 2017.

The school is sited on a busy road just outside West Byfleet centre. There is one vehicle entrance to the school off the A245, with parking for staff and visitors only on the school site. Parents who drive their children to school park in the surrounding streets at drop off and pick up times.

As part of the plans for this development the school developed a travel plan in October 2012. A working group was set up to oversee this work and a school travel plan co-ordinator appointed from within the school.

The school already had in a place a number of activities to encourage sustainable travel to and from school and to minimise the impact on the local road network. These included:

- Early access to the school site to stagger drop off and reduce congestion in the roads around the school
- Extra curricular activities at the start and end of the school day, including a breakfast club and a wide range of after school clubs which reduced the end of school day parking crush
- Yearly engagement in the Golden Boot challenge, with a 20% increase in sustainable travel during the 2012 challenge
- Cycle training for pupils in the last two years of the school
- Promoting green travel in the weekly school newsletter and via the pupil eco committee.

The travel plan found that the majority of pupils lived within 2km of the school. As of June 2012 56% of pupils tended to travel to school by car, either alone or with siblings. 16% walked to school, 7% cycled and 21% travelled by car but with other pupils who weren't family members. 26% of pupils said they would like to walk to school and 44% would like to cycle.

The travel plan looked at barriers to walking and cycling and found that both parents and pupils thought that improved footways, cycleways and crossing points would increase travel on foot and by bike. Surrey County Council had already agreed to a puffin crossing outside the school, due to be delivered by March 2013.

Actions proposed in the travel plan included:

- Continuation of all the activities listed above
- Additional bike racks and scooter pods on the school site
- Encouraging considerate parking on surrounding roads via the newsletter and by community police and school staff presence at the end of the day
- Explore options of:
 - walking bus and/ or park and stride
 - Road Safety Education programme and cycle training for younger years
 - Extending other existing school bus routes to serve the school
- Various initiatives to encourage staff and governors to travel by more sustainable means.

Specifically the travel plan aimed to:

Target	Numbers in 2012 (340 pupils, 49 staff)	Numbers in 2017 (420 pupils, 55 staff)
Reduce the proportion of pupils travelling to school by car from 77% (including 21% car share) to 60%	262	252
Reduce the proportion of staff travelling to school by car from 91% (including 9% car share) to 80%	45	44
Increase the proportion of children walking to school from 16% to 25%	54	105
Increase the proportion of children cycling to school from 7% to 11%	24	46
Increase the proportion of staff walking to school from 8% to 16%	4	9
Increase the proportion of staff cycling to school from 0% to 2%	0	1

If these targets are achieved the school expansion would appear to have minimal impact on the local transport network.

As at March 2014 many of the proposed actions were taking place, with a survey on mode of travel planned for the summer term to confirm the impact of actions and progress towards the targets above. The school already knew that five families had joined the school's new car sharing scheme since Sept 2013 and there had been an increase in the number of staff walking, cycling and car sharing.

The 20% increase in sustainable travel during the 2012 Golden Boot challenge was repeated in 2013 and in addition the school's Eco warriors now organise Walk to School days each half term with around 80% of the school using green methods of travel to and from school on these days.

The actions in the travel plan have all been explored and many have been implemented or are due to be implemented shortly. The school entered into an agreement with the Harvester Restaurant near to the school to allow up to 30 parents to park and stride using their car park in the morning. Combined with the new puffin crossing this has made the journey smoother and safer.

Changes to the entrances to the school have significantly reduced complaints about parking from neighbours. A new cycle/ scooter facility is planned on the other side of the school and will mean parents and children will not need to walk the entire perimeter of the school to deposit their bikes/scooters.

St Peter's School, Farnham

By 2015 the number of pupils at St Peter's C of E Primary School in Farnham will have doubled over the previous seven years, from 210 pupils in 2008 to 420 in 2015. The number of staff using the site will have increased from 42 in 2008 to 58 by 2014. The school is sited in a small residential road in Wrecclesham on the outskirts of Farnham. This road is particularly narrow and with cars parked along one side the road is reduced to a single lane. In order to pass traffic often mounts the pavement or grass verge. The lane is also on a hill, making it difficult to cross as lines of sight are obstructed.

Severe traffic congestion occurs outside the school from 8.30am to 8.50am and from 3pm to 3.30pm. Increasing pupil numbers are having a significant effect on the congestion and parking issues. The school has zigzag markings that restrict parking and drop-offs immediately outside the premises. They are in good condition but are often ignored by parents. A number of parents have commented on how dangerous it is crossing the road. Complaints have also been made to the school, local council and police by neighbours experiencing problems from parents parking inconsiderately, for example across driveways, on grass verges and close to side roads and corners.

As pupil numbers increase further the school is aware of the need to proactively address these issues. A comprehensive school travel plans was a condition of the planning consent for expansions to the school in 2009 and 2012/13. A travel survey was carried out in 2011 and the results informed a school travel plan in 2011. One of the actions was to appoint a travel co-ordinator who works six hours a week to deliver the actions in the travel plan. The travel plan has been reviewed and updated annually, most recently in February 2014.

The last full survey of how pupils travel to school in 2011 found that 48% of pupils walked and 2% cycled. More pupils and parents expressed a desire to walk or cycle if local crossing facilities were improved and safer cycle routes identified.

The 2014 travel plan includes an action plan with activity for the year ahead to promote sustainable travel, with specific actions to encourage walking, scooting and cycling to school and to promote car sharing. The action plan also includes a range of activity to encourage

considerate parking and responsible driving in the vicinity of the school, in order to minimise the impact of those who do travel by car on the local area.

Recent activity has included:

- New cycle/ scooter shelters
- A voluntary one way system to ease congestion
- The school explored options to stagger the end of the school day but over 50% of parents disagreed with the proposals and the school did not proceed with this plan.

Proposed activity for this year includes:

- Revisiting options for a walking bus and park and stride sites
- Broadening existing safety training to other age groups
- Exploring options for kerb side drop off where parents pull up to the kerb either outside the school or very nearby and teachers, other parents or volunteers open the door and transfer the pupils to the school grounds. This reduces the time each car spends outside the school to keep the traffic moving and reduce congestion.
- Discussions with Surrey County Council to explore the feasibility of improved walk and cycle routes. The county council has compiled a 'dot plot' of where pupils live in relation to the school to inform these discussions.
- A further survey to see how mode of travel to the school has changed.

Wonersh and Shamley Green School

The school is located in a rural area to the south of Guildford and was earmarked for expansion to meet a rising need for school places in the area. The proposal was for the expansion of the school from a one form entry infant school to a one form entry junior school, increasing the capacity of the school from 90 to 210 children and increasing the age range from 4-7 to 4-11.

For the majority of the children currently enrolled, Wonersh and Shamley Green is their closest school but given the nature of the area, the majority arrive and depart by car with little or no option for alternative means of transport. The expansion will mean that many children who currently have to travel further afield for junior schools will be travelling shorter distances.

Proposals to mitigate the transport impacts of the development also aimed to address existing problems. These included:

- Parking provision expanded from 30 to 47 spaces
- Modifications to the school access to improve visibility and turning movements
- Staggering the start and finish of the school day

- Widening the school access road to remove existing pinch points and to permit two vehicles to pass
- Formalising the one-way drop off system currently used in the mornings.

Planning permission was granted January 2014 when it was accepted that the proposal provided adequate capacity on site for parents to drop-off and collect their children particularly considering the additional vehicles would be spread over an extended period of time.

Leatherhead Trinity School

Leatherhead Trinity School is located in the urban area of Leatherhead and was formed from the merger of three local schools. The school is a two form entry primary school with a total of 420 children, although one of the reception classes is currently located away from the main school site. The main site consists of a purpose built school with facilities for parents to pick up and drop off children. It is unusual for such a facility to be provided and it was justified on the basis of the localised circumstances relating to this site. It was considered that it struck a balance between the interests of residents and the provision of educational facilities and also between the competing concerns of different groups of residents.

Vehicular access to the school was from a private road and the school also has two pedestrian only accesses. The school was completely rebuilt in 2008 and the parent pick up, drop off and parking area was provided as part of that within the school grounds. This provides 66 spaces for parents.

A planning application submitted in 2013 for a new classroom to facilitate the off-site reception class to be moved into the school included analysis of the operation of the parent parking area and other information about school travel. This showed that 52% of pupils walked, cycled or scooted to school and 43% came by car. Although there was spare capacity for cars in the morning drop off, at pick up time in the afternoon demand for spaces exceeded supply and parents park on local roads. The provision of facilities for parents within the site has reduced the impact of parent parking on local roads but it has not removed it completely.

Promoting cycling to school - Sustrans Bike It project

The Sustrans Bike It project is a behaviour change programme that aims to create a sustainable culture of safe cycling to school. It has been operating in Reigate and Banstead Borough for nearly seven years, and is currently being delivered in 40 local schools. This includes state, independent, primary, secondary and SEN schools.

The project is delivered by a regional Sustrans officer, who works intensively with a small selection of schools over a period of one year; six new schools are recruited each academic year. The officer takes a four-stage approach:

- raising awareness of the benefits of cycling through assemblies, parent and staff engagement and school events
- empowering the schools by providing cycle routes, coordinating the delivery of cycle training and sourcing suitable cycle storage facilities
- motivating the pupils through fun events and activities
- creating a sustainable culture through training school staff and offering an awards scheme as a framework for monitoring progress.

The officer works closely with community partners such as bike shops, other cycle schemes and the local authorities.

The impact of this work has been considerable; average cycling figures in Bike It schools have risen from 8% to 24% over the seven year period. In schools that began the project in 2011, regular car use for the school run decreased by 5% from 56% to 51% over a year. Schools that have been involved with the Bike It project since 2009 have seen regular car use drop from an average of 63% to 51%. In their first year of engagement, schools often see regular cycling figures (at least once a week or more) increase by an average of 10%.

Appendix 2 – Summary of actions

Ref	Action	Who	Timescales	What we are aiming to achieve
1.	The Local Transport Strategies being developed for each district and borough will consider the impact of and needs arising from planned school expansions and include mitigation in each strategy's infrastructure programme	Transport Policy Team	Throughout 2014	<ul style="list-style-type: none"> • Provide context for school travel plans • Ensure school transport priorities are identified and included in programmes of required infrastructure, and can be included in bids for funding
2.	Performance monitoring and reporting of agreed measures	Sustainability Community Engagement Team	From July 2014	<ul style="list-style-type: none"> • Collate information to monitor the impact of this strategy and inform a review of the strategy autumn 2015
3.	All planning applications for a permanent expansion will be accompanied by at minimum a framework travel plan	Property Services	From April 2014	<ul style="list-style-type: none"> • Ensure the Planning & Regulatory Committee can identify whether proposed mitigation measures are sufficient, and respond appropriately to any transport related objections to applications
4.	Produce high quality, robust travel plans for expanding schools, in consultation with schools and all relevant stakeholders	Sustainability Community Engagement team	From March 2014	<ul style="list-style-type: none"> • Ensure travel plans are standardised and also able to respond to the specific needs of the site • All relevant stakeholders, including Local Committees and county council members, will be involved in the process of producing and monitoring travel plans
5.	Develop an evidence base of the impact of travel planning and collate replicable good practice, and use these to inform future work	Sustainability Community Engagement team	From March 2014	<ul style="list-style-type: none"> • Build on learning from each expansion and collect evidence to use to inform future expansion plans

Ref	Action	Who	Timescales	What we are aiming to achieve
6.	Continue to seek external funding for behaviour change initiatives which support school travel plans	Transport Policy team and Sustainability Group	From March 2014	<ul style="list-style-type: none"> • Agreements with external agencies such as Living Streets and Sustrans to complement the work of the Community Engagement Team • Infrastructure to support and help deliver travel plans
7.	Information on planned expansions to be shared with Local Committee	Schools Commissioning team	From July 2014	<ul style="list-style-type: none"> • Ensure Local Committees take into account school expansion plans when agreeing their programme of infrastructure improvements
8.	Feedback from public consultation events to be shared with the Transport Development Planning team (TDP)	Schools Commissioning team	From April 2014	<ul style="list-style-type: none"> • Enable TDP to anticipate likely concerns and ensure the travel plan takes the issues into account in its proposals, reducing delays once an application has been submitted
9.	Regular liaison between the consultants carrying out the transport assessment and all relevant teams, as the transport assessment is carried out and planning application and travel plan are drawn up	Property Services, Sustainability Community Engagement team and TDP	From April 2014	<ul style="list-style-type: none"> • Fewer delays and unanticipated costs
10.	Transport mitigation measures for schemes cross-referenced with other infrastructure programmes	Property Services	From April 2014	<ul style="list-style-type: none"> • Ensure infrastructure improvements are joined up, take place in a sensible, cost effective order and do not negatively impact on each other
11.	Review of end to end process around school place programme	Planning & Development Group, Property Services and Schools Commissioning	During 2014	<ul style="list-style-type: none"> • To refine processes and ensure they help deliver the objectives of this strategy

Ref	Action	Who	Timescales	What we are aiming to achieve
12.	The local transport review will consider the impact of the review on schools, in the light of planned expansion programme, and look at possible activity to encourage a greater take up of school bus services	Travel and Transport Group	During 2014	<ul style="list-style-type: none"> Minimise the impact of the review on options to travel by public transport to Surrey schools Increase commercial viability of bus routes that serve schools
13.	Review Surrey County Council Vehicular and Cycle Parking Guidance	Area Highways team	During 2014	<ul style="list-style-type: none"> A revised policy which ensures a flexible approach which can meet the needs of individual schools and areas and consider each case on its own merits, taking into account local context Incentivise local authorities and other organisations to provide suitable short term parking where appropriate and necessary for pick up and drop off
14.	Prioritise, discuss and plan school expansion parking and travel arrangements at Local Committee Parking Task Groups Prepare crib sheet to inform these discussions.	Area Highways team Sustainability Community Engagement Team, TDP and Area Highways team	From July 2014	<ul style="list-style-type: none"> Enable committees to respond to requests for parking restrictions and enforcement strategically, taking into account the cumulative impact of planned development and the current and proposed restrictions on an area
15.	Ensure the capital budget for the schools place programme can provide for sufficient mitigation measures as considered appropriate by planning requirements	Finance and Property Services	From April 2014	<ul style="list-style-type: none"> Ensure funding is available for transport mitigation to avoid local transport problems Achieve best value by avoiding retrofitted mitigation

Appendix 3 – Those involved in developing this strategy

This strategy was developed by a Task Group of Surrey County Council's Planning & Regulatory Committee. Members of the Task Group were:

Keith Taylor – Chairman

Jonathan Essex

Margaret Hicks – also representing Local Committee Chairmen

George Johnson

Richard Wilson

Officer support for the Task Group was provided by:

Dominic Forbes, Planning & Development Group Manager

Rebecca Harrison, Sustainability Community Engagement Team Leader

Hannah Philpott, Strategy Group Senior Policy Manager

Caroline Smith, Transport Development Planning Team Manager East

The following people were interviewed by Task Group members and officers:

Surrey County Council officers

Richard Bolton, Local Highway Services Group Manager

Keith Brown, Schools and Programme Manager

Bill Christie, Senior Project Manager Schools

Lyndon Mendes, Transport Policy Team Manager

Paul Millin, Travel and Transport Group Manager

Andrew Milne, Area Team Manager (NW)

Julie Stockdale, Strategic Lead for School Commissioning

Other organisations

Lynda Addison, Lynda Addison Consulting

Jeni Jackson, Head of Planning Services, Woking Borough Council

Ian Maguire, Head of Planning, Runnymede Borough Council

Richard Muncaster, Director of Development, Living Streets

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TO: PLANNING & REGULATORY COMMITTEE **DATE:** 21 May 2014

BY: SENIOR COUNTRYSIDE ACCESS OFFICER

PURPOSE: FOR DECISION

TITLE: THE SURREY CODE OF BEST PRACTICE IN RIGHTS OF WAY PROCEDURES

SUMMARY REPORT

Michael Wheaton, of the Trail Riders Fellowship, submitted a petition on 7 September 2011 asking for the introduction of a Code of Best Practice in Rights of Way Procedures.

A Code has been drawn up following consultation with the Surrey Countryside Access Forum, Local Committee Chairmen's Meeting, the Chairman and Vice Chairman.

In response to the Petition, Officers have produced a Code of Best Practice similar to the Planning one, to improve the processes and procedures involved, when Rights of Way reports go to Local Committee. Those issues include but are not limited to rights of way diversions, definitive map modification orders and traffic regulation orders. It clarifies what Members can expect from Officers and the public from Members.

The Recommendation is to APPROVE and commend to Council for inclusion in the Constitution

INTRODUCTION

1. Members may recall Michael Wheaton, of the Trail Riders Fellowship, submitting a petition to the meeting held on 7 September 2011 asking for the introduction of a Code of Best Practice in Rights of Way issues.
 2. A Code has been drawn up following consultation with the Surrey Countryside Access Forum, Local Committee Chairmen's Meeting, the Chairman and Vice Chairman and is attached as an **ANNEX**.
 3. Members are asked to APPROVE the Code and commend it to Council for inclusion in the Constitution.
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PETITION

4. At the Planning and Regulatory Committee on 7 September 2011 a petition of 1086 signatures was submitted by Michael Wheaton, of the Trail Riders Fellowship, which stated:

"We call upon Surrey County Council to improve the objectivity, impartiality and integrity of decision making on Rights of Way issues, by introducing a Code of Best Practice in Rights of Way issues, similar to the Code of Best Practice in Planning Procedures."

4.1 The Committee resolved:

The Planning and Regulatory Committee is always grateful to hear the views of Surrey residents in regard to its procedures. I welcome this submission from Michael Wheaton. We take on board the suggestions. Countryside Access Officers will review the Code of Best Practice in Planning Procedures in consultation with me, the Vice Chairman and Local Committee Chairmen, with a view to incorporating a similar code for rights of way issues. When a draft is completed it will be taken back to the Planning and Regulatory Committee for approval.
Marisa Heath Chairman (September 2011)

SURREY CODE OF BEST PRACTICE IN RIGHTS OF WAY PROCEDURES

5. In response to the Petition, Officers have produced a Code of Best Practice similar to the Planning Code, to improve the processes and procedures involved when Rights of Way reports go to a Local Committee. Issues covered in reports include but are not limited to rights of way diversions, definitive map modification orders and traffic regulation orders. The Code clarifies what Members can expect from Officers and the public from Members. In summary:
- 5.1 All rights of way decisions considered by a Local Committee (or other decision making committee) will be the subject of full, written reports from officers incorporating firm recommendations. The reasons given by the committee for refusing or granting a recommendation should be fully minuted, especially where these are contrary to officer advice and/or Surrey County Council or other policies.
 - 5.2 Members are encouraged to undertake a period of training in rights of way procedures before taking part in the formal consideration (and voting) of items relating to rights of way issues.
 - 5.3 Members and officers should avoid indicating the likely decision on a procedure or otherwise committing the Authority prior to consideration by the Local Committee.
 - 5.4 Members will make oral declarations at a Local Committee of significant contact with applicants and objectors, in addition to the usual disclosure of pecuniary interests.
 - 5.5 Members of the public and their representatives may address the Local Committee on applications relating to public rights of way being considered by the Committee. Speakers must register to speak and have previously made written representations to the Countryside Access Team.

- 5.6 The Surrey Countryside Access Forum and the Local Committee Chairmen's meeting considered the Code and their comments have been incorporated.
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CONCLUSIONS

6. The Code will improve the processes and procedures involved, when Rights of Way reports go to Local Committee. It clarifies what Members can expect from Officers and the public from Members.
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RECOMMENDATION

That the Surrey Code of Best Practice in Rights of Way Procedures be APPROVED and commended to Council for inclusion in the Constitution.

CONTACT Debbie Prismall, Senior Countryside Access Officer, Environment & Infrastructure

CONTACT DETAILS Tel. 020 8541 9343 email: debbie.prismall@surreycc.gov.uk

BACKGROUND PAPERS

Petition submitted by Mike Wheaton

Planning and Regulatory Committee Minutes 7 September 2011

Annex A- Surrey Code of Best Practice in Rights of Way Procedures

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SURREY CODE OF BEST PRACTICE
IN RIGHTS OF WAY PROCEDURES

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**THE SURREY CODE OF BEST PRACTICE
IN RIGHTS OF WAY PROCEDURES**

1 INTRODUCTION

- 1.1 The Surrey Code of Best Practice has been produced so that there is clarification regarding the procedures in rights of way when they go to Local Committees for decisions.
- 1.2 This Code should be considered in conjunction with the Members' Code of Conduct, the Member/Officer Protocol and the Media & Publicity Protocol.
- 1.3 Local Committees have four roles. They:
 - decide on local services and budgets delegated to them by the Cabinet
 - decide on local services and functions handed down to them within a framework of agreed performance standards and budgets
 - monitor the quality of services locally
 - engage local people in issues of concern, and influence the County Council and its Cabinet on county-wide plans and services in the light of local needs.
- 1.4 One of those areas of responsibility is rights of way issues. Those issues include but are not limited to rights of way diversions, definitive map modification orders, and traffic regulation orders.
- 1.5 To have your say on Rights of Way items please visit the Local Committees pages where guidance is available for speaking at Local Committee on those issues. The Rights of Way public notices page also advertises legal orders, which keep members of the public informed about current orders.

2 SUMMARY

- 2.1 The Surrey Code of Best Practice in Rights of Way Procedures is to clarify what Members can expect from Officers, and the public from Members, for all committee decisions relating to public rights of way in Surrey.
- 2.2 All rights of way decisions considered by a Local Committee (or other decision-making committee) will be the subject of full, written reports from officers incorporating firm recommendations. The reasons given by the committee for refusing or granting a recommendation should be fully minuted, especially where these are contrary to officer advice and/or Surrey County Council or other policies.
- 2.3 Members taking part in the consideration of items relating to rights of way issues are encouraged to undertake a period of training in rights of way procedures as specified by the Authority.
- 2.4 Members and officers should avoid indicating the likely decision on a procedure or otherwise committing the Authority during contact with applicants and objectors.

- 2.5 The law and guidance on the declaration of disclosable pecuniary interests as set out in the Member's Code of Conduct and the Council's Standing Orders, must be observed and upheld by all Members and officers.

3 The Code

- 3.1 The Surrey Code of Best Practice in rights of way procedures is to clarify what Members can expect from Officers and the public from Members for all decisions relating to public rights of way in Surrey.

4 Training

- 4.1 Members are encouraged to undertake a period of training in rights of way procedures before taking part in the formal consideration (and voting) of items relating to rights of way issues.
- 4.2 The County Council will from time to time consider and review the form of training that is most appropriate. Such training will also be required for both ex-officio Members and substitutes. A register of those who have attended training will be kept.
- 4.3 In the first instance there will be a series of short seminars by Countryside Access Officers on the legal and practical aspects of the operation of the relevant legislation and procedures surrounding rights of way matters.
- 4.4 This training will be open to all Members and brief handouts will be provided where appropriate. The Council will welcome suggestions from Members on any other subjects that they would like to see covered and any other training procedures that they would wish to adopt.

5 Lobbying of and by Councillors

Members and officers should avoid indicating the likely decision on an application or otherwise committing the Authority during contact with applicants and objectors.

- 5.1 Members should keep an open mind when considering rights of way items in accordance with the relevant considerations. Members must not favour any person, company, group or locality. However Members who have previously done something that directly or indirectly indicated what view they took, would or might take in relation to a matter and the matter was relevant to the decision but who come to the committee prepared to hear all relevant considerations, will not be perceived to have a closed mind when voting on the item.
- 5.2 Members involved in decision making on rights of way items should not, whether orally or in writing, organise support or opposition to a proposal, lobby other Members, act as advocate or put pressure on officers for a particular recommendation. However, Members not on the Committee can make written representations on an item.

6 Attendance at public meetings

- 6.1 Where possible Members who attend public meetings, should inform an Officer so they can attend and take notes. Wherever possible, such meetings should ensure that representatives of both proposers and objectors are allowed to present their views.
- 6.2 It is recognised that Members will be subject to lobbying on specific rights of way matters. In such cases it is essential that care is taken to maintain the Council's and Members' integrity and to protect the public perception of the processes involved with rights of way matters.
- 6.3 Whilst Members should bring to rights of way decisions a sense of the community's needs and interests, they have the difficult task of marrying their duty to represent the interests of

the community with an obligation to remain within the constraints of national legislation. They must only take account of relevant matters laid by the relevant Act under which the right of way issue is being considered. Local feelings may run high but these must be weighed carefully against all material considerations. The officer's report will deal specifically with these matters so that Members can arrive at an informed decision.

7 Site Visits

- 7.1 The purpose of a site visit conducted by Members and officers is to gain information relating to the rights of way decision and which would not be apparent from the officer's report and recommendation to be considered by the Committee. A site visit may also assist Members in matters relating to the context of the decision in relation to the characteristics of the surrounding area.
- 7.2 Formal site visits will be held where there is a clearly identified benefit to be gained from holding one i.e. where a proposal is contentious or particularly complex and the impact is difficult to assess or visualise from the submitted information or plans contained in the information before the Committee. The Committee Manager or Countryside Access Officer will keep a record of why such visits are being held and who attended.
- 7.3 The need for a site visit will be determined by the Countryside Access Manager in consultation with the Chairman of the Committee in advance of the report being considered by the Committee. All Members of the Committee will be invited to attend the site visit, together with the local Member(s), or Members may defer making a decision until they have held one.
- 7.4 All Members attending site visits should be accompanied by an officer. If access to private land is necessary, the Committee Manager in consultation with the case officer will secure the prior agreement of the land owner/tenant/applicant who will be advised that lobbying is unacceptable and that only factual answers or information should be given to Members.
- 7.5 At the discretion of the Chairman of the Committee, the relevant District and Parish Councils will be notified of any site visit and invited to attend and observe. Any persons present at a site visit who are neither Members nor officers of the Council may observe but not participate in the site visit.

8 Declaration and registration of interests

Members will make oral declarations at a Local Committee of significant contact with applicants and objectors, in addition to the usual disclosure of pecuniary interests.

- 8.1 The law and guidance on the declaration of personal and prejudicial interests as set out in the Members' Code of Conduct and the Council's Standing Orders, must be observed and upheld by all Members and officers. At Committee meetings Members will make oral declaration of significant contact with applicants or objectors.
- 8.2 Members should bear in mind the potential for their interests to affect the decisions they may take on such matters, even if such interests do not amount to disclosable pecuniary interests. If a Member's interest in a matter would lead them to predetermine a decision, it would not be appropriate for that Member to participate in the decision, even if they are not subject to any statutory prohibition relating to disclosable pecuniary interests. If they were to do so, they would be at risk of breaching the code of conduct and making the authority's decision vulnerable to challenge.

9 Officer reports to Committee

- 9.1 All items considered by the Committee will be the subject of a full written report by officers, which incorporates firm recommendations. These reports will consider national legislation,

Surrey County Council policies and guidance, and representations made by statutory consultees, local residents and other interested parties. The report will contain all the relevant material known at the time the report is despatched to Members. An updating sheet will be provided at Committee only if there have been any significant developments or changes to the report.

- 9.2 Rights of Way items, which may be submitted to the Planning and Regulatory Committee for determination will relate to: Minerals and Waste applications, cross boundary applications and locally contentious issues.
- 9.3 Decisions for rights of way on Surrey County Council, Borough or District land will be treated in the same way as any decision on private land. Decisions will be made strictly on legislation and Surrey County Council policy without regards to any financial or other gain that might accrue to the Council in respect of the decision. The County Council recognises that its own rights of way applications may not be treated any differently from any other.
- 9.4 Applications for changes to the rights of way network relating to Minerals and Waste applications will be considered by the Planning and Regulatory Committee usually when the decision on the planning application itself is made.
- 9.5 Definitive Map Modification Orders must be determined either way within twelve months in accordance with national legislation; officers conduct a comprehensive consultation and all responses get included in the officers report. Should Members recommend deferring the decision of an application a reason must be fully minuted. New evidence can be submitted to Officers, and a recommendation taken back to the following Local Committee.
- 9.6 Where rights of way proposals cross Borough and District boundaries, a report would normally go to both Local Committees. For example, in the consideration of Traffic Regulation Orders a report has to go twice; once for a decision on whether to publish a Notice of Intention to make an order and a second time to consider any representations from that Notice and determine whether an Order should be made. In this instance, the rights of way application may go to the Planning and Regulatory Committee for determination following an initial consultation with the appropriate local committee chairmen. Similarly, the Planning and Regulatory Committee can consider items that are particularly contentious locally.

10 Determination of rights of way matters

- 10.1 The reasons given by a Local Committee for refusing or granting a recommendation should be fully minuted, especially where these are contrary to officer advice or the county policy.
- 10.2 The County Council recognises that rights of way decisions are often matters of fine judgement where the balancing of considerations is difficult. The officer's report will normally rely heavily on national legislation and the Council's policies for Rights of Way as stated in the Rights of Way Statement for Surrey (January 2010). Members may wish to exercise their discretion to choose a recommendation as an exception to policy or may not agree with the recommendation. Where the Committee wishes to make a decision contrary to the officer's recommendations (whether for approval or refusal) the Committee will agree the reasons for the decision during the debate on the item, after taking advice from officers. If for any reason this cannot be completed during the debate, the Committee may delegate approval of the detailed drafting of the reasons to the Committee Chairman in consultation with officers. Should the matter end at Public Inquiry as a result of the decision, a Member will be required to attend and give evidence in support.
- 10.3 There is nothing to prevent a Member from seeking advice from officers, including advice on wording for an alternative recommendation, before a Committee meeting provided that he/she comes to the meeting with an open mind.

- 10.4 There will be full and accurate minuting of resolutions with a careful record being kept of the debate when a resolution is proposed, which is contrary to an officer recommendation. In such cases the Chairman will summarise, or cause to be summarised, the salient points of the debate. They will also ensure the text of the proposition is clearly understood before putting the matter to the vote. The officers have a duty to support the decisions of the Committee.
- 10.5 A Member shall decline to vote in relation to any rights of way decision unless he or she has been present in the meeting of the Committee throughout the consideration of that particular item.
- 10.6 Members of the public and their representatives may address the Local Committee on items relating to public rights of way being considered by the Committee. Speakers must first register their wish to speak by telephone or in writing/e-mail to the Community Partnership & Committee Officer by 12 noon one working day before a meeting stating on which item(s) they wish to speak.
- 10.7 Only those people who have previously made written representations to the Countryside Access Team, in response to an item will be entitled to speak. These representations should have been received during the formal consultation period. Further information about speaking at Local Committees can be found on the Surrey County Council website.