

# Cabinet

**Date & time**

Tuesday, 16  
December 2014 at  
2.00 pm

**Place**

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

**Contact**

Vicky Hibbert or Anne  
Gowing  
Room 122, County Hall  
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8541 9938

**Chief Executive**

David McNulty

vicky.hibbert@surreycc.gov.uk or  
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**Cabinet Members:** Mr David Hodge, Mr Peter Martin, Mrs Mary Angell, Mrs Helyn Clack, Mr Mel Few, Mr John Furey, Mr Mike Goodman, Mr Michael Gosling, Mrs Linda Kemeny and Ms Denise Le Gal

**Cabinet Associates:** Mr Steve Cosser, Mrs Clare Curran, Mrs Kay Hammond and Mr Tony Samuels

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**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Vicky Hibbert or Anne Gowing on 020 8541 9229 or 020 8541 9938.**

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

## **1 APOLOGIES FOR ABSENCE**

## **2 MINUTES OF PREVIOUS MEETING:**

The minutes will be available in the meeting room half an hour before the start of the meeting.

## **3 DECLARATIONS OF INTEREST**

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

Notes:

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

## **4 PROCEDURAL MATTERS**

### **4a Members' Questions**

The deadline for Members questions is 12pm four working days before the meeting (*10 December 2014*).

### **4b Public Questions**

The deadline for public questions is seven days before the meeting (*9 December 2014*).

### **4c Petitions**

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **4d Representations received on reports to be considered in private**

To consider any representations received in relation why part of the meeting relating to a report circulated in Part 2 of the agenda should be open to the public.

## **5 REPORTS FROM SELECT COMMITTEES, TASK GROUPS, LOCAL COMMITTEES AND OTHER COMMITTEES OF THE COUNCIL**

(Pages 1  
- 8)

Reports received from Adult Social Care Select Committee and Children and Education Select Committee.

## **6 SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY**

(Pages 9  
- 58)

The Surrey Local Flood Risk Management Strategy (hereafter the Strategy) meets a legal requirement for the County Council to set out how partners are working together to reduce flood risk. This document provides, for the first time, an overview of the ongoing flood risk management work underway across Surrey. The organisations in Surrey with responsibility for flood risk management have worked together to produce the Strategy. Partner organisations and the public were consulted to further develop the Strategy. The Surrey Flood Risk Partnership Board oversees the Strategy.

Residents and businesses do not always distinguish between different types of flood risk; the impact is their key concern. The Strategy will therefore illustrate levels of risk within the county from all sources of flood risk.

Extreme weather events appear to be on the rise, many of Surrey's existing homes and businesses are built in the floodplain and funding is limited. However, through the Strategy there is an opportunity to coordinate services so that the risk of flooding is reduced through a prioritised investment programme. The intention is that the impact of flood incidents is as minimal as possible.

The Environment Agency has undertaken a review of the significant winter flood incidents in 2013/14 associated with the main rivers in Surrey and Surrey County Council is currently carrying out Section 19 reports into the flooding incidents associated with surface water, groundwater and watercourse flooding. This is required under Section 19 of the Flood and Water Management Act 2010. The Surrey Flood Risk Partnership Board will review the Section 19 reports over the coming year. Surrey's risk management authorities will need to address the concerns raised in the reports.

*[The decisions on this item can be called in by the Environment and Transport Select Committee]*

## **7 REVISED MINERALS AND WASTE DEVELOPMENT SCHEME (MWDS)**

(Pages  
59 - 114)

The Minerals and Waste Development Scheme (the Scheme) is the County Council's public statement of its planning policy documents and its programme for revising these documents. A revision to the Scheme is required primarily because the Surrey Waste Plan will need to be reviewed in the foreseeable future and the Scheme therefore needs to set out a programme for the review of the Waste Plan.

## **8 SUPPORTING ECONOMIC GROWTH THROUGH INVESTMENT IN TRANSPORT INFRASTRUCTURE**

(Pages  
115 -  
124)

On 23 September 2014, the Cabinet approved the arrangements for local financial contribution for the first tranche of three transport schemes of the 2015-16 Local Enterprise Partnership (LEP) Local Growth Deal programme.

Since that Cabinet meeting the financial requirement from the county

council has been confirmed at £1.8m, significantly lower than the £2.7m potential commitment agreed.

Approval is now sought for the arrangements for local contributions for the second tranche of seven schemes, for the 2015-16 programme. The business cases for these schemes need to be submitted by 30 January 2015 or earlier, with construction to commence during 2015/16.

The Council has been in discussions with the relevant Borough councils to secure their share of the local contribution. It is a requirement that the county council confirms that the local contribution is available when it submits the business cases.

*[The decisions on this item can be called in by the Environment and Transport Select Committee]*

**9 THE AGREEMENT WITH SURREY WILDLIFE TRUST FOR THE MANAGEMENT OF THE COUNTY COUNCIL'S COUNTRYSIDE ESTATE** (Pages 125 - 160)

Surrey County Council (SCC) signed a 50 year agreement (the Agreement) with Surrey Wildlife Trust (SWT) to manage the County Council's Countryside Estate in 2002. Running with the Agreement is a 50 year lease for the land and buildings comprising the Estate. A review has recently been undertaken to assess the effectiveness of the Agreement and to set out changes which will improve the outcomes. Key areas of focus have been the management of built property, management of the woodlands and the opportunity to improve visitor facilities and generate income from the Estate. Attention on these areas will, in turn, help to move the management of the Estate to a self funding position, providing improvements for visitors and reducing costs.

*[The decisions on this item can be called in by the Environment and Transport Select Committee]*

**10 FINANCE AND BUDGET MONITORING REPORT FOR NOVEMBER 2014** (Pages 161 - 164)

The Council takes a multiyear approach to its budget planning and monitoring, recognising that the two are inextricably linked. This report presents the Council's financial position at the end November 2014.

Please note that Annex 1 to this report will be circulated separately prior to the Cabinet meeting.

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

**11 HEALTH AND SOCIAL CARE INTEGRATION** (Pages 165 - 170)

Collaboration and joined up working has been at the heart of work between health and social care in Surrey since Surrey's Health and Wellbeing Board was established in 2012.

The County Council and health partners are working jointly to achieve better outcomes and high quality co-ordinated care for Surrey residents through greater integration and alignment of health and social care services.

Having grown and developed over time, the move towards integrated services has become a fundamental part of the way the Council and its partners develop and deliver services. This report acknowledges the significant acceleration for the integration of health and social care. It asks the Cabinet to consider fully the implications of the strategic direction and to endorse it.

*[The decisions on this item can be called in by the Adult Social Care Select Committee]*

**12 APPROVAL TO AWARD A CONTRACT FOR THE PROVISION OF A COMBINED HEALTHWATCH AND NHS COMPLAINTS ADVOCACY SERVICE** (Pages 171 - 188)

The Health and Social Care Act 2012 placed a statutory duty on local authorities to commission a local Healthwatch service and an independent NHS complaints advocacy service from 1 April 2013. This Cabinet report seeks approval to award a single contract following a competitive tender process for the provision of a Healthwatch and NHS Complaints Advocacy Service.

The Council is committed to engaging and involving residents in the planning, design and delivery of services – a strong local Healthwatch and Independent NHS Complaints Advocacy service in Surrey will support the achievement of this.

*[The decisions on this item can be called in by the Health Scrutiny Committee]*

**13 BISLEY CHURCH OF ENGLAND PRIMARY SCHOOL, WOKING** (Pages 189 - 192)

To approve the Business Case for the expansion of Bisley Church of England Primary School from a 1.5 Form of Entry primary (315 places) to a 2 Form of Entry Primary (420 places) creating 105 additional primary places in the Woking area from September 2016.

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 14 WORPLESDON PRIMARY SCHOOL, GUILDFORD** (Pages 193 - 198)
- To approve the Business Case for the expansion of Worplesdon Primary School from a 2 form of entry primary (420 places) to a 2 form of entry at Reception and 3 form of entry at Year 3 Primary (540 places) creating 120 additional Key Stage 2 places in Guildford to help meet the basic need requirements in the Guildford area from September 2016.

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 15 CONNAUGHT JUNIOR SCHOOL, BAGSHOT** (Pages 199 - 202)
- To approve the Business Case for the expansion of Connaught Junior School from a 3 form of entry Junior (360 places) to a 4 form of entry Junior (480 places) creating 120 additional Junior places in Bagshot to help meet the basic need requirements in the Surrey Heath area from September 2015.

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 16 ST ALBAN'S CATHOLIC PRIMARY SCHOOL, WEST MOLESEY** (Pages 203 - 208)
- To approve the Business Case for the expansion of St Alban's Catholic Primary School from a 1 form of entry primary (210 places) to a 2 form of entry Primary (420 places) creating 210 additional places in East Molesey to help meet the basic need requirements in the Elmbridge area from September 2015.

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 17 EXCLUSION OF THE PUBLIC**
- That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

## **PART TWO - IN PRIVATE**

- 18 APPROVAL TO AWARD A CONTRACT FOR THE PROVISION OF A COMBINED HEALTHWATCH AND NHS COMPLAINTS ADVOCACY SERVICE** (Pages 209 - 212)

This is a part 2 annex relating to item 12.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by the Health Scrutiny Committee]*

- 19 BISLEY CHURCH OF ENGLAND PRIMARY SCHOOL, WOKING** (Pages 213 - 218)
- This is a part 2 annex relating to item 13.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 20 WORPLESDON PRIMARY SCHOOL, GUILDFORD** (Pages 219 - 224)
- This is a part 2 annex relating to item 14.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 21 CONNAUGHT JUNIOR SCHOOL, BAGSHOT** (Pages 225 - 230)
- This is a part 2 annex relating to item 15.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

- 22 ST ALBAN'S CATHOLIC PRIMARY SCHOOL, WEST MOLESEY** (Pages 231 - 236)
- This is a part 2 annex relating to item 16.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by either the Council Overview and Scrutiny Committee or the Children and Education Select Committee]*

**23 MERSTHAM COMMUNITY HUB**

(Pages  
237 -  
244)

The proposed Merstham Community Hub (The Hub) will be a new multi functional Surrey County Council (SCC) owned building which will house a library, youth centre, community space, and public cafe on the Triangle site in Portland Drive, Merstham. The Hub will adjoin four new Reigate and Banstead Borough Council (RBBC) owned retail units. Together they will form an integral part of the wider Merstham regeneration project which will be procured and delivered by Reigate & Banstead Borough Council in partnership with SCC and Raven Housing Trust Ltd (Raven).

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

**24 BURPHAM PRIMARY SCHOOL, GUILDFORD**

(Pages  
245 -  
250)

This Part 2 report contains information which is exempt from Access to Information requirements by virtue of paragraph 3 – Information relating to the financial or business affairs of any particular person (including commercially sensitive information to the bidding companies).

The information contained within may not be published or circulated beyond this report and will remain sensitive until contract award in January 2015.

**Exempt: Not for publication under Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*[The decisions on this item can be called in by the Council Overview and Scrutiny Committee]*

**25 PUBLICITY FOR PART 2 ITEMS**

To consider whether the item considered under Part 2 of the agenda should be made available to the Press and public.

**David McNulty**  
**Chief Executive**  
Monday, 8 December 2014



## QUESTIONS, PETITIONS AND PROCEDURAL MATTERS

The Cabinet will consider questions submitted by Members of the Council, members of the public who are electors of the Surrey County Council area and petitions containing 100 or more signatures relating to a matter within its terms of reference, in line with the procedures set out in Surrey County Council's Constitution.

### **Please note:**

1. Members of the public can submit one written question to the meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and so cannot relate to "confidential" or "exempt" matters (for example, personal or financial details of an individual – for further advice please contact the committee manager listed on the front page of this agenda).
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman's discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet Members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet Members may decline to answer a supplementary question.

## 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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## **ADULT SOCIAL CARE SELECT COMMITTEE**

### **Item under consideration: HEALTH & WELLBEING PRIORITIES: OLDER ADULTS AND PREVENTION**

**Date Considered: 23 October 2014**

1. At its meeting on 23 October 2014 the Adult Social Care Select Committee considered the plans made by the Adult Social Care Directorate and the Public Health Team to implement two of the Surrey Health and Wellbeing Strategy priorities.
2. The Committee recognise the health and social care system has become increasingly integrated in recent years and there are now many examples of joint working between agencies. Members sought to be reassured that Adult Social Care funding was being used to support its core aims.
3. There was a discussion on social care teams working seven days-a-week in acute hospitals to facilitate the safe and timely discharge of patients back to their homes or care settings following an episode of hospital care.

### **Recommendation**

The Committee recommends that the Strategic Director and the Cabinet Member for Adult Social Care monitor the working of social care teams in acute hospital in relation to the operation of discharge services.

**Keith Witham**

**Chairman of the Adult Social Care Select Committee**

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## Children & Education Select Committee

### Items under consideration:

**Surrey Safeguarding Children Board Annual Report 2013-2014**  
**Surrey County Council Safeguarding Unit Report**

**Date Considered: 27 November 2014**

- 1 The Children & Education Select Committee considered the annual report of the Surrey Safeguarding Children Board (SSCB) and the report of the Council's Safeguarding Unit. Copies of these reports are available in the [agenda papers](#)<sup>1</sup> for the Committee meeting.
- 2 The Committee heard from witnesses on a range of matters connected to safeguarding and how the Council works with its partners to protect children and young people from harm. In particular, the Committee noted the following:
  - Recent events in Rotherham and other local areas in the country have led to an increased awareness of the presence and impact of Child Sexual Exploitation (CSE). The SSCB has also had CSE as one of its four targeted priorities since 2011.
  - The role of different partners in identifying those at risk of CSE, and how a multi-agency approach is required to reduce this risk, protect those affected by CSE and prosecute those who seek to exploit children and young people. In connection to this, the Committee discussed the role of district and borough councils and Surrey Police in working to educate and support local communities, and reduce the risk of CSE.
  - The value of one to one support and relationship building between professionals and children and young people at risk of CSE, in order to ensure they feel able to share concerns and are adequately supported and protected from harm. In particular, the Committee discussed the role of the Youth Support Service in supporting vulnerable young people.
- 3 The Committee supports the work of the Safeguarding Unit in promoting understanding and risk assessment in relation to CSE, and in the development of support services for children and young people deemed to be at risk. It recommends:

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<sup>1</sup> Children and Education Select Committee. 'Surrey Safeguarding Unit Report'. 27 November 2014

<http://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=335&MId=3638&Ver=4>

(Accessed 27 November 2014)

- That Surrey County Council actively engages with District and Borough councils and Surrey Police to consider how the risk of Child Sexual Exploitation can be reduced through regulatory licensing, in particular taxi licensing and in respect of activities described as "Licensable Activities" by the Licensing Act 2003.

The Committee requests that an update on the progress of this work is brought to a meeting in six months time. It further recommends:

- That, given the crucial work of the Youth Support Service and Children's Services in supporting young people and children at risk of CSE and in reducing the risk of CSE, any future strategy and financial planning by Cabinet ensures that both services are suitably resourced to address CSE and safeguarding in Surrey.

**Dr Zully Grant-Duff**  
**Chairman of the Children & Education Select Committee**

## **Children & Education Select Committee**

### **Items under consideration: Schools and Safeguarding Update**

**Date Considered: 27 November 2014**

- 1 The Children & Education Select Committee received verbal updates from the Cabinet Member for Schools and Learning, Assistant Director for Schools and Learning, and representatives from the Secondary Phase Council and Special School Phase Council.
- 2 The Committee heard from witnesses about the role of schools in identifying and sharing safeguarding concerns, and how the partners on the Surrey Safeguarding Children Board (SSCB) have worked to raise awareness in schools on key safeguarding issues, such as Child Sexual Exploitation (CSE).
- 3 The Cabinet Member for Schools and Learning stressed that she considered supporting schools on the issue of safeguarding children and young people to be a priority. Accordingly, she informed the Committee of her wish to engage further with the SSCB, and to work with her Cabinet colleagues to identify what more could be done to support schools on the matter of safeguarding. She also highlighted that there was a need to engage with all Surrey schools on these matters.
- 4 The Committee noted that the Section 11 audits, being undertaken in all maintained schools in the autumn term, would provide evidence about the safeguarding policies and procedures schools have in place. Phase council witnesses commented that so far the audits had proved useful in ensuring schools were compliant with safeguarding guidance.
- 5 The Committee recommends:
  - That the Cabinet Member for Schools and Learning, the Cabinet Member for Children and Families and the Cabinet Associate for Children, Schools and Families re-develop the Council's policy on safeguarding in all Surrey schools. It is suggested the Section 11 audits for schools are used to identify key themes in this regard.

**Dr Zully Grant-Duff**  
**Chairman of the Children & Education Select Committee**

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## Children & Education Select Committee

### Item under consideration: School Governance Task Group – Interim Report

**Date Considered: 27 November 2014**

- 1 The Children & Education Select Committee considered an interim report from the Surrey School Governance Task Group. A copy of this report is available in the [agenda papers](#)<sup>1</sup> for the Committee meeting.
- 2 The Committee ask that the Cabinet note the key points of this report:
  - The new statutory guidance on the nomination of Local Authority governors provides an opportunity to review the current appointment and nomination process in order to support the principles outlined in the recommendation.
  - The changing expectations placed of school governing bodies, in light of updated national policy and guidance from the Department for Education.
  - The Local Authority's role in supporting school improvement and better outcomes for Surrey's children, and which the Task Group believes can be achieved in part through the support offered to school governors.
- 3 In light of the Interim Report the Committee recommends:
  - a) That the Cabinet Member for Schools and Learning, in conjunction with the Assistant Director for Schools and Learning, develops a new Local Authority governor nomination process.

That the new process operates under the following principles:

- Candidates to be considered by a nomination panel set up with a clear delegation of responsibilities;
- That the Local Authority governor nominee's skills match the required skills of the individual governing body, in order to maximise their effectiveness;
- That appropriate checks are made as to the suitability of a candidate;

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<sup>1</sup> Children and Education Select Committee. 'Surrey School Governance Task Group – Interim Report'. 27 November 2014  
<http://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=335&MId=3638&Ver=4>  
(Accessed 27 November 2014)

- That the local Member is informed of any LA governor vacancy, and then invited to put forward a candidate for consideration and join the nomination panel;
  - That a nomination is made within 20 working days of the Council receiving formal notification of a vacancy or a re-nomination request, in order to ensure vacancy rates and the costs of administering the process are kept to a minimum
- b) That the Cabinet Member for Schools and Learning and the Children, Schools and Families Directorate makes arrangements for a regular forum for all Local Authority governors to discuss the responsibilities and priorities of the Council.
- c) That the Cabinet Member for Schools and Learning and the Assistant Director for Schools and Learning encourage all Surrey state-funded schools to hold open governors' meetings, to be conducted according to an engagement protocol as agreed by the governing body.
- 4 The Task Group will propose a further set of recommendations in its final report to the Select Committee on 26 January 2015.

**Dr Zully Grant-Duff**  
**Chairman of the Children & Education Select Committee**

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 16 DECEMBER 2014**

**REPORT OF: MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS,  
LEAD TRANSPORT AND FLOODING**

**OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR ENVIRONMENT &  
INFRASTRUCTURE**

**SUBJECT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY**



#### **SUMMARY OF ISSUE:**

The Surrey Local Flood Risk Management Strategy (hereafter the Strategy) meets a legal requirement for the County Council to set out how partners are working together to reduce flood risk. This document provides, for the first time, an overview of the ongoing flood risk management work underway across Surrey. The organisations in Surrey with responsibility for flood risk management have worked together to produce the Strategy. Partner organisations and the public were consulted to further develop the Strategy. The Surrey Flood Risk Partnership Board oversees the Strategy.

Residents and businesses do not always distinguish between different types of flood risk; the impact is their key concern. The Strategy will therefore illustrate levels of risk within the county from all sources of flood risk.

Extreme weather events appear to be on the rise, many of Surrey's existing homes and businesses are built in the floodplain and funding is limited. However, through the Strategy there is an opportunity to coordinate services so that the risk of flooding is reduced through a prioritised investment programme. The intention is that the impact of flood incidents is as minimal as possible.

The Environment Agency has undertaken a review of the significant winter flood incidents in 2013/14 associated with the main rivers in Surrey and Surrey County Council is currently carrying out Section 19 reports into the flooding incidents associated with surface water, groundwater and watercourse flooding. This is required under Section 19 of the Flood and Water Management Act 2010. The Surrey Flood Risk Partnership Board will review the Section 19 reports over the coming year. Surrey's risk management authorities will need to address the concerns raised in the reports.

#### **RECOMMENDATIONS:**

It is recommended that the Cabinet:

1. Approves and adopts the Surrey Local Flood Risk Management Strategy and action plan, set out in the appendices to this report.
2. Approves the active engagement with all risk management authorities through the Surrey Flood Risk Partnership Board.

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3. Publicises the findings of the Flood and Water Management Section 19 investigations on the external website.

#### **REASON FOR RECOMMENDATIONS:**

The Strategy is a statutory requirement under the Flood and Water Management Act 2010 and sets the framework for flood risk management in the county by the risk management authorities. The Strategy provides a framework for joint work with residents and businesses to reduce risk and prepare for the future.

#### **DETAILS:**

##### **Context**

1. The Flood and Water Management Act 2010 (hereafter the Act) identifies risk management authorities - bodies with an interest in flood risk management. The County, in its role as Lead Local Flood Authority, is responsible for the management of flood risk associated with surface water, groundwater and ordinary watercourses, with the Environment Agency having an overseeing role in this as well as their responsibility for managing the flood risk associated with main rivers. The organisations involved include:
  - The Environment Agency
  - county councils and unitary authorities (lead local flood authorities)
  - highway authorities
  - district and borough councils
  - water companies
  - internal drainage boards
2. In recognition of this, Surrey County Council has established the Surrey Flood Risk Partnership Board (hereafter the Partnership Board). All Surrey district and borough councils have joined. The board includes senior officer representatives from the Environment Agency and Thames Water.
3. The board also includes Surrey's Local Resilience Forum and Surrey Fire and Rescue Service and other key partners. Surrey's Local Resilience Forum (SLRF) was originally established in 1992 to co-ordinate the response of Surrey's emergency services and local authorities to major incidents. It is made up of chief officers from Surrey's 12 local authorities, emergency services, armed forces and others.
4. The Partnership Board has overseen the development of the Strategy which is a requirement under the Act, for Surrey County Council to produce as lead local flood authority for the county.
5. Extreme weather, existing buildings in floodplains and limited funding means that flood incidents in Surrey can never be totally stopped. However, through the Strategy services will be coordinated so that flood risk is reduced and the aftermath of flood incidents is minimised. The Strategy provides a real opportunity for us to work together with residents and businesses to reduce risk and prepare for the future.
6. The Strategy follows guidance set out in the National Flood and Coastal Erosion Risk Management Strategy 2011 and lays out high level ambitions. It

will be a statutory document that Surrey's risk management authorities must pay heed to.

7. The Act requires Surrey County Council to develop a strategy for 'local flood risk'. That is, from surface runoff, groundwater and ordinary watercourses i.e. smaller rivers and streams. The Partnership Board has developed an integrated strategy across all flood risks.
8. The Strategy is supported by Surrey County Council's drainage strategy, wetspots programme and other strategies and plans produced by Surrey's risk management authorities including the Environment Agency, sewerage undertakers (water companies) and district and borough councils.
9. The action plan, consultation report and Equality Impact Assessment provided at annexes 1-4 to this report.

### **Ambitions and objectives**

10. The ambitions for the strategy as follows:
  - i. Drainage strategy – The County will develop a long term drainage asset management strategy, which covers highways and ordinary watercourse maintenance. This will improve how we target risk areas in a joined up way.
  - ii. Infrastructure - The relevant local authorities will work together with the Environment Agency to ensure the development and implementation of flood risk management strategies on the rivers they are responsible for including the Lower Thames and Upper Mole. This will bring tangible reductions in flood risk to many Surrey communities.
  - iii. Sustainable drainage - The County will actively promote the use of sustainable drainage systems in the county. The County also want to encourage more retrofitting of sustainable drainage systems in high risk areas. (This is a process of integrating new solutions to drainage problems into an existing design e.g. a housing development. Measures might include property level protection or sustainable drainage systems).
  - iv. Resilience – The County will promote flood resilience and resistance measures to 'at risk' households and businesses in Surrey. This will include the continued development and sharing of 'self help' opportunities.
  - v. Insurance – The County will urge the Government to work with the insurance industry to guarantee the availability and affordability of flood insurance.
  - vi. Funding – The County will be ambitious in our approach to securing national flood risk management funding, and in exploring additional funding sources. We will assist, where possible, in supporting the funding of property level protection schemes in high risk areas.
  - vii. Communications – The County will continue to explain what work is underway to reduce flood risk, how this is prioritised and what role flood forums, residents and businesses can play.

- viii. Technology –The County will continue to promote and use innovative technologies, to better understand the nature of flood risk, and identify potential flood risk mitigation measures.
11. The Strategy must be compliant with the National Flood and Coastal Risk Management Strategy 2011. The following objectives were tested through the consultation process. The County will;
- make it easier for risk management authorities to work together.
  - agree the roles and responsibilities of all stakeholders.
  - provide a clear overview of levels of flood risk throughout the county, to enable wider understanding of those risks.
  - consider flooding issues at a regional level. i.e. across border issues with adjacent authorities.
  - reflect and action the concerns of residents and businesses.
  - provide a robust approach to the prioritisation of spending on schemes intended to reduce flood risk.
  - highlight how residents and businesses can help manage risk.
  - develop an annual action plan of priority actions based on the principles set out within the strategy.
  - ensure environmental consequences are taken into account in the design and implementation of any proposed flood risk management measures.

#### **CONSULTATION:**

12. The County carried out two public consultations in 2012 and developed partnerships in 2013, through the Thames Regional Flood and Coastal Committee, Surrey Flood Risk Management Board, River Thames Scheme Sponsoring Group, Surrey Planning Officers Association and local flood forums.
13. Surrey was one of the first lead local flood authorities to publish an initial draft Strategy. In developing the final Strategy:
- The County has given additional time to forming an adequate response to a new piece of legislation: The EU Water Framework Directive.
  - The County has worked closely with Surrey Planning Officers Association to develop wording on planning issues to assist in their development control and forward planning work. This reflects the National Planning Policy Framework, which came into effect in March 2013.

#### **Consultation analysis**

14. In total the County received 376 responses in the two phases of consultation.
15. Before the full public consultation, public survey was sent out in January 2012 to capture feedback on flooding issues from residents and businesses. Business networks, residents associations, community flood groups and the parish councils' network received it -119 people responded to the survey.
16. It was found that over half of the 257 respondents to the public survey had personally experienced flooding in the last 10 years. Some of them had experienced problems obtaining building insurance. They voiced concerns relating to both surface water flooding and fluvial (river) flooding. The

responses were taken into account in the draft initial Strategy and in the operation of the lead local flood authority.

17. Public consultation on the draft Strategy initially ran from 1 September to 30 November 2012. The deadline was subsequently extended to 21 December upon request to accommodate some late responses.

18. Overall those that responded to the public consultation agreed with the ambitions in the strategy. Half of the respondents said they need further information. The type of information they needed was to help them understand who is responsible for what and what support they could expect. The Strategy now clarifies the responsibility of the different authorities and organisations.

90 respondents provided additional comments, such as:

*'The draft LFRMS is comprehensive, informative and suitably aspirational. It is also opportunely well-timed in seeking a more holistic view of flooding and the approaches for its containment.'*

*'The recent flooding in other parts of the country has highlighted the need to have a strategy – for all the areas you have highlighted, including drainage, infrastructure and insurance.'*

*'The importance of the local community engagement in all stages of the Flood Risk Management Strategy cannot be overemphasised. They know their area better than any agency...they can provide early warnings...and identify/assist vulnerable people threatened by flooding.'*

*'Most landowners know they have a responsibility to keep ditches clear but they seem to be very lax.' 'Unfortunately, in my experience, with so many bodies involved, it is far too easy for the various Authorities to pass the buck and blame others.'*

As well as property-level flooding, respondents were concerned about potential dangers to road users and pedestrians. Some respondents were concerned about the impact of heavy rainfall and 'flash-flooding' including runoff from private land.

19. Respondents identified many localised instances and long-term flooding problems. The 31 comments on our ambitions almost exclusively recommended better road drainage. This emphasises the importance of our ambition for a long-term drainage asset management strategy.

20. Following the consultation and subsequent engagement process, it has been concluded that the original ambitions should remain the same with some updating. Also, that our objectives should remain the same as those defined in the National Flood and Coastal Flood Risk Management Strategy.

21. The public consultation and partner engagement informed changes to the Strategy. As a result of what people told us, the Strategy has been updated as follows:

- Made some technical corrections to the content, including more detail on local areas where it was available.

- Inserted case studies with new information and drawn attention to positive initiatives.
- Included roles and responsibilities of land and property owners.

An executive summary will be produced when the final version of the strategy is published.

22. The points raised in the consultations have been taken into account along with the priorities of other risk management authorities, which included:
- Establishing a consistent approach to the level of flood risk being managed.
  - Improve the understanding of the drainage networks in Surrey.
  - Continuing to review the cost benefits of measures.
  - Taking full account of flood risk in the planning system.
  - Recognising the importance of sewerage system improvement.
  - Continuing to reduce risk to road users' safety and improve journey time reliability.
  - Understanding the risks and hazards which are made worse by the potential impact of climate change.
  - Continuing to identify opportunities for schemes to achieve multiple objectives.
  - Provision for delivering on wider environmental objectives.
23. As the lead local flood authority, Surrey County Council will continue to document and track the many local flood risk issues raised in the consultation and share these with any other flood risk authorities involved. The County will also use feedback on how respondents want to be updated on flood risk management activity to develop our communications approach.
24. In response to officer feedback, the County will continue to develop cross-boundary working. This includes partnership working, where practical, with the Thames Regional Flood and Coastal Committee, River Thames Scheme Sponsoring Group, South East Seven authorities and others.
25. The Partnership Board has overseen development of the Strategy. It has engaged in the Strategy via a sub-group and taken items at board meetings.
26. The Strategy has been subject to early and formal public consultation. In our early consultation in spring 2012, the survey captured people's flooding issues in Surrey. This helped inform the draft Strategy. To develop the final Strategy, the County wanted to understand the key concerns of risk management authorities, interested organisations, residents and businesses. From September to December 2012, a public consultation was held.
27. The Cabinet Member for Highways, Transport and Flooding, and the then Cabinet Member for Community Safety, have been engaged, at key stages in the Strategy development. A member seminar in September 2012 was held and 24 members attended. The Environment and Transport Select Committee scrutinised the strategy on 8 November 2012 and 6 March 2013. The Partnership Board have taken all this into account during the development of the Strategy .



28. Officers made presentations to Local Area Committees (a public and/or private meeting).
29. A group of Surrey borough and district drainage engineers was convened to help shape the Strategy and delivered presentations to relevant officer groupings such as Surrey Planning Officers Association.
30. In June 2013, Surrey Chief Executives (comprising Surrey's 12 local authority chief executives) agreed that the Strategy is appropriate.
31. The consultation report is set out in annex 2 to this report.

### **Financial and Value for Money Implications**

32. Adopting the Strategy has no direct financial implications for Surrey County Council. The additional individual activities, measures and schemes that are brought forward may have financial consequences, which will be detailed in further reports. The amount of progress made will to some extent depend on our ability to secure funding from external sources, such as Defra Flood and Coastal Erosion Risk Management Grant in Aid (FCRM GiA).
33. Surrey County Council currently receives a total of £592,000 per annum through government grant and other sources (retained business rates). Defra has indicated that it intends to make a Flood and Water Grant element of £250,000 available to the County for 2015/16. It is not known if any funding will be made available after this.
34. The current government partnership funding arrangements mean that capital and revenue flood schemes will require local funding contributions. The strategy identifies potential national, regional and local funding sources. The County is working with the Thames Regional Flood and Coastal Committee to secure 'local levy' funding; and with the Environment Agency to secure Defra 'grant in aid' for flood schemes.
35. The Environment Agency is responsible for allocating central government funding to manage flood and coastal erosion risk in England using the partnership funding approach. This funding is known as FCRM GiA. It goes to flood risk management authorities who use it to pay for a range of activities including schemes that help reduce flood risk.
36. The Thames Regional Flood and Coastal Committee (TRFCC) plays an important role in agreeing programmes of work. Through it, the Environment Agency is entitled to raise extra funding from local authorities, known as local levy. The TRFCC is made up of a majority of elected members from local authorities and representatives from other Thames interest groups. Surrey County Council currently contributes around £1 million per annum to the Thames local levy. The Cabinet Member for Highways Transport, and Flooding is Surrey County Council's member appointment to the TRFCC.
37. Surrey County Council is working with the Environment Agency and relevant local authorities to progress implementation of the River Thames Scheme. The full scheme would alleviate flood risk to communities along the River Thames from Datchet to Teddington. It is a major piece of economic infrastructure in the largest un-defended floodplain in England. The scheme is newly noted as a pipeline project in the draft Enterprise M3 Strategic

Economic Plan. The scheme is provisionally estimated at £302 million (construction cost) with potential contributions from flood defence grant and local levy of c.£190.4 million, with Surrey County Council contributing £1.5m. The government announced a further £60m of funding in the Autumn Statement on 3 December 2014.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

38. The Strategy provides a framework for Surrey County Council to work together with land and property owners, utility companies, communities, residents and businesses to reduce risk and prepare for the future.
39. The Environment Agency defines flood 'risk' as a combination of the likelihood of floods occurring and the consequences that can happen when they do occur. Managing the risks will help us to minimise the potential consequences to people, businesses, infrastructure and services.
40. Joint work on strategic flood risk assessments and developing joint funding bids across neighbouring authorities will ensure that all flood risks within a catchment (a broader area than a district or a borough) are taken into account.

#### **Section 151 Officer Commentary**

41. There are no new financial implications associated with the Surrey Local Flood Risk Management Strategy. Individual measures brought forward as a consequence of the strategy may have financial implications, and our ability to progress these measures will to some extent depend on our ability to secure additional funding, e.g. from Defra. Where these measures require a financial contribution from Surrey County Council, to the extent that they are not already provided for in the Medium Term Financial Plan, these will be highlighted in further reports.

#### **Legal Implications – Monitoring Officer**

42. Section 9 of the Flood and Water Risk Management Act 2010. Outline the responsibilities of the County Council as a lead local flood authority. These require a strategy to be developed, applied and monitored for local flood risk management in its area.
43. The Strategy required an Environmental Report in line with the requirements of Regulation 13(2)(a) of the Environmental Assessment of Plans & Programmes Regulations 2004 (SI 2004 No.1633). Natural England, the Environment Agency and English Heritage were consulted and found this report satisfactory. Once the strategy is completed a post-adoption environmental statement should be published in line with Regulation 16 of the Strategic Environmental Assessment Regulations.
44. Regulation 61 of the Conservation of Habitats & Species Regulations 2010 (SI 2010 No.490) requires an assessment of the implications of the implementation of the Strategy for the integrity of the SPAs, SACs and Ramsar Sites within Surrey or the surrounding area. Natural England has confirmed implementation of the Strategy would not adversely affect the integrity of any such SPA, SAC or Ramsar Site.

45. Section 9 of the Flood and Water Management Act requires the lead local flood authority to consult on the strategy with risk management authorities that may be affected by the strategy; and the public. The consultation took place in 2012 and the results are reported in Annex 2 to this report.
46. The public sector equality duty (Section 149 of the Equality Act 2010) applies to the decision to be made by Cabinet in this report. There is a requirement when deciding the recommendations to have due regard to the need to advance equality of opportunity for people with protected characteristics, foster good relations between such groups and eliminate any unlawful discrimination. These matters are dealt with in the Equalities and Diversity paragraph below.

### **Equalities and Diversity**

47. A full equality impact assessment (EIA) on the Strategy was carried out as set out in annex 3 to this report.
48. The Strategy is a framework for plans, strategies and other documents undertaken by partners. Where relevant, the EIA connects existing EIAs including on the Surrey County Council drainage capital works prioritisation process.
49. The impacts of the Strategy itself are likely to be positive. All residents in flood risk prone areas, including the vulnerable, will benefit from improved knowledge about flood risk, efforts to involve communities in the process of identifying flood risk solutions and closer working between services and communities. The Strategy will help to ensure that those with protected characteristics are more fully considered during flood risk management in that they will be included in the process which assesses the prioritisation of capital schemes. No impact on staff with protected characteristics is anticipated.
50. The County will take action as follows:
- Actively seek funding to deliver flood alleviation schemes in Surrey. By preventing and mitigating the harmful economic impacts of flooding, the Strategy will reduce flood risk and promote economic development.
  - To identify the priority areas for flood risk management, the Partnership Board will take into account areas in Surrey that fall within the top 20% and top 40% of deprived areas in the country.
  - Surrey County Council will boost the score for wetspots where property flooding affects buildings that house vulnerable people, such as care homes, respite centres and shelters.
  - All publications will be made available on request in languages and formats relevant to those with protected characteristics. This will make communication material accessible to all.
  - The County will urge the Government to work with the insurance industry to guarantee the availability and affordability of flood insurance.
51. The County have, or will do, the following as a result of the EIA:
- Add a section on the Gypsy and Traveller community to the Strategy, in the section on roles and responsibilities.
  - Surrey County Council Property Services will continue to work with the council's Emergency Management colleagues during flood events.

- The Environment Agency should encourage the Gypsy and Traveller community to sign up to Floodline Warnings Direct.
- Surrey County Council has plans to re-develop the Chertsey Bridge/ Littleton site including measures to mitigate flood risks. The site is next to the River Thames.
- Surrey planning authorities should consider flood risk in the planning of any new Gypsy and Traveller sites.

#### **Climate change/carbon emissions implications**

52. The Flood and Water Management Act 2010 requires the Council to contribute toward the achievement of sustainable development in exercising our flood risk management functions. Managing flood risk is also a positive contribution to adaptation to climate change.
53. The Strategy takes account of the UK Climate Change Risk Assessment (January 2012) and the Future Surrey Study 2010 and the Surrey Local Impacts Profile 2009.
54. The potential impacts of climate change are a key concern for the land use planning process, as local planning authorities need to consider possible changes in flood risk from all sources over the lifetime of a development.
55. The County recognises that there is currently limited analysis of the potential changes resulting from surface water flooding alone. Where resources allow, the County will work with Surrey district and borough councils to prepare surface water management plans and statements. It will also help them to update their strategic flood risk assessments.

#### **WHAT HAPPENS NEXT:**

56. The County will do the following:
- Publish the strategy on the Surrey County Council website.
  - Publish an executive summary alongside the strategy.
  - Publish a post-adoption environmental statement.
  - Inform the respondents to the public consultation of its publication.
  - The Partnership Board will provide an annual progress report to the Environment and Transport Select Committee and Directorate Leadership Team for Environment and Infrastructure. The outcomes and decisions of the Partnership Board will feed into the TRFCC.
  - The County will review the Surrey Preliminary Flood Risk Assessment in 2016, which is a key evidence base for this strategy. At this stage, there will be a full review of the strategy.
  - However, given that our knowledge and understanding on flood risk will improve significantly in the coming years, there must be opportunities to update the strategy as new information becomes available. For this reason the strategy should be viewed as a 'living document'.

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#### **Contact Officer:**

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 Mark.howarth@surreycc.gov.uk

**Consulted:**

Cabinet Member and Cabinet Associate, for Transport, Highways and Environment 3 April 2014.

Environment and Transport Select Committee, on 6 March 2013.

Strategic Director Environment & Infrastructure.

Assistant Director, Highways.

**Annexes to the report:**

1 Strategy Action Plan.

2 Consultation report Surrey Local Flood Risk Management Strategy.

3 Equality Impact Assessment Surrey Local Flood Risk Management Strategy.

**Sources/background papers:**

Draft Surrey Local Flood Risk Management Strategy, supporting maps, [Surrey County Council - Surrey Local Flood Risk Management Strategy](#) – published on the Council's website.

Minutes of the Environment and Transport Select Committee 12 January 2013.

Minutes of the Environment and Transport Select Committee 6 March 2013.

Terms of reference for the [Surrey Local Flood Risk Partnership Board](#).

The [National Flood and Coastal Erosion Risk Management Strategy 2011](#).

The [Flood and Water Management Act 2010](#).

The [Flood Risk Regulations 2009](#).

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## Surrey Local Flood Risk Management Strategy - Action Plan

Objective		Actions	Lead organisation	Timescales
1. To make it easier for risk management authorities to work together	1.1	The partnership board will continue to meet regularly to enable collaboration across risk management authorities. Its work plan will be publicised and when required sub-groups will be formed to lead on particular tasks	Lead local flood authority (LLFA) and partnership board	Quarterly
	1.2	The lead local flood authority will lead on ensuring there are regular meetings of all Surrey risk management authorities. Meetings may include provision of training as required	LLFA	Twice a year
	1.3	Work will continue on GIS mapping of key data, which will be made accessible to all risk management authorities. Early priorities include the flooding asset risk register	LLFA	Ongoing
	1.4	Existing information on flood risk will be compiled on Surrey-i to ensure ease of access for risk management authorities	LLFA	Priority action 2013/14
	1.5	The lead local flood authority will continue to develop training for planning authorities on sustainable drainage systems, the consenting role and other required topics. Production of maps indicating the suitability of locations for appropriate sustainable drainage systems across the county	LLFA	Longer term 2013/16
	1.6	Ensure that existing surface water and groundwater flood risk data is available for updates to district and borough strategic flood risk assessments and to improve the consideration of local flood risk issues in site allocation decisions and individual planning permissions	Sustainable drainage systems approving body (SAB) and LLFA	Longer term 2013/16
	1.7	Work to achieve greater involvement of water companies with the planning process	District and borough councils, county planning authority and water companies	Priority action 2013/14
2. To clarify roles and responsibilities of all stakeholders	2.1	The lead local flood authority will undertake general communication activities on the roles and responsibilities of risk management authorities, landowners and riparian owners. This includes production and targeted promotion of a Surrey riparian owners leaflet based on the Environment Agency template and developed in partnership	LLFA and partnership board	Priority action 2013/14

6	2.2	Work is currently underway to identify land ownership of ditches adjacent to the highway. This is a complex task. In areas of the county this is being carried out in collaboration with other risk management authorities and communities. Over time this work will be extended to cover non-highway ditches in known flood risk areas	LLFA and other risk management authorities	Longer term 2013/16
	2.3	Work is needed to ensure consistency of approach during a flood incident. The initial priority is the experience of callers reporting issues to risk management authorities and to ensure information gets to the appropriate authority	LLFA and other risk management authorities	Priority action 2013/14
3. To provide a clear overview of levels of risk throughout the county, to enable wider understanding of those risks	3.1	The lead local flood authority will identify and record the flood risk associated with pluvial, watercourse, groundwater & drainage assets flooding	LLFA	Priority action 2013/14
	3.2	The lead local flood authority will analyse the relationship between pluvial, watercourse, groundwater & drainage asset flooding with fluvial flooding and develop a prioritised strategy to flood risk management in the county	Partnership board	Priority action 2013/14
	3.3	Closer working between communities and maintenance teams will be encouraged in order to collect local knowledge on issues such as land ownership and maintenance	LLFA lead	Ongoing
	3.4	The lead local flood authority will continue to highlight the importance of residents and businesses reporting flood incidents in order to help build up knowledge. This will include promotion of schemes such as the online reporting form for past incidents	LLFA	Ongoing
	3.5	To develop a strategic overview, the partnership board will receive regular updates on the flooding asset risk register, designated structures and investigation reports	Partnership board	Ongoing
	3.6	The lead local flood authority will where it can, record on GIS, arterial drainage systems (ie Rive, Moneypit, Blackwater Valley Route etc) associated with flood risk and develop long term maintenance regimes for the assets in these systems	LLFA	Ongoing
	3.7	The lead local flood authority will record on GIS any converted watercourses that it encounters associated with flood risk	LLFA	Ongoing



ANNEX 1

4. To consider flooding issues at a catchment level	4.1	The partnership board will consider issues at a catchment level, informed by multi-agency data. Areas where multiple risk categories coincide will be identified and investigated further if required	Partnership board	Priority action 2013/14
	4.2	The partnership board will encourage the development of bids for funding that consider cross border issues	Partnership board and risk management authorities	Priority action 2013/14
	4.3	Where appropriate, joint updates of strategic flood risk assessments will be considered	District and borough councils	Ongoing
5. To reflect and action concerns of residents and businesses	5.1	Communication activities will focus on areas where residents and businesses have highlighted they need further information. This includes increased promotion of the work that is carried out to address flooding within the county and information on how maintenance work is prioritised	All risk management authorities	Priority action 2013/14
	5.2	Better use will be made of the Surrey wetspot database to inform the soakaway-cleaning regime	LLFA	Priority action 2013/14
	5.3	Local authorities, through the partnership board, will explore greater coordination of operations when works require traffic management. This could mean combining drain clearance with other works	LLFA and district and borough councils	Longer term 2013/16
	5.4	Findings from surface water management plans will be reported to maintenance regimes	LLFA	Priority action 2013/14
	5.5	To continue to analyse and develop a more targeted approach to gully clearing is being used, which is based on silt levels	LLFA/ Kier	Priority action 2013/14
	5.6	District and borough councils are exploring additional maintenance approaches. This includes community payback and community maintenance days	District and borough councils	Priority action 2013/14
	5.7	In partnership, we will develop a Surrey sustainable drainage systems approving body which is fully integrated with the local planning system	LLFA, with county planning authority, and district and borough council input	Preparatory work in 2013-14 for when relevant legislation is commenced
	5.8	Production of local sustainable drainage systems design and adoption guidance	Sustainable drainage systems approving body (SAB)	Preparatory work in 2013/14 for when relevant legislation is commenced (likely to be October 2014)

6. To provide a robust approach to the prioritisation of spending on the different types of schemes intended to reduce flood risk	6.1	Small scale surface water investigations will be carried out in smaller communities that have experienced surface water flooding incidents. The partnership board will prioritise these studies. The Surrey wetspot database is being revised to include frequency of flooding in its prioritisation methodology	LLFA and partnership board	Priority action 2013/14
	6.2	Through the partnership board additional support and training will be provided to district and borough councils on the national funding process	LLFA	Priority action 2013/14
	6.3	The partnership board will support production of an annual programme of bids for Defra funding. This will take into account the holistic picture of risk countywide	Partnership board	Ongoing
	6.4	The partnership board will develop a good understanding of the areas within Surrey that have highest eligibility for national funding	All risk management authorities through partnership board	Ongoing
	6.5	Risk management authorities recognise that at a local level, smaller scale solutions are often more fundable. Enabling cost effective works such as property level protection will also be a priority	Partnership board	Ongoing
	6.6	Risk management authorities will explore relevant sources of additional funding. This includes developer contributions and growth point funding	All risk management authorities	Ongoing
	6.7	Work is required to explore the potential for contributions from business in areas that would benefit from works	All risk management authorities	Longer term 2013/16
	6.8	Where appropriate, flood risk management measures will be included in infrastructure delivery plans in order to be eligible for Community Infrastructure Levy funding	District and borough councils	Ongoing
7. To highlight how land and property owners, communities, residents and businesses can help manage risk	7.1	The lead local flood authority will lead on communications activities to raise awareness of surface water flood risk. This will include practical promotion of activities residents and businesses can undertake such as rainwater harvesting. Also to communicate the approaches used by successful community groups	LLFA and district and borough councils	Priority action 2013/14

	7.2	Local authorities will seek to facilitate the formation of groups where appropriate. This includes providing groups with information, maps and encouraging them to work collaboratively with maintenance teams	LLFA, Environment Agency and district and borough councils	Priority action 2013/14
	7.3	We will continue raising awareness in areas at highest risk of fluvial flooding. This includes promotion of flood warnings, flood plans and property level protection. This will need to take account of the needs of diverse communities	Environment Agency, LLFA, district and borough councils	Ongoing
	7.4	Community flood and emergency plan advice to be provided to communities interested in developing an understanding of flooding in their local area	Environment Agency and Surrey's Local Resilience Forum	Ongoing
8. To ensure environmental consequences and opportunities are taken into account in the design & implementation of any proposed flood risk management measures	8.1	The Strategic Environmental Assessment process for the annual action plan will provide a clear account of the environmental risks and opportunities for environmental gain that are associated with options being considered	LLFA and Environment Agency	Priority action 2013/14
	8.2	Where flood risk management schemes listed in the annual action plan would require planning permission (either alone or as part of a wider development proposal) the need for Environmental Impact Assessment (EIA) and/ or Habitat Regulations Assessment (HRA) will be established early in the development of the scheme	LLFA and Environment Agency	Priority action 2013/14
	8.3	We will further our understanding of water quality issues during investigations and the consenting process. We will check our operations, to see if anything is restricting a 'good' status. Each of the schemes in the action plan (and future iterations) will be subject to assessment to determine compliance with the Water Framework Directive. Surrey County Council will update its information on flood events that had significant harmful consequences for the environment and cultural heritage. As the county planning authority the council will also require submission of Water Framework Directive compliance assessments in planning applications, where advised by the Environment Agency that it is required. The Environment Agency will also work with farmers to improve land drainage, which may also reduce diffuse pollution from their land	LLFA and Environment Agency	Ongoing



## Consultation report Surrey Local Flood Risk Management Strategy

### Executive Summary

In 2012, we asked residents, businesses and organisations for their views on our draft Local Flood Risk Management Strategy (hereafter the strategy). We wanted to make sure that it is a good foundation for our partnership approach to flood risk management.

The strategy sets out how we plan to manage all flood risk across Surrey. People's views are important. In our early consultation in spring 2012, we captured people's flooding issues in Surrey. This helped inform the draft strategy. To develop the final strategy, we wanted to understand the key concerns of risk management authorities, interested organisations, residents and businesses. From September to December 2012, we held a public consultation.

In the public consultation, we asked respondents the following questions of the draft strategy:

- Do you feel that we are heading in the right direction?
- Do you agree with our ambitions?
- Do you have any additional comments?

Broadly, respondents said we were heading in the right direction, even if they had some reservations. Since then, we have used the feedback to complete the strategy. We have worked on it with a sub-group of the Surrey Local Flood Risk Partnership Board (hereafter the Partnership Board), which represents the risk management authorities and other key partners.

We have also referred the many identified local flood risk management issues to the right risk management authority, where there was enough information to do so.

Surrey was one of the first lead local flood authorities to publish such a draft strategy. However, to complete the final strategy has taken us longer than we anticipated. This was for three reasons:

- We have given additional time to forming an adequate response to a new piece of legislation: The EU Water Framework Directive.
- We have worked closely with Surrey Planning Officers Association to develop wording on planning issues to assist in their development control and forward planning work. This reflects the National Planning Policy Framework, which came into effect in March 2013.
- We allowed time for Surrey district and borough council executives and cabinets, to fully consider and note the draft strategy. This is in recognition of our shared desire for a strong partnership to manage and prevent flood risk. At time of writing, seven of them have done so.

## Who took part in the consultation?

We asked for the views of everyone – those who have and haven't experienced flooding.

In both phases of consultation, we also sent surveys to business networks, residents associations, community flood groups and town and parish councils. In the public consultation we also asked risk management authorities to submit a formal response.

We used key channels to reach residents via our magazine, Surrey Matters, which is sent to every home in Surrey. We put copies of the draft strategies in libraries and highlighted the consultation on our website.

In total we received 376 responses in the two phases of consultation.

## What you told us and what happens next?

We have captured what you told us, and how we have responded, in this consultation report and its annexes. As a result of what people told us, we have updated the strategy as follows:

- Made some technical corrections to the content, including more detail on local areas where it was available.
- Inserted case studies with new information and drawn attention to positive initiatives.
- Included roles and responsibilities of land and property owners.

We will also improve the look and feel of the strategy document and produce an executive summary when we publish the final version.

We asked Surrey County Council Environment and Transport Select Committee to provide scrutiny of the draft strategy and our consultation process. This took place on 8 November 2012 and 6 March 2013 and 13 March 2014. For reports and minutes of the select committee meetings please see [www.surreycc.gov.uk](http://www.surreycc.gov.uk) using the search words 'Surrey Local Flood Risk Management Strategy'.

The revised strategy will be put before the Surrey County Council Cabinet early in 2014. The final strategy will be published soon after. It will be a statutory document that risk management authorities must pay heed to.

## Background information

Surrey County Council is a lead local flood authority under the Flood and Water Management Act (2010) and Flood Risk Regulations (2009). See Surrey County Council's flooding advice on the Flood and Water Management Act at [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

For descriptions of any technical terms used in this report or the strategy, please see the Glossary at the end of the strategy linked [here](#) or at [www.surreycc.gov.uk](http://www.surreycc.gov.uk) using the search words 'Surrey Local Flood Risk Management Strategy'.

## 1. What we did

### Early consultation

- 1.1. Before the full public consultation, we sent out a public survey in January 2012 to capture feedback on flooding issues from residents and businesses. Business networks, residents associations, community flood groups and the parish councils' network received it. We also sought opinion at two public exhibitions by the Environment Agency in the Lower Thames area.
- 1.2. We found that over half of the 257 respondents had personally experienced flooding in the last 10 years. Some of them had experienced problems obtaining building insurance. They voiced concerns relating to both surface water flooding and fluvial flooding. We took these responses into account in the draft strategy and in the operation of the lead local flood authority.

### Public consultation

- 1.3. Section 9 of the Flood and Water Management Act requires the lead local flood authority (in this case, Surrey County Council) to consult on the strategy with risk management authorities that may be affected by the strategy; and the public.
- 1.4. Public consultation on the draft Surrey Local Flood Risk Management Strategy initially ran from 1 September to 30 November 2012. We subsequently extended the deadline to 21 December upon request. This was to accommodate some late responses.
- 1.5. It was available at [www.surreycc.gov.uk/floodriskstrategy](http://www.surreycc.gov.uk/floodriskstrategy) The Surrey County Council Contact Centre was briefed to field calls on 03456 009 009. This is the main county council number for general enquiries about flood risk that we are responsible for. A strategy summary leaflet was also available in hard copy. The survey was also highlighted in Surrey Matters, the County Council quarterly magazine, which is sent to every household in Surrey.
- 1.6. In this phase of consultation nine Surrey local committees invited us to present to a formal or informal meeting. These are committees made up of county and borough or district council elected representatives or members. They broadly welcomed the partnership approach and our ambitions. Some committees asked us to invite their district or borough council to join the Partnership Board, which we did. Members noted local flood risk issues and assets. We put these on our emerging asset register, added new issues to our register of 'Wetspots' and records of historic flooding events. We also passed on details to other risk management authorities to take action, where there was enough information to do so.
- 1.7. We held a member seminar on 10 September 2012. It was attended by 24 county, district and borough council members. Members wanted to see outcomes that make a difference to their residents. They also wanted clarity

on responsibilities. We developed Section 3 on page 27 of the strategy to cover these roles and responsibilities in detail.

- 1.8.** We circulated the strategy widely to risk management authorities, residents associations and parish councils. In addition we contacted known local flood groups, individuals and organisations with an interest in flood risk management and business networks.
- 1.9.** The list of questions we asked in our leaflet and online survey is provided in the annexes to this report. Some quotations from the consultation feedback are provided in the report below in italics.

## **2. Who responded?**

- 2.1.** There were 119 responses to the public consultation. 84% of responses were from residents and 14% represented a community group or a parish council. The organisations that responded included the Environment Agency, Highways Agency, Land Management Services (Ministry of Defence) and eight Surrey district and borough councils. A full list of the organisations that responded is provided in the annexes to this report.
- 2.2.** We reached 80% of county councillors and many borough and district councillors through further engagement with the local committees and member seminar. The level of interest highlights the important role of our elected representatives in communications on local flood risk management.
- 2.3.** We also met with a number of dedicated groups including the Lower Thames Planning Officers Group and Upper River Mole Strategy Group. We attended the Surrey Gypsy and Traveller Communities Liaison Forum. We convened a strategy sub-group of the Surrey Flood Risk Partnership Board, a working group of relevant officers in the county council and held meetings with the Surrey borough and district drainage engineers.
- 2.4.** Surrey Chambers of Commerce invited its network of around 8,000 businesses to contribute views in a Weekly News item. However, none of the consultation respondents identified themselves as representing a business.
- 2.5.** Overall those that responded to the public consultation felt we are heading in the right direction, even if they had some reservations (total 94%). They also agreed with our ambitions (total 98%), even if they had some reservations. 59% of respondents said they need further information to help understand who is responsible for what and what support they could expect. 90 respondents provided additional comments, such as:

*'The draft LFRMS is comprehensive, informative and suitably aspirational. It is also opportunely well-timed in seeking a more holistic view of flooding and the approaches for its containment.'*



*'The recent flooding in other parts of the country has highlighted the need to have a strategy – for all the areas you have highlighted, including drainage, infrastructure and insurance.'*

*'The importance of the local community engagement in all stages of the Flood Risk Management Strategy cannot be overemphasised. They know their area better than any agency...they can provide early warnings...and identify/assist vulnerable people threatened by flooding.'*

*'Most landowners know they have a responsibility to keep ditches clear but they seem to be very lax.' 'Unfortunately, in my experience, with so many bodies involved, it is far too easy for the various Authorities to pass the buck and blame others.'*

**2.6.** As well as property-level flooding respondents were concerned about potential dangers to road users and pedestrians. Some respondents were concerned about the impact of heavy rainfall and 'flash-flooding' including runoff from private land.

**2.7.** Respondents identified many localised instances and long-term flooding problems. The 31 comments on our ambitions almost exclusively recommended better road drainage. This emphasises the importance of our ambition for a long-term (five-year) drainage asset management strategy.

### **3. How have we responded?**

**3.1.** Since the consultation, we have worked with a sub-group of the Partnership Board, and liaised with all Surrey district and borough councils, to develop the full strategy.

**3.2.** We attended a meeting of the Surrey Chief Executives in June 2013. At this meeting, chief executives undertook to take the draft strategy to their executives and cabinets. As mentioned, to date seven of them have considered the draft strategy and noted its contents.

**3.3.** We have used the feedback to update the strategy as follows:

- Improve the look and feel of the strategy document and produce an executive summary (the latter at point of publication following consideration of the strategy at Surrey County Council Cabinet).
- Make some technical corrections to the content, including more detail on local areas where it is available.
- Insert case studies with new information and draw attention to positive initiatives.
- Include roles and responsibilities of land and property owners.

**3.4.** As the lead local flood authority, we will continue to document and track the many local flood risk issues raised in the consultation and share these with any other flood risk authorities involved. We will also use feedback on how

respondents want to be updated on flood risk management activity to develop our communications approach.

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**3.5.** We have taken account of the issues and priorities of other risk management authorities, which included:

- A partnership approach to flood risk management.
- Establishing a realistic level of flood risk to manage.
- Continuing to review the cost benefits of measures.
- Taking full account of flood risk in the planning system.
- Recognising the importance of sewerage system improvement.
- Continuing to reduce risk to road users' safety and improve journey time reliability.
- Understanding the risks and hazards which are made worse by the potential impact of climate change.
- Accounting for the requirements and implications of the EU Water Framework Directive (WFD).
- Continuing to identify opportunities for schemes to achieve multiple objectives.
- Provision for delivering on wider environmental objectives.

**3.6.** Where there was new information to insert in the strategy we did so. Other issues and priorities have become the concern of the Surrey Flood Risk Partnership Board.

**3.7.** We concluded from the early consultation that there is a role for everyone to play in the management of flood risk. We can coordinate our services better so that the risk of flooding is reduced and the aftermath of flooding is minimised.

**3.8.** We recognised that Surrey County Council is the lead local flood authority and has a statutory duty to produce a strategy. However, the county council and partners also view the strategy as a real opportunity to work together to reduce risk to residents and businesses and prepare for the future.

**3.9.** We collectively want to win more funding to improve Surrey's infrastructure. Surrey County Council has already made a number of bids for funding from the Thames Local Levy and Defra's Flood Defence Grant in Aid. We will build on this.

**3.10.** The council is backing the Environment Agency's Thames and River Wey schemes; and district and borough council bids such as for schemes in Lightwater and the Chobham South Feasibility Study.

**3.11.** The Partnership Board will consider further actions related to partnership working.

**3.12.** In response to officer feedback, we will continue to develop cross-boundary working. This includes partnership working, where practical, with the Thames

Regional Flood and Coastal Committee, River Thames Scheme Sponsoring Group, South East Seven authorities and others. We updated the strategy to reflect this.

- 3.13.** In relation to development, the National Planning Policy Framework 2011 and the accompanying Technical Guidance continues to require that development is directed away from areas at highest risk of flooding. Through the requirement for sustainable drainage systems, it is the intention that no new development will add to flood risk in Surrey. We have reflected this in the strategy.
- 3.14.** We have updated information in the strategy relating to sustainable drainage. This is to provide clarity to planning authorities who must heed the Strategy. And to provide clarity to developers who will need to obtain consent from the drainage approving body when the relevant part of the legislation is commenced. Information on the operation of the lead local flood authority is updated regularly on the Surrey County Council web pages in the 'flooding advice' section.
- 3.15.** In response to our early consultation, any information that has been provided on specific locations that have experienced flooding has been added to our database of flood incidents, which is used to improve knowledge of known issues throughout the county.
- 3.16.** A number of respondents felt that local government is not currently fulfilling its role regarding flooding. The strategy action plan shows how we are starting to address your key concerns below in the coming year:
- There needs to be a greater emphasis on maintenance of highway drainage systems.
  - Developers need to be made to put more effort into flood risk mitigation.
  - You don't know enough about work that is being carried out in Surrey to reduce flood risk.
  - Areas that have already experienced flooding must not be forgotten when identifying works that are needed.
  - There is a role for greater community involvement.

#### **4. Equalities Implications**

- 4.1.** We considered equalities implications in a full equality impact assessment of the strategy.
- 4.2.** Following the consultation, we updated the Equality Impact Assessment for the strategy. In particular, the response from the Surrey Gypsy and Traveller Communities Liaison Forum required us to take action.
- 4.3.** In terms of prioritising locally important schemes, we will consider areas of the county where there are concentrations of vulnerable residents, who could

be particularly at risk in the event of flooding (for example elderly, disabled or less mobile residents).

- 6.4.** Members can report flood incidents and encourage people in known high-risk flood areas to be prepared for flood incidents. To report any problems related to floods, see <http://www.surreycc.gov.uk/roads-andtransport/road-maintenance-and-cleaning/drainage-and-flooding>.

## **5. Risk management implications**

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

## **6. Implications for the Council’s Priorities or Community Strategy**

- 6.1.** The lead local flood authority is a new responsibility the council has to meet. The Partnership Board, and our approach to integrating flood risk management, follows the council’s “one team” culture.
- 6.2.** We will continue to develop effective partnerships to reduce costs and improve flood risk management services. For example, we are working on a consortium of Surrey local authorities that will deliver the future drainage approving body. We are uncertain about the date of commencement of this part of the legislation and what it will entail. We prefer a phased approach with drainage approving initially required for larger sites only.
- 6.3.** We will involve more and more service users in designing and delivering effective services. This includes working on community-based surface water management plans, and setting up and contributing to local flood groups, where resources allow.
- 6.4.** Once the 12-week public consultation ended, we used the information provided to ensure that key concerns are reflected in the final document.

- 6.5.** The strategy will become a statutory document, which Surrey's local authorities, water companies and internal drainage board must have regard to.
- 6.6.** The Partnership Board will provide an annual progress report to the Environment and Transport Select Committee and Directorate Leadership Team for Environment and Infrastructure. The outcomes and decisions of the Partnership Board will feed into the Thames Regional Flood and Coastal Committee (TRFCC). The Partnership Board will receive quarterly reports from each of the lead local flood authority's operational groups that provide:
- Updates on the groups' work programmes and key issues for review and endorsement
  - Assurance that liaison is working and that partners are fulfilling their commitments
  - Recommendations for actions which the senior officers need to focus further attention on.
- 6.7.** The strategy is to be considered a 'living document' that we will update regularly.

## Annexes to the consultation report Surrey Local Flood Risk Management Strategy February 2014

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### Annex 1: Public consultation survey September – December 2012

We asked respondents questions around:

- Whether we are heading in the right direction.
- If they agreed with our ambitions.
- If they needed further information to help understand who is responsible for what and what support to expect of them.
- How they would like to be updated on flood risk management activity around the county.
- How we can help improve land and property owners' understanding of their responsibilities.

We also invited additional comments.

### Annex 2: Public consultation survey questions draft Surrey Local Flood Risk Management Strategy September to December 2012

Online survey questions:

1. Do you feel that we are heading in the right direction?
2. Do you agree with our ambitions?
3. Do you need further information to help understand who is responsible for what and what support you can expect of them?
4. How would you like to be updated on flood risk management activity around the county?
5. How can we help improve land and property owners' understanding of their responsibilities?
6. Do you have any additional comments?
7. Which district or borough do you live in?
8. Are you responding as a (list of organisation types provided)
9. Are you willing to answer some equality and diversity questions?
10. How old are you? (Five age classes provided)
11. How would you describe your ethnic group?
12. Are you? (male or female gender options provided)
13. Do you consider yourself to have a disability?
14. Do you consider yourself to have a permanent and substantial condition or impairment but do not consider yourself to be disabled?
15. Which of the following religious or faith groups do you identify with?
16. What is your marital or same-sex civil partnership status?
17. Are you? (four sexual orientation categories provided).

Strategy summary leaflet questions:

1. Do you feel that we are heading in the right direction?
2. Do you agree with our ambitions?
3. Do you have any additional comments?

### **Annex 3: Respondents to the public consultation**

#### **Residents Association**

Addlestone Residents Association  
Banstead Village Residents Association  
Court Lodge Residents Association  
Howell Hill Residents Association  
Netherne On the Hill Residents Association  
Ringley Park Road Residents Association  
Town Ward Residents Association  
Woodmansterne - Green Belt Residents Association

#### **Parish councils**

Ash Parish Council  
Bisley Parish Council  
Chiddingfold Parish Council  
Chobham Parish Council  
Dormansland Parish Council  
Horley Town Council  
Limpsfield Parish Council  
Normandy Parish Council  
Pirbright Parish Council  
Salfords & Sidlow Parish Council  
Send Parish Council  
Shere Parish Council

#### **District and borough councils**

Elmbridge Borough Council  
Guildford Borough Council  
Mole Valley District Council  
Reigate & Banstead Borough Council  
Richmond Borough Council  
Runnymede Borough Council  
Spelthorne Borough Council  
Waverley Borough Council

#### **Other risk management authorities**

Environment Agency  
Highways Agency (South East RCC)

#### **Strategic Environmental Assessment consultees**

Environment Agency  
Heritage Conservation Team  
Natural England

#### **Surface Water Management Plan working groups**

Marine Hyder Consulting (UK) Ltd

#### **Landowner**

Defence Infrastructure Organisation (MOD)

#### **Community Group**

Banstead Community Association  
Burpham Community Association  
Guildford Environment Forum

#### **Members of Parliament**

Guildford

#### **Gypsy & Travellers**

Surrey Gypsy Traveller Community Liaison Forum

#### **Councillors**

Ash Parish  
Farnham South  
Frimley Green, Deepcut & Mychett  
Guildford  
Pyrford  
Reigate & Banstead  
Worplesdon Division  
**Flood Forums**  
Pirbright Flood Forum  
Worplesdon Flood Forum

#### **Other organisations**

Surrey Nature Partnership  
Surrey Wildlife Trust  
The Chertsey Society

#### **Regional Flood and Coastal Committee**

The Thames Regional Flood and Coastal Committee independent board member associated with Surrey.

#### **Residents**

55 Residents

#### Annex 4: Key themes of representations by residents and community organisations

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Key themes of representations	Our response and changes made in the strategy
The 31 comments on our ambitions in the online survey almost exclusively recommended better road drainage. A number of respondents called for greater emphasis on maintenance of highway drainage systems in the strategy. They made the case to invest in existing infrastructure to avoid higher costs in the longer term	This level of response emphasises the importance of a long-term drainage asset management strategy. It also highlights the need for greater transparency and clearer communications about response times and priorities on blocked drains and gullies. We will take account of this in the lead local flood authority. We will continue to place equal importance on all of the ambitions in the strategy
Many respondents highlighted the need for better communication. This included communication between agencies. In addition talking face to face with residents	We will improve our communications externally and internally. We will use mainly digital channels (website etc). We will make information available in different formats upon request. The level of interest from members in the consultation highlights the important role of our elected representatives in communications
Some respondents asked how much flooding does there have to be for it to be considered significant? Is the strategy only for urban areas?	The risk management authorities in Surrey will need to establish a realistic level of flood risk to manage and communicate it. This would help manage expectations. The lead local flood authority is required to investigate 'significant' flood events. The Surrey Flood Risk Partnership Board (hereafter Partnership Board) sets the level at which it is considered 'significant'. Preliminary triggers are detailed on the Surrey County Council 'flooding advice' pages
Some respondents said Surrey County Council should exert pressure on those perceived to be not adequately dealing with flood risk including the Environment Agency, farmers, riparian owners, National Trust and others	Agreed. However, our preferred method of working is in partnership. We will work more closely together to define new flood alleviation schemes and seek funding for them
Some residents were concerned that identifying that they live in a flood risk area will negatively affect their ability to gain insurance even though there have been no reports of flooding in living memory	We will continue to update our maps with latest information and ensure that national flood maps are up to date. The insurance industry has its own information to inform insurance availability
Some respondents said the amenity	We recognise the importance of the



value of watercourses must be retained and enhanced. This includes public access along banks and footpaths. The amenity value of watercourses also includes use by people in boats.	amenity of waterside environments to people. We will consider how amenity value is reflected in flood alleviation schemes. It has a strong focus in large schemes such as the River Thames Scheme
Some respondents said further research into weather patterns is needed and on the impact of heavy rainfall and 'flash-flooding' including runoff from private land	We will take account of the latest information on climate change provided by the Met Office in future iterations of the strategy
Some respondents noted the impact of vegetation and other debris on drains, gullies and ditches; and streams and watercourses often on private land	We will work with district and borough councils and others to ensure drains, gullies and ditches are kept clear. We need to communicate clearly with landowners about their responsibilities
Some respondents were concerned about potential dangers to road users and pedestrians	We will continue our work to manage 'wetspots'. This links to keeping drains, gullies and ditches clear to prevent pooling of water
Some respondents said there was no mention of hazard management. In terms of groundwater flooding they asked if there is an opportunity to forecast this bearing in mind rainfall patterns, ground water levels and time taken for water to surface?	We are required to take a risk-based approach in keeping with the National Flood and Coastal Erosion Risk Management Strategy 2011. Our understanding of groundwater is growing and we will take account of this in future iterations of the strategy
Members at two local committee meetings asked for more clarity on strategy ambition 3 on sustainable drainage	We have amended the wording
Members wanted to see outcomes that make a difference to their residents. They also wanted clarity on responsibilities	We developed Section 3 of the strategy to cover these roles and responsibilities in detail
The Surrey Flood Risk Partnership Board sub-group recommended the board establishes actions behind each ambition	Noted. We will discuss this opportunity with the Partnership Board

## Annex 5: Key themes of representations by risk management authorities

Key themes of representations	Our response and changes made in the strategy
Taking a partnership approach to flood risk management	All of Surrey's district and borough councils are invited to join the Partnership Board. We have strengthened section 4 on partnership working in the strategy
Establishing a realistic level of flood risk to manage	The risk management authorities in Surrey will need to establish a realistic level of flood risk to manage and communicate it. This would help manage expectations. The lead local flood authority is required to investigate 'significant' flood events. The Partnership Board sets the level at which it is considered 'significant'. Preliminary triggers are detailed on the Surrey County Council website in the 'flooding advice' pages
Continuing to review the cost benefits of measures	We have amended section 5 of the strategy to provide more detail on costs and benefits of measures and how they are to be paid for
Taking full account of flood risk in the planning system	We are working closely with Surrey Planning Officers Association to ensure we work in partnership on consenting, drainage approving and other planning matters in relation to flood risk
Recognising the importance of sewerage system improvement	We have amended the strategy to detail more of the activities of our water utilities. We will work in partnership with them through the Partnership Board
Continuing to reduce risk to road users' safety and improve journey time reliability	Surrey County Council and its partners will do this through its work on road safety. In addition in seeking funding for flood alleviation schemes and infrastructure schemes that have an associated element of flood alleviation (such as through the local enterprise partnerships' strategic economic plans)
Understanding the risks and hazards which are made worse by the potential impact of climate change	We will take account of the latest information on climate change provided by the Met Office in future iterations of the strategy
Accounting for the requirements and implications of the EU Water Framework Directive (WFD)	We will work with the Environment Agency, which is the competent authority for implementing the Water Framework Directive in Surrey. We have

	included a case study in the strategy on how we are implementing the directive together
Continuing to identify opportunities for schemes to achieve multiple objectives	We will seek economic, social and environmental outcomes from our schemes. We will work with the Environment Agency to assess our flood alleviation schemes against the criteria for Defra FCRM GiA (grant in aid)
Provision for delivering on wider environmental objectives	Where appropriate we will deliver habitat enhancement, water quality improvement, climate change adaptation and mitigation through our schemes
There is a need for guidelines for planners and developers	We commissioned master planning guidance at the 'South East 7' scale. We will also promote national standards when available

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# EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

## 1. Topic of assessment

<b>EIA title:</b>	Surrey Local Flood Risk Management Strategy
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<b>EIA author:</b>	Lee McQuade, Economy Officer/ Manager
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## 2. Approval

	<b>Name</b>	<b>Date approved</b>
<b>Approved by<sup>1</sup></b>	Jan Haunton	1/02/2014

## 3. Quality control

<b>Version number</b>	3	<b>EIA completed</b>	March 2013
<b>Date saved</b>	01/02/2014	<b>EIA published</b>	March 2014

## 4. EIA team

<b>Name</b>	<b>Job title (if applicable)</b>	<b>Organisation</b>	<b>Role</b>
Radhika Verma	N/A	Surrey County Council	DEG/ SEG rep – viewed an early draft.
Geoff Turner/ Louise Ivison	N/A	Surrey County Council	DEG reps - viewed an early draft.
Deborah Fox	Strategy and Commissioning Team Manager	Surrey County Council	Local Flood Risk Management Strategy lead.
Mark Howarth	Drainage Asset Team Manager	Surrey County Council	Local Flood Risk Management Strategy operational lead.

<sup>1</sup> Refer to earlier guidance for details on getting approval for your EIA.

# EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

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## 5. Explaining the matter being assessed

<p><b>What policy, function or service is being introduced or reviewed?</b></p>	<p>Surrey County Council has a new statutory duty to ‘develop, maintain, apply and monitor a strategy for flood risk management in the local area’.</p> <p>The nature and contents of the Surrey Local Flood Risk Management Strategy (the strategy) are determined by provisions in the Flood and Water Management Act 2010 and the National Flood and Coastal Erosion Risk Management Strategy for England (July 2011).</p> <p>The aim of the strategy is to provide a coherent overview of flood risk management in Surrey. Its ambitions and objectives are noted below. The strategy applies to Surrey County Council and other partners including the Environment Agency.</p> <p>The strategy is by implication a strategic document, undertaken in partnership. It reflects EIAs in plans, strategies and other documents undertaken by partners, where available.</p> <p>The EIA highlights the anticipated equalities and diversity implications arising from the strategy. Where applicable separate EIAs will be undertaken on specific schemes and activities in the action plan as and when actions are implemented.</p>
<p><b>What proposals are you assessing?</b></p>	<p>The strategy provides an overview of the ongoing flood risk management work underway across Surrey, and illustrates levels of risk within the county from all sources of flood risk, not just those types of flood risk for which Surrey County Council is strictly responsible.</p> <p>Overarching the strategy are a series of ambitions (in no particular order):</p> <ol style="list-style-type: none"> <li>1. Drainage strategy - We will develop a long term drainage asset management strategy, which covers highways and ordinary watercourse maintenance. As a result we will target high risk and high need areas in a joined up way.</li> <li>2. Infrastructure - The relevant local authorities will work together with the Environment Agency to ensure the development and implementation of flood risk management strategies including the Lower Thames and Upper Mole. This will bring tangible reductions in flood risk to some Surrey communities.</li> <li>3. Sustainable drainage - We will develop an approach to sustainable drainage systems that is fully integrated with the planning system. We want large development sites to be exemplars of sustainable drainage. We also want to see more retrofitting of sustainable</li> </ol>

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

drainage systems in high risk areas.

4. Resilience – Together we will promote flood resilience and resistance measures to ‘at risk’ households and businesses in Surrey. This will include the continued development and sharing of ‘self help’ opportunities.

5. Insurance – We will urge the Government to work with the insurance industry to guarantee the availability and affordability of flood insurance.

6. Funding - We will be ambitious in its approach to securing national flood risk management funding, and in exploring additional funding sources. We will assist, where possible, in supporting the funding of property level protection schemes in high risk areas.

7. Communications - We will continue to explain what work is underway to reduce flood risk, how this is prioritised and what role residents and businesses can play.

8. Technology - We will continue to promote and use innovative technologies, to better understand the nature of flood risk, and identify potential flood risk mitigation measures.

In summary the strategy objectives are to:

- Make it easier for risk management authorities to work together
- Clarify the roles and responsibilities of all stakeholders
- Provide a clear overview of levels of flood risk throughout the county, to enable wider understanding of those risks
- Consider flooding issues at a catchment level
- Reflect and action the concerns of residents and businesses
- Provide a robust approach to the prioritisation of spending on schemes intended to reduce flood risk
- Highlight how land and property owners, communities, residents and businesses can help manage risk
- Develop an annual action plan of priority actions based on the principles set out within the strategy.

This reflects the requirements of the 2010 Flood and Water Management Act and the National Flood and Coastal Erosion Risk Management Strategy 2011. Our objectives have also been informed by consultation with risk management authorities.

The EIA highlights the equalities and diversity implications arising from the strategy. The strategy is accompanied by an action plan, to include schemes and activities to be undertaken by partners. The action plan will be refreshed annually. Where applicable separate EIAs will be undertaken on specific schemes and activities in the action plan as and when actions are implemented.

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

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<p><b>Who is affected by the proposals outlined above?</b></p>	<p>A flood event does not distinguish between the types of person/property liable to flood. The strategy seeks to raise awareness and address flood risk in the areas most prone to flood risk across Surrey.</p> <p>The main beneficiaries are likely to be the residents and businesses most prone to flood risk in Surrey. It will also benefit residents, businesses, social and emergency services who risk disruption caused by flood events.</p> <p>Certain groups with protected characteristics are likely to benefit from the objectives in the strategy:</p> <p><b>Older people, disabled people and pregnant people:</b> These less mobile groups might require additional consideration and assistance in the event of a flood event. Measures which address flood risk are likely to disproportionately benefit the less mobile.</p> <p><b>Race:</b> initiatives which seek to raise flood risk awareness and improve communication will consider the needs of different races.</p> <p><b>Gypsy and Travellers:</b> Gypsy and Traveller sites are known to exist in areas prone to flood risk. The needs of this community are considered in the strategy.</p> <p><b>Deprived communities:</b> Deprived communities are more likely to contain vulnerable people and residents less able to help themselves. Economically and socially disadvantaged people are less likely to be able to afford to take certain steps to reduce flood risk, such as installing flood barriers.</p> <p>The negative impacts of a flood including physical and psychological health impacts are often greater in deprived communities. The Government recognises that a flood event might have a disproportionate impact on people from lower income groups. The funding criteria for flood risk schemes - Flood Defence Grant in Aid (FDGiA) - prioritise deprived communities.</p> <p>Properties more prone to flood risk typically have higher insurance premiums and might have difficulty getting insurance. This impacts on low-income households more, with insurance costs taking up a larger proportion of smaller incomes. The strategy seeks to promote the affordability and availability of insurance.</p>
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# EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

## 6. Sources of information

Engagement carried out
<p>We carried out public consultation and developed an ongoing dialogue with partners and stakeholders throughout the preparation of the strategy. We made efforts to seek feedback from groups that represent those with protected characteristics.</p> <p>The Surrey Flood Risk Partnership Board commissioned the strategy. It is a partnership, which includes representatives from Surrey district and borough councils, the Environment Agency, Surrey County Council, Surrey Fire and Rescue Service, Thames Water and others.</p> <p>We undertook consultation on the strategy in two stages. The first stage was used to inform the drafting of the strategy. This was guided by a questionnaire, circulated as a leaflet to parish councils, residents associations and others. It was also made available online and promoted via Surrey Matters and social media.</p> <p>A second phase of consultation sought comments on the draft strategy itself. This was a full 12 week public consultation undertaken in accordance with the Surrey Compact 'Communication, Consultation and Engagement Code'. Again, this was guided by a leaflet and promoted through a variety of communication channels. Comments received during the consultation are reflected in the strategy (see below).</p> <p>During the consultation process we offered information in a variety of formats (large print, Braille and on tape). The language used in consultation documents was tested for clarity (Plain English) and documents were made available in other languages on request. Documents were sent to Surrey libraries to ensure that people without the internet could access information.</p> <p>We invited interest groups such as the Surrey Association for Visual Impairment, Mencap (Elmbridge, Mid-Surrey and Tandridge Mencap), Age UK, Surrey Gypsy Traveller Community Relations Forum, Surrey Community Action, Citizens Advice Bureaux and the Coalition for Disabled People to contribute their views.</p> <p>Comments received from these and other partners have been reflected in the strategy. A consultation summary has been included as an annex to the strategy.</p>
Data used

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

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In accordance with the Civil Contingencies Act 2004 there is a suite of information available on community flood risks and helping vulnerable people in Surrey in a flood emergency. All local authorities are required to produce emergency plans to deal with civil contingencies. Some district and borough councils have specific flood plans.

Vulnerable people that are known to public services would be identified in an emergency incident. The Surrey Community Risk Register has been created to provide information about the hazards that exist within the county and the control measures in place to mitigate their impact. The Register has been published in response to the Civil Contingencies Act 2004. The hazards have been outlined in a generic format as this is the basis of response planning within the county, which follows nationally agreed best practice. The generic hazards have been assessed for the likelihood of the event happening and the potential impact. This is used to create a risk rating for the hazard. The likelihood and impact values are agreed through the multi-agency Risk Assessment Working Group on behalf of the Surrey Local Resilience Forum. As part of the hazard assessment process, a number of scenarios have been considered both in respect of the likelihood of them occurring and the economic, environmental, health and social impacts that would result if they happened.

A large amount of information exists on flood risk across Surrey in existing studies and strategies. Some of these include EIAs. Where relevant information has been reflected in the strategy. Some key data sources include:

- Thames Catchment Flood Management Plan (2009)
- The Lower Thames Flood Risk Management Strategy (2009)
- Arun and Western Streams Catchment Flood Management Plan (2009)
- River Medway Catchment Flood Management Plan (2009)
- River Wey Flood Risk Management Draft Strategy (2010)
- River Mole Flood Risk Strategy Study (2006)
- River Hogsmill Integrated Urban Drainage Defra Pilot Study (2008)
- Caterham Bourne Study (2002)
- Chobham Flood Relief Study (2011)
- The Basingstoke Canal Authority Service Plan (2009)
- Preliminary Flood Risk Assessment (2011)
- Epsom & Ewell Surface Water Management Plan (2011)
- Woking & Byfleet Surface Water Management Plan (2012)
- The Surrey wetspots flooding database, ongoing.
- There are also strategic flood risk assessments and multi-agency flood plans. These take account of how vulnerable groups would be assisted in the event of a flood.

EIAs will be undertaken on certain schemes and projects as and when detailed proposals come forward, this includes the River Thames Scheme.

Consultation responses have helped shape the strategy. Specifically, the Surrey Gypsy Traveller Communities Forum provided detailed comments during consultation. In brief, these included:

- Many Gypsy and Traveller sites were built at a time when planning rules were

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

significantly different from today, on sites with poor drainage/ sewers.

- There are sites on former waste sites with significant health issues and risks of rat infestation in the event of a flood.
- Gypsy and Traveller communities have difficulty obtaining insurance.
- The old, sick and children are at greatest risk.
- Gypsy and Traveller communities 'struggle to be heard' in a major flood emergency and have to 'fend for themselves'.

We have reflected these concerns in the strategy.

# EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

## 7a. Impact of the proposals on residents and service users with protected characteristics

The impacts of the strategy itself are likely to be positive. All residents in flood risk prone areas, including the vulnerable, will benefit from improved knowledge about flood risk, efforts to involve communities in the process of identifying flood risk solutions and closer working between services and communities. The strategy will help to ensure that those with protected characteristics are more fully considered during flood risk management.

However, changes in the broader policy and environmental context, such as changes in the Government funding model, climate change, development which might increase flood risk, and policy changes which might make it harder for residents to obtain insurance, could balance out the positive impacts of the strategy.

It is important to note that the economically and socially disadvantaged are likely to benefit from the strategy:

- The strategy will ensure that the prioritisation of schemes considers areas of socio-economic deprivation. Government funding – Flood Defence Grant in Aid (FDGiA) – makes allowance for deprivation in decision-making.
- By preventing and mitigating the harmful economic impacts of flooding, the strategy will promote economic development.
- The level of flood risk awareness has been found to be lower among deprived socio-economic groups nationally. Economically and socially disadvantaged residents are less likely to be well prepared for flooding. The strategy seeks to raise awareness of flood risk in all communities. It will reflect best practice such as direct awareness raising campaigns in the areas most prone to flood risk.
- Deprived communities are less likely to have the necessary social capital to prepare their own community flood risk plans. The strategy will encourage community resilience in communities across Surrey including deprived communities.

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

Protected characteristic <sup>2</sup>	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	The impacts on older people are expected to be positive, because the strategy will encourage more consideration of this group than is currently the case.	No negative impacts are expected.	<p>Addressing flood risk on the highway will ensure vulnerable residents continue to have access to key services on the event of a flood.</p> <p>Surrey County Council's drainage capital works prioritisation process now takes account of elderly people during the scheme identification and design stage.</p> <p>The strategy notes that various publications will be provided. Where requested, all communication materials will be made available in formats accessible to elderly people.</p>
<b>Disability</b>	The impacts on disabled people are expected to be positive, because the strategy will encourage more consideration of this group.	No negative impacts are expected.	<p>Addressing flood risk on the highway will ensure vulnerable residents continue to have access to key services on the event of a flood.</p> <p>Surrey County Council's drainage capital works prioritisation process now takes account of disability during the scheme identification and design stage.</p> <p>The strategy notes that various publications will be provided. Where requested, all communication materials will be made available in formats accessible to disabled people.</p>
<b>Gender reassignment</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.

<sup>2</sup> More information on the definitions of these groups can be found [here](#).



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<p><b>Pregnancy and maternity</b></p>	<p>The impacts on pregnant people and those people with young children are expected to be positive, because the strategy will encourage more consideration of this group.</p>	<p>No negative impacts are expected.</p>	<p>Surrey County Council's drainage capital works prioritisation process now takes account of young people during the scheme identification and design stage.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 52</p> <p><b>Race</b></p>	<p>The impacts are expected to be positive because the strategy will encourage proactive engagement and consultation.</p>	<p>No negative impacts are expected.</p>	<p>Comments from the Gypsy and Traveller Forum have emphasised that problems experienced in flood risk areas, such as difficulty obtaining insurance, are exacerbated in Gypsy and Traveller communities. Whilst we expect that efforts to address flood risk will benefit all Surrey residents (including these communities), the strategy has been reviewed to ensure greater consideration of this group.</p> <p>Direct action might be needed in the areas most prone to flood risk. This is being trialled in flood risk areas; for example, a door knocking exercise will be undertaken in Chobham to ensure that the whole community is aware of the flood risk. The strategy will promote partnership working and the formation of groups so that all residents are directly provided with information.</p> <p>The strategy emphasises the need to engage residents in flood risk management, particularly in areas most prone to flood risk. The strategy will make it easier to access information on flood risk by publishing information in other formats and languages where requested.</p>
<p><b>Religion and belief</b></p>	<p>No impact expected</p>	<p>No impact expected</p>	<p>Consultation and the analysis of data suggest that there would be no positive/ negative impacts.</p>

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

<b>Sex</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Sexual orientation</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Marriage and civil partnerships</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.

### 7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
<b>Age</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Disability</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Gender reassignment</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Pregnancy and maternity</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Race</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Religion and belief</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Sex</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.

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<b>Sexual orientation</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.
<b>Marriage and civil partnerships</b>	No impact expected	No impact expected	Consultation and the analysis of data suggest that there would be no positive/ negative impacts.



# EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

## 8. Amendments to the proposals

Change	Reason for change
The strategy now includes proposals to address the needs of the Gypsy and Traveller community.	Detailed comments from the Gypsy and Travellers Communities Forum demonstrated that there had been insufficient consideration of this group in the draft strategy document.
The strategy will now require that all materials produced for publication should be made available in languages and formats relevant to those with protected characteristics on request.	To ensure published material is accessible to all residents, businesses and communities.

## 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Communities are less able to help themselves because of economic and/ or social disadvantage.	Produce maps that integrate areas of deprivation and flood risk. This will lead to a better understanding of areas of deprivation and inform funding applications.	March 2014	Surrey County Council/ Risk Management Authorities
Equality and diversity overlooked in the development of schemes and funding bids.	Ensure that equality and diversity implications are a factor in the prioritisation of schemes/ funding bids.	March 2014	Surrey County Council/ Risk Management Authorities
Lack of consideration of the specific needs of the Gypsy and Traveller community.	Action(s) to address the problems identified in the Gypsy and Traveller community to be considered/ developed, to include improved communications.	Ongoing	Surrey County Council/ Risk Management Authorities
Communication material is not accessible to all.	All publications will be made available on request in languages and formats relevant to those with protected characteristics.	Ongoing	Surrey County Council/ Risk Management Authorities

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## 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
No negative impacts which cannot be mitigated have been identified.	N/A

## 11. Summary of key impacts and actions

<b>Information and engagement underpinning equalities analysis</b>	<p>We carried out early consultation and a 12-week public consultation. We developed an ongoing dialogue with partners and stakeholders throughout the preparation of the strategy. We made efforts to seek feedback from groups that represent those with protected characteristics.</p>
<b>Key impacts (positive and/or negative) on people with protected characteristics</b>	<p>The impacts of the strategy itself are likely to be positive. All residents in flood risk prone areas, including the vulnerable, will benefit from improved knowledge about flood risk, efforts to involve communities in the process of identifying flood risk solutions and closer working between services and communities. The strategy will help to ensure that those with protected characteristics are more fully considered during flood risk management.</p> <p>However, changes in the broader policy and environmental context, such as changes in the Government funding model, climate change, development which might increase flood risk, and policy changes which might make it harder for residents to obtain insurance, could balance out the positive impacts of the strategy.</p> <p>We will take action as follows:</p> <ul style="list-style-type: none"> <li>• We will actively seek funding to deliver flood alleviation schemes in Surrey. By preventing and mitigating the harmful economic impacts of flooding, the strategy will promote economic development.</li> <li>• To identify the priority areas for flood risk management, the Surrey Flood Risk Partnership Board will take into account areas in Surrey that fall within the top 20% and top 40% of deprived areas in the country.</li> <li>• Surrey County Council will boost the score for wetspots where property flooding affects building that house vulnerable people, such as care homes, respite centres and shelters.</li> <li>• All publications will be made available on request in</li> </ul>

## EQUALITY IMPACT ASSESSMENT: SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

	<p>languages and formats relevant to those with protected characteristics. This will make communication material accessible to all.</p> <ul style="list-style-type: none"> <li>• We will urge the Government to work with the insurance industry to guarantee the availability and affordability of flood insurance.</li> </ul>
<b>Changes you have made to the proposal as a result of the EIA</b>	<ul style="list-style-type: none"> <li>• We added a section on the Gypsy and Traveller community to the strategy, in the section on roles and responsibilities.</li> </ul>
<b>Key mitigating actions planned to address any outstanding negative impacts</b>	<ul style="list-style-type: none"> <li>• Surrey County Council Property Services to continue to work with the council's Emergency Management colleagues during flood events.</li> <li>• The Environment Agency to encourage the Gypsy and Traveller community to sign up to Floodline Warnings Direct.</li> <li>• Surrey County Council has plans to re-develop the Chertsey Bridge/ Littleton site including measures to mitigate flood risks. The site is next to the River Thames.</li> <li>• Surrey planning authorities to consider flood risk in the planning of any new Gypsy and Traveller sites.</li> <li>• The gypsy and traveller community can help by not blocking surface water drainage measures like ditches with debris or burning waste by the roadside.</li> </ul>
<b>Potential negative impacts that cannot be mitigated</b>	None.

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**SURREY COUNTY COUNCIL****CABINET****DATE: 16 DECEMBER 2014****REPORT OF: MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND PLANNING****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR, ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: REVISED MINERALS AND WASTE DEVELOPMENT SCHEME****SUMMARY OF ISSUE:**

The Minerals and Waste Development Scheme (the Scheme) is the County Council's public statement of its planning policy documents and its programme for revising these documents. A revision to the Scheme is required primarily because the Surrey Waste Plan will need to be reviewed in the foreseeable future and the Scheme therefore needs to set out a programme for the review of the Waste Plan.

**RECOMMENDATIONS:**

It is recommended that the Cabinet endorses the revised Minerals and Waste Development Scheme (Annex 1) and recommends it to the County Council for approval.

**REASON FOR RECOMMENDATIONS:**

It is a statutory requirement to produce the Scheme and to keep it up to date. The Surrey Waste Plan was adopted in 2008 and Government anticipates that such plans should have a life of around 10 years.

**DETAILS:****Introduction**

1. The Planning and Compulsory Purchase Act 2004 requires that local plans are to be prepared which set out the manner in which development and use of land should take place in a planning authority's area and that they should be kept up to date. In Surrey the County Council is responsible for the minerals and waste development framework which provides the minerals and waste planning policy in Surrey. The main documents are the Surrey Minerals Plan 2011(SMP) and the Surrey Waste Plan 2008 (SWP).
2. When determining planning applications the County Council as County Planning Authority must have regard to these plans, so far as material to the application, and any other material considerations. It is important therefore that these plans are consistent with current policy and legislation and remain fit for purpose.
3. The Scheme originally came into effect on 11 April 2005. Subsequent revisions were necessary in October 2006, March and December 2007,

December 2008 and October 2011. These revisions have mainly related to the progress of the Surrey Minerals and Waste plans to their respective adoption stages.

4. Changes to the Scheme are necessary for a number of reasons but primarily as a result of the need to review the Surrey Waste Plan in the foreseeable future and therefore to set out a programme for its review. The proposed revised Scheme subject of this report can be seen at **Annex 1**.

### **Surrey Waste Plan**

5. The Surrey Waste Plan (SWP) was adopted on 6 May 2008 and subsequently amended by order of the High Court on 5 March 2009. It covers the period to 2018. The need for a full or partial review of the SWP is dependent on the extent to which it remains effective and fit for purpose. In part this is determined by an assessment of the plan's consistency with current legislation and policy on waste management and land use.
6. Since the adoption of the SWP there have been a number of legislative and policy changes relating to the management and planning for waste. In particular the changes are:
  - the revision (in November 2008) of the European Waste Framework Directive 1975 (WFD)
  - the enactment of the Localism Act 2011
  - the publication of the National Planning Policy Framework (NPPF) in March 2012
  - the publication of updated National Planning Policy for Waste (NPPW) in October 2014 which replaced Planning Policy Statement 10.
7. An assessment of the SWP's consistency with the WFD, NPPF and NPPW has been undertaken and is set out in **Annex 2**.
8. The NPPF does not contain any specific waste policies but does introduce a presumption in favour of sustainable development and a requirement that planning policy be positively framed and deliverable. The assessment finds that the plan is consistent with the NPPF.
9. The assessment also concludes that the SWP remains compliant with the WFD and is consistent with the NPPW.
10. A key objective of the SWP is to move towards net self-sufficiency in the management of waste. This concept stems from the WFD and is enshrined within the NPPW and further considered in the Planning Practice Guidance for Waste, published alongside the NPPW. This means that Surrey, in common with other waste planning areas, should plan to manage broadly the equivalent of the amount of waste that arises in the county. Some waste will continue to flow to and from other areas but overall the intention is that there is sufficient waste management capacity to deal with the amount of waste that arises within the county.
11. Data for 2012 shows that the amount of waste arising in Surrey is less than projected. For example it was expected at the time of adoption of the SWP that the amount of municipal solid waste (MSW – that is waste collected by local authorities) in Surrey would continue to rise and by 2014 some 800,000

tonnes of MSW would need to be managed. In fact the amount of MSW has gradually fallen and the amount of MSW produced in Surrey is now averaging about 550,000 tonnes per year. The data also shows that there is a reasonable balance of flows of all wastes between Surrey and other waste planning areas; about 810,000 tonnes are imported compared with around 918,000 tonnes which are exported.

12. However, this basic assessment of net self-sufficiency masks the following two important aspects of the waste management capacity currently provided in Surrey:
  - a. In order to manage waste more sustainably, planning authorities are required to drive waste management up the waste hierarchy away from disposal (e.g. landfill), which lies at the bottom, towards other recovery, recycling, re-use, and waste prevention which lies at the top. This is an important objective of the SWP. However, currently a substantial proportion of Surrey's waste is disposed of to landfill, largely at the Patteson Court landfill site. This site received approximately 600,000 tonnes of waste in 2012, around 50% of which originated in Surrey. Despite the consenting of additional waste recovery capacity, e.g. 48,500 tonnes per annum anaerobic digestion capacity at Trumps Farm, Longcross, it is expected that landfilling on a significant scale may continue at Patteson Court until the landfill closes in 2027.
  - b. A significant amount of waste arising in Surrey is exported outside the county for treatment elsewhere. The development of the Eco-park at Charlton Lane will help to reduce the amount of municipal waste exported for treatment although Surrey will continue to rely on out of county facilities to divert waste from landfill unless further capacity is developed.
13. The ongoing reliance on the landfill facility at Patteson Court is a matter of concern in terms of promoting the movement of waste up the waste hierarchy. Whilst there has been a considerable reduction in municipal waste being sent to landfill over the last 6 years (from 67% to 11%) data for 2012 suggests that the amount of commercial and industrial waste being sent to landfill remains high at 47%. There is also a reliance on waste treatment facilities outside of the county and this may also be a concern in terms of continued availability and from the point of view of the principle of proximity. Thus providing for the future sustainable management of Surrey's waste is likely to require more management capacity to be developed in Surrey either at existing or new sites. Without such facilities both the SWP's and Joint Municipal Waste Strategy's targets for moving waste up the waste hierarchy will be much more difficult to achieve in full.
14. It is now over 6 years since the SWP was adopted and, although a review could ultimately result in a Plan with a different emphasis to the current SWP, the existing plan does deliver the aims of current legislation and guidance and it continued to provide options for new waste management facilities. It is therefore considered that there is no immediate and pressing need to commence a review.
15. Nevertheless, it is important that a review be completed by 2018, by which time the SWP will have been adopted for 10 years, and hence it would be

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prudent to plan for a review to commence in early 2016. It is expected that such a review will cover the following areas:

- a. Legal Compliance - how the SWP complies with existing and emerging legislation and policy and how it might support the achievement of relevant objectives.
  - b. Spatial Strategy - review of the distribution of existing consented capacity, how it relates to arisings and whether changes to the SWP's approach of providing additional capacity are necessary.
  - c. Policy - consideration of how well policy supports sustainable waste management objectives and continues to drive the treatment of waste up the waste hierarchy.
  - d. Site Selection - whether allocated sites continue to offer the best opportunities for the development of additional waste management capacity, taking into account policy, legislation and guidance current at the time of the review and any changes in the nature of waste streams and advances in technology.
16. This is reflected in the proposed Scheme. In the meantime it is important to monitor the continued effectiveness of the plan, particularly with regard to the delivery of waste management facilities that move waste up the waste hierarchy. This will be done through the Annual Monitoring Report (AMR).

#### **Surrey Minerals Plan**

17. The Surrey Minerals Plan (SMP) was adopted in 2011 and its effectiveness is monitored through the AMR and also through the annual production of a local aggregate assessment. This provides an assessment of the demand for and the supply of aggregates from all sources, and reviews the suitability of the minerals provision rate for land-won sand and gravel set out in the SMP. The latest monitoring shows that the SMP remains effective in delivering a steady supply of minerals for the construction industry in particular, but also for specialist industrial uses.
18. An assessment of the consistency of the SMP with regard to the NPPF has been undertaken and is included as Annex 3. The conclusion is that it is consistent with the NPPF.



- 19. Since the SMP was adopted in 2011 the technology known as hydraulic fracturing (“fracking”) has been promoted by the Government as a way of exploiting more onshore gas resource in the UK. The oil and gas policies contained in the SMP are applicable to all extraction technologies and there is therefore no need to review the plan to cover the possible (although currently unlikely) scenario of a planning application involving fracking being submitted to the County Council.

**CONSULTATION:**

- 20. The revised Scheme is the County Council’s proposed programme for the revision of its planning documents. It does not itself need wider consultation but revisions to the planning documents mentioned in the Scheme, such as a review of the Waste Plan, will require extensive consultation in accordance with statutory requirements and the Council’s adopted Statement of Community Involvement.

**RISK MANAGEMENT AND IMPLICATIONS:**

- 21. It is important that the County Council’s minerals and waste plans remain effective and in accordance with legislation and policy. Hence it is important that effectiveness of the plans is monitored through the AMR and that the Scheme is reviewed on a regular basis. Failure to do so could lead to successful challenges to decisions on relevant planning applications, whereby they are overturned and costs are potentially awarded against the County Council.

**Financial and Value for Money Implications**

- 22. There are no immediate additional costs associated with this item. However the future review of the SWP will require additional resources to cover the necessary costs associated with evidence gathering and the assessment of options and production costs as well as taking a revised plan through the community engagement, consultation and public examination process including the cost of an Inspector. Overall, additional costs are anticipated to be £300,000 but, depending on external factors, could be as high as £500,000. Costs would be spread over three financial years as from 2016/17 to 2018/19.
- 23. The adoption of an up to date Waste Plan will provide a level of ongoing certainty for waste operators and the public. An up to date plan will reduce the risk of appeals and legal challenges which can be very expensive for the County Council.

### Section 151 Officer Commentary

24. The Section 151 officer confirms that material financial issues and risks have been addressed in this paper. The anticipated costs of reviewing the Surrey Waste Plan can be met from within the existing Medium Term Financial Plan budget.

### Legal Implications – Monitoring Officer

25. The County Council is the Minerals and Waste Planning Authority for Surrey. It is required by the Planning and Compulsory Purchase Act 2004 (as amended) to prepare development plan documents and other documents that provide the framework for delivering minerals and waste planning policy in Surrey. The act also requires every planning authority to prepare a development scheme which sets out the programme for the preparation of development plan documents.

### Equalities and Diversity

26. There are no equalities implications associated with this item.

### WHAT HAPPENS NEXT:

27. The Minerals and Waste Plans will continue to be regularly monitored through the AMR. A further report will be brought to Cabinet before a formal review of the Waste Plan is commenced.

#### Contact Officer:

Paul Sanderson, Minerals and Waste Policy Team Manager, 020 8541 9949.

#### Consulted:

Relevant officers

#### Annexes:

- |         |   |
|---------|---|
| Annex 1 | Revised Minerals and Waste Development Scheme November 2014   |
| Annex 2 | Surrey Waste Plan 2008 Self-Assessment of conformity with NPPF, NPPW & EU Waste Framework Directive |
| Annex 3 | Surrey Minerals Plan 2011 Self-Assessment of conformity with the NPPF                               |

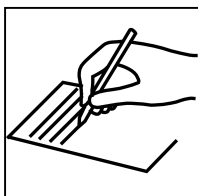
#### Sources/background papers:

- Surrey Waste Plan 2008
- Surrey Minerals Plan 2011
- Planning Service Annual Monitoring Report 2012/13
- Waste Plan Review. Overview Advice. BPP consulting September 2014.
- Joint Municipal Waste Management Strategy 2010
- National Planning Policy Framework March 2012
- National Planning Policy Guidance
- National Planning Policy for Waste October 2014
- European Union Waste Framework Directive 2008
- Waste (England and Wales) Regulations 2011

# Surrey Minerals and Waste Development Scheme 2014

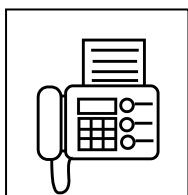
## How to contact us

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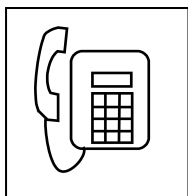
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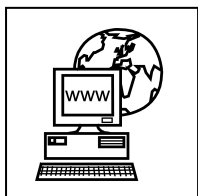
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**Surrey Minerals and Waste Development Framework**  
**Minerals and Waste Development Scheme**

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# 1 Introduction

1.1 This document is the Minerals and Waste Development Scheme (the Scheme) for Surrey. It is a public statement identifying which local development documents will be produced.

1.2 The Minerals and Waste Development Scheme:

- provides a brief description of the adopted minerals and waste local plans and the relationship between them;
- sets out the planned timetable for reviewing each development plan document and the key milestones in the process;
- indicates which supplementary planning guidance will continue to be used as a material consideration in determining planning applications;
- indicates how Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) are integrated into the preparation of the Minerals and Waste Development Framework (MWDF); and
- indicates how the MWDF will be managed and resourced.

## 2 Minerals and Waste Development Framework

### Content of the Minerals and Waste Development Framework

- 2.1. The minerals and waste development framework for Surrey consists of:
  - Surrey Minerals Plan, adopted July 2011 (Core Strategy and Primary Aggregates DPDs),
  - the Surrey Waste Plan, adopted in 2008
  - Aggregates Recycling DPD, adopted August 2011 (a joint minerals and waste development plan document covering the recycling of construction and demolition waste)
  - the Minerals Site Restoration SPD, adopted July 2011 and any other supplementary planning documents on minerals and waste
  - the Minerals and Waste Development Scheme
  - the Statement of Community Involvement, adopted in July 2006 which is to be refreshed in 2015
  - annual monitoring reports including an annual Local Aggregates Assessment.
- 2.2 **Appendix 1** illustrates the relationship between the documents that make up the Minerals and Waste Local Development Framework.
- 2.3 All the minerals and waste local development documents (MWLDDs) are complete and have been adopted. **Appendix 2** provides an indicative timeframe for the review arrangements for all LDDs.

### Minerals and Waste Submission Proposals Maps

- 2.4 The Waste Plan Proposals Map comprises a key diagram and maps for individual sites for future waste development appended to the Waste Plan DPDs. The Minerals Submission Proposals Map shows indicatively designations such as the Areas of Outstanding Natural Beauty (AONB) and Green Belt, and the preferred areas and areas of search. The detailed maps in the Core Strategy and Primary Aggregates DPDs which are part of the submission proposals map take precedence for preferred areas and areas of search. A Proposals Map has also been prepared for the Aggregates Recycling DPD.

### Minerals and Waste Planning Annual Monitoring Report

- 2.5 Authorities are required to prepare annual monitoring reports (AMR) to assess the implementation of the local development scheme and the extent to which policies in local development documents are being achieved.
- 2.6 Surrey County Council has published an AMR on minerals and waste planning each year since 1985. This time series has been continued under the new system in expanded format to include monitoring of the

MWDS and monitoring of the indicators and targets in the minerals and waste development documents as they are adopted. The AMR will contain the relevant information required under the regulations<sup>1</sup>, and an annual Local Aggregates Assessment. Recent reports are posted on the Surrey County Council website.

### **Statement of Community Involvement**

- 2.7 The Statement of Community Involvement (SCI) explains to local communities and stakeholders how they will be involved in the preparation of the Minerals and Waste Development Framework and in the consideration of planning applications and the steps that the County Council will take to facilitate this.
- 2.8 The SCI was submitted to the Secretary of State at the end of 2005 and, following examination by the Planning Inspectorate, was adopted by the Council in January 2007. Since the adoption of the SCI further regulatory changes no longer require the SCI to be submitted to the Secretary of State. The SCI is being updated and it will be adopted in 2015.

### **Supplementary Planning Documents**

- 2.9 Supplementary Planning Documents (SPDs) are intended to expand upon policy or provide further detail to policies in development plan documents. Restoration of mineral workings is covered in the *Minerals Site Restoration SPD* which was formally adopted in July 2011. This document sets out best practice in restoration techniques and presents indicative restoration schemes for all of the preferred areas for working of primary aggregates and silica sand as identified in the Surrey Minerals Plan and is kept under review.

### **Sustainability Appraisal**

- 2.10 The Surrey Waste Plan and Surrey Minerals Plan development plan documents have all been subject to Sustainability Appraisal and habitats regulations assessment.

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<sup>1</sup> The Town and County Planning (Local Planning)(England) Regulations 2012

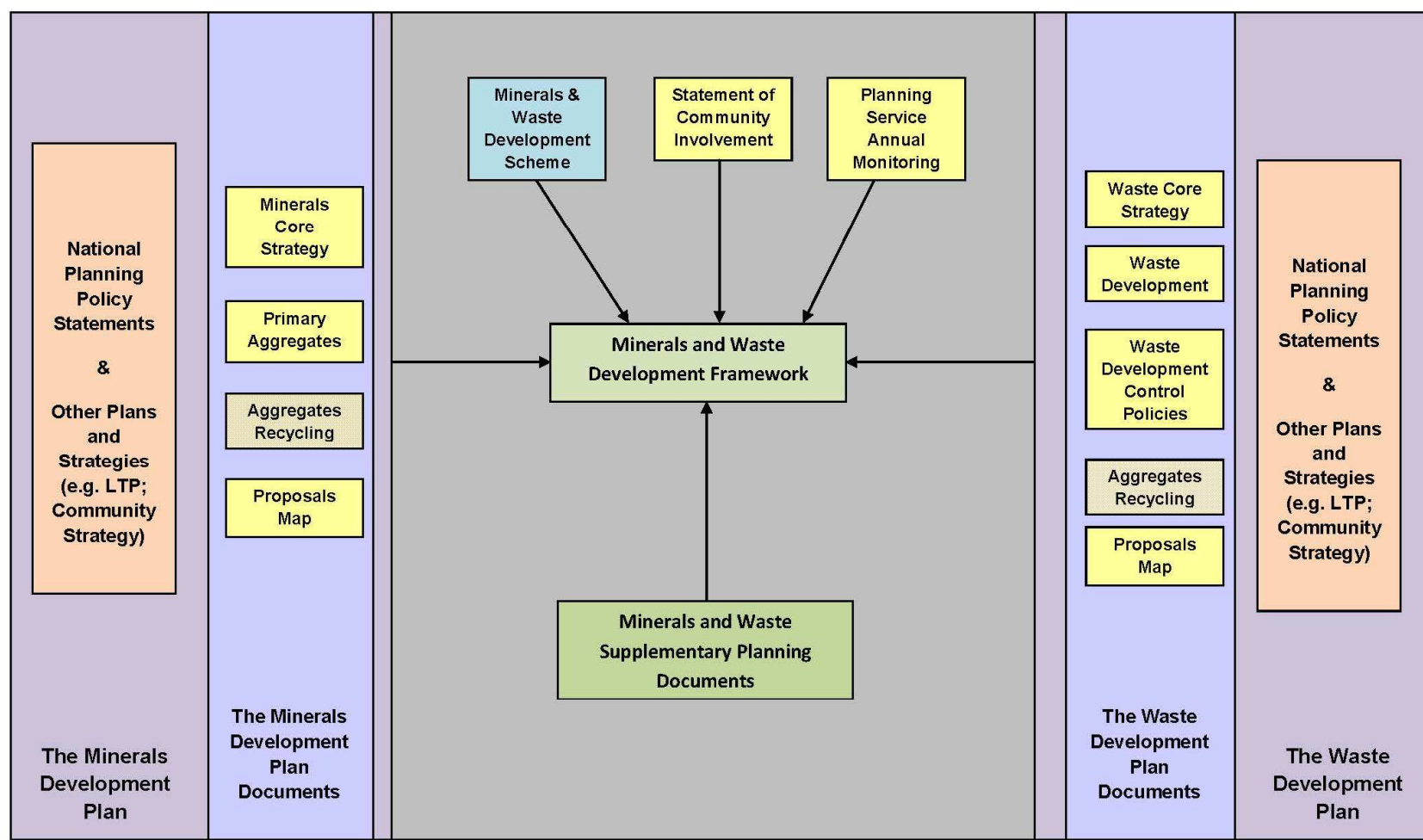


## 3 Monitoring and Review

3.1 As identified in section 4.5 an annual monitoring report is prepared as part of the framework documentation. Part of the role of the annual monitoring report will be to monitor implementation of the MWDS. In relation to the Scheme it will:

- assess the timetable specified in this Scheme for preparation of each document. It reports on the progress made and whether the authority has met targets and milestones or is on schedule to do so. The report sets out where the authority has fallen behind or will not meet targets, the reasons behind this and what steps will be taken to address these problems. The authority will also indicate if it is necessary to amend the local development scheme in the light of this assessment;
- monitor the extent to which policies in the MWDF are being achieved and any policy areas where change is needed; and
- identify any significant changes to the evidence base which might affect the Plans.
- carry out an annual Local Aggregates Assessment to ensure there is a steady and adequate supply of aggregates

### Minerals and Waste Development Framework



KEY: Project Plan  Required  Optional  \* Joint Minerals and Waste DPD

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Table 1: Profiles of Minerals and Waste Local Development Documents

All documents in the following table are countywide in their coverage

	Subject	Adopted	Arrangements for review
<b>Statement of Community Involvement (LDD)</b>	Sets the Council's service level agreement with stakeholders and the community and their involvement in preparation of the Minerals and Waste Development Framework.	July 2006 <sup>1</sup>	Amendments have been made to the regulations since adoption and the Localism Act introduced further changes.  A revised SCI has been published for public comment (27 Oct 15– 02 Feb 15) and will be adopted in spring 2015
<b>Surrey Waste Plan (DPD)</b>	<p><b>Core Strategy:</b> Sets out the authority's vision, objectives and waste development spatial strategy for Surrey and provides the policy framework for development management</p> <p><b>Waste Development:</b> Policy framework to address need for waste facilities and identification of sites for such facilities</p> <p><b>Development Control Policies:</b> Policy framework for the consideration of planning applications for waste development in Surrey</p>	May 2008	<p>The planning service annual monitoring report (AMR) assesses each year how the objectives and policies in the Waste Plan are being implemented, indicating whether the policies need to be amended or replaced.</p> <p>The Waste Plan covers the period until 2018 and work on a review is planned to commence in early 2016. The current engagement programme up to adoption is set out below.</p> <p>Issues and Options: Sept – Nov 2016  Draft Plan: May - June 2017  Submission plan: Sept - Oct 2017  Submission to SoS: Dec 2017  Examination in Public: May 2018  Adoption: Oct 2018.</p>

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<sup>1</sup> Minor correction to comply with Inspector's recommendation – January 2007

	Subject	Adopted	Arrangements for review
<b>Surrey Minerals Plan (DPD)</b>	<p><b>Core Strategy:</b> Sets out the vision, objectives and spatial strategy for mineral development to 2026 incorporating specific policies on silica sand, brick clay and oil and gas, together with generic policies to determine planning applications for mineral development.</p> <p><b>Primary Aggregates:</b> Policy framework to address the need for and provision of sharp sand, gravel and soft sand in Surrey. The document identifies preferred areas to meet need for aggregates and contains policies for controlling primary aggregate extraction.</p>	July 2011	<p>The AMR and local aggregate assessment (LAA) will identify when a review is required in relation to changing circumstances, the demand for aggregates and other minerals and availability of sites suitable for mineral development.</p> <p>It is not considered necessary to programme a review at present.</p>
<b>Surrey Minerals and Waste Plans</b>	<p><b>Aggregates Recycling Joint Development Plan Document:</b> Sets out delivery of the visions and aims of the Surrey Minerals and Waste Plans for aggregates recycling. The document identifies sites to meet the targets set out in the Surrey Minerals Plan.</p>	August 2011	<p>The AMR will identify when a review is required, particularly in relation to changing circumstances and availability of sites suitable for aggregates recycling development.</p> <p>It is not considered necessary to programme a review at present.</p>

## **Surrey Waste Plan 2008**

### **Self-assessment of consistency and compliance with:**

- 1 National Planning Policy Framework (NPPF) 2012
- 2 National Planning Policy for Waste 2014
- 3 EU Waste Framework Directive 2008

# 1 Consistency with NPPF<sup>1</sup>

## 1A: Achieving sustainable development

The presumption in favour of sustainable development and core planning principles (para 6-17)			
What NPPF expects local plans to include to deliver its objectives	Relevant questions	Does your local plan address this issue and meet the NPPF's expectations?	How significant are any differences? Do they affect your overall strategy?
<p>Policies in local plans should follow the approach of the presumption in favour of sustainable development and guide how it should be applied locally (15).</p> <p>The NPPF sets out a set of 12 core land-use principles which should underpin plan-making (and decision-making) (17)</p>	<p>Does the plan positively seek opportunities to meet the development needs of the area?</p> <p>Does the plan meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, (subject to the caveats set out in para14)?</p> <p>Do you have a policy or policies which reflect the principles of the presumption in favour of sustainable development?</p>	<p>The vision (Para B3) Objectives (Para B4) and Policies CW1 and CW4 cover the principles of sustainable development.</p> <p>Policy CW4 is based on the principle of net self-sufficiency.</p> <p>Policies CW4 and WD1 – WD7 are positively framed. The plan sets out how the assessed waste management needs can be met in urban areas on land in industrial or storage use or allocated for these purposes, and on identified sites outside urban areas.</p>	<p>The plan sets out in a positive way how the waste management needs of the area can be met and is therefore in accordance with the NPPF.</p>

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<sup>1</sup> This assessment is based on the questions set out in the Planning Advisory Service Local Plans and the NPPF Self-Assessment Checklist<sup>1</sup>. The NPPF contains new or significantly different elements from previous national policy. Only those which are considered relevant to the Waste Plan are addressed. The NPPF does not contain any specific waste policies. National waste planning policy is published separately.

### 1B: Delivering sustainable development

Building a strong, competitive economy (para 18 - 22)			
What NPPF expects local plans to include to deliver its objectives	Relevant questions	Does your local plan address this issue and meet the NPPF's expectations?	How significant are any differences?  Do they affect your overall strategy?
Recognise and seek to address potential barriers to investment, including poor environment or any lack of infrastructure, services or housing (21)	<p>In supporting economic development, to what extent does it take into account the matters raised in paragraph 21 of the NPPF?</p> <p>This includes</p> <ul style="list-style-type: none"> <li>• setting criteria for and identifying strategic sites for inward investment and</li> <li>• meeting anticipated needs; supporting existing business sectors and new/emerging sectors.</li> </ul>	The plan identifies potential strategic sites for a range of waste management uses and technologies. The plan is technology neutral and remains relevant for more recent emerging technologies such as anaerobic digestion (AD) and gasification.	Plan positively promotes the development of appropriate waste management facilities in accordance with principles in the NPPF

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Promoting sustainable transport (paras 29-41)			
What NPPF expects local plans to include to deliver its objectives	Relevant questions	Does your local plan address this issue and meet the NPPF's expectations?	How significant are any differences?  Do they affect your overall strategy?
<p>Policies that facilitate sustainable development but also contribute to wider sustainability and health objectives (29).</p> <p>Different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas (29).</p>	<p>Have you worked with adjoining authorities and transport providers on the provision of viable infrastructure?</p>	<p>WD1 – WD7. A full range of waste management solutions is provided for.</p> <p>B4. The proximity principle is included as one of the plan's strategic objectives.</p> <p>Policy CW5 – Location of waste facilities gives priority to urban areas above greenfield land. The plan emphasises the importance of locations well served by the strategic road network or accessible by alternative means of transport – particularly or larger waste management uses.</p> <p>No reference but little potential for alternative modes of transport as recognised in B15</p>	<p>Fully conforms with NPPF</p>

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Protecting Green Belt land (paras 79-92)			
What NPPF expects local plans to include to deliver its objectives	Relevant questions	Does your local plan address this issue and meet the NPPF's expectations?	How significant are any differences?  Do they affect your overall strategy?
<p>The general extent of Green Belts across the country is already established. New Green Belts should only be established in exceptional circumstances (82)</p> <p>Local planning authorities with Green Belts in their area should establish Green Belt boundaries in their Local Plans which set the framework for Green Belt and settlement policy (83).</p> <p>Boundaries should be set using 'physical features likely to be permanent' amongst other things (85)</p>	<p>If you are including Green Belt policies in your plan, do they accurately reflect the NPPF policy?</p>	<p>The strategic objectives of the plan seek to protect the green belt but in doing so recognise the particular locational needs of some waste management facilities (B4)</p> <p>The Plan seeks to meet identified need by allocating potential waste sites. Most of these sites are in the Green Belt – and are identified on the basis that there may be special circumstances relating to the sites that in combination with need would amount to the <i>very special circumstances</i> needed to justify inappropriate development in the Green Belt.</p> <p>There is nothing in the NPPF which suggests any change to this approach.</p>	<p>The plan is consistent with NPPF Green Belt policies.</p>

<b>Meeting the challenge of climate change, flooding and coastal change (paras 93-108)</b>			
<b>What NPPF expects local plans to include to deliver its objectives</b>	<b>Relevant questions</b>	<b>Does your local plan address this issue and meet the NPPF's expectations?</b>	<b>How significant are any differences? Do they affect your overall strategy?</b>
Adopt proactive strategies to mitigate and adapt to climate change taking full account of flood risk, coastal change and water supply and demand considerations (94).	<p>Does the plan positively promote the generation of energy from renewable or low carbon sources?</p> <p>Have you planned new development in locations and ways which take account of flood risk and reduce greenhouse gas emissions?</p>	<p>Policy DC3 covers greenhouse gases, drainage and flood risk</p> <p>Sustainable waste management is supported in objectives and Policy CW1 Waste minimisation and Policy CW3 Waste Markets.</p> <p>The Plan seeks to significantly improve the infrastructure for waste management by using waste as a resource and driving waste up the waste hierarchy. This includes deployment of energy from waste technologies where appropriate.</p> <p>The selection of sites was informed by a comprehensive site assessment undertaken by consultants ERM in 2004. The criteria used included consideration of the 'proximity principle' and the proximity to existing waste management sites as well as flood risk and transport links. There are a number of detailed reports and, of course, the Inspector's report into the Public Examination of the Local Plan in 2007.</p>	Although there is no specific climate change reference the plan is consistent with NPPF policies.

## Plan-making

Local Plans (paras 150-157)			
What NPPF identifies in relation to the development of local plans	Relevant questions	Which parts of your local plan address this issue  (reference and brief summary of content, plus any other relevant evidence)	Does your local plan meet the NPPF's expectations? How significant are any differences?
<p><b>Local Plans should:</b> Plan positively for the development and infrastructure required. (para 157)</p>	<p>Have you objectively assessed development needs and planned for them?  If you can't meet them in your area, have you co-operated with others on meeting them elsewhere? (para 182)</p>	<p>In line with national policy the plan seeks to meet assessed need on the basis of net self-sufficiency. In addition the Plan seeks to meet the need to provide for a declining amount of waste exported from London.  Sufficient land is identified to accommodate the capacity to meet this assessed need. Cooperation with adjoining authorities is ongoing.</p>	<p>Consistent with NPPF expectations</p>

Using a proportionate evidence base (paras 158-177)			
What NPPF identifies in relation to the development of local plans	Relevant questions	Which parts of your local plan address this issue (reference and brief summary of content, plus any other relevant evidence)	Does your local plan meet the NPPF's expectations? How significant are any differences?
<p><b>Ensuring viability and deliverability</b></p> <p>The sites and scale of development identified in the plan should not be subject to such a scale of obligations and policy burdens that their ability to be developed viably is threatened (173)</p>	<p>To what extent has your plan been assessed to ensure viability, taking into account the costs of any requirements likely to be applied to development, such as requirements for affordable housing, standards, infrastructure contributions or other requirements?</p> <p>In so doing to what extent has it taken into account the normal cost of development and on-site mitigation and provide competitive returns to a willing land owner and willing developer to enable the development to be deliverable (173)?</p>	<p>The Plan is predicated on proven technologies and is not technology specific. There have been advances in AD, pyrolysis, gasification etc but this is covered by relevant policies.</p> <p>Evolving technologies (e.g. more intensive recovery) may no longer be considered as 'bad neighbour uses' but may increase opportunities for new sites – particularly in urban industrial areas – in accordance with plan policies.</p> <p>Four of the Plan allocated waste sites accommodate operational waste management facilities.</p> <p>Only one allocated site has been lost to non-waste related development (Heather Farm, Horsell).</p>	<p>The Plan continues to facilitate the delivery of a range of waste management facilities and therefore meets NPPF expectations</p>

## 2 Consistency with National Planning Policy for Waste

An assessment of the consistency of the Surrey Waste Plan 2008 (the Plan) with the National Planning Policy for Waste issued October 2014 (NPPW) has been undertaken. Each main section of the NPPW has been considered and summarised in the table below. The assessment of the Plan's consistency with each section is also set out below. The findings indicate the Plan is broadly consistent with the NPPW.

Introduction (Para 1)	
Requirement	Assessment of Consistency
Delivery of sustainable development and resource efficiency by driving waste management up the waste hierarchy	Vision (B4) includes for providing sustainable development by driving waste management up the waste hierarchy and addressing waste as a resource.
Ensure waste management is considered alongside other spatial planning concerns.	The Plan emphasises the importance of Waste Management with Policy DC1 safeguarding existing and proposed sites. A comprehensive <a href="#">site assessment</a> process was undertaken with consideration of a range of other spatial planning issues.
Provide framework in which communities and businesses are engaged with and take more responsibility for their own waste or for mixed MSW from households it is recovered in line with the proximity principle	Policies CW1 and CW3 provide for improving awareness of sustainable waste management.  Plan prepared on basis of Surrey Structure Plan DN18 proximity principle.
Help waste management without endangering human health and without harming environment.	Policy DC3 seeks to protect people and the environment. Planning permission will only be granted if the impacts of a development can be controlled to achieve levels that will not significantly adversely affect people, land, infrastructure and resources.
Ensure design and layout of residential and commercial and other infrastructure facilitate high quality collections.	The Plan does not contain any specific policies relating to residential design – but this is an issue for borough and district councils.

In preparing Local Plans: Using a proportionate evidence base (Para 2)	
Requirement	Assessment of Consistency
Plan new capacity and its spatial distribution based on best data and an appraisal of options.	Full evidence base presented at public examination of the Plan. <a href="#">Issues and options</a> consulted on November 2004 to February 2005 and July to August 2005. Comprehensive <a href="#">site assessment</a> undertaken. A full list of <a href="#">supporting documentation</a> is available online. Evidence base is reviewed through the AMR and has recently been updated.
Work jointly and collaboratively with other planning authorities taking account of arisings forecasts and proportion to be recycled.	Work took place collaboratively through SERTAB (now SEWPAG).  Provision made in Policy CW4 for contribution to meet declining landfill needs of London.  Recycling and composting targets set out in Table 2.1. Arisings projections set out in Table 2.2. These are updated in the AMR and have been subject to recent review.
Ensure waste management needs considered alongside other spatial planning concerns.	Policy DC1 – Safeguarding Sites – seeks to ensure that the need for waste management infrastructure is taken into account in considering other possible uses of a site.
In preparing Local Plans: Identify need for waste management facilities (Para 3)	
Undertake engagement with communities so that plans reflect collective vision.	Engagement was extensive – including three key stakeholder workshops and over 42 community workshops during May to October 2004. Two consultations on issues and options followed by a preferred plan consultation in 2005.

In preparing Local Plans: Identify need for waste management facilities (Para 3)	
Requirement	Assessment of Consistency
Drive waste management up the waste hierarchy and adequate provision made for waste disposal.	Driving waste management up the waste hierarchy is a strategic objective of the Plan. The SWP seeks to divert waste from landfill and the sites identified provide sufficient potential capacity to manage the anticipated tonnage of waste arisings across waste streams. Provision for some disposal capacity is also accounted for.
Identify tonnages and percentages of municipal and C & I requiring different types of management.	Comprehensive <a href="#">Need assessment</a> was undertaken across all waste streams  Tonnages of waste to be managed set out in Table 2.2 based on apportionment in the <i>SE Plan</i> . Recent assessment shows that overall tonnages to be managed have fallen across municipal and C& I waste streams since adoption but remain broadly of an equivalent magnitude to those in the adopted plan. Recycling and composting targets are set out in Table 2.1. Policies WD2, WD3, WD4 and WD5 provide flexibly for different types of waste management.
Consider need for additional waste management capacity of more than local significance.	Policy CW4 (and Para B33) makes provision for declining landfill needs of London.
Take account of waste arising in more than one waste planning authority.	See above. Monitoring takes account of waste imports and exports and the availability of appropriate management facilities elsewhere with the aim of net self-sufficiency.
Work collaboratively with other waste planning authorities through DtC.	Plan predates DtC requirements. SCC is a member of SEWPAG and wide ranging notification and consultations took place with other waste planning authorities in the preparation of the Plan. Cooperation is an ongoing basis.
Consider how existing capacity would satisfy future need.	Existing capacity and its ability to meet future need was assessed at the time of plan preparation and is monitored through the AMR

<b>In Local Plans: Identify suitable sites and areas (Paras 4-6)</b>	
<b>Requirement</b>	<b>Assessment of Consistency</b>
Identify types of waste management facility that would be appropriately located not stifling innovation.	<p>The Plan identifies a range of potential waste management facilities (Waste Development section). The Plan is not technology specific and is designed to be able to accommodate new technologies that are developed.</p> <p>The continued deliverability of allocated sites is monitored through the AMR.</p>
Plan for disposal and recovery of mixed municipal waste in line with the proximity principle.	<p>A range of Civic Amenity Sites (known as Community Recycling Centres) are identified, safeguarded and Policy WD1 encourages their improvement and the provision of new sites.</p> <p>The Plan seeks to increase the recycling of municipal waste through the provision of sites for recycling, storage, transfer and materials recovery. Recycling rates for municipal waste are monitored through the AMR and exceed the current Plan target.</p> <p>The Plan allocates sites which provides capacity for additional facilities for energy recovery</p>
Consider on-site management of waste.	Plan indicates on-site management should take place wherever possible (Para B9). The Surrey Joint Municipal Waste Management Strategy complements the SWP in seeking to encourage such measures as home composting.
Consider broad range of locations including industrial sites looking for opportunities to co-locate with complementary activities. Low carbon energy recovery facility to be located so as to enable utilisation of heat.	Potential urban sites and industrial estates are set out in table 3.1. Advantages of co-location of waste facilities are acknowledged in the Plan (Paras C2 and C9). The potential of the recovery of heat from thermal treatment facilities is acknowledged in the Plan (Para C21).



In Local Plans: Identify suitable sites and areas (Paras 4-6)	
Requirement	Assessment of Consistency
Prioritise the re-use of pdl, employment land and redundant agricultural and forestry buildings.	The Plan makes this priority (Policies WD1, WD2, WD4, WD5 and Para B13).
<p>The suitability of potential sites should be assessed by:</p> <ul style="list-style-type: none"> <li>the extent to which the site supports other Plan policies;</li> <li>the physical and environmental constraints on development;</li> <li>the capacity of transport infrastructure and where appropriate use other modes than road transport;</li> <li>the cumulative impact of existing and proposed waste facilities on the local community</li> </ul>	<p>The Plan identifies the types of waste facility that will drive waste management up the waste hierarchy (Policies WD1, WD2, WD3, WD4 and WD5).</p> <p>In assessing the suitability of sites a full range of criteria were used including other Development Plan Policies (such as Green Bet and AONB) transport infrastructure and environmental constraints. See <a href="#">Site Assessment Reports</a></p> <p>The Plan sets out the key development criteria for considering the allocated sites including physical and environmental constraints, and transport infrastructure.</p> <p>The Plan indicates the County Council is committed to taking advantage of opportunities for alternative modes of transport (Para B40).</p> <p>Cumulative impacts are not covered per se. These can nevertheless be assessed at the planning application stage.</p>
Sites search should firstly look for sites and areas outside Green Belt.	The Plan prioritises the use of land outside the Green Belt but acknowledges that since much of Surrey is covered by the designation, it is expected that some development may occur within the Green Belt (Policy CW6 and Paras B13 and B41) if very special circumstances prevail.

## Surrey Waste Plan Consistency with National Planning Policy for Waste October 2014

<b>When determining planning applications (Paras 7 – 8)</b>	
<b>Requirement</b>	<b>Assessment of Consistency</b>
Only expect applicants to show market need where proposals are not consistent with an up to date Local Plan.	The Plan does not require applicants to demonstrate need for new or enhanced waste management facilities. Update of arisings data should assist.
Expect applicants to demonstrate that waste disposal facilities not in line with the Local Plan, will not undermine the objectives of the Local Plan through prejudicing movement up the waste hierarchy	Proposals would be considered in terms of the visions and strategic objectives of the Plan (Paras B3 and B4) and should be in accordance with the Locational Strategy of the Plan (Section 2.1.1 and Policies CW5: Location of Waste Facilities and CW6: Development in the Green Belt (if applicable)).
Consider the likely impact on the environment and amenity against criteria in Appendix B.	The Plan includes these criteria as key development criteria for sites allocated in the Plan. Development Control Policies DC2: Planning Designations and DC3: General Considerations require consideration of the likely impact against all the listed criteria.
Ensure waste facilities are well designed.	The Plan indicates that a high quality of design and site layout is expected (Policy DC3 and Para D10).
Implement the planning strategy in the Local Plan and not pollution control processes.	The Plan recognises the distinction (Para D8).
Ensure land raising and landfill sites are restored to beneficial after uses at the earliest opportunity and to high environmental standards.	The Plan requires that such activities lead to a substantial improvement in the quality of the land (Policy WD7).
Impact of proposed non-waste related development on existing and potential waste management sites.	Safeguarding of waste sites is provided for by Policy DC1.

<b>When determining planning applications (Paras 7 – 8)</b>	
<b>Requirement</b>	<b>Assessment of Consistency</b>
New non-waste related development makes provision for waste management, promotes good design and integration of waste management and minimises off-site disposal.	Mainly a responsibility for Surrey Districts. Policy CW1 promotes the principle of waste minimisation in construction projects.
<p>Note:</p> <p>The NPPW removed the previous guidance in withdrawn PPS10 that the locational needs of waste management, together with the wider environmental and economic benefits of sustainable waste management, are material considerations that should be given significant weight in determining whether proposals should be given planning permission.</p>	<p>The Plan is clear that all applications in the Green Belt have to demonstrate very special circumstances if planning permission is to be granted. The Plan indicates that these considerations may contribute to very special circumstances when considering applications in the Green Belt but does not suggest that significant weight should be given over and above other considerations. When read with the NPPW the SWP remains consistent with current policy.</p>
<b>Monitoring and Report (Para 9)</b>	
<p>To inform the preparation of Local Plans and to inform the determination of planning applications, LPAs should monitor:</p> <ul style="list-style-type: none"> <li>take up in allocated sites;</li> <li>Existing stock and changes in stock of waste management facilities;</li> <li>Amounts of waste recycled, recovered and disposed.</li> </ul>	<p>The Plan makes such provision (Section 5.1) and these issues are monitored through the AMR and updated in recent data reports.</p>

### 3 Compliance with the EU Waste Framework Directive

The assessment addresses the criteria contained in the EU Waste Framework Directive (revised 2008) and addresses whether or not the Waste Plan remains consistent with these legislative requirements.

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Checklist	Compliance Assessment
<p>Does your local waste plan?</p> <ul style="list-style-type: none"> <li>• Set out how the key planning objectives in the waste hierarchy will be delivered</li> <li>• Provide an assessment of existing and future generation of waste arising over the plan period?</li> <li>• Identify where the waste will be managed?</li> <li>• Consider and clearly identify waste management capacity from existing waste management facilities?</li> <li>• Consider and clearly identify future capacity from existing waste management facilities?</li> <li>• Identify the number and type of waste management facilities required – including existing facilities – along with specific sites or broad locations?;</li> </ul>	<p>One of the Plans strategic objectives is to help deliver sustainable development by driving waste management up the waste hierarchy (Para 2.1 B4)</p> <p>Yes - Paras 1.2.1 and 1.3 cover arisings. The Annual Monitoring Report (AMR) monitors waste arisings.</p> <p>Yes - the plan contains a spatial strategy (2.1) and more detailed development policies and allocated waste management sites</p> <p>Yes – clearly identified and monitored (B7).</p> <p>Yes. Existing capacity is identified and with additional capacity encouraged.</p> <p>Yes – as. The Plan provides sufficient capacity in terms of sites and policies to facilitate the treatment of the equivalent of waste arising in Surrey part of monitoring process</p>

## Surrey Waste Plan Compliance with EU Waste Framework Directive 2008

Article	Requirement	How it might look	Compliance Assessment
Article 4: Waste Hierarchy;	Duty to apply the waste hierarchy as a priority order in waste management policy and legislation	Prepare and deliver planning strategies which drive waste management up the hierarchy, addressing waste as a resource and looking to dispose as the last option.	<p>Driving waste management up the waste hierarchy is a strategic objective of the SWP (Para B4) and applicants will be expected to demonstrate how their proposals integrate into a sustainable approach to waste management in Surrey (Para B7).</p> <p>Surrey County Council remains committed to achieving net self-sufficiency, enabling appropriate development that implements the waste hierarchy (Para B30).</p> <p>Waste development proposals reflect the waste hierarchy (Para C1). Policy WD5 states that permission for thermal treatment will only be granted if the waste to be treated cannot practically and reasonably be reused, recycled or processed to recover materials.</p> <p>Landfill is seen as an option of last resort and planning permission will only be granted for waste disposal by landfilling if the waste to be disposed of cannot practicably and reasonably be reused, recycled or processed (to recover materials; produce compost, soil conditioner, inert residues or to recover energy) or be required for the restoration of mineral workings (Para C28).</p>
Article 13: Protection of human health and the environment	Ensure that any waste is handled in a manner which guards against harm to human health and the environment	Test the suitability of proposed sites for development against paragraph 7 of the NPPW and in doing so consider the factors set out in Appendix B.	<p>All allocated sites have undergone exhaustive assessment.</p> <p>All proposals will be assessed for compliance against Policy DC3 that reflect the factors set out in Appendix B.</p> <p>Key Development Criteria identified for all allocated waste management sites.</p>

Surrey Waste Plan Compliance with EU Waste Framework Directive 2008

Article	Requirement	How it might look	Compliance Assessment
<p>Article 16: Principles of proximity and self-sufficiency</p>	<p>(As far as is practicable) establish an integrated and adequate network of waste disposal installations and installations for the recovery of mixed municipal waste collected from private households</p> <p>The requirement to be self-sufficient in waste disposal is set out at national level,</p>	<p>A framework in which communities should take more responsibility for their own waste, and enable sufficient and timely provision of waste management facilities to meet the needs of their communities. (NPPW)</p> <p>Waste disposal facilities and facilities for the recovery of mixed municipal waste collected from households are appropriately sited.</p> <p>Joint working with other planning authorities to develop an extensive network of sites</p>	<p>Net self-sufficiency is a strategic objective of the SWP (Para B4).</p> <p>Policy CW4 seeks to provide enough waste management capacity to manage the equivalent of waste arising in Surrey.</p> <p>Policy WD1 complements the Joint Municipal Waste Strategy in encouraging the improvement or extension of civic amenity sites (known as community recycling centres) or the provision of new sites.</p> <p>The assessment and identification of allocated sites has regard to the proximity principle.</p>
<p>Article 28: Waste Management Plans</p>	<p>Local waste plan should show</p> <p>Details of existing major disposal and recovery installations</p> <p>An assessment of the need for the closure of existing waste management facilities and the need for additional waste installation infrastructure</p>	<p>Preparation of up-to-date local plans including</p> <p>A statement covering future requirements, including replacement of time limited facilities, should be included in the final version of the plan.</p> <p>Existing and proposed waste management sites on a geographical map</p>	<p>Assessments of existing capacity and need for new capacity to meet the equivalent of waste arising in Surrey has been undertaken.</p> <p>Assessments of capacity and need for C, D &amp; E and Hazardous wastes have also been carried out. The Plan is supported by the Aggregates Recycling Joint DPD which provides opportunities for the increased recycling of C, D &amp; E waste.</p> <p>Sites proposed for allocation shown in Key Diagram and in larger scale Site Maps.</p> <p>All existing sites listed and kept up to date through the AMR.</p>

## Surrey Waste Plan Compliance with EU Waste Framework Directive 2008

Article	Requirement	How it might look	Compliance Assessment
	Sufficient information on the location criteria for site identification and on the capacity of future disposal or major recovery installations	<p>Annual Monitoring Reports to include:</p> <ul style="list-style-type: none"> <li>- The location of any proposal that has received planning permission, and which is operational.</li> <li>- the number of permissions granted and the capacity of those additional facilities, or extensions of existing facilities;</li> <li>- sites that have been closed or have reached the end of their lifetime.</li> </ul>	The <a href="#">Annual Monitoring Report</a> gives information on new sites granted permission including location and an assessment of existing management capacity.
Article 34: Periodic Inspections	Carry out appropriate inspections of waste management facilities	Inspections are likely to occur either as part of any wider inspection to check compliance with the terms of the planning permission, or as part of an investigation of any allegation of a breach of planning control such as a failure to comply with planning conditions	The county council undertakes regular inspections of waste management facilities to ensure compliance with the terms of planning permissions. Allegations of breaches in planning control on authorised sites and on other sites are investigated and enforcement action taken as appropriate.

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## Review of Minerals & Waste Development Scheme 2014

### Background document

#### Conformity of the Surrey Minerals Plan with the National Planning Policy Framework (NPPF)

7

The Surrey Minerals Plan comprises:

[The Minerals Plan Core Strategy DPD 2011](#)

[The Primary Aggregates DPD 2011](#)

[The Aggregates Recycling Joint DPD 2013](#)

This document assesses the continued soundness of the Plan when compared to changes in government policy and in particular the NPPF.

#### The Minerals Plan Core Strategy adopted 19 July 2011

The Core Strategy sets out the vision, objectives and spatial strategy for mineral development to 2026 incorporating specific policies on silica sand, brick clay and oil and gas, together with generic development control policies. It also identifies preferred areas and areas of search for silica sand and brick clay extraction. The proposals map identifies Mineral Safeguarding Areas, preferred areas and areas of search.

Public hearings for the Core Strategy and Primary Aggregates Development Plan Documents were held between October 2010 and January 2011.

The inspector's report<sup>1</sup> concluded that:

*"The Surrey Minerals Plan Core Strategy Development Plan Document provides an appropriate basis for the planning of the County over the next 15 years. The Council has sufficient evidence to support the strategy and can show that it has a reasonable chance of being delivered."*

The Minerals Plan Core Strategy was recognised by the RTPI as:

*"An exemplar for the thoroughness of its evidence base and research. This exemplar plan has a clearly explained methodology for sub-regional apportionment and an 'after-care led' approach."*<sup>2</sup>

<sup>1</sup> See [Inspector's report](#) on the examination into the Surrey Minerals Plan Core Strategy DPD 23 May 2011.

<sup>2</sup> Royal Town Planning Institute SE Spatial Strategy Award 2011

## The Primary Aggregates DPD adopted 19 July 2011

The Primary Aggregates DPD sets out the policy framework to address the need for provision of sharp sand, gravel and soft sand in Surrey. It also identifies preferred areas to meet the need for primary aggregates, which are shown on the proposals map, and contains policies for controlling primary aggregate extraction.

The Inspector's report<sup>3</sup> concluded that:

*“The Surrey Minerals Plan Primary Aggregates Development Plan Document provides an appropriate basis for the planning of the County over the next 15 years. The Council has sufficient evidence to support the preferred areas identified and can show, in almost all cases, that they have a reasonable chance of being delivered.”*

## The Aggregates Recycling Joint DPD adopted 12 February 2013

The Aggregates Recycling Joint DPD sets out proposals with regard to the provision of aggregate recycling facilities across the county for the period up to 2026. It lists existing temporary and permanent aggregates recycling facilities and identifies potential new sites.

The NPPF was published during the course of the public examination (March – June 2012). As a result the Inspector specifically requested<sup>4</sup> that the council prepared a supplementary self-assessment relating to the consistency of the plan with the NPPF<sup>5</sup>. The council also included in its proposed main modifications a new policy (numbered AR1) which includes an explicit presumption in favour of sustainable development.

Based on the NPPF the inspector identified his role as being to assess whether the Plan had been prepared in accordance with the Duty to Co-operate; legal and procedural requirements; and whether it was “sound”. To be “sound” – a plan should be positively prepared, including being based on a strategy which seeks to meet objectively assessed development and infrastructure requirements; justified, in that it should be the most appropriate strategy, when considered against reasonable alternatives, based on proportionate evidence; effective including being deliverable; and consistent with national policy, enabling the delivery of sustainable development in accordance with the policies of the framework.

The Inspector concluded that the Plan was “sound” in accordance with the NPPF and that it therefore provides an appropriate basis for the planning of the county over the next 14 years.

<sup>3</sup> See [Inspector's report](#) of the examination into the Surrey Minerals Plan Primary Aggregates DPD. 23 May 2011.

<sup>4</sup> See [Inspector's report](#) of the examination into the Aggregates Recycling Joint Development Plan Document for the Minerals and Waste Plans 26 November 2012

## Environmental Assessment

The Surrey Minerals Plan has been subject to thorough and comprehensive strategic environmental assessment (SEA) and sustainability appraisal (SA) throughout the course of its preparation. This process has informed the d-strategy and site selection.<sup>6</sup>

### Assessment

Both the Minerals Plan Core Strategy and Primary Aggregates DPDs were adopted prior to the Government publishing the NPPF in March 2012. It is therefore necessary to assess these plans against the NPPF – and in particular those changes that the NPPF introduces over previous planning policy relevant to minerals and waste planning.

In essence the NPPF takes forward policies and guidance contained in Minerals Policy Statements 1 and 2 and more specific technical advice in Minerals Planning Guidance. The main changes in emphasis relates to the need for the planning process to positively support sustainable economic growth.

The checklist below provides an assessment of the Minerals Plan DPDs and seeks to address the issue of the continued “soundness” of the Plan.

The evidence provided in the schedule strongly suggests that the Minerals Core Strategy and Primary Aggregates DPDs remain in conformity with the NPPF.

The Aggregates Recycling Joint DPD was examined and adopted in the light of the publication of the NPPF and is therefore judged in conformity with the NPPF at the time of adoption in February 2013.

This situation will continue to be monitored through the Local Aggregates Assessment (LAA) and Annual Monitoring Report (AMR) with a view to assessing the ongoing robustness of the plans in terms of the NPPF test of soundness. A proportionate response will need to be made in the light of changing circumstances since plans cannot be expected to remain 100% compliant when assessed against changing national policy and the local economic, social and environmental context.

### Conclusion

No immediate review of the three recently adopted Surrey Minerals Plan development plan documents is proposed as part of the review of the Minerals & Waste Development Scheme 2013. The situation will continue to be monitored through the AMR and LAA. Particular attention will need to be given to the exploitation of unconventional gas (shale gas) and developments in relevant government policy.

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<sup>5</sup> See Aggregates Recycling Joint Development Plan Document. [Assessment of compliance with the National Planning Policy Framework](#) August 2012

<sup>6</sup> See [Revised Environmental Report May 2010](#) and [Environmental Report for the Aggregates Recycling DPD](#)



# Surrey Minerals Plan

## Conformity with NPPF Self-Assessment Checklist

This assessment is based on the Soundness Self-Assessment Checklist produced on behalf of the Planning Advisory Service (PAS)<sup>7</sup> but does not slavishly follow its content since the minerals plan deals with specialist issues.

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<sup>7</sup> [Soundness Self-Assessment Checklist](#) (January 2013) AMEC on behalf of the PAS

### Positively Prepared

The plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

NPPF Key Requirements	Evidence
<p><b>Does the plan adequately reflect the presumption in favour of sustainable development? (14)</b></p> <p>Policies in Local Plans should follow the approach of the presumption in favour of sustainable development so that it is clear that development which is sustainable can be approved without delay.</p> <p>Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless:</p> <ul style="list-style-type: none"> <li>any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF taken as a whole; or</li> <li>specific policies in the NPPF indicate development should be restricted.</li> </ul>	<p><b>Core Strategy &amp; Primary Aggregates DPDs</b></p> <p>The Minerals Core Strategy encourages; <i>“reducing demand for primary minerals by encouraging efficient use of resources and recycling materials, where appropriate, in preference to excavating new resources”</i>.</p> <p><b>Primary Land Won Aggregates</b></p> <p>The NPPF requires MPAs to prepare Local Aggregate Assessments (LAAs) annually, which will be based on a rolling average of 10 years sales data and other relevant local information and an assessment of all supply options. The LAA is in preparation.</p> <p>Surrey has been a significant source of land-won primary aggregates for many years and remains a net exporter of primary sand and gravel. However, due to environmental constraints, to maintain production of concreting aggregate at past sales levels is not a sustainable prospect beyond the plan period, a position confirmed by the Minerals Plan Inspector.</p> <p>The Minerals Plan makes provision for land won primary aggregates in line with the proposed changes to Policy M3 of the South East Plan (Policy MC7 and Primary Aggregates DPD PolicyMA1). This provides sufficient capacity to continue to supply demand in Surrey and surrounding areas until 2026 (based on average sales from the last 10 years) but towards and beyond this date it is likely that reserves will become close to exhaustion.</p> <p>Criteria based Policy MC11 introduces flexibility by allowing other sites for sand and gravel extraction to come forward where appropriate.</p>

NPPF Key Requirements	Evidence
<p><b>Does the plan adequately reflect the presumption in favour of sustainable development? (14)</b></p>	<p><b>Aggregates Recycling DPD (ARDPD)</b></p> <p>The ARDPD positively plans for an increase in the production of recycled aggregates in the County so helping to reduce dependency on land-won primary aggregates.</p> <p>It does so through site-specific allocations to meet the production targets in line with Policy MC5 of the Minerals Plan Core Strategy, and the spatial strategies set out in the adopted Waste Plan and Minerals Plan Core Strategy.</p> <p>The ARDPD recognises the need to build in flexibility over the timescale of the Plan to allow for a degree of unpredictability in the economy and the business intentions of industry and landowners. Policy AR2 makes provision for potential windfall developments.</p> <p>The monitoring framework for the Minerals Plan and Aggregates Recycling DPD together with the LAA provide a mechanism for consideration of remedial action should this be necessary.</p>

### Can the Plan continue to be justified?

The plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence

To be 'justified' a DPD needs to be:

- founded on a robust and credible evidence base involving: research/fact finding demonstrating how the choices made in the plan are backed up by facts; and evidence of participation of the local community and others having a stake in the area.
- The most appropriate strategy when considered against reasonable alternatives

NPPF Key Requirements	Evidence
<p><b><i>Can the Plan continue to be justified?</i></b></p> <p><b><i>Alternative spatial options</i></b></p> <p>What alternative spatial options were considered and were they subject to sustainability appraisal and public consultation?</p>	<p>Spatial options within a minerals plan are constrained by the geographic spread of potentially economically viable resources. The plan examined potential mineral zones (PMZ) for aggregates and for silica sand thoroughly as these represent the resources in greatest demand. There were a number of rounds of consultation at the early stages of plan preparation to discuss the outcome of the assessment of the aggregate PMZs and the development of spatial options.</p> <p>The Environmental Report sets out in chapter 2 the various stages of option assessment that were undertaken in the Strategic Environmental Assessment and Sustainability Appraisal of the plan.</p>
<p><b><i>Can the Plan continue to be justified?</i></b></p> <p><b><i>Concreting aggregates</i></b></p> <p>Is the strategy to concentrate mineral extraction of concreting aggregates on the river terrace gravels of the Thames in NW Surrey justified, founded on robust and credible evidence and the most appropriate strategy when considered against reasonable alternatives?</p>	<p>The river terrace gravels of the Thames in NW Surrey are the key source of sharp sand and gravel in the county. Although potential resources exist in the other main river valleys, notably the Blackwater, Mole and Wey, they have not been worked in recent times and operators have not shown interest in their potential.</p> <p>Sharp sand and gravel production has traditionally made up at least two thirds of total aggregate output in Surrey. The remainder is made up of soft sand, which serves a different market. NW Surrey therefore remains the most significant area in terms of potential resource for sharp sand and gravel for the plan period. There are no reasonable alternatives to the strategy other than to plan for a reduction in production below the regional guideline.</p>



NPPF Key Requirements	Evidence
<p><b>Can the Plan continue to be justified?</b></p> <p><b>Soft Sand</b></p> <p>Is the strategy to concentrate the extraction of soft sand on parts of south western and eastern Surrey, where there has already been extensive mineral working and where there are resources of other minerals, the most appropriate strategy when considered against reasonable alternatives?</p> <p>Is the strategy justified, founded on a robust and credible evidence base and will it be effective?</p>	<p>The exploitation of construction sands in Surrey has been confined to the Folkestone Formation within the Lower Greensand. This outcrops in a generally limited band just south of the scarp of the North Downs which broadens significantly in the west of the county.</p> <p>The Folkestone Formation is presently worked for construction sand in the Runfold area on the west of the county, at Betchworth in the centre and Moorhouse in the east. Silica sand is extracted from the same Formation at Buckland and at Bletchingley, the latter producing limited amounts of construction sand where sand is unsuitable for specialist use.</p> <p>The report into potential mineral zones identifies areas where economically viable resources are to be found. Extensive parts of the resource lie within the Surrey Hills AONB and the working of this for construction sands would not be in accordance with national policy when workable resources occur outside the designated area. The primary aggregates land assessment report shows how the original list of 106 potential mineral zones became the specific preferred areas identified in the consultation draft preferred option 2006 and the submission draft 2009. This is reiterated in chapter 2 of the Environmental Report.</p> <p>There are no suitable alternative resources of building sand within the county so this and the AONB limits the consideration of potential alternatives in future. The strategy will enable continued production of construction sands within the county at the same time limiting the potential environmental impact and is considered to remain the most effective solution.</p>

NPPF Key Requirements	Evidence
<p><b><i>Can the Plan continue to be justified?</i></b></p> <p><b><i>Silica Sand</i></b></p> <p>Is the strategy to identify a preferred area for silica sand working and an associated area of search justified? Is it founded on a robust and credible evidence base including evidence on need?</p>	<p>National advice indicates that a landbank of at least ten years should be maintained at existing workings. There are two existing workings in Surrey, at Tapwood, Buckland and North Park Quarry, Bletchingley. Deposits of silica sand in Surrey have a very limited geographic spread being confined to the upper reaches of the Folkestone Formation on the eastern side of the county. Resources around Buckland are limited and ownership and environmental issues restrict future opportunities here.</p> <p>The identification of a preferred area adjacent to North Park Quarry will support the landbank position there. The area of search in Nuffield Marsh gives an early indication of potential remaining silica sand resources, which may support the landbank in the longer term.</p>
<p><b><i>Can the Plan continue to be justified?</i></b></p> <p><b><i>Site selection</i></b></p> <p>Was the selection of preferred and safeguarded areas for minerals extraction the most appropriate given reasonable alternatives?</p>	<p>The 48 zones remaining after the initial sieve of 106 potential mineral zones (PMZs) were all looked at by the county council in open selection. The examination inspector considered this to have been a genuine exercise where they were treated equally and that the county council was not predisposed to any of the 18 sites finally chosen.</p> <p>The factors that influenced the judgement as to the zones to be selected for the preferred option are detailed in the Primary Aggregates Land Assessment Report and the 2010 Revised Environmental Report. They addressed the full range of impacts in an analytical way. Land ownership and mineral operator interest, as indicators of deliverability, informed the selection.</p>

**Does the Plan remain effective?**

The plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities

To be 'effective' a DPD needs to:

- Be deliverable
- Demonstrate sound infrastructure delivery planning
- Have no regulatory or national planning barriers to its delivery
- Have delivery partners who are signed up to it
- Be coherent with the strategies of neighbouring authorities
- Demonstrate how the Duty to Co-operate has been fulfilled
- Be flexible
- Be able to be monitored.

NPPF Key Requirements	Evidence
<p><b><i>Does the Plan remain effective?</i></b></p> <p><b><i>Flexibility</i></b></p> <p>Is the plan flexible enough to respond to a variety of, or unexpected changes in, circumstances?</p> <p>Does the plan include the remedial actions that will be taken if the policies need adjustment?</p>	<p>The plan identifies preferred areas for future mineral working sufficient to maintain an adequate supply of minerals above existing permitted reserves whilst ensuring environmental impacts are minimised. In addition areas of search are identified which could meet shortfalls in supply should the need arise. The future supply of primarily aggregate – particularly concreting aggregate – will be tight towards the end of the plan period due to environmental constraints but flexibility is built into the plan with provision for increased supply of recycled aggregate and capacity to increase the importation of aggregates including marine sand and gravel and crushed rock.</p> <p>The AMR and LAA will ensure the situation is monitored</p>
<p><b><i>Does the Plan remain effective?</i></b></p> <p><b><i>Deliverable</i></b></p> <p>Does the plan continue to provide a framework for the delivery of a sustainable supply of minerals?</p>	<p>The Plan documents were prepared in consultation with the minerals industry and a key factor in site selection was interest from the industry and potential deliverability</p> <p>The AMR monitors the implementation of the Plan in terms of new planning permissions and the quantity of aggregate produced. The conclusion is that the Plan remains relevant and is being implemented.</p>

NPPF Key Requirements	Evidence
<p><b><i>Does the Plan remain effective?</i></b></p> <p><b><i>Co-operation</i></b></p> <p>Is it clear who is intended to implement each part of the DPD? Where the actions required are outside the direct control of the LPA, is there evidence that there is the necessary commitment from the relevant organisation to the implementation of the policies?</p>	<p>Co-operation with surrounding MPAs takes place through SEEAWP. SEEAWP will comment on Surrey's LAA to ensure it is robust and takes account of regional supply and demand.</p>
<p><b><i>Does the Plan remain effective?</i></b></p> <p><b><i>Monitoring</i></b></p> <p>Does the DPD contain targets, and milestones which relate to the delivery of the policies?</p> <p>Is it clear how targets are to be measured (by when, how and by whom) and are these linked to the production of the annual monitoring report?</p> <p>Is it clear how the significant effects identified in the sustainability appraisal report will be taken forward in the ongoing monitoring of the implementation of the plan, through the annual monitoring report?</p>	<p>Targets for maintaining sufficient land banks are set by government and monitored through the AMR and LAA. Overall demand is predicted through the LAA and where necessary remedial action can be taken .</p> <p>The AMR monitors the impacts of planning permissions and the ongoing report on the ongoing active monitoring of minerals sites to ensure that mitigation measures are being appropriately implemented and maintained.</p>

**Is the Plan consistent with National Policy?**

The plan should enable the delivery of sustainable development in accordance with the policies in the NPPF.

NPPF Key Requirements	Evidence
<p><b>Facilitating the sustainable use of minerals (142-149)</b></p> <p><b>Supply</b></p> <p>Minerals are essential to support sustainable economic growth and our quality of life. It is therefore important that there is a sufficient supply of material to provide the infrastructure, buildings, energy and goods that the country needs. However, since minerals are a finite natural resource, and can only be worked where they are found, it is important to make best use of them to secure their long-term conservation (142)</p> <p>Minerals planning authorities should plan for a steady and adequate supply of aggregates (145) and industrial materials (146)</p>	<p>The matters of ensuring sustainable minerals supply has not changed in the NPPF and is dealt with in the Minerals Plan Core Strategy and Primary Aggregates DPD:</p> <p>Surrey’s Local Aggregates Assessment (LAA) is being prepared with participation in, and consultation with, SEEAWP.</p> <p>The Surrey Minerals Plan makes appropriate provision of minerals landbanks through:</p> <ul style="list-style-type: none"> <li>• Policy MC7 – maintenance of at least 7 yr landbank for sand and gravel</li> <li>• Policies MA2 and MA3 - landbanks for concreting aggregate and soft sand</li> <li>• Policy MC8 – Silica Sand supply and permitted reserves of at least 10 yrs for individual sites</li> <li>• Policy MC9 -Brick Clay supply and permitted reserves for at least 25 yrs</li> </ul> <p>The LAA and <a href="#">Annual Monitoring Report (AMR)</a> will monitor the supply of aggregate and industrial minerals and ensure the necessary remedial action is taken should supply fall below that which is considered sufficient. This through a review of the Minerals Plan if necessary.</p>

NPPF Key Requirements	Evidence
<p><b>Facilitating the sustainable use of minerals (142-149)</b></p> <p><b>Contents of plans</b></p> <p>In preparing Local Plans local planning authorities should (143):</p> <ul style="list-style-type: none"> <li>• identify and include policies for extraction of mineral resource of local and national importance in their area, but should not identify new sites...for peat extraction;</li> <li>• so far as practicable, take account of the contribution that substitute or secondary and recycled materials and minerals waste would make to the supply of materials, before considering extraction of primary materials, whilst aiming to source minerals supplies indigenously;</li> <li>• define Minerals Safeguarding Areas and adopt appropriate policies in order that known locations of specific minerals resources of local and national importance are not needlessly sterilised by non-mineral development, whilst not creating a presumption that resources defined will be worked; and define Minerals Consultation Areas based on these Minerals Safeguarding Areas;</li> </ul>	<p>See above – concreting aggregates and silica sand are particularly important local and national resources and relevant policies are included in the Core Strategy and Primary Aggregates DPD.</p> <p>Policy MC10 includes a presumption against peat extraction</p> <p>Surrey’s Aggregates Recycling Joint DPD takes a proactive approach to identifying suitable sites for aggregates recycling. The aim is to double recycling rates by 2016 (to 0.8 mtpa). Recycled aggregates can take the place of primary won aggregates in many situations where a lower grade material is required.</p> <p>Minerals safeguarding areas are included in the Surrey Minerals Plan 2011 under Policy MC6. District and boroughs are asked to include these areas in their own proposals maps and to consult as necessary. A revised consultation protocol is being produced in 2013 that will advise districts and boroughs when to consult the MPA in accordance with Policy MC6</p>

NPPF Key Requirements	Evidence
<p><b>Facilitating the sustainable use of minerals (142-149)</b></p> <p><b>Contents of plans</b></p> <p>In preparing Local Plans local planning authorities should (143):</p> <ul style="list-style-type: none"> <li>• safeguard:           <ul style="list-style-type: none"> <li>- existing, planned and potential rail heads, rail links to quarries, wharfage and associated storage, handling and processing facilities for the bulk transport by rail, sea or inland waterways of minerals, including recycled, secondary and marine-dredged materials; and</li> <li>- existing, planned and potential sites for concrete batching, the manufacture of coated materials, other concrete products and the handling, processing and distribution of substitute, recycled and secondary aggregate material.</li> </ul> </li> <li>• set out policies to encourage the prior extraction of minerals, where practicable and environmentally feasible, if it is necessary for non-mineral development to take place;</li> </ul>	<p>Existing rail heads in Surrey at Salfords and Woking are safeguarded in the Core Strategy under Policy MC16 – Rail aggregate depots. These will provide sufficient capacity for anticipated imports along with surrounding rail depots particularly in London. The Policy also allows for the positive consideration for new depots based on the merits of the proposals.</p> <p>Aggregates Recycling Joint DPD safeguards existing and proposed sites for the recycling of construction waste to form secondary aggregate.</p> <p>The great majority of mineral workings within Surrey lie in the Green Belt. Retaining independent processing facilities following the completion of mineral working would potentially conflict with the restoration of these areas and their long-term openness. Planning permissions are therefore usually conditioned to require the removal of all plant and associated hard standings. Concrete batching and manufacture of coating materials are not considered appropriate in the green belt although some mortar batching plants have temporary permissions associated with soft sand quarries.</p> <p>Other mineral development, including concrete batching or the manufacture of coated materials will fall to be determined under Policy MC14.</p> <p>Objective 2.3 of the Core Strategy is “ensuring prior extraction of mineral resources, where possible, if land is to be sterilised by other development”; and para 5.4 states that “The MPA will treat prior working as an important objective when consulted on development within a minerals safeguarding area which would otherwise result in sterilisation of the resource.”</p>

NPPF Key Requirements	Evidence
<p><b>Facilitating the sustainable use of minerals (142-149)</b></p> <p><b>Contents of plans</b></p> <p>In preparing Local Plans local planning authorities should (143):</p> <ul style="list-style-type: none"> <li>• set out environmental criteria, in line with the policies in this Framework, against which planning applications will be assessed so as to ensure that permitted operations do not have unacceptable adverse impacts on the natural and historic environment or human health, including from noise, dust, visual intrusion, traffic, tip- and quarry-slope stability, differential settlement of quarry backfill, mining subsidence, increased flood risk, impacts on the flow and quantity of surface and groundwater and migration of contamination from the site; and take into account the cumulative effects of multiple impacts from individual sites and/or a number of sites in a locality;</li> <li>• when developing noise limits, recognise that some noisy short-term activities, which may otherwise be regarded as unacceptable, are unavoidable to facilitate minerals extraction;</li> </ul>	<p>All environmental criteria listed in NPPF are covered by Policy MC14 –subject to following assessment of some issues:</p> <p>Human health is not explicitly listed but MC14 covers noise, dust, fumes and any other matter relevant to the planning application</p> <p>Tip and quarry stability, differential settlement of quarry backfill, mining subsidence : MC14 vii) refers to land stability. Para 6.31 refers to quarry stability and subsidence</p> <p>Impacts on the flow and quality of surface and groundwater and migration of contamination from the site: MC14 ii) refers to flood risk, potential impacts of dewatering, water quality and land drainage. Key development requirements require hydro assessment to cover all these aspects. Paras 6.11-6.14 of Core Strategy</p> <p>Cumulative effects of multiple effects from individual sites and/or a number of sites in a locality: MC14 x) refers to cumulative impacts between development but not to multiple effects from individual sites (see NPPF para 144, bullet 3). Nevertheless Policy states that impacts will be considered where relevant.</p>



NPPF Key Requirements	Evidence
<p><b>Facilitating the sustainable use of minerals (142-149)</b></p> <p><b>Contents of plans</b></p> <p>In preparing Local Plans local planning authorities should (143):</p> <ul style="list-style-type: none"> <li>• put in place policies to ensure worked land is reclaimed at the earliest opportunity, taking account of aviation safety, and that high quality restoration and aftercare of mineral sites takes place, including for agriculture (safeguarding the long term potential of best and most versatile agricultural land and conserving soil resources), geodiversity, biodiversity, native woodland, the historic environment and recreation.</li> </ul>	<p>The ‘Surrey Approach’ of restoration led mineral planning is often cited as best practice and is underpinned by several key principles enshrined in the Minerals Site Restoration Supplementary Planning Document</p> <ul style="list-style-type: none"> <li>• Targeting the end use</li> <li>• Being proactive as a regulatory authority</li> <li>• Partnership working</li> <li>• Promoting, recognising and rewarding excellence.</li> </ul>
<p><b>Facilitating the sustainable use of minerals (142-149)</b></p> <p><b>Planning for hydrocarbons</b></p> <p>Minerals planning authorities should also (147):</p> <ul style="list-style-type: none"> <li>• when planning for on-shore oil and gas development, including unconventional hydrocarbons, clearly distinguish between the three phases of development (exploration, appraisal and production) and address constraints on production and processing within areas that are licensed for oil and gas exploration or production;</li> <li>• encourage underground gas and carbon storage and associated infrastructure if local geological circumstances indicate its feasibility;</li> </ul>	<p>The Minerals Plan distinguishes between the three phases of on-shore oil and gas development (Policy MC12) and makes provision for underground gas storage where capacity and geological circumstances are proven to be suitable. Policy MC13 requires that there would be no significant adverse impacts.</p> <p>Unconventional gas (shale gas) has emerged as a potential significant source of energy supply since the adoption of the plan. The Government is producing technical planning guidance on shale gas in July 2013 to provide clarity around planning for shale gas during the important exploration phase for the industry. Core Strategy Policies MC12 – Oil and Gas development and MC14 – Reducing the adverse impacts of mineral development - provide the necessary criteria based policy guidance should any proposal come forward in Surrey.</p>

NPPF Key Requirements	Evidence
<p><b><i>Building a strong, competitive economy (paras 18-22)</i></b></p> <p>The Government is committed to securing economic growth in order to create jobs and prosperity, building on the country's inherent strengths, and to meeting the twin challenges of global competition and of a low carbon future.</p> <p>The Government is committed to ensuring that the planning system does everything it can to support sustainable economic growth. Planning should operate to encourage and not act as an impediment to sustainable growth. Therefore significant weight should be placed on the need to support economic growth through the planning system.</p>	<p>In planning positively for an adequate and sustainable supply of aggregate and industrial minerals the Local Plan supports economic growth.</p> <p>Supply will be monitored through the LAA and AMR and remedial action take as necessary.</p>
<p><b><i>Supporting a prosperous rural economy (para 28)</i></b></p> <p>Policies should support economic growth in rural areas in order to create jobs and prosperity by taking a positive approach to sustainable new development .</p>	<p>Minerals can only be worked where they are found and it would be inappropriate to claim that mineral development could be positively directed to rural areas for their economic benefit. However, allocated minerals sites do lie in rural areas and their development would generate benefits for the local economy by safeguarding jobs, supporting local operators and providing the raw materials for local development.</p>

NPPF Key Requirements	Evidence
<p><b>Promoting sustainable transport (paras 29-41)</b></p> <p>Encourage solutions which support reductions in greenhouse gas emissions and congestion (29) including supporting a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport. (30)</p> <p>Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. (35)</p>	<p>Surrey currently imports crushed rock and some marine aggregates into the county by rail to two depots, which are safeguarded in the Minerals Plan (Core Strategy Policy MC16).</p> <p>The 2009 regional study, Aggregate Wharves and Rail Depots in South East England<sup>8</sup> identified potential depot sites for the future, but none within or near to Surrey. This supports the conclusion that there is no significant need for additional depots in the county at present. However, the Minerals Plan does not preclude the industry from bringing proposals forward if acceptable sites can be found and the need can be justified (Policy MC16 of the Surrey Minerals Plan Core Strategy).</p> <p>The Surrey LAA will continue to monitor the opportunities for the supply of minerals into the County via rail. The LAA will be prepared in collaboration with the South East Aggregate Working Party.</p> <p>The Minerals Plan was prepared in consultation with neighbouring authorities.</p> <p>Minerals Plan Core Strategy Policy MC15 and supporting text addresses all the requirements of paragraph 32 of the NPPF including the requirement for applicants to undertake a transport assessment.</p>

<sup>8</sup> Study of Aggregate Wharves and Rail Depots in South East England (SEERA) Feb 2009

NPPF Key Requirements	Evidence
<p><b>Protecting Green Belt land (paras 79-92)</b></p> <p>Local planning authorities should plan positively to enhance the beneficial use of the Green Belt, such as looking for opportunities to provide access; to provide opportunities for outdoor sport and recreation; to retain and enhance landscapes, visual amenity and biodiversity; or to improve damaged and derelict land. (81)</p>	<p>The principal approach to green belt policy has not changed significantly. The overall strategy of the plan remains appropriate.</p> <p>The Bury Hill Wood decision<sup>9</sup> raises an issue relating to the interpretation of green belt policy. The inspector applied a different and more severe test to the <b>exploration</b> of oil reserves citing NPPF paragraph 90 which suggests that it is only mineral <b>extraction</b> which is not inappropriate in the green belt. Europa is taking this case to the High Court in late July 2012. If the Inspectors decision is held this would in effect create a presumption against oil and gas exploration in the Green Belt and potentially require a policy change. In this situation a revision to national guidance may be required.</p>
<p><b>Meeting the challenge of climate change flooding and coastal change (paras 93-108)</b></p> <p>Adopt proactive strategies to mitigate and adapt to climate change taking full account of flood risk, coastal change and water supply and demand considerations. (94)</p> <p>Minimise vulnerability to climate change and manage the risk of flooding (99)</p>	<p>The Surrey Minerals Plan Core Strategy sets out the spatial strategy for the location of mineral development. Whilst acknowledging that the geographic extent of mineral resources limits the selection of preferred areas the drawing up of potential mineral zones did take account of transport infrastructure, flood risk and the potential of restoration and after-use to make a positive contribution to mitigating climate change impacts.</p> <p>The Plan gives priority to locating recycling development in urban areas and particularly in north west Surrey (Policy MC1) and other major towns and hence close to the sources of waste, so limiting the need to transport material over long distances.</p> <p>The policy framework of the Surrey Minerals Plans requires the impacts of development on biodiversity, open space and landscape, flood risk and air quality to be addressed in detail at the project level stage.</p> <p>Policy MC4 of the Minerals Plan Core Strategy encourages partnership working with local planning authorities to promote sustainable construction including the re-use and recycling of waste on the site where it is created and used so reducing the need to transport waste to an off-site recycling facility (para 4.9).</p>

<sup>9</sup> Appeal decision 26 September 2012 Link to [appeal decision](#)

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 16 DECEMBER 2014**

**REPORT OF: MR PETER MARTIN, DEPUTY LEADER**

**MR JOHN FUREY, CABINET MEMBER FOR HIGHWAYS,  
TRANSPORT AND FLOODING**

**LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR, ENVIRONMENT &  
INFRASTRUCTURE**

**SUBJECT: SUPPORTING ECONOMIC GROWTH THROUGH INVESTMENT  
IN TRANSPORT AND HIGHWAYS INFRASTRUCTURE –  
SECOND TRANCHE**



8

#### **SUMMARY OF ISSUE:**

On 23 September 2014, the Cabinet approved the arrangements for local financial contribution for the first tranche of three transport schemes of the 2015-16 Local Enterprise Partnership (LEP) Local Growth Deal programme.

Since that Cabinet meeting the financial requirement from the county council has been confirmed at £1.8m, significantly lower than the £2.7m potential commitment agreed.

Approval is now sought for the arrangements for local contributions for the second tranche of seven schemes, for the 2015-16 programme. The business cases for these schemes need to be submitted by 30 January 2015 or earlier, with construction to commence during 2015/16.

The Council has been in discussions with the relevant Borough councils to secure their share of the local contribution. It is a requirement that the county council confirms that the local contribution is available when it submits the business cases.

#### **RECOMMENDATIONS:**

It is recommended that:

Authority is delegated to the Strategic Director for Environment and Infrastructure, in consultation with the Deputy Leader, Cabinet Member for Highways, Transport and Flooding and the Director of Finance, to agree the precise amount of the Surrey County Council contribution, based on the proposals set out in Table 2.

#### **REASON FOR RECOMMENDATIONS:**

The proposed schemes will deliver a range of benefits to Surrey's residents, including reduced congestion, improved journey time reliability, enhanced safety, improved access for cyclists, pedestrians and buses, as well as enabling economic development and regeneration.

Under the funding arrangements, local partners are required to provide a local contribution to the schemes to reflect the local benefits that will be provided. Therefore if these schemes wish to proceed to business case submission, The Council will need to confirm that this local contribution is available.

This is the second tranche of schemes to be funded from the Local Growth Deal. The precise amount of contribution that the County Council will need to make will be finalised once discussions with relevant Borough Leaders/Chief Executives have been completed, in accordance with the approach presented to the Cabinet at the meeting of 23 September 2014 and repeated below.

## **DETAILS:**

### **Introduction and scope of the report**

1. Schemes for the 2015-16 programmes were organised into two tranches, to correspond with the submission dates of September/October 2014 and January 2015. Three schemes were submitted as part of the first tranche – Runnymede Roundabout and Egham Sustainable Transport Package (STP) to EM3 LEP and Epsom Plan E to C2C LEP. During August 2014, EM3 LEP requested earlier submission of mini business cases for Egham STP and Blackwater Valley Better Connectivity STP schemes by 16 September 2014.
2. Since the Cabinet report on 23 September 2014, two developments have taken place, altering the account presented. One relates to changes in the funding of two schemes by EM3. The other concerns reduction in the amount of contribution required from Surrey County Council, as a result of the relevant Boroughs sharing the cost of local contribution.

### **Proposed Approach to Cost Sharing**

3. Cabinet has agreed principles for sharing local contribution costs with Districts and Boroughs and these have been used in discussions with them.
  - Where a scheme will unlock a significant development opportunity, the prime beneficiary will be the Borough or District that will realise greater economic and financial benefits from this development. A good example of this is the Victoria Arch scheme in Woking. For this type of scheme it is recommended that the Borough or District should make a significant contribution to the funding to reflect the benefits they will realise.
  - Where a scheme will not lead directly to economic development but will provide wider network benefits, such as reduced congestion or an increase in sustainable transport, then it is proposed that the Borough or District contribution is lower than it might be were significant development released, as the County Council as highway authority is the prime beneficiary.
  - For resilience schemes (maintenance and/or flood alleviation), it is proposed that the County Council provides the full local contribution, as these schemes would otherwise have to be funded from our capital maintenance budget.
  - It is proposed that the whole life maintenance costs of the schemes will be provided by the county council, as highway maintenance is funded by the Department for Transport (DfT) through the Maintenance Block Grant.

The local contribution to the capital cost of scheme implementation varies depending on the LEP and the type of scheme. EM3 requires a minimum of 25% local contribution. For C2C, the rate of contribution varies with the type of scheme: 25% for sustainable transport schemes; 20% for transport major schemes; 15% for maintenance or flood alleviation schemes (resilience schemes).

**4. Tranche 1.**

In October 2014, EM3 LEP approved the business case for Egham STP but with revisions to the LGF contribution. The LGF contribution for year 1 only (2015/16) has been confirmed but with the LGF funding to span 3 years as opposed to 2 years as originally proposed. Funding for 2016/17 and 2017/18 is expected to be confirmed at a later date.

The following table shows the confirmed make up of local contribution.

**Table 1: First tranche of schemes showing confirmed contributions**

LEP	Scheme name	Est. Const. Cost	Local contribution required	Anticipated SCC local contribution share	Anticipated Borough local contribution share	S106 Contr.
EM3	Runnymede Roundabout, Runnymede BC	£4,800,000	£1,200,000	£950,000	£250,000	£0
EM3	Egham STP Runnymede BC	£3,700,000	£925,000	£575,000	£250,000	£100,000
C2C	Epsom TC Plan E, Epsom & Ewell BC	£2,700,000	£540,000	£252,000	£200,000	£88,000
	<b>Total</b>	<b>£11,200,000</b>	<b>£2,665,000</b>	<b>£1,777,000</b>	<b>£700,000</b>	<b>£188,000</b>

5. The Cabinet meeting of 23 September 2014 approved allocation of up to £2.7m from the Economic Regeneration Capital budget, to cover the required local contribution. Based on current understanding of partner and S106 developer contributions, SCC’s direct contribution toward the first tranche of schemes is now expected to be £1.777m.

**6. Tranche 2:**

7. EM3 has approved the business case for the Blackwater STP scheme and is prepared to commit up to £500,000 of LGF funding for 2015/16 but with no current commitment to funding in future years. As a result, the scheme scope has had to be re-defined to correspond to the level of funding. It will now be referred to as Blackwater Valley Better Connectivity STP – Phase 1. Further phases could be developed, if funding becomes available in subsequent years.

8. There are seven schemes in the second tranche of the 2015-16 programme including the Blackwater Valley Better Connectivity STP – Phase 1, with three schemes for EM3 LEP and four schemes for C2C LEP. Construction for all these schemes is intended to commence during 2015.
9. The programme for 2016-17, comprising tranches three and four will be covered in a separate report to Cabinet, following further clarification from government on the exact amount of funding to be released for 2016-17 and the subsequent years. A tool for prioritisation of schemes has been developed to be used in concert with Borough/District partners, to finalise the programme for 2016-17.
10. C2C LEP has recently requested early details of Resilience schemes only [maintenance and/or flood alleviation] for Tranche 3/4 programme. The rationale is to identify schemes that could potentially be developed in 2016/17, if additional government funding became available. This represents over-programming by the LEP. The following schemes are being proposed to the LEP in November 2014:
  - A240 Resilience scheme, Epsom & Ewell BC
  - A217 Resilience scheme, Reigate & Banstead BCIf approved by the LEP, details of these schemes will be included in a future Cabinet report on Tranche 3/4 SEP schemes.
11. The costs of the second tranche of schemes, and the required total local contribution from the county and the relevant boroughs/districts, are set out in Table 2 below.
12. SCC is liable for the full local contribution for – Resilience schemes and Wider Network Benefits package, as both are maintenance type schemes. C2C LEP has set aside up to £5.5m for Resilience schemes for 2015/16 and is bidding to government for a further £2m. Therefore, to maximise our share of the LGF funding, a Resilience package of £8.82m is being recommended. This can be scaled to fit the amount available from the LEP.
13. The Sustainable Transport packages and the Resilience Schemes are bids to allocations of funding held by the LEPs for these type of schemes rather than provisional allocations against specific schemes. The bids from Surrey were prioritised as agreed in the 21 October 2014 Cabinet report, “Supporting Economic Growth- Implementing the Local Growth Deals”.



**Table 2: Second tranche of prioritised schemes and expected contributions**

LEP	Scheme name	Est. Const. Cost	Local contrib. required	Funded by	Borough and District share of local contribution.	SCC share of local contribution.	Other contributions.
EM3	Blackwater Valley Better Connectivity – Phase 1, <i>X-boundary joint with Hampshire CC</i>	£670,000	£170,000	SCC + HCC	£0	£0	£170,000 [1]
EM3	A30/ A331 Meadows Gyrotory, <i>S/Heath BC</i>	£4,900,000	£1,225,000	SHBC + SCC	£750,000	£0	£475,000 [2]
EM3	Victoria Arch, <i>Woking BC</i>	£10,000,000	£2,500,000	WBC	£2,500,000	£0	n/a
C2C	Wider Network Benefits, <i>Cross Boundary</i>	£3,000,000	£600,000	SCC	£0	£600,000	
C2C	Greater Redhill STP, <i>Reigate &amp; Banstead BC</i>	£4,900,000	£1,225,000	RBBC	£0	£0	£1,225,000 [3]
C2C	A22 Resilience <i>Tandridge DC</i>	£4,900,000	£735,000	SCC	£0	£735,000	
C2C	A23 Resilience <i>Reigate &amp; Banstead BC</i>	£3,920,000	£588,000	SCC	£0	£588,000	
	<b>Total</b>	<b>£32,290,000</b>	<b>£7,043,000</b>		<b>£3,250,000</b>	<b>£1,923,000</b>	<b>£1,870,000</b>

**Notes:**

- [1] Local contribution £170,000 for the Blackwater Valley Better Connectivity – Phase 1 scheme is to be met from the SANGS funding, held by Hampshire CC.
- [2] SCC contribution of £475,000 for A30/ A331 Meadows Gyrotory scheme is to be met from the S106/ developers contributions for the scheme, held by SCC.
- [3] Local contribution of £1,225,000 for the scheme is to be met from the Horley Master Plan Agreement, held by SCC.

**CONSULTATION:**

14. The proposed schemes have been developed in consultation with Borough and District partners and have been noted to the LEPs and the neighbouring Local Transport Authorities, through the SEP process, as indicated previously.

15. Officers from relevant Boroughs or Districts have been kept informed and engaged in the preparation of the business cases for the schemes, through participation on the governance boards for schemes/scheme clusters.
16. Design proposals for schemes have been/are being presented to Local Committees for scrutiny and approval of the preferred solutions.
17. All the expressions of interest that were input into the Strategic Economic Plans submitted to Government are already publicly available on both the LEP websites. Where schemes are submitted as Business Cases these will also be published on the LEP websites.
18. All Business Cases are subject to up to 12 week public consultation period run by the LEPs, the results of which will be used by the LEPs as part of their independent assurance process. The results will also go to influence the detailed design development process of the schemes.
19. All necessary consultation processes have been carried out to date, either by the County Council or borough councils involved. The feedback has been fed into the development of the schemes to the point they are to be submitted to the LEPs as Business Cases.
20. This includes all required and necessary consultation with statutory agencies, such as the Highways Agency, Network Rail, Environment Agency, etc, as well as with statutory undertakers (utility operators), as appropriate to each scheme.
21. The Cabinet should also note that further statutory consultation will happen once the detailed scheme designs are ready.
22. Reference to specific consultation activity that has already happened and briefings to Local Committees are included in Table 3 below:

**Table 3: Consultation Undertaken**

Scheme	Link reference	Notes
Blackwater Valley Better Connectivity	This bid supports the Local Sustainable Transport Fund revenue funding from government. Details of the revenue bid can be found here <a href="http://www.surreycc.gov.uk/_data/assets/pdf_file/0003/813864/LS TF-2015-16_joint-bid-FINAL.pdf">http://www.surreycc.gov.uk/_data/assets/pdf_file/0003/813864/LS TF-2015-16_joint-bid-FINAL.pdf</a>	This scheme will be developed in partnership with Hampshire County Council, involving all relevant partners and stakeholders such as Guildford & Surrey Heath Borough Councils, Rushmoor Borough Council, the Basingstoke Canal Authority, Blackwater Valley Countryside Partnership etc
A30/ A331 Meadows Gyratory	<a href="http://www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3/surrey-transport-plan-consultations-on-the-plan/local-transport-strategies-and-forward-programmes">http://www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3/surrey-transport-plan-consultations-on-the-plan/local-transport-strategies-and-forward-programmes</a>	The link refers to the Local Transport Strategies [LTS] for Surrey Heath, Reigate & Banstead and Tandridge, which were consulted upon during September – October 2014. The scheme is referred to directly or indirectly in the LTS.

Victoria Arch	<p>This scheme is being managed by Woking BC, who have consulted with relevant partners and stakeholders.</p> <p>Details can be found on the development website  <a href="http://victoriasquarewoking.co.uk/consultation/">http://victoriasquarewoking.co.uk/consultation/</a></p>	<p>This scheme is part of the Woking Borough Council Victoria Square development. Full details of the plan can be found <a href="#">here</a></p> <p>Full public consultation is planned once the scheme designs are ready as part of the planning process</p>
Wider Network Benefits	N/a	This scheme is an extension of the maintenance programme and as such, not subject to any consultation.
Greater Redhill STP	<a href="http://www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3/surrey-transport-plan-consultations-on-the-plan/local-transport-strategies-and-forward-programmes">http://www.surreycc.gov.uk/roads-and-transport/surrey-transport-plan-ltp3/surrey-transport-plan-consultations-on-the-plan/local-transport-strategies-and-forward-programmes</a>	The link refers to the Local Transport Strategies [LTS] for Reigate & Banstead, Surrey Heath and Tandridge, which were consulted upon during September – October 2014. The scheme is referred to directly or indirectly in the LTS.
Resilience Package in Tandridge	<a href="http://www.surreycc.gov.uk/_data/assets/pdf_file/0004/846805/14_15-Tandridge-programmed-schemes.pdf">http://www.surreycc.gov.uk/_data/assets/pdf_file/0004/846805/14_15-Tandridge-programmed-schemes.pdf</a>	<p>Part of the routine maintenance programme and as such, not subject to any consultation.</p> <p>The links refers to the maintenance programme in Tandridge, where the proposed scheme improvements are targeted.</p>
Resilience Package in Reigate & Banstead	<a href="http://www.surreycc.gov.uk/view?a=811837">http://www.surreycc.gov.uk/view?a=811837</a>	<p>Part of the routine maintenance programme and as such, not subject to any consultation.</p> <p>The links refers to the maintenance programme in Reigate &amp; Banstead, where the proposed scheme improvements are targeted.</p>

**RISK MANAGEMENT AND IMPLICATIONS:**

23. The costs set out in this report are estimates that were reviewed in 2013/2014, based on outline scheme designs. Whilst they include a contingency sum and optimism bias, there is a risk that these costs could increase once the designs are finalised and procurement processes run. If costs increase, such that the local contribution required would exceed the amount stated in this report, then the following mitigation strategies would apply:

- Further value engineering exercises would be undertaken as the design is developed, to see if scheme costs could be reduced, without reducing the scope of the scheme

- If scheme costs cannot be reduced, then the scope of the scheme would be reviewed, to see if the primary benefits could still be realised but with a reduced scheme
- If it is not possible to reduce the scheme cost in either of these ways, then we would engage with the LEPs and the relevant Borough/District to see if they are able to increase their contribution.
- If after following the steps above, the scheme would still require a greater contribution from Surrey, then a further decision on this would be sought from the Cabinet or Cabinet Member, as appropriate.

24. The schemes require significant resources to develop, design and implement. For the second tranche of schemes, additional support is being provided by external consultants as there is a need for immediate input to develop the full business cases. The schemes in the second tranche can be developed to full business case within current budget provision.

25. If we do not submit these Business Cases, the Council will not be able to attract government investment in infrastructure through the Local Growth Deal. There is a risk that if we do not financially support the early schemes, and deliver them well, SCC may lose the opportunity to access LEP funding for later potential schemes. Conversely, if the Council do provide large amounts of funding to the first two tranches, the ability to support later potential schemes could be limited. Officers are working on proposals for greater joint working with Districts and Boroughs including scheme conception, prioritisation and funding to help control this latter risk.

#### **Financial and Value for Money Implications**

26. The proposed transport schemes will deliver significant benefits to Surrey, and depending on the type of scheme, 75% or more of their historically estimated capital cost will be provided by LEP. Therefore, the required local contribution represents good value for money for Surrey residents.

27. The local contribution for the 'Resilience package' schemes can be met in part from the capital budget for the Horizon Programme with remainder from the Economic Regeneration Capital Budget (ERCB). Contribution for the Wider Network Benefits scheme can be met from the ERCB. Local contributions for other schemes are being met by partner contributions, S106 developer contributions and/or other sources, as indicated in Table 2.

28. In order to optimise value for money, robust procurement will be undertaken for each of the schemes and approval to award the contracts will be sought as required, under the Council's constitution.

#### **Section 151 Officer Commentary**

29. The Section 151 Officer highlights that the estimated construction costs are currently under review. Estimated costs include an allowance for risk and inflation. As the grant funding is fixed, subject to the steps outlined in paragraph 21, any variance between the estimates and the contract price would increase the local contribution required. The Council would also need to meet future maintenance costs for these schemes. Schemes have been reviewed by the Investment Panel at its meeting in November 2014.

- 30. The Council’s contribution will be funded from the existing Economic Regeneration capital budget (£0.9m) and Project Horizon (£1m). Depending upon final cost and the profile of spend this may require that capital budgets are re-profiled across financial years.
- 31. Further consideration to the long-term strategy for funding future tranches of schemes, including the consideration of the revenue costs associated with preparation, is required and should be reflected in the Medium Term Financial Plan. This review should incorporate the likelihood of contributions from District and Borough councils from the utilisation of new funding streams available, in particular in relation to the Community Infrastructure Levy (CIL).

**Legal Implications – Monitoring Officer**

- 32. The report sets out the process by which relevant schemes for the second tranche have already been identified and these are schemes which have been the subject of consultation and will need to have further public consultation before final approval by the LEPs. The LEPs will need to take account of the results of those consultations when finalising their views. The report also sets out proposed principles by which decisions can be made about how the costs of the local contributions to the schemes can be shared with Boroughs and Districts, and the rationale behind these principles is clear and takes account of relevant matters. As the final decision regarding the amount of contribution is an executive function it can properly be delegated to the Strategic Director for Environment and Infrastructure.

**Equalities and Diversity**

- 33. An initial Equalities and Diversity screening was carried out in advance of the report to Cabinet of 27 November 2012, which indicated that a full Equalities Impact Assessment was not required. All the proposed schemes seek to eliminate any perceived and/or actual inequalities through compliance with up to date design standards which address disabled access and social inclusivity. Improved crossing facilities and disabled access will be provided at pedestrian crossings and junctions, wherever appropriate.

**Climate change/carbon emissions implications**

- 34. A key objective of many of the proposed schemes, in particular the Sustainable Transport Package Schemes (STP), is to reduce carbon emissions through a combination of reduced vehicle delays, improvements to public transport and encouraging alternative modes of transport to motorised vehicles.

**WHAT HAPPENS NEXT:**

- 35. Presentations on proposals for the second tranche have been made to the Investment Panel and Procurement Review Group in November 2014.
- 36. **For C2C LEP:** The business case for ‘Wider Network Benefits’ scheme is expected to be submitted during late January/February 2015. The business cases for Greater Redhill STP and ‘Resilience packages’ were submitted during November 2014, to allow for earlier evaluation of these schemes. LEP approval can be expected by mid 2015 or earlier.

37. **For EM3 LEP:** Business cases for 'A30/A331 Meadow Gyratory' and 'Victoria Arch' schemes will be submitted by 30 January 2015. LEP approval can be expected by mid 2015 or earlier. Following further consultation, construction of some schemes may not commence before late Summer/Autumn 2015.
38. Detailed design and procurement for the schemes will commence following approval from the LTB/LEP. The costs for Detailed Design and Construction Supervision can be reclaimed from the LEP, as the DfT accept that these costs can be treated as capital costs and included with the construction costs. These costs have been included in the scheme cost estimate submitted in the SEP.
39. Following final approval by the LEPs of the business cases for the prioritised schemes, all partner organisations will be informed of the outcomes. Cabinet Members and Local Members will also be updated by the Cabinet Member for Highways, Transport and Flooding, and the Strategic Director of Environment and Infrastructure. A further report or reports to Cabinet will be required to gain approval to start work.

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**Contact Officer:**

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**Consulted:**

Trevor Pugh, Strategic Director, Environment and Infrastructure

Jason Russell, Assistant Director, Highways and Transport

Kevin Lloyd, Lead Manager, Economic Growth

Details of external consultation and future consultation arrangements are covered in the Consultation section of this paper.

**Sources/background papers:**

Cabinet Report, 'Supporting the economy through investment in transport infrastructure', 27 November 2012.

Cabinet Report, 'Supporting Economic Growth', 25 February 2014.

Cabinet Report, 'Supporting Economic Growth through investment in Highways infrastructure', 23 September 2014.

Cabinet Report, 'Supporting Economic Growth – implementing the Local Growth deals', 21 October 2014.

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**SURREY COUNTY COUNCIL****CABINET****DATE: 16 DECEMBER 2014****REPORT OF: MR MIKE GOODMAN, CABINET MEMBER FOR ENVIRONMENT AND PLANNING****LEAD OFFICER: TREVOR PUGH, STRATEGIC DIRECTOR FOR ENVIRONMENT AND INFRASTRUCTURE****SUBJECT: THE AGREEMENT WITH SURREY WILDLIFE TRUST FOR THE MANGEMENT OF THE COUNTY COUNCIL'S COUNTRYSIDE ESTATE****SUMMARY OF ISSUE:**

Surrey County Council (SCC) signed a 50 year agreement (the Agreement) with Surrey Wildlife Trust (SWT) to manage the County Council's Countryside Estate in 2002. Running with the Agreement is a 50 year lease for the land and buildings comprising the Estate. A review has recently been undertaken to assess the effectiveness of the Agreement and to set out changes which will improve the outcomes. Key areas of focus have been the management of built property, management of the woodlands and the opportunity to improve visitor facilities and generate income from the Estate. Attention on these areas will, in turn, help to move the management of the Estate to a self funding position, providing improvements for visitors and reducing costs.

**RECOMMENDATIONS:**

It is recommended that:

1. Cabinet notes the proposed changes to the Agreement set out in this report.
2. The details of the proposed changes to the Agreement are worked up by the Assistant Director of Environment and Infrastructure in consultation with the Cabinet Member for Environment and Planning.
3. A further report recommending the draft final terms for the Amended Agreement is brought to Cabinet for approval in April 2015.

**REASON FOR RECOMMENDATIONS:**

A draft set of high level terms have been agreed with Surrey Wildlife Trust which will ensure the County Council's Countryside Estate is managed in a more sustainable way in the future. This will, in turn, provide better facilities for the public whilst increasing the income generated from the Estate. This will allow the Estate to become self financing. The governance has also been reviewed to ensure that the implementation of these actions happens and their effectiveness is monitored.

## **Background**

1. The County Council's Countryside Estate comprises 6,206 acres (2,514 hectares) of land owned by the County Council, with a further 2,538 acres (1,028 hectares) managed under Access Agreements. The Estate has five farms, woodland, heathland and downland held by the County Council for public benefit, recreation and landscape conservation.
2. Following a procurement process to find a suitable partner to work with, a fifty year Agreement to manage the Countryside Estate was signed with SWT in 2002, which included a financial formula. The formula allowed for an incremental reduction in SCC's contribution that resulted in a £300,000 reduction in the base contribution between 2007 and 2012. The current review set out to establish the effectiveness of that Agreement.
3. A Countryside Management Task Group was set up by the Environment and Transport Select Committee (the Select Committee) in July 2012. The Task Group set out a series of recommendations in its report to the Select Committee of 6<sup>th</sup> March 2013, and subsequently to Cabinet on 26<sup>th</sup> March 2013, where the recommendations were agreed. There were five recommendations of which two are relevant to the Agreement with SWT.
4. The key recommendations which relate to the Agreement with Surrey Wildlife Trust (SWT) are set out below:
  - (i) The Strategic Director for Environment and Infrastructure reviews the contract between Surrey Wildlife Trust and Surrey County Council. This review should include:
    - All aspects of the contract;
    - The development and measurement of more clearly defined outputs that ensure value for money;
    - A review of the governance arrangements and;
    - The development of a communication strategy to promote the benefit of the partnership arrangements to Members of the County Council and Surrey residents.
  - (ii) Specific management plans are created for iconic locations in Surrey. These locations include such sites as Newlands Corner and Ockham. The plans will develop improved visitor facilities to encourage people to stay longer and enjoy the sites. In addition, it is planned to make local produce more available to a wider customer base through countryside sites. A programme of consultation will allow stakeholders to suggest improvements and comment on these plans.
5. A number of progress reports have been taken to the Select Committee which set out the ongoing discussions.



## Proposals

6. Surrey County Council has drawn up a set of terms for the ongoing Agreement with Surrey Wildlife Trust. The terms have now been agreed in principle and are set out below:
7. **SCC Financial Contributions.** The current Financial Formula in the Agreement with SWT sets out the way in which the contribution from SCC is calculated. This allows for inflation to be added each year based on the SCC rate. In the last two years, inflation has not been added to the SCC contribution in line with payments on other contracts. The payment for 2013/14 was £959,000 for management of the Countryside Estate. The I agreed proposal with SWT is that the SCC contribution to the management of the Countryside Estate will be reduced by £100,000 in 2014/15, down to £859,000, and a further £100,000 in 2015/16, down to £759,000, with no inflation added in either year. In 2016/17, the financial formula will be reassessed based on the success of the commercial opportunities referred to below. This would give a saving of £200,000 in the base budget for the Countryside Service by 2015/16. The savings would be made by an increase in income and savings made in the management of the Estate, which are outlined in the Executive Summary in Annex 1.
8. From 2016/17 the intention will be to incrementally reduce the core contribution from SCC down to zero, by 2021, to achieve a self funding countryside estate.
9. **Governance.** Annex 2 sets out the Revised Governance for the Countryside Partnership Committee, including its Terms of Reference, and makes a clear distinction between the executive functions of the two organisations and the non executive function of the Partnership Committee. The Partnership Committee comprises five representatives from SCC and five from SWT, plus a representative of the owners of the Access Agreements. It was established as an advisory body in the original agreement but is not a formally constituted committee of the Council. The Partnership Committee cannot itself exercise executive powers on behalf of the Council. The role of the Partnership Committee will be to reach agreement on the direction, and action, the parties wish to take. Executive decisions will be referred back to the two separate organisations. The governance also includes a link back to the Select Committee and the Cabinet Member for SCC, in addition to the Trustees for SWT, to receive the Annual Report and comment back to the Partnership Committee. A further key change is to strengthen the link back to the executives of the County Council and the Wildlife Trust. This is to ensure that the Annual report is presented to the Select Committee and Cabinet.
10. **Financial and Risk Mechanism.** SWT and SCC will develop joint business cases for investment proposals, during 2014/15 and 2015/16, which will include the allocation of benefit to the relevant partners based on their investment and associated risks. The Executive Summary of the joint business plan in Annex 1 includes the budgets for 2014/15 and 2015/16 only, as the budgets for future years will depend on the implementation of commercial plans which are currently being developed. The financial position will continue to be monitored on a quarterly basis to ensure prudent financial management and enable any adjustments to be made quickly.
11. **Property Management.** The built property on the Countryside Estate, consisting of some 40 operational and income-generating properties, will

remain in SWT's management to be used to help deliver the service. This is subject to a joint management plan being agreed between SCC Property Services and SWT by 31<sup>st</sup> March 2015. That plan will then be monitored using the current income and expenditure for property, as the baseline. A representative from Property Services sits on the Officer Group of the Partnership to ensure that the current property plans are complied with. This will remain a key role for that representative under the governance structure. SWT are currently working to an Asset Management Plan, which was agreed by the Select Committee and the Members Asset Panel in September 2011, and a Repair and Maintenance Programme that comes out of that plan. These will be updated and become part of the new Property Management Plan. Delay to completing the revised plan will represent a risk to the income.

12. **Development Plans.** In order to achieve the reductions in core contribution set out above, and to get the Countryside Estate to a self financing position, SWT, in partnership with SCC, will pursue a range of commercial opportunities including the enhancement of the visitor facilities. Over the next year, development plans will be worked up for a number of key locations at Newlands Corner, Ockham and the Norbury Park Sawmill. Plans for other areas will be discussed with the relevant landowners.
13. **Woodlands.** Assessments of all the woodland on the Countryside Estate are currently being carried out by SWT and will form the basis of the Strategic Woodland Plan, which is to be completed by December 2015. In the meantime, SWT will complete a Woodland Policy by December 2014. SWT has employed an external forestry consultant to undertake the assessments and, furthermore, now has two members of staff with commercial forestry skills.
14. **Performance Indicators.** A new set of Key Performance indicators (KPIs) have been drafted and are attached as Annex 4, along with the revised Service Delivery Specification (SDS) in Annex 3. Comments from the Select Committee members have been taken into consideration in the version attached. These will be used to assess the effectiveness of the Agreement and the monitoring system in place. The KPIs will be measured on a quarterly basis and reported to the Surrey Countryside Partnership Committee (Partnership Committee), which is the form of governance set out in the Agreement with SWT. Monitoring of the Agreement is the responsibility of a member of staff in the County Council's Countryside Service. The Annual Report will be produced each year and will set out the performance against the SDS and KPIs. This will be received by the Partnership Committee and will then come to the Environment and Transport Select Committee for Scrutiny.

#### **CONSULTATION:**

15. A Member Reference Group from the Environment and Transport Select Committee has been involved in the development of these proposals.
16. The Countryside Partnership Committee has also had the opportunity to comment on the proposal at their meeting on November 10<sup>th</sup>. Their views are also reflected in the contents of this report.
17. The Trustees of SWT received the report on 24 November 2014.

## **RISK MANAGEMENT AND IMPLICATIONS:**

18. The main financial risk in the next two years, for the SWT, is the potential failure to increase the income from the Estate. The savings to SCC in 2014/15 and 2015/16 are guaranteed, however, if SWT fail to generate the anticipated income over that period it will lead to pressure on their budgets. From 2016/17 onwards, the risk becomes a partnership risk and will relate to the success of the commercial plans which are currently being drawn up. For example, the development of visitor facilities at Newlands Corner and Ockham, plans to increase sales of timber and other produce from the Estate in addition to the commercial use of more of the buildings.
19. There is a reputational risk if the partnership fails. This review has shown that the Agreement can be made to work for both parties providing we work collaboratively, have robust governance in place and develop clear plans for investment and returns for each party.
20. Investment in the property is essential to keep the asset maintained over the period of the lease. SWT would be liable for dilapidations under the terms of the lease. The Property Management Plan will be monitored through the Service Delivery Specification and Key Performance Indicators to ensure that the land and buildings are properly maintained.
21. In order to achieve the required savings, capital investment is needed and there is a risk that this will not be available when it is required. This would lead to delays in the investment and, consequently, in generating income. SWT Trustees have provisionally agreed to put investment into work at Newlands Corner to generate income and, in addition, work with fundraising staff from both parties to ensure all available options are considered and pursued. A small task group of the Partnership Committee will be established to develop the commercial proposals.

## **Financial and Value for Money Implications**

22. SWT and SCC have now agreed a plan that will develop the commercial use of the Countryside Estate to get it to a self funding position. Developing the commercial use will also improve the visitor facilities for the public and help to attract a wider range of visitors. This will form part of our aim to increase the number of people taking part regularly in physical activity.
23. SWT are guaranteeing savings for 2014/15 and 2015/16 that will reduce the pressure on other aspects of the Countryside Service, as it will help deliver the Medium Term Financial Plan savings and will allow time to develop internal income generating capacity.

## **Section 151 Officer Commentary**

24. The stated savings (£0.1m in 2014/15 and a further £0.1m in 2015/16) help to achieve savings set out in the council's Medium Term Financial Plan and do so earlier than originally planned. Some savings are one off or time limited. Proposals for further sustainable savings may require additional investment, and will need to be reviewed and approved by the Council's Investment Panel. Details of these proposals, including any proposed changes to property management arrangements, will be reported to Cabinet in April. The Director

of Finance will work with Environment & Infrastructure as these proposals are developed.

#### **Legal Implications – Monitoring Officer**

25. The original agreement between SWT and SCC anticipates that amendments would be made to the Agreement during the 50 year term. It is anticipated that a Deed of Variation will be entered into when amendments to the agreement are agreed and Cabinet has approved the terms.
26. The Partnership Committee was established, under the terms of the original agreement, as an advisory board and to provide oversight to the management arrangements. It is not a formally constituted SCC committee and does not have any executive decision-making authority. Any formal decisions that have not been delegated to officers will need to continue to be made by the Cabinet, or Cabinet member, on the basis of recommendations from the Committee.

#### **Equalities and Diversity**

27. The Agreement makes appropriate provision for equality and diversity issues in terms of recruitment and public engagement. There are no discernible impacts arising from the changes to the Agreement at this stage. Equality Impact Assessments will be carried out as improvements arising from the Agreement are proposed.

#### **Public Health implications**

28. It is the aim of both SCC and SWT that, by improving the visitor facilities and making sites more attractive to local users, the number of people who partake in regular physical activities will increase.

#### **Climate change/carbon emissions implications**

29. There are no implications for climate change or carbon emissions from the review itself. Some of the commercial projects that come out of the review may have implications and these will be assessed as part of the project plans.

#### **WHAT HAPPENS NEXT:**

30. Next Steps:

- The details for the amendments to the Agreement will be drawn up.
- A progress report will be brought to the Environment and Transport Select Committee in March 2015.
- A further report recommending the final terms of the Agreement will be brought to Cabinet in April 2015 for a decision.
- Detailed amendments to the Agreement and lease will be drawn up over the following year.
- The Property Management Plan will be completed by 31<sup>st</sup> March 2015.
- The Strategic Woodland Plan will be agreed with the Forestry Commission by December 2015.
- The new Governance, Service Delivery Specification and Key Performance Indicators will be in place for January 2015 and will be reviewed annually.

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**Consulted:**

Surrey Wildlife Trust Trustees  
Surrey Countryside Partnership Committee (The Committee established to steer the Agreement)  
Environment and Transport Select Committee (ETSC)  
ETSC Member Reference Group  
Legal Service  
Property Services  
Financial Services  
Director for Legal and Democratic Services

**Annexes:**

**Annex 1** the Executive Summary of the Business Plan for the Countryside Estate. 2014-2019.

**Annex 2** Service Delivery Specification.

**Annex 3** Key Performance Indicators.

**Annex 4** Revised Governance and Terms of Reference.

**Sources/background papers:**

- Task Group Report: Countryside Management, to the Environment and Transport Select Committee 6<sup>th</sup> March 2013.
- Task Group Report: Countryside Management, Cabinet 26th March 2013.

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# Surrey County Council Countryside Estate Business Plan 2014 Executive Summary

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## 1. INTRODUCTION

The objective of the Business Plan is to set out viable plans, agreed by Surrey County Council (SCC) and Surrey Wildlife Trust (SWT), for the management of the County Council's Countryside Estate (the Estate) in order to improve the visitor facilities and ensure the landscape is conserved and enhanced for future generations. This plan focuses on continuing the management of the Estate whilst developing and implementing plans that can deliver increased commercial income from the Estate. The implementation of these plans, once agreed by both parties, will further reduce the annual contribution from SCC, for SWT's management of the Estate over a number of years.

This Executive Summary of the Business Plan covers an initial period of two years in which significant reductions to SCC's annual contributions are guaranteed-, and includes proposals for key plans which will yield long-term financial growth. Over the next 18 months, SCC and SWT will work together to produce a five-year Business Plan that makes a positive contribution to wider SCC and SWT objectives, with the aim of achieving financial sustainability.

### 1.1 Background and the Countryside Estate

In May 2002, SCC awarded a 50-year Partnership Contract (the Contract) to SWT for the management of its Estate in return for annual payments. SCC selected SWT to manage the Estate in order to secure its future, protect it from further deterioration and improve value for money in its management. The Countryside Estate comprises around 10,000 acres, a significant proportion of which is covered by national and international designations for wildlife conservation. Over 80 events are held on the Estate each year, and over 4200 volunteer days are spent helping to manage it.

The Estate is funded by a combination of:

- Annual payments from SCC;
- Property Income – from commercial and residential property;
- Environmental Stewardship Grants;
- Charitable fundraising by SWT for key projects on the Estate; and
- Trading and other commercial income.

The annual contribution from SCC is calculated according to a financial formula, set out in the Contract, which provided an incremental reduction in the contribution by £300,000 over the first 12 years to £959,000. SWT introduced new income streams, improved value for money through careful procurement, grew trading revenue and gained Environmental Stewardship Grants, increasing income by £500,000 per year.

### 1.2 Principles Underpinning the Business Plan

Constructive discussions between the Partners have established the key principles which will underpin the development of the Estate in the coming years. These are:

1. **Commerciality** – identify and develop commercial opportunities so that the Estate becomes self-sustaining over a realistic timeframe and the partners are working towards a zero contribution from SCC by 2021;
2. **The Estate is pro-actively managed to contribute to the wider strategy of SCC** - this includes contributing towards SCC's strategic goals for tourism, leisure, health and well-being, employment and education;
3. **The Estate is pro-actively managed to contribute to the Living Landscapes strategy of SWT** - this includes conservation for the benefit of wildlife and the people of Surrey and educating people of all ages and abilities in the value of wildlife.

Over the next 18 months opportunities to increase the commercial income earned from the Estate will be identified and business cases developed. A number of ideas have already been identified by SWT and some are already being implemented. This will be supported by the development of an improved set of Key Performance Indicators (KPIs) which drive the positive desired outcomes of the plan; underpinned by a new Service Delivery Specification (SDS). The Partnership Committee will also create a Task Group which will play an active role in identifying, evaluating and supporting new opportunities. These plans will form the backbone of a new five-year Business Plan which will be completed by April 2016. After April 2016, it will become a rolling five-year plan which will incorporate new ideas as they are developed.

Realising these exciting plans will require significant investment. It is expected that this will come from a variety of sources including both Partners. . The investing partners will receive returns calculated in proportion to their level of investment. Working closely with Surrey Countryside and Rural Enterprise Forum (SCREF), and its partner organisations, will be important to this.



Moving the Estate to a more commercial footing will bring rewards and risks to both partners. Mechanisms for sharing these will be developed over the coming months. To manage risk effectively, and enable the Partnership to plan for the long-term with confidence, it will be necessary to maintain a balanced portfolio of income streams ranging from low risk sources such as property, through to higher risk and higher return sources.

In developing plans for the Estate other factors will be taken into account. These will include making sure these plans work in harmony with the many statutory protected sites on the Estate and that they benefit other SCC and SWT objectives, such as public health and well-being.

## 2. Business Plan Proposals

1. The Business Plan puts forward realistic proposals for developing commercial opportunities on the Estate. An important part of the development of the Business Plan over the next 18 months will be to produce an overarching strategy which will show how key sites and the Estate as a whole will contribute to achieving the three principles set out above.

SWT has already done a lot of work for this plan and whilst further developing it, other estates will be researched and professional advice taken to support the creation of a robust plan. The plans are grouped into:

- **Savings Plan 2014/15 and 2015/16;**
- **Early Return Initiatives** – many of which are already being implemented;
- **Identified Commercial Opportunities** – for which business cases are being worked up; and
- **Additional Commercial Opportunities** – potential new income streams to be scoped and evaluated.

### 2.1 Savings Plan: 2014/15 and 2015/16

In the early years SWT was asked to make substantial savings to allow the contribution from SCC to be reduced. It has been agreed that SCC's contribution will reduce to £859,000 for 2014/15 and £759,000 for 2015/16. This yields significant additional savings of £151,000 for these two years, on top of the savings of £200,000 agreed in the original Business Plan, produced in July 2014. (The original plan envisaged a saving of £200,000 over 5 years and included annual inflation). The reduction will be met largely through cost savings as significant new sources of commercial income will not come on stream until 2016/17.

These savings are already being implemented and unless there is a material *force majeure* event such as a major outbreak of foot and mouth, are fully guaranteed by SWT. They fall into three categories:

1. **Staff Restructuring:** The Countryside Management Team will be restructured whilst increasing resources with a commercial focus;
2. **Efficient Cross-Estate Working:** SCC resources will be redeployed to support projects on non-SCC sites; and
3. **One-Off Savings, Changes to the SDS and Deferral of Expenditure:** one-off budget cuts will be made covering areas such as staff training, equipment, signage and surveys. Some smaller car parks will be closed; and certain Estate works such as tree thinning, will be deferred for one or two years.

### 2.2 Early Return Initiatives

SWT has introduced a better commercial structure, which has led to growth in existing sources of income, and implemented new initiatives that will produce early increases in income with minimal investment.

**2.2.1 Filming:** SWT plans to grow the income from filming through more active marketing and developing the relationship with Film Surrey. This will give the Estate a higher profile.

**2.2.2 Woodland Management:** A full external inventory review of the Woodland Estate is underway. The Trust is establishing an enhanced Woodland Strategy and Woodland Management Plans which will improve sustainable management of the Woodland Estate, together with increased revenue from timber products and wood fuel.

**2.2.3 Christmas Tree Sales:** SWT is now selling Christmas Trees from Newlands Corner and intends to expand this to other popular car parks on the Estate across Surrey in future years.

**2.2.4 Mobile Catering:** As part of SWT's plans to increase visitor facilities across the Estate it is planning to tender for the opportunity to lease mobile catering pitches at car parks at Chobham Common and Whitmoor Common.

**2.2.5 Additional Sponsorship and Support:** Opportunities for sponsorship of vehicles, corporate support for sites, major events, and promoting produce associated with the Estate will be researched during the next 18 months.

**2.2.6 Visitor Improvements at Newlands Corner and Ockham Common:** One of the core objectives of the Partnership Agreement is to attract more visitors, of all ages and abilities, to the Estate and to increase public enjoyment and benefit gained from the Estate. Newlands Corner will see the first of these improvements over the next few years resulting in better facilities, such as:- way-marked trails, family play, an indoor café, retail and visitor space and high standard toilets Initial improvements will include the trails, play area and toilet facilities.

**2.2.7 Procurement - Partnering with SCC to Ensure Value for Money:** SWT is in discussion with SCC Procurement to establish if SCC contracts can be leveraged to provide savings while maintaining service quality.

**2.2.8 Improving Visitor Facilities at Chobham Common and Whitmoor Common:** The opportunity exists to improve visitor facilities at Chobham and Whitmoor Commons. The conservation status of the sites and community sensitivities need to be considered carefully in order to ensure the right option is chosen.

### **2.3 Additional Commercial Opportunities to be Developed**

There are a number of opportunities, which have been identified as potentially viable, that will be worked up in 2015 to establish costs and income streams. -Key examples are outlined below and are due to be further explored.

**2.3.1. Adventure Tenant:** Potential sites for adventure experience providers will be identified and evaluated.

**2.3.2 Holiday Accommodation:** There is the potential to develop and launch a 'nature-based holiday' offering that further promotes Surrey as a popular tourist destination.

**2.3.3 Events:** The Estate is already popular for outdoor recreation , small scale events and informal events. There is potential to harness existing events and scale them up. The Trust has developed a key 'hub' on the Prudential Ride London, a legacy of the London Olympics 2012 that explores both London and Surrey.

**2.3.4 Environmental Education through Forest Schools:** SWT already works in partnership with SCC's Early Years and Childcare Service on Forest School activities. This activity will be extended onto the Estate.

**2.3.5 Fundraising Plan:** A fundraising plan will be created which will support both existing programmes and new initiatives on the Estate. The Trust has had success over the years at winning funding for a variety of projects.

### **2.4 Proposals for Property**

Property was specifically included in the Contract, so that it would continue to provide an essential and low risk funding stream to SWT for the management of the Estate. By 31 March 2015, a partnership Business Plan for Property will be developed by SWT with SCC which will continue the good stewardship of the property whilst identifying key opportunities including:

- Maximising the income from the portfolio;
- Major project opportunities for developing existing properties which result in a higher return; and
- Options for the outstanding problem buildings e.g. Semaphore Tower.

### **2.5 Norbury Park Wood Products (NPWP) The Sawmill**

The Sawmill manufactures high-quality, sustainably sourced wood products for local authorities, estate owners and local people. The Sawmill was restructured in 2011 with a new management team and Business Plan with the aim that NPWP be financially sustainable over three to five years. Implementing this plan has resulted in revenue growth of 35% over three years to £265,000 in 2013/14 and fixed costs being significantly reduced. Previous heavy losses have been reduced significantly and, excluding the support provided by the Trust, the loss is now below £10,000 p.a.

A new Business Plan will be prepared by March 2015 which will set out how the improvements of the last two years can be developed further to make NPWP a financially stable business that contributes to the Estate.

**APPENDIX: SCC PARTNERSHIP - SAVINGS  
PLAN FY14/15 AND FY15/16**

		FY14/15			FY15/16		
	Notes	Savings Plan Forecast £	Original Business Plan £	Variance £	Savings Plan Budget £	Original Business Plan £	Variance £
<b>INCOME</b>							
Grants	1	337,917	365,229	(27,312)	327,330	364,330	(37,000)
Trading and Other Income	2	57,673	76,915	(19,242)	121,138	228,471	(107,333)
Property Income	3	421,062	421,062	0	428,192	428,192	0
NPWP Sales	4	268,944	284,320	(15,376)	301,465	306,465	(5,000)
<b>INCOME - EXCL. SCC AGREEMENT</b>		<b>1,085,596</b>	<b>1,147,526</b>	<b>(61,930)</b>	<b>1,178,125</b>	<b>1,327,458</b>	<b>(149,333)</b>
<b>SCC AGREEMENT</b>	5	<b>859,000</b>	<b>873,666</b>	<b>(14,666)</b>	<b>759,000</b>	<b>895,087</b>	<b>(136,087)</b>
<b>TOTAL INCOME</b>		<b>1,944,596</b>	<b>2,021,192</b>	<b>(76,596)</b>	<b>1,937,125</b>	<b>2,222,545</b>	<b>(285,420)</b>
<b>COST OF SALES</b>							
Cost of Sales (NPWP)		87,845	84,907	(2,938)	85,953	87,403	1,450
<b>TOTAL COST OF SALES</b>		<b>87,845</b>	<b>84,907</b>	<b>(2,938)</b>	<b>85,953</b>	<b>87,403</b>	<b>1,450</b>
<b>STAFF COSTS</b>							
Staff Salaries & NI	6	925,049	974,488	49,439	934,847	1,051,793	116,946
SWT Pensions Contribution	7	28,331	38,836	10,505	37,112	40,413	3,301
SCC Pension Deficit Levy	7	113,694	113,786	92	112,561	115,061	2,500
Other Staff Costs		32,685	36,299	3,614	34,776	38,975	4,199
<b>TOTAL STAFF COSTS</b>		<b>1,099,760</b>	<b>1,163,409</b>	<b>63,649</b>	<b>1,119,296</b>	<b>1,246,242</b>	<b>126,946</b>
<b>EXPENDITURE</b>							
Motor Vehicles		104,629	94,884	(9,745)	98,819	97,488	(1,331)
Land Management Costs	9	221,721	272,195	50,474	262,806	304,474	41,668
Equipment & Depreciation	10	53,183	61,315	8,132	58,425	68,074	9,649
Property Management & Costs	11	152,479	140,201	(12,278)	139,645	121,785	(17,860)
Other Costs	12	189,027	204,000	14,973	208,135	252,662	44,527
<b>TOTAL EXPENDITURE (NON STAFF)</b>		<b>721,038</b>	<b>772,595</b>	<b>51,557</b>	<b>767,830</b>	<b>844,483</b>	<b>76,653</b>
<b>TOTAL EXPENDITURE (CoS, STAFF &amp; NON-STAFF)</b>		<b>1,908,643</b>	<b>2,020,911</b>	<b>112,268</b>	<b>1,973,079</b>	<b>2,178,128</b>	<b>205,049</b>
<b>SURPLUS/(DEFICIT)</b>		<b>35,954</b>	<b>281</b>	<b>35,673</b>	<b>(35,954)</b>	<b>44,417</b>	<b>(80,371)</b>
<b>Add Surplus from FY14/15</b>					<b>35,954</b>		
<b>TOTAL SURPLUS / (DEFICIT) FOR FY14/15 AND FY15/16</b>					<b>0</b>		

Notes: The table above show the budgets for the Partnership for FY14/15 and FY15/16. The 'Savings Plan Forecast and Budget' are the figures revised as a result of implementing the Savings Plan. The 'Original Business Plan' columns show the budgets submitted in the original July 2014 Business Plan from which further savings to SCC's contribution were agreed.

1. Grants: These comprise Higher Level Stewardship Grants and Single Farm Payment which fund commitments under long-term environmental stewardship grants. The EU has recently revised the rules on Single Farm Payment which will reduce income under this scheme by £27,000 and £37,000 over the two years.
2. Trading and Other Income: Includes income from fishing licences, way leaves, filming, wood sales and Christmas tree sales. It also includes income from proposed visitor improvements to key sites. The change of implementation date for these improvements means that the income from this source will be lower in FY15/16 than originally planned.

3. Property Income: Includes the rents earned from SCC owned property, including Bocketts Farm transferred to SWT under the Partnership agreement.
4. NPWP Sales: Includes sales of oak garden furniture and other green oak products.
5. SCC Income: SCC's contribution has been reduced by £151,000 over the two years yielding the savings required.
6. Staff Salaries and NI: Savings reflect the restructuring of the Countryside Management team and the reduction in cost arising from the redeployment of SCC staff onto non-SCC sites. It also takes account of deferral of recruitment of roles to support visitor improvements at Newlands Corner and Ockham Common.
7. Pension costs include those staff on SWT contracts plus those transferred under TUPE from SCC at the inception of the agreement.
8. Land Management and associated costs: This covers the bulk of the activity on the land, including direct land management works, tree safety works and maintenance and improvement of car parks, roads and tracks. Savings reflect the reductions in spend to deliver SCC savings and reduction in Single Farm Payment income.
9. Equipment: Includes the cost of tools and other equipment, such as chainsaws and the depreciation, maintenance and repair of larger equipment used to deliver the land management works and wood product manufacturing at Norbury Park Wood Products.
10. Property Management: Includes the expenditure required to maintain and improve the property portfolio in accordance with the Routine Maintenance Plan and the Asset Management Plan plus rent, rates and utility costs of buildings on the Estate.
11. Other Costs: Includes the other costs of managing the Estate including: Communication, IT, Insurance, Professional fees, the overhead recovery of SWT management and resources in supporting the Estate, Travel costs for the 4,000 volunteer days worked on the Estate and costs of operating visitor improvements at Newlands Corner .

## **Draft Governance for the Surry County Council /Surrey wildlife Trust Partnership to Manage the Countryside Estate.**

### **Review of Governance of The Partnership Agreement between Surrey County Council and Surrey Wildlife Trust**

#### **The Partnership Committee as a Strategic Body**

- *The Partnership Committee meets at least twice a year.*
- *Its role will be to support the Delivery Body in the delivery of the business plan and service and advise on strategic direction.*
- *The Constitution of the committee would remain similar to the current constitution. Membership comprising equal numbers from the County Council and Trustees from SWT and one representative from the Access Agreement Owners. There is also provision to have substitutes.*
- *It would receive interim reports on performance (November) and an annual performance report (July) at the end of the financial year with a forward plan for the next year in April.*
- *The committee will continue its mediation role as set out in the constitution and Agreement.*

#### **The Delivery Body**

- *Reporting to the Partnership Committee will be the Delivery body, which manages the performance of the Contract, resources, communication and produces collective action plans to deliver the business plan.*
- *The aim of the group will be to work as a partnership towards the financial sustainability of the Countryside Estate.*
- *This group will evaluate and sign off proposals that support the business plan while seeking approval for those proposals considered higher risk from the CEO and Assistant Director Environment (or other appropriate senior manager as agreed)*
- *This will include the monitoring of Business Plan Key Performance Indicators (KPIs), the Service Delivery Specification (SDS), Asset Management Plan and the Repairs and Maintenance Programme (RMP), and other agreed documentation as required*
- *This group receives the annual and interim performance report.*
- *The Constitution of the Delivery Body will compromise of agreed personnel from SCC Countryside, SCC Property and SCC Business Services Directorate; and SWT Countryside Management, SWT Finance and SWT Property Management. Other personnel will be invited as required.*
- *Prior to the annual performance review the CEO and Assistant Director Environment will attend to sign off the annual review and associated documentation and recommend it to the Partnership Committee.*
- *SWT and SCC would chair the group alternately changing every two years.*

#### **Implementation Body (Required)**

- *Two representatives, one from SCC and one from SWT then oversee implementation.*
- *Deals with the day to day management of the agreement.*
- *This body will draw in any additional expertise as required and address delegated tasks as per the Delivery Body.*

### **Running the Partnership Committee**

- *Appendix 2 sets out the proposed structure for the three levels that provide direction and monitoring for the Partnership.*
- *The matters that it is proposed should be taken to the Partnership Committee are set out in the constitution and should be of a strategic nature to allow the Partnership Committee to take on a more influential role in the overall way the Agreement is managed. The final decision will still rest with the two partner bodies and the owners of the Access Agreement land. Key reports that will come to the Partnership Committee are the Business Plan (2014-19) that covers a 5-year cycle, and the Annual Report including the financial report. These will also be referred to the SWT Council and Cabinet Member at SCC.*

### **Engaging Members of the Partnership Committee**

- To ensure that members of the Partnership Committee are engaged in the work of the Partnership and understand their role, new members will be given an induction programme and an ongoing annual meeting/site visit to show members the work of the Partnership Agreement.

**SURREY COUNTRYSIDE PARTNERSHIP COMMITTEE  
Constitution**

**The Aim of the Document**

1 The aim of this document is to set out the role, responsibilities, and operation of the Surrey Countryside Partnership Committee. The constituent bodies of the Surrey Countryside Partnership Committee are Surrey County Council, Surrey Wildlife Trust and the access agreement landowners.

9

**Purpose of Committee**

2 The primary purpose of the Committee will be to enable SCC and SWT through membership of the Committee to have an overview on the appropriate management of agreed areas of countryside land and property in Surrey, and within these areas the adoption of best practice and high levels and standards of:

- Sustainability
- Enhancement of natural beauty
- Conservation of habitat and built heritage
- Public access and enjoyment
- Public knowledge, understanding and support.

3 The Committee will give particular attention to achieving an appropriate balance in its work between these objectives.

**Role of Committee**

4 The Committee will be an advisory and not an executive body. The Committee will play a part in:

- Agreeing the policies and approach to sustainable management of the agreed areas of land and property
- Developing the image and profile of the partnership
- Developing and supporting appropriate initiatives
- Building public and political support
- Ensuring identifiable achievements
- Aiming to secure a year on year increase overall in finance available for the management activities
- Mediation.

5 The Committee may express its advice by way of recommendations to its constituent bodies and other organisations on policies and the allocation of resources in relation to the agreed areas of land and property.

**Areas of Reference**



6 The work of the Committee will include the following:

(a) To receive reports from the constituent bodies or Surrey Wildlife Trust on:

- Policy and strategy for the partnership
- In line with SCC's Procurement Standing Orders the appropriate contract (Over £500,000) and leases that are over 10 years.
- Arrangements for consulting local opinion including through consultative groups and in other ways, and receive reports from these consultative forums.
- The development of joint initiatives between the partners on the Committee and others on informal educational use of the land and property, and provision of visitor facilities.
- Development and use of the land and property including intensification of activities, such as: vehicle charging, development of commercial activities including concessions and events, noisy and disruptive activities including motorcycle trials, rallying, shooting, and hunting.
- Financial and other resources to secure appropriate management and development issues.
- On any other matters referred from the constituent bodies or the management company (Surrey Wildlife Trust.) for comment.

(b) To discuss issues arising in relation to any of the above in paragraph 6 (a) and give advice.

(c) To set up and decide on terms of reference of any panels, working groups or consultative arrangements in relation to any of the above in paragraphs 6(a) or 6(b).

(d) To set up and decide the procedure for mediation panels and to receive their reports.

(e) To produce an annual report of its activities to be distributed to the constituent bodies and other interested parties.

### **Mediation Role**

7 A mediation panel set up by the Committee, as set out in paragraph 8 below, will act as a "third party" mediator on issues arising from the management of the agreed areas of countryside land and property. Issues for mediation will include contractual matters by agreement and conflicting management strategies, as between the constituent bodies and Surrey Wildlife Trust. Mediation will not infringe any legal or contractual obligation or rights. A mediation panel will not be able to impose a decision on the parties, but will assist the parties to reach agreement.

8 The mediation procedure will only be used where all the parties concerned agree to this. If agreement is reached by the parties through the mediation procedure it will be operationally binding. The Committee will agree a procedure to be followed and will nominate four members to act as a mediation panel for the Committee. The mediation process will take no longer than 28 days from receipt by the chairman of the Committee of a letter stating the issue for mediation. The mediation panel will give their decision on the mediation process to the parties, and will subsequently report back to the Committee with the outcome of the mediation process. A decision by the mediation panel, except where agreed by the parties, will not be binding on the parties. Under the legal agreement for services on the Countryside Estate between Surrey County Council and Surrey Wildlife Trust disputes or differences between the County Council and the Trust will be referred, where not resolved via the Committee's mediation panel, to an independent third party.

### **Membership**

9 Membership of the Committee will comprise:

- 5 representatives nominated from Surrey County Council
- 5 representatives nominated from Surrey Wildlife Trust
- 1 representative nominated from the access agreement landowners.

## 10 **Substitute Members**

Substitute Members may be appointed in the absence of another Member, subject to prior notification to the Chairman and supporting Officers. Substitute Members must be elected Members of the respective body of which the absent Member represents, or a nominated representative in the case of access agreement landowners.

9

### **Membership Representation**

- 11 The period of office on the Committee will be decided by each of the constituent bodies. It is expected that Committee members will normally serve from annual meeting to annual meeting. The local authority representatives will be elected Members and representatives of Surrey Wildlife Trust will be elected Members of the Trust Council. Deputies will be able to be appointed on the same terms as full Committee members.
- 12 Surrey County Council and Surrey Wildlife Trust representatives will be accompanied by appropriate officers in a non-voting capacity to offer professional advice. Representatives from the management company, and other agencies who are involved in managing the land and property, will attend to advise the Committee in a non-voting capacity as necessary.

### **Role of Members**

- 13 Members are expected to:
- Support the aims and intentions of the partnership.
  - Participate fully in the activities of the Committee.
  - Seek to harmonise the policies and strategies of their own organisations to secure integrated and effective outcomes.
  - Send appropriate senior representatives, properly briefed, to meetings.
  - Disseminate and advocate the agreed policies of the partnership committee, as appropriate, within their own organisations.

### **Chairman and Vice Chairman of the Committee**

14 It is intended that the chairmanship of the Partnership Committee will rotate between Surrey County Council and Surrey Wildlife Trust every two years. The vice-chairman will be from the alternate organisation. In the event of neither the chairman nor vice-chairman being present at the meeting a chairman for the meeting will be elected from members present.

### **Number and Frequency of Meetings**

15 The Committee will meet biannually or at such other times as the Committee may determine, at places and times to be determined. Special or extra meetings may be arranged. The biannual meeting immediately after the end of March of each year will be the annual meeting at which the annual report will be agreed and the chairman and vice-chairman for the following year will be agreed. Seminars, tours or site visits will be arranged as appropriate. The meetings will not be open to the public except as the Committee may decide.

### **Decision Making**

16 Wherever possible, conclusions on discussions or recommendations made at the Committee will be by means of consensus. In the event of a vote being necessary, voting will be by a show of hands and decisions reached will be based on the majority of votes cast for or against a particular proposal. In the event of the voting being equal, the chairman of the Committee will have a second or casting vote, but in the event of the chairman choosing not to exercise the second or casting vote, the proposal in question will fail. The quorum of the committee will be 50% of members of which at least two representatives from Surrey County Council, two representatives from Surrey Wildlife Trust. For the avoidance of doubt, if any decision is made which is contrary to the provisions of the Agreement for Service between SCC and SWT then the provisions of the Agreement shall prevail.

### **Business to be considered at Meetings**

17 Agenda for meetings of the Committee setting out the business to be dealt with will be despatched to members seven days (five working days) in advance of the meeting. The chairman may allow other business to be dealt with which is not on the agenda at their discretion. The chairman's agreement will be sought prior to the

meeting for any urgent items of business or any other business not listed on the agenda for meetings of the Committee. Meetings of the Committee shall be conducted in accordance with the Standing Orders of Surrey County Council, unless or until the Committee decides otherwise.

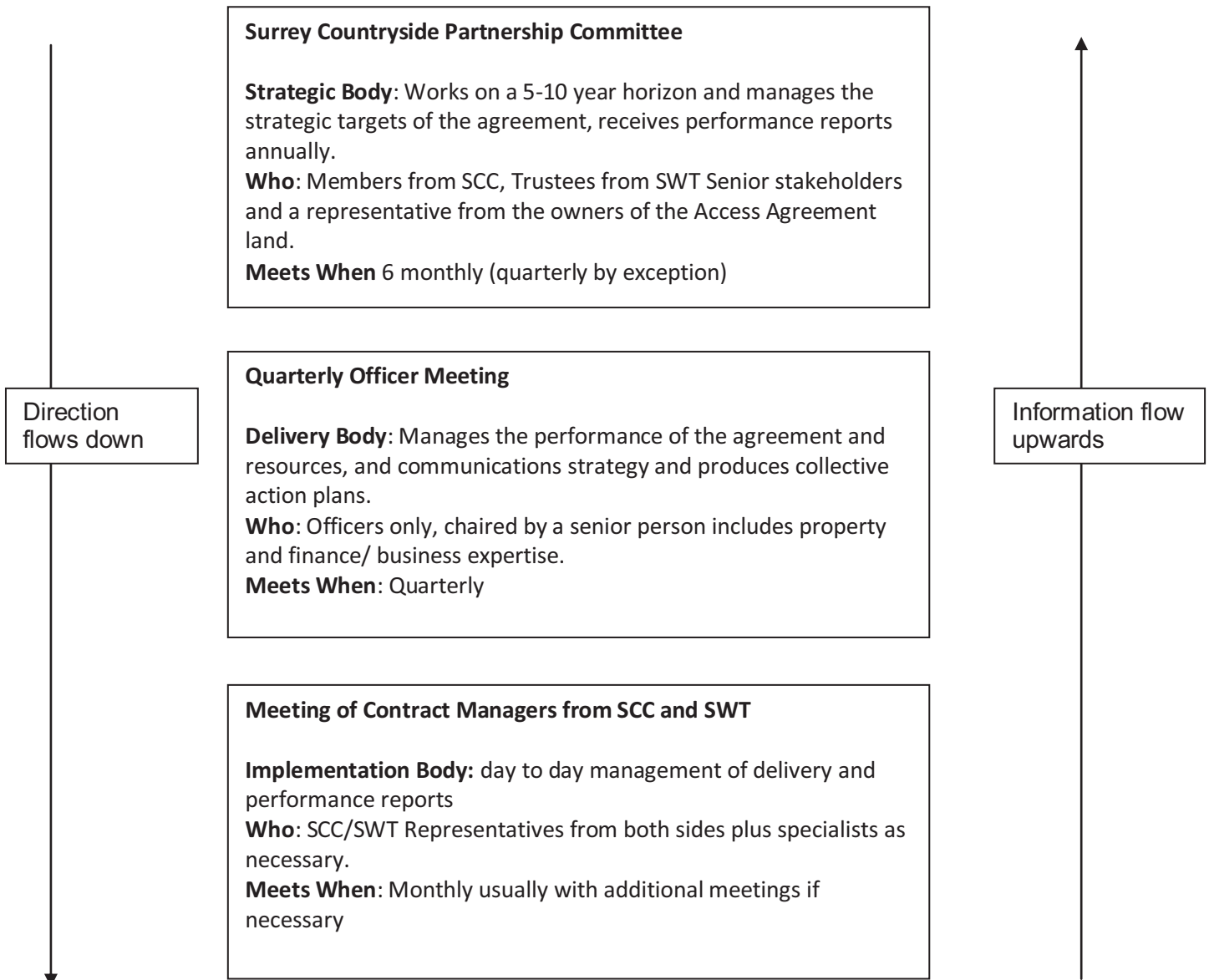
#### **Support for the Partnership Committee**

18 The secretariat for the Partnership Committee will be provided by Surrey Wildlife Trust with the cost being borne by Surrey Wildlife Trust. Officers from Surrey County Council and Surrey Wildlife Trust will provide the Partnership Committee with professional advice in relation to its terms of reference, work and activities, the cost in officer time of providing such advice being borne by the organisation involved. The officers will seek the advice of the access agreement owners and of other organisations or individuals on specific aspects of the Partnership Committee's work as considered appropriate.

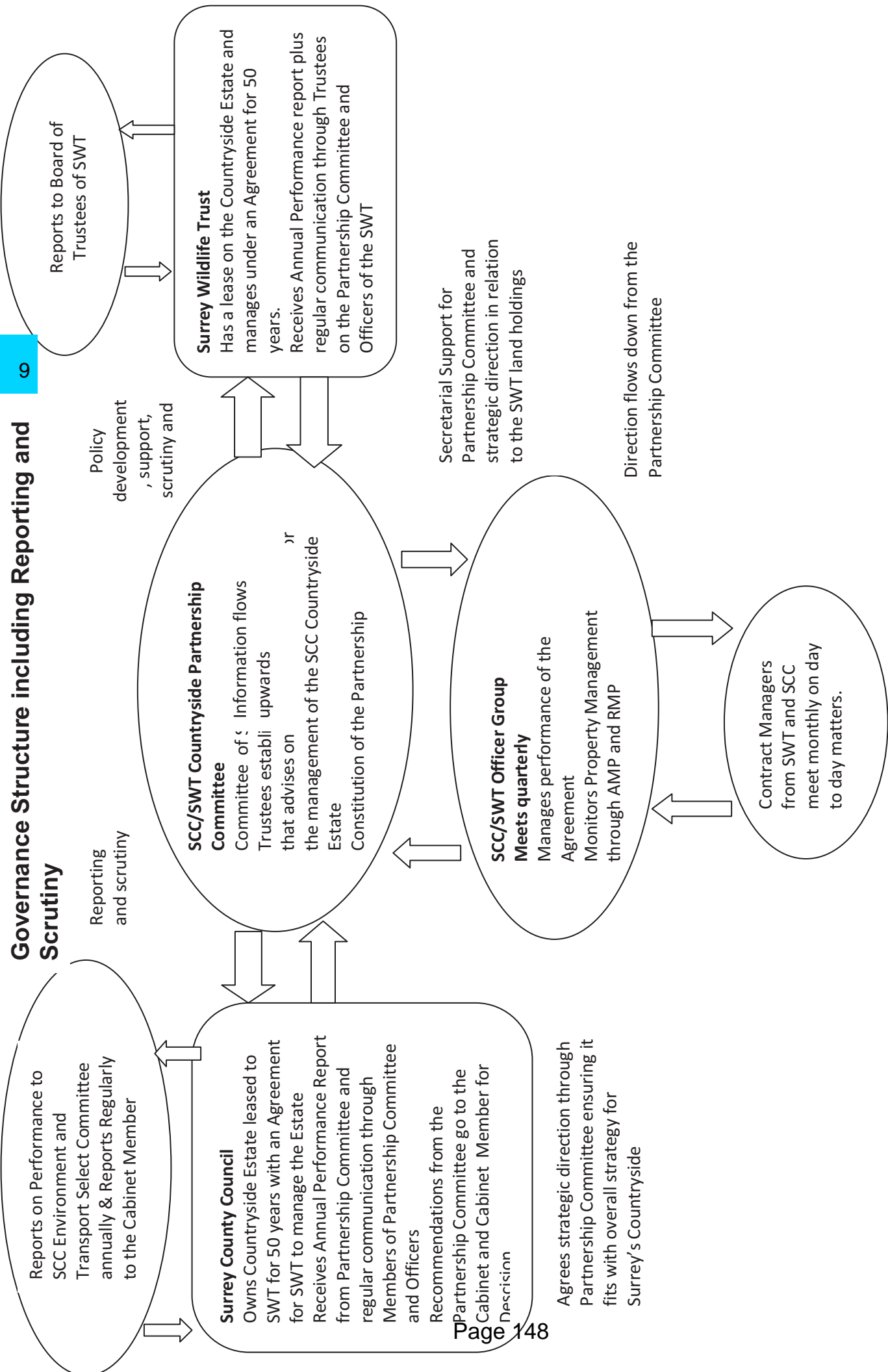
#### **Changes to the Constitution**

19 The Constitution shall be reviewed every 5 years or earlier if agreed and changes to the Committee's constitution must be a unanimous decision of Committee members present except where this relates to changes to meeting procedure as set out in Surrey County Council's Standing orders.

## Model for Governance Structure between SWT and SCC



# Governance Structure including Reporting and Scrutiny



**Monitoring of Delivery of the SDS and KPIs will be the responsibility of the SCC Client Officer**

	<u>Service Objective</u>	<u>Service Deliverable</u>	<u>Method of Reporting</u>	<u>Notes</u>	<u>Associated Document</u>
<b><u>KPI 1</u></b>	<b><u>Finance</u></b>				
1.1	SWT will maintain all relevant insurances to cover the land and property.	Insurance policy checked annually.	Uploaded to SharePoint	This will be checked by SCC Insurance Team	
1.2	SWT will operate a Health & Safety policy in line with HSE requirements. SWT will have agreed site risk assessments.	Policy and Risk Assessments in place.	Uploaded to Sharepoint To be checked annually and policy reviewed every five years between SCC and SWT	Site Risk Assessments to be included in management plans and management briefs and available on sharepoint to check. Activity risk assessments to be uploaded as appropriate.	Health and safety policy
1.3	SWT will report serious health and safety incidents immediately to SCC	Serious incidents reported to SCC Contracts Manager within 7 days	Email/ SharePoint for serious incidents.	Serious incidents including HSE Responses will be reported to 'Serious incidents' to be defined in health and safety policy.	
1.4	SWT will operate an agreed tree safety practice in accordance with SCC's tree management strategy	Practice note in place delivering in line with SCC tree management strategy	written exceptions report to quarterly meeting and monthly operational meeting as required.	The agreed tree safety practice note will be reviewed every 5 years.	Tree safety practice note
1.5	SWT will operate safe recruitment and equality and diversity policies	Policies in place	Upload policy to Sharepoint	Safe recruitment and equality and diversity policies, including a DBS check procedure, to be agreed with SCC and reviewed every 5 years.	Safe recruitment and equality and diversity policies
1.6	SWT will operate an agreed Freedom of Information policy for the Countryside Estate based on the Freedom of Information Act 2000	Policy in place	Upload policy to Sharepoint.	Freedom of Information policy to be agreed between SWT and SCC and reviewed every 5 years. This requires SCC FOI to lead on FOI inquiries and for SWT to assist SCC in accordance with the Policy.	Freedom of information policy
1.7	SCC and SWT will jointly maintain a	Risks and Issues log kept up to date	Activity report to	Register to be reviewed at quarterly	

	<u>Service Objective</u>	<u>Service Deliverable</u>	<u>Method of Reporting</u>	<u>Notes</u>	<u>Associated Document</u>
	register of issues and concerns that either party believe will affect the delivery of the service and achievement of the business plan.		quarterly meeting	Officers' meetings.	
<b><u>KPI 2</u></b>	<b><u>Protection of Land</u></b>				
2.1	SWT will manage all sites directly managed by SWT in line with agreed management plans/briefs.	All sites managed according to agreed management plans and briefs. Number and % of SSSIs in favourable / favourable recovering condition – increased or decreased.  Number and % of SNCIs in active management	Annual performance report, which will be a public document	SWT will report progress on management of all SSSIs and SNCIs including progress towards achieving Biodiversity 2020 targets and NERC Act (2006) for SNCI's. This is measured annually and reported to Defra.  Number of site management plans/briefs and/or agreed work programmes to be reported. Format of content to be agreed between SWT, SCC and Natural England.	
2.2	SWT will review management plans or management briefs for all sites on a rolling programme. Management plans will be consented by Natural England (where appropriate) and agreed by SCC and management briefs will be agreed by SCC	Management plans and briefs agreed by Natural England and SCC and in place with an agreed timetable.	Annual performance report		Management plans and management briefs - review programme
2.3	SWT will measure the percentage of new priority encroachments resolved or passed to SCC for resolution. SWT will support action taken on priority encroachments by SCC and deal with any management issues.	Green 100% Amber 80-90% Red <80%  Encroachments procedure complied with	SharePoint as found and reported in Annual report  Annual performance report	Encroachments are reported as found to SCC via the monthly client officer meeting  An encroachment procedure will be agreed between SCC and SWT and will be reviewed every 5 years.	Encroachments procedure  Encroachments procedure
2.4	SWT will manage public access to land subject of access agreements including managing travellers' incursions	Management of public access to access agreement owners' satisfaction and as set out in management plans and management briefs	Annual performance report	Appropriate management of access agreement land to be agreed between SWT and landowners and to be reviewed at annual meetings.	Procedure note on management of access agreement land



	<u>Service Objective</u>	<u>Service Deliverable</u>	<u>Method of Reporting</u>	<u>Notes</u>	<u>Associated Document</u>
				Procedure to be set out in practice note on management of access agreement land	
<b><u>KPI 3</u></b> <b><u>Sustainable Woodland Management</u></b>					
3.1	SWT and SCC will jointly agree a Sustainable Woodland Management Policy by December 2014 that sets out the principles of Sustainable Woodland Management and actions to deliver it thereafter.	Policy in place by December 2014	SharePoint	Sustainable Woodland Management Policy – overarching Policy that encapsulates the sustainable principles of managing the woodland. These being Access, Biodiversity and Productivity. The document will be agreed between SWT, SCC and the Forestry Commission.	Sustainable Woodland Management Policy
3.2	SWT will draw up Woodland management Plans and a Sustainable Woodland Management Strategy by December 2015.	Strategy in place by December 2015 that has been agreed by SCC and SWT and the Forestry Commission	Strategy uploaded to SharePoint	Woodland Management strategy based on the principles of the Sustainable Woodland Policy. This information forms the basis of revised Woodland Management Plans that will be created as per Management Plan Schedule	Sustainable Woodland Management Strategy
<b><u>KPI 4</u></b> <b><u>Public Engagement</u></b>					
4.1	SWT will manage all sites to the agreed visitor services standards and ensure that people are not discriminated against because they share certain protected characteristics as set out in Equality Act 2010	Compliance with the visitor service standards. Number of improvement measures outstanding and completed from previous year – increased or decreased Agreed by 31 <sup>st</sup> March 2015	VSS uploaded to SharePoint  A programme of ‘Welcome Audits’ will be undertaken by SCC with SWT and improvement measures will be carried out by SWT as agreed with SCC.	Visitor services standards for sites and any changes and standards for the Estate to be agreed between SWT & SCC.  Visitor services standards to be reviewed every 5 years. Programme for ‘Welcome Audits’ and timescales for completing actions to be agreed between SWT & SCC.  Welcome Audit will take account of SCC/ SWT Savings Plan 2014/15 – 15/16.	Visitor Services Standards Handbook.

4.2	SWT will comply with the corporate representation standards.	SWT fully comply with standards	Annual performance report	Corporate representation standards to be agreed between SWT & SCC and reviewed every 5 years Any breaches will be considered as part of the issue resolution protocol	Corporate representation Guidelines.
4.3	SWT will operate an agreed comments, compliments and complaints policy compatible with SCC's policy	All complaints resolved within policy	Annual performance report	Comments, compliments and complaints policy to be agreed between SWT & SCC Policy to be reviewed every 5 years. Where complaints are unresolved within 90 days they will become part of Issue resolution	Comments, compliments and complaints policy
4.4	SWT will record volunteer days for each site and for the whole estate.	Number of volunteer work days recorded for the year for the Estate compared year on year.	Annual performance report	These should be broken down by main locations.	
4.5	SWT will record people engaged in "informal" educational events e.g. walks and talks for the Estate.	Number of "informal" educational events recorded for the year for the Estate.	Annual performance report	Contribution to the SCC objective to increase the number of people active in the Countryside. Informal education is walks. Talks and events . To use an evaluation of events collected from group leaders.	
<b>KPI 5</b>					
5.1	SWT will maintain the condition of buildings in line with an agreed Asset Management Plan.	20 year Asset Management Plan agreed by SWT and SCC.  Repair & Maintenance Programme, produced by 1 November each year for discussion between SWT and SCC and agreed.	A property condition Survey to be undertaken every 5 years by SWT. Written report to quarterly meeting	Asset Management Plan to be kept under constant review. Annual meeting be held in November each year to agree the work programme for the following financial year  Performance will be reported to quarterly Officers' meetings and to bi-annual meetings of the Partnership Committee to a schedule and a format to be agreed between SWT and SCC.	Asset Management Plan  Repair and Maintenance Programme
5.2	SWT will manage the Property on a commercial basis to provide an economically sustainable income to support the long-term security of the Countryside Estate.	SWT will maintain the level of rental return from property in line with market value (as assessed by the RICS for that area), except where those properties have restrictions such as some farm tenancies and tied properties. (specific properties to which this	An evaluation of comparative market value will be undertaken every 5 years by SWT.	Baseline data – Chesterton Humberts Report on and valuation of Freehold Property Known as the SCC Countryside Estate 2012. Property includes a number of Tied Properties and long-term farm	

		applies are to be listed and agreed with SCC} Overall, market rents across the portfolio should be at 90% as an average for the year For April 2015, SWT will provide a Business Plan for the Property Portfolio.		tenancies which currently do not achieve market rents.	
5.3	From April 2015, performance will be measured against the Business Plan and the revised RMP	Green >75% Amber 60-75% Red <60%	Annual Performance Report		
5.4	SWT will comply with H&S Regulations for all properties	100% compliance	Annual Performance Report		
5.6	SWT will ensure that rent arrears less than 4%, measured at the end of the Financial year.	Green <4% Amber 4-7% Red >7%	Annual Performance Report		
5.7	SWT will ensure that the level of vacant property is less than 7.5%, allowing for reasonable time periods for major refurbishment between tenancies.	Green <7.5% Amber 7.5-10% Red >10%	Annual Performance Report		

**SURREY WILDLIFE TRUST WILL MANAGE THE LAND TO THE AGREED SERVICE DELIVERY SPECIFICATION (SDS) AND WILL BE MEASURED ON THE COMPLIANCE WITH THE SDS AND ON THE KEY PERFORMANCE INDICATORS SET OUT BELOW.**

**KEY PERFORMANCE INDICATORS**

**KPI 1: Financial**

Annual KPI targets as follows:

- Y1 (2014/15): SCC contribution is £859,000 (reduction of £100,000)
- Y2 (2015/16): SCC contribution is £759,000 (further reduction of £100,000)
- SCC 2016/17 and thereafter contribution will be dependent on further joint financial assessment of costs, income and external funding with the objective of working together to reduce the contribution from SCC to nil by 2021\*.

\*Assumes SCC Property portfolio continues to be managed by SWT.

**1.1: Delivery of reduced SCC contribution from additional commercial opportunities**

KPI targets will be fixed from 2016/17 onwards based on the forecast surplus figures included within the business cases that will be developed and approved during 2014/15 and 2015/16. The target will be reviewed, and if necessary altered, on an annual basis to reflect further new commercial opportunities and/or additional external funding opportunities that are identified and approved within the period.

Progress against targets to be measured at 6 monthly intervals.

## **KPI 2: Protection of Land**

- 2.1 To deliver progress towards the Governments Biodiversity 2020 Target concerning ; aiming to have 90% of priority habitats in favourable or recovering condition and at least 50% of Site of Special Scientific Interest (SSSIs) in favourable condition, while maintaining at least 95% of SSSIs in favourable or recovering condition.
- Yr 1 (2014/15): Establish baseline data of SSSI's sites/ units in favourable or recovering condition. Non-designated priority habitats require baseline data and a scheme of monitoring. Agree a target for future years on designated sites; and a scheme of monitoring condition on non-designated priority habitats that can be reported against.
  - Yr 2 (2015/16): Monitor and report against target for progress towards the Governments Biodiversity Target 2020 in relation to SSSI targets.
  - Yr 3 (2016/17): Monitor and report against target for progress towards the Governments Biodiversity Target 2020 in relation to SSSI targets.
  - Yr 4 (2017/18): Monitor and report against target for progress towards the Governments Biodiversity Target 2020 in relation to SSSI targets.
  - Yr 5 (2018/2019): Monitor and report against target for progress towards the Governments Biodiversity Target 2020 in relation to SSSI targets.

2.2 To ensure that all of the SNCIs are in positive conservation management i.e. agreed Management Plan, in accordance with The Natural Environment and Rural Communities (NERC) Act (2006).

2.3 To ensure that any encroachments onto SCC land are actioned as per the Encroachments Procedure in order to protect the integrity of the land holdings over the period of the leases.

### **Accompanying Note**

- There is not yet a methodology for priority habitats outside SSSIs and proxies are suggested such as sites being with a recognised land management scheme; Environmental Stewardship and its successor schemes, and Woodland Grant Scheme.
- 100% of sites will have jointly agreed work programmes and jointly agreed management plans with Natural England approval where relevant e.g. designated sites.

### **KPI 3: Sustainable Woodland Management**

Annual KPI targets as follows:

Yr 1 (2014/15): Undertake the following:

- Sustainable Woodland Management Policy to be agreed by December 2014
- 100% SCC CE Woodlands to have a Woodland Assessment.

Yr 2 (2015/16):

- 50% of woodlands have jointly agreed management plans.
- Woodland Strategy to be developed by December 2015

Yr 3 (2016/17):

- 75% of woodlands have jointly agreed management plans

Yr 4 (2017/18):

- 100% of woodlands have jointly agreed management plans

Yr 5 (2018/19):

- Monitoring the Woodland plans based on the objectives and deliverables in the management plans. A KPI will be developed to reflect this during the period.

### **Accompanying Note**

- Sustainable Woodland Management Policy – overarching Policy that encapsulates the sustainable principles of managing the woodland. These being Access, Biodiversity and Productivity. The document will be agreed between SWT, SCC and the Forestry Commission.
- Woodland Assessment - to survey and map the woodland resource. A woodland inventory will provide information on woodland composition and the volume of standing trees present. This information can then be used to inform management prescriptions and provide volume estimates of wood available for sale to local markets. This data will be used to create a GIS stock map and Sub-Compartment Database.
- Create individual Woodland Management Plans for each woodland or group of woodlands. These management plans are required by the Forestry Commission in order to secure grant funding.
- Produce a 30-year Strategic Woodland Plan and this is to be agreed with SCC, FC and NE.

**KPI 4: Public Engagement**

- 4.1 Maintain the number of volunteer days and seek to increase them, data already collected.
- 4.2 SWT will measure improvement in Visitor Satisfaction on 5 key sites (Chobham Common, Newlands Corner, Worplesdon Group of Commons, Wisley and Ockham Common and Norbury Park). Annual KPI targets as follows:
- Yr 1 (2014/15): Undertake the following:
- Establish data by jointly agreeing procedures and survey questionnaire.
  - To jointly agree a number of 'Welcome Audits' to be undertaken in 2015 to establish the baseline .
- Yr 1 (2015/16): Undertake the following:
- Undertake visitor surveys at Chobham Common and Worplesdon Group of Commons.
  - Jointly undertake the 'Welcome Audit's', agree actions and timescale for works.
- Yr 3 (2016/17):
- Undertake visitor surveys at Newlands Corner.
- Yr 4 (2017/18):
- Undertake visitor surveys at Wisley and Ockham Common and Norbury Park.
- Yr 5 (2018/2019):
- Undertake any further surveys as jointly agreed at the SWT/SCC Officers Meeting in 2018.
- 4.3 The monitor the number of people engaged in "informal" educational events e.g. walks and talks.
- Yr 1 (2014/15):
- Establish baseline data of people engaged in "informal" educational events e.g. walks and talks. Agree a target for future years.
- Yr 2 (2015/16):
- Monitor and report against target for the number of people engaged in "informal" educational events e.g. walks and talks.

#### Yr 3 (2016/17):

- Monitor and report against target for the number of people engaged in “informal” educational events e.g. walks and talks.

#### Yr 4 (2017/18):

- Monitor and report against target for the number of people engaged in “informal” educational events e.g. walks and talks.

#### Yr 5 (2018/2019):

- Monitor and report against target for the number of people engaged in “informal” educational events e.g. walks and talks.

#### **Accompanying Note**

- The aim is to increase the public engagement with the Countryside Estate in order to promote greater public awareness of the countryside, why it is important and why it needs managing and conserving: and to encourage greater physical activity for all ages and abilities in the countryside.
- Volunteer numbers should continue to be reported against but numbers are to be “maintained” rather than “increased” year on year because the numbers are reaching a saturation point. Aim will be to increase volunteering in appropriate areas where it is not so prevalent now.
- The ‘Welcome Audits’ will be required to take account of the SCC/ SWT Savings Plan 2014/15 – 15/16, avoiding areas e.g. car parks, interpretation where there are agreed service savings.
- There is a desire from both parties to increase the number of people enjoying the Countryside but visitors need to be spread across the Estate rather than just focussed at key sites and this will be balanced with continuing to protect the nature conservation value of these sites.

#### **KPI 5: Property Management**

- 5.1. All rentals will aim to be within the current market rent banding for a property of comparable size and location but some variation will inevitably occur due to lease restrictions, timings and property condition. Overall, market rents across the portfolio should be at 90% as an average for the year.
- 5.2. The delivery of the AMP will be measured against the property condition survey (Stock Survey) completed as part of the Property Business Plan and every 5 years thereafter.
- 5.3 To keep rent arrears at less than 4% per annum, measured at the completion of year end.



5.4 To ensure that the vacancy rate of occupied property is minimised and after taking in to account time between tenancies for refurbishment (not to be more than is reasonable), the average rate is less than 7.5% per annum.

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**SURREY COUNTY COUNCIL****CABINET****DATE: 16 DECEMBER 2014****REPORT OF: MR DAVID HODGE, LEADER OF THE COUNCIL****LEAD OFFICER: SHEILA LITTLE, DIRECTOR OF FINANCE****SUBJECT: FINANCE AND BUDGET MONITORING REPORT FOR NOVEMBER 2014****SUMMARY OF ISSUE:**

The Council takes a multiyear approach to its budget planning and monitoring, recognising that the two are inextricably linked. This report presents the Council's financial position at the end of November 2014 (seventh month).

The details of this financial position are covered in the Annexes to this report.

**RECOMMENDATIONS:**

Cabinet is asked to note the following:

Recommendations to follow

**REASON FOR RECOMMENDATIONS:**

This report is presented to comply with the agreed policy of providing a monthly budget monitoring report to Cabinet for approval and action as necessary.

**DETAILS:**

1. The Council's 2014/15 financial year commenced on 1 April 2014. This report includes the fifth budget monitoring report of the financial year.
2. The Council has a risk based approach to budget monitoring across all services. This approach is to ensure we focus resources on monitoring those higher risk budgets due to their value, volatility or reputational impact.
3. There is a set of criteria to evaluate all budgets into high, medium and low risk. The criteria cover:
  - the size of a particular budget within the overall Council's budget hierarchy (the range is under £2m to over £10m);
  - budget complexity relates to the type of activities and data being monitored (the criterion is about the percentage of the budget spent on staffing or fixed contracts - the greater the percentage the lower the complexity);
  - volatility is the relative rate at which either actual spend or projected spend move up and down (volatility risk is considered high if either the current year's projected variance exceeds the previous year's outturn variance, or

the projected variance has been greater than 10% on four or more occasions during this year)

- political sensitivity is about understanding how politically important the budget is and whether it has an impact on the Council's reputation locally or nationally (the greater the sensitivity the higher the risk).
4. High risk areas report monthly, whereas low risk services areas report on an exception basis. This will be if the year to date budget and actual spend vary by more than 10%, or £50,000, whichever is lower.
  5. The annex to this report sets out the Council's revenue budget forecast year end outturn as at the end of November 2014. The forecast is based upon current year to date income and expenditure as well as projections using information available to the end of the month.
  6. The report provides explanations for significant variations from the budget, with a focus on staffing and efficiency targets. As a guide, a forecast year end variance of greater than £1m is material and requires a commentary. For some services £1m may be too large or not reflect the service's political significance, so any variance over 2.5% may also be material.

#### **Consultation:**

7. All Cabinet Members will have consulted their relevant Strategic Director on the financial positions of their portfolios.

#### **Risk management and implications:**

8. Risk implications are stated throughout the report and each Strategic Director has updated their strategic and or service Risk Registers accordingly. In addition, the Leadership risk register continues to reflect the increasing uncertainty of future funding likely to be allocated to the Council.

#### **Financial and value for money implications**

9. The report considers financial and value for money implications throughout and future budget monitoring reports will continue this focus. The Council continues to have a strong focus on its key objective of providing excellent value for money.

#### **Section 151 Officer commentary**

10. The Section 151 Officer confirms that the financial information presented in this report is consistent with the council's general accounting ledger and that forecasts have been based on reasonable assumptions, taking into account all material, financial and business issues and risks.

#### **Legal implications – Monitoring Officer**

11. There are no legal issues and risks.

### **Equalities and Diversity**

12. Any impacts of the budget monitoring actions will be evaluated by the individual services as they implement the management actions necessary.

### **Climate change/carbon emissions implications**

13. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change.
14. Any impacts on climate change and carbon emissions to achieve the Council's aim will be considered by the relevant service affected as they implement any actions agreed.

### **WHAT HAPPENS NEXT:**

The relevant adjustments from the recommendations will be made to the Council's accounts.

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#### **Contact Officer:**

Sheila Little, Director of Finance  
020 8541 7012

#### **Consulted:**

Cabinet / Corporate Leadership Team

#### **Annexes:**

Annex 1 – the revenue and capital budget monitoring to the end of November 2014 and year end forecasts.

#### **Sources/background papers:**

None

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**SURREY COUNTY COUNCIL****CABINET****DATE: 16 DECEMBER 2014****REPORT OF: MR MICHAEL GOSLING, CABINET MEMBER FOR PUBLIC HEALTH AND HEALTH & WELLBEING BOARD****LEAD OFFICER: SUSIE KEMP, ASSISTANT CHIEF EXECUTIVE****SUBJECT: HEALTH AND SOCIAL CARE INTEGRATION****SUMMARY OF ISSUE:**

Collaboration and joined up working has been at the heart of work between health and social care in Surrey since Surrey's Health and Wellbeing Board was established in 2012.

The County Council and health partners are working jointly to achieve better outcomes and high quality co-ordinated care for Surrey residents through greater integration and alignment of health and social care services.

Having grown and developed over time, the move towards integrated services has become a fundamental part of the way the Council and its partners develop and deliver services. This report acknowledges the significant acceleration for the integration of health and social care. It asks the Cabinet to consider fully the implications of the strategic direction and to endorse it.

**RECOMMENDATIONS:**

It is recommended that the Cabinet:

1. Notes the strategic direction towards further integration for health and social care services;
2. Notes the specific work on health and social care integration and implications in Surrey; and
3. Requires that where specific proposals for the integration of health and social care involve significant change (e.g. pooling budgets or changes to governance structures), they will be presented to the Cabinet for approval.

**REASON FOR RECOMMENDATIONS:**

There is a move towards integrated services becoming a fundamental part of the way the Council and its partners develop and deliver services. Given the significant acceleration towards the integration of health and social care, this report provides the Cabinet with the opportunity to ensure the Council's stated policy reflects the current status and future direction for children's and adults' social care.

Pursuing opportunities for further integration will help to ensure the County Council meets its statutory duties, set out in both the Care Act 2014 and the Health and Social Care Act 2012, for encouraging and promoting the integration of health and social care.

**Background**

1. There has been a significant shift over the last 18 months to the integration of health and social care services and taking a 'whole person' or place based approach to commissioning and delivering services. This is in part driven by changes in legislation, government policy and national programmes.
2. Whilst there are differences in suggested approaches and pledges from different political parties nationally, it is evident that whatever the result of the general election in May 2015, there will be an increasing drive on the integration of health and social care over the coming years together with an increase in the pace of implementation.
3. The recent publication of the NHS Five Year Forward View signalled important changes for the NHS over the coming years. It described various models of care which could be provided in the future such as integrated out of hospital care services and the development of 'Accountable Care Organisations' (see para. 11 below). The document also stated that the NHS would 'take decisive steps to break down the barriers in how care is provided between family doctors and hospitals, between physical and mental health, between health and social care'.

**Current and future policy direction**

4. The County Council is working with health partners to achieve better outcomes and high quality co-ordinated care for Surrey residents through greater integration of health and social care services. Integration work spans services for both adults and children and it is important to recognise the valuable role that the Public Health team have played since transferring to the County Council in developing a greater understanding of the issues and challenges across both health and social care and supporting the development of integration projects and programmes.
5. It is anticipated that a more integrated approach will help to achieve better health and social care outcomes for Surrey residents, make better use of reducing budgets and resources across the public sector in Surrey. The proposals around the Better Care Fund specifically support the delivery of the County Council's Medium Term Financial Plan.
6. The strategic shift towards the integration and joint commissioning of services with health partners is aligned to the Council's emerging thinking around 'one place, one budget' and forms part of the County Council's stated priorities and commitments in its Corporate Strategy - 'Confident in Our Future'. It is a fundamental principle underpinning the Surrey Health and Wellbeing Strategy and features strongly in other supporting strategies and plans such as the Children and Young People's Plan and the strategy for Adult Social Care.
7. Integrating services is not without its challenges and the complexity of the health and care system in Surrey compounds those challenges. Surrey has six clinical commissioning groups, five acute hospitals, three community care providers and a mental health trust plus hundreds of GP practices and pharmacies. In addition to the traditional 'health' organisations mentioned above, the 11 district and borough councils and wide range of voluntary, community and faith sector organisations play an important role in delivering health and care services to residents in Surrey.
8. Given the growing importance of integration within the Council's service model this report signals, and seeks endorsement of, a formal shift in policy direction for social care. The service model which has developed is a hybrid model based upon designing services around people (and not organisations) where some services are delivered / commissioned more effectively in an



integrated way and other services delivered / commissioned more effectively by individual organisations.

### **What do we mean by integration?**

9. Integration of health and social care services can take many forms – there is no ‘one size fits all’ solution or model of delivery. The approach being taken to the integration of health and social care services in Surrey is to:
  - Ensure a consistent focus on improving health and social care outcomes for all residents, with targeted interventions for those most in need;
  - Commission / provide services that are designed around residents needs and based upon robust evidence; and
  - Commit to finding the best and most appropriate way to deliver health and social care for each local area.
10. All of the above are set in the context of needing to design financially sustainable models of health and social care, and the delivery of the County Council’s Medium Term Financial Plan.
11. To provide an indication of the types of models being explored with health partners, set out below are a number of examples of the different models or approaches to integration that local areas can adopt. Some of the examples below are already in place for certain services in Surrey and / or have been adopted elsewhere:
  - Jointly commissioning services – local authorities and Clinical Commissioning Groups working together to commissioning services. This can be supported or enabled in a number of ways including through establishing joint commissioning forums / groups, recruiting joint commissioning posts, pooled or shared budget arrangements and / or establishing joint commissioning teams.
  - Establishing integrated teams – multi-disciplinary teams (e.g. professionals working in community health, social care, mental health, primary care, hospital specialists etc) working with groups within the population based upon location and specific health / social care needs.
  - Providing integrated, personalised care - for a specific group within the population, providing individuals with a single health and social care plan supported by an integrated personal health and social care budget to pay for all of their health and social care needs.
  - Shared budget arrangements – sharing or pooling health and social care budgets for a specific geographical area, for commissioning and providing care for specific groups within the population.
  - Establishing integrated care centres or ‘hubs’ – a single physical location within the community to provide a range of integrated services, acting as a base for integrated teams and a ‘one-stop-shop’ for peoples’ care needs.
  - Creating (developing and commissioning) new ‘care’ organisations – where a group of providers (which could include a combination of GPs, pharmacists, acute hospitals, community care providers, social care, voluntary sector providers etc) agree through a contractual arrangement to take responsibility for providing all care for a defined group within the population.

## **CONSULTATION:**

12. Consulting and engaging people and relevant organisations in the changes being made to health and social care services is vital to ensure in that services are designed around the needs of individuals. Across the many health and social care integration projects and programmes there have and continue to be a wide range of consultation and engagement activities.

## **RISK MANAGEMENT AND IMPLICATIONS:**

13. There are a number of risks that are associated with the integration of health and social care services – these include financial risks associated with managing activity and demand, workforce and staffing risks and the risks to the continuity and quality of services during a period of change.
14. The scale and complexity of the changes being developed in Surrey and the pace at which they have to be implemented increases the risk that the full benefits of integration will not be achieved. Robust governance arrangements are in place to help to mitigate the risks including the use of partnership groups (e.g. the Children and Young People's Partnership and the Better Care Board), and plans being subject to national and local assurance processes for specific programmes such as the Better Care Fund.
15. As discussions with the health partners progress and specific proposals are developed, the identification and subsequent management and mitigation of risks will be vital.

## **Financial and Value for Money Implications**

16. The approach being taken to the integration of health and social care services in Surrey is to:
  - Ensure a consistent focus on improving health and social care outcomes for all residents, with targeted interventions for those most in need;
  - Commission / provide services that are designed around residents needs and based upon robust evidence; and
  - Commit to finding the best and most appropriate way to deliver health and social care for each local area.
17. All of the above are set in the context of needing to design financially sustainable models of health and social care, and to assist the delivery of the County Council's Medium Term Financial Plan.

## **Section 151 Officer Commentary**

18. The Director of Finance is working closely with the Clinical Commissioning Group Chief Finance Officers to develop the financial governance framework and supporting formal pooling agreements that will underpin the financial agreements between all parties and that are reflected in the Council's Medium Term Financial Plan. It is necessary to have these in place ahead of finalising the plans for integration.

## **Legal Implications – Monitoring Officer**

19. Legislation and associated national policy is placing a duty on local authorities to promote and encourage the integration health and social care integration – for example:

- The Health and Social Care Act 2012 places a duty on the Council's Health and Wellbeing Board to encourage integrated working; and
- The Care Act 2014 places a duty upon local authorities to “promote integration between care and support provision, health and health related services, with the aim of joining up services”.

20. In developing specific plans for health and social care integration, it will be important to ensure that any specific duties placed on the Authority are properly managed.

## **Equalities and Diversity**

21. Equality Impact Assessments (EIAs) will form an important part of any planning for changes to services across health and social care to assess the impact upon residents, people who use services, carers and staff with protected characteristics. As detailed programmes and schemes are developed EIAs will be completed and included as part of the plans.

## **Corporate parenting / Looked After Children implications**

22. Joined up working and joint commissioning across health and social care is vitally important for the County Council in undertaking its Corporate Parenting role. For example, as part of work being undertaken under the Surrey Health and Wellbeing Strategy priority for improving children's health and wellbeing, the development of health checks for Looked After Children (LAC) is a key area of focus. This joint working has already resulted in increased capacity to ensure the most vulnerable children get timely health assessments, and a health needs assessment that is in development to get a full and complete understanding of the health needs of LAC.

## **Safeguarding responsibilities for vulnerable children and adults implications**

23. Improving and strengthening joint working will support the Council and its partners to meet their responsibilities around safeguarding vulnerable children and adults. For example, the creation of the Multi-Agency Safeguarding Hub to help protect vulnerable children and young people and the focus that the Better Care Fund plan gives to improving services for the frail elderly population.

## **WHAT HAPPENS NEXT:**

24. The next steps, subject to the Cabinet's endorsement, are:

- Officers to continue working with health partners and other stakeholders to develop and implement proposals for integrating services; and
- Officer to bring back specific proposals for Cabinet approval where the integration of health and social care involves significant change (e.g. pooling budgets or changes to governance structures).

**Contact Officer:**

Susie Kemp, Assistant Chief Executive, 020 8541 7043.

Justin Newman, Health & Wellbeing and Innovation Lead, 020 8541 8750

Kathryn Pyper, Lead Project Manager, Adult Social Care, 020 8541 7076

**Consulted:**

David Hodge, Leader,

David McNulty, Chief Executive

Mel Few, Cabinet Member for Adult Social Care

Mary Angell, Cabinet Member for Children and Families

Dave Sargeant, Strategic Director for Adult Social Care

Nick Wilson, Strategic Director for Children and Families

Legal Services

Finance

**Annexes:**

No annexes

**Sources/background papers:**

- 23 October 2014 – Publication of the NHS Five Year Forward View
  - 2 October 2014 Health and Wellbeing Board – The Surrey Better Care Fund Plan
  - 25 March 2014 Cabinet meeting - report: Surrey Better Care Fund
  - 25 March 2014 Cabinet meeting - report: Medium Term Financial Plan 2014 to 2019
  - 11 February 2014 Council meeting - report: Report of the Cabinet 'Corporate Strategy 2014-19'
  - 4 February 2014 Cabinet meeting - report: Public Service Transformation
-

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 16 DECEMBER 2014**

**REPORT OF: MR MICHAEL GOSLING, CABINET MEMBER FOR PUBLIC HEALTH AND HEALTH & WELLBEING BOARD**

**LEAD OFFICER: SUSIE KEMP, ASSISTANT CHIEF EXECUTIVE**

**SUBJECT: APPROVAL TO AWARD A CONTRACT FOR THE PROVISION OF A COMBINED HEALTHWATCH AND NHS COMPLAINTS ADVOCACY SERVICE**



**SUMMARY OF ISSUE:**

The Health and Social Care Act 2012 placed a statutory duty on local authorities to commission a local Healthwatch service and an independent NHS complaints advocacy service from 1 April 2013. This Cabinet report seeks approval to award a single contract following a competitive tender process for the provision of a Healthwatch and NHS Complaints Advocacy Service.

The Council is committed to engaging and involving residents in the planning, design and delivery of services – a strong local Healthwatch and Independent NHS Complaints Advocacy service in Surrey will support the achievement of this.

**RECOMMENDATIONS:**

It is recommended that a single contract is awarded to Healthwatch Surrey Community Interest Company (CIC) for the provision of Healthwatch and Independent NHS Complaints Advocacy Service as described in the Part 2 of the report for a period of three years commencing on 1 April 2015 with the option to extend for a maximum of a further two years.

**REASON FOR RECOMMENDATIONS:**

The existing contractual arrangements for the provision of Healthwatch and Independent NHS Complaints Advocacy Service will come to an end on 31 March 2015.

The award of a new contract from 1 April 2015 will ensure that Surrey residents continue to have a strong voice to influence and challenge how health and social care services are provided in Surrey and that the Council complies with its statutory requirements to commission a local Healthwatch and Independent NHS Complaints Advocacy service.

## **DETAILS:**

### **Background**

1. The Health and Social Care Act 2012 introduced a new role for local authorities in the co-ordination, commissioning and oversight of health and social care, public health and health improvement. This new role included a statutory duty to commission a local Healthwatch and an Independent NHS Complaints Advocacy Service from 1 April 2013.
2. Local Healthwatch Surrey is the independent consumer champion for both health and social care in Surrey. Its overall aim is to give residents and communities a stronger voice to influence and challenge how health and social care services are delivered in Surrey. Local Healthwatch provides or signposts people to information to help them make choices about health and care services.
3. Independent NHS Complaints Advocacy Service is responsible for the provision of assistance for individuals making or intending to make a complaint about an NHS service they have received.
4. The NHS Complaints process covers:
  - i. all NHS Trusts and NHS Bodies including NHS Foundation Trusts
  - ii. family health services provided for the NHS by GPs, Dentists, Opticians or Pharmacists,
  - iii. private healthcare establishments if the treatment has been paid for by the NHS
  - iv. all other health services commissioned by NHS funding.
5. The two services are currently provided through two separate agreements:
  - i. The local Healthwatch service for Surrey is currently provided by a community interest company, Healthwatch Surrey CIC, which has three delivery partners – Help and Care, Surrey Independent Living Council and Citizens Advice Surrey.
  - ii. The current contract for the delivery of the Independent NHS Complaints Advocacy service for Surrey is being delivered by Support Empower Advocate Promote (SEAP) as part of a consortium arrangement for 10 local authorities across the south east.
6. Both the local Healthwatch and Independent NHS Complaints Advocacy agreements will expire on 31 March 2015 and a new contractual arrangement will need to be in place on 1 April 2015.
7. Following consultation and engagement with stakeholders together with learning from the different models that have been adopted in other parts of the country, a review of the current performance and existing contracts has been undertaken. Clear synergies between the local Healthwatch and Independent NHS Complaints Advocacy services have been established and a number of changes made to the approach being taken in Surrey.

These include combining the services into a single contract, commissioning a longer contract to ensure the benefits from the services can be more fully realised and a range of more detailed improvements to the service specification. As outlined in paragraph 4, this will ensure the resident voice is clearly heard and influences the way in which health and social care services are delivered in Surrey.

8. These changes will:
  - i. ensure resources and funding are utilised in the most efficient way, eliminating unnecessary duplication of service delivery
  - ii. maximise the impact of the service by bringing the work of local Healthwatch and Independent NHS Complaints Advocacy services closer together, creating an improved and seamless customer experience
  - iii. realise efficiency savings to ensure better value for money is achieved for Surrey residents.
  
9. The single contract for Healthwatch and Independent NHS Complaints and Advocacy service will deliver the following for Surrey residents:
  - i. provision of information and non-clinical advice to residents about accessing health and social care services and choice in relation to any aspects of those services
  - ii. promotion of and support for the active engagement of residents in the commissioning, provision and monitoring of local health care and social care services by obtaining the views of residents about their needs for, and experiences of, local services and ensuring that they are enabled and involved.
  - iii. provision of effective systems and processes, including research and analysis capability, to facilitate establishing evidence, providing reports and making recommendations about how those services could or should be improved, both for use locally to inform the Joint Strategic Needs Assessments (JSNA) and Health and Wellbeing Strategy and all providers and commissioners as well as nationally through its Annual Report to Local Healthwatch England
  - iv. provision of assistance for individuals making or intending to make complaints about an NHS service they have received.
  
10. The new service will be operational county wide and will take into account the geographical distribution of Surrey and the needs of its residents. It will be promoted to ensure that the service is widely recognised, accessible and visible to the public, service users, patients, carers and other health and social care organisations.
  
11. The service specification for the combined service sets out clearly the outcomes that the service is expected to deliver and the arrangements for monitoring the contract through, for example, quarterly review meetings and

ongoing requirements to gather feedback from key stakeholders and users of the service.

**CONSULTATION:**

12. An engagement event was held on 4 August 2014 with a wide range of stakeholders including service user organisations and potential providers. The outcome of the event alongside a review of existing arrangements and research into the approach being taken by other local authorities, helped to shape the approach being taken in Surrey for the combined local Healthwatch and Independent NHS Complaints Advocacy service.

**RISK MANAGEMENT AND IMPLICATIONS:**

13. The contract includes provisions which will protect the Council in the event of unsatisfactory performance issues. These provisions allow the Council to serve notice seeking the provider remedy any poor performance and/or suspend part of the service if deemed necessary.
14. The contract also includes termination provisions which will allow the Council to terminate the agreement with a minimum of three months written notice should funding cease, reduce or priorities change in accordance with Surrey Compact.
15. The following table outlines the potential risks and mitigation activity in place:

Category	Risk Description	Mitigation Activity
Financial	There is a risk that funding available from Department of Health may not be at the same level as 14/15	Provisions to vary or terminate the contract in the event that funding reduces or ceases.  Specification is designed to afford flexibility in service levels if required.
Service	The service provider does not deliver national and or local objectives.	Strong performance management. Regular quarterly contract review meetings.  Contractual clauses which allow the Council to suspend, terminate or use a substitute provider.



Service	Transition from existing model of service delivery to new model of single contract	Early exit management arrangements with existing provider will facilitate transition.
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### **Financial and Value for Money Implications**

16. The Part 2 report provides details regarding the value of the contract.
17. The grant for 2015/16 has not yet been confirmed. The starting contract value and subsequent reductions are based upon the assumption of the grant remaining at its current level. Should the grant be changed then the contract allows for the contract value and service provision to be reviewed and renegotiated.

### **Section 151 Officer Commentary**

18. The Section 151 Officer confirms that all material risks and issues have been considered and addressed. The contract absorbs inflationary increases and has efficiency savings built in, whilst also allowing for any reductions in grant funding to be reflected.

### **Legal Implications – Monitoring Officer**

19. The Health and Social Care Act 2012 places a duty on local authorities to commission bodies known as Local Health Watch Organisations, to replace existing local involvement networks. To comply with this duty the Council has undertaken a competitive procurement exercise in accordance with the EU Procurement Treaty principles to ensure that a fair, transparent and non-discriminatory process has been undertaken in respect of procuring these Part B services. The Council has also complied with its Procurement Standing Orders.

### **Equalities and Diversity**

20. The contract and service specification places specific requirements on the service provider to ensure that the promotion of equality and diversity is an important part of the way that the service is delivered.
21. Overall there will be a positive impact on all people living in Surrey and more so with some protected groups and proactive work will identify which groups are using the services.
22. A copy of the Equalities Impact Assessment is attached at annex 1 of this report.

### **Corporate Parenting/Looked After Children implications**

23. Looked after children are vulnerable to a range of poor health outcomes and inequalities in accessing health and social care services. The local Healthwatch will seek to increase the voice of looked after children in the

planning and commissioning of health services and proactively engaging with relevant carers and organisations to enable this.

**Safeguarding responsibilities for vulnerable children and adults implications**

24. Local Healthwatch will have a role in ensuring the safeguarding of all Health and Social Care users across Surrey with a focus in particular to engage vulnerable children and adults in an appropriate way, so the outcomes for them are improved generally and in the wider health and social care landscape.

**Public Health implications**

25. Local Healthwatch has a role in promoting public health, health improvements and tackling health inequalities. Its work will have a positive effect on a wide range of public health initiatives and priorities, helping to drive and support the development and appropriate commissioning of services that meet the needs of residents and users of health and social care in Surrey.

**WHAT HAPPENS NEXT:**

26. The timetable below for the implementation of the service is as follows:

Action	Date
Cabinet decision to award (including call in period)	29 December 2014
Procurement Standstill Period ends	12 January 2015
Contract Award	12 January 2015
Contract Signature	23 February 2015
Contract Commencement Date	1 April 2015

27. The Council will work closely with the successful providers to ensure a smooth transition from the current provisions to the new service.
28. The current and new providers will be required to work together with regards to the transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations 2006 to ensure the continuity of staff for current service users and the successful transfer to the new service.

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**Contact Officer:**

Justin Newman, Policy and Performance – 020 8541 8750  
Saba Hussain, Policy and Performance – 020 8541 8750  
Ayo Abugo, Procurement and Commissioning – 020 8541 8773

**Consulted:**

Laura Langstaff, Head of Procurement and Commissioning  
Anna Tobiasz, Category Manager Adults  
Andy Tink, Principal Accountant  
Ayo Owusuh, Legal Services

**Annexes:**

Part 2 report attached as agenda item 18  
Annex A Equalities Impact Assessment

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## 1. Topic of assessment

<b>EIA title:</b>	Re-tendering the local Healthwatch and Independent Complaints Advocacy Services
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<b>EIA author:</b>	Saba Hussain – Strategic Partnerships Manager
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## 2. Approval

	Name	Date approved
<b>Approved by</b>		

## 3. Quality control

<b>Version number</b>		<b>EIA completed</b>	
<b>Date saved</b>		<b>EIA published</b>	

## 4. EIA team

Name	Job title (if applicable)	Organisation	Role
Justin Newman	HWB & Innovation Lead	Surrey County Council	Lead Manager
Saba Hussain	Strategic Partnerships Manager	Surrey County Council	Supporting Lead Manger
Kashif Mirza	Policy Manager	Surrey County Council	EIA Team

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 5. Explaining the matter being assessed

<p><b>What policy, function or service is being introduced or reviewed?</b></p>	<p>Part of the Health and Social Care Act 2012<sup>1</sup> established Healthwatch England at the national level and requires local authorities to establish Local Healthwatch (LHW) in their areas. Local Healthwatch is at the heart of a health and care service that is centred on patients and users.</p> <p>The Health and Social Care Act 2012 also places a duty on Local Authorities to commission a local independent NHS Complaints Advocacy Service</p> <p>From 1 April 2013, one year contracts/grants were awarded for these services both with options for extending by one further year (this option was taken for both services). The existing arrangements come to an end on 31 March 2015. From April 2015 new arrangements should be in place to ensure both the Healthwatch and Independent Complaints Advocacy Services are fully operational and effective in Surrey.</p>
<p><b>What proposals are you assessing?</b></p>	<p>Following a full options appraisal and co-design meeting with key stakeholders, it was agreed to go out to market for an integrated Healthwatch service.</p> <p>The integrated service will amalgamate the Healthwatch service and Independent Complaints Advocacy service (ICAS) which are currently delivered by Healthwatch Surrey and the NHS Complaints Advocacy Service (ICAS is currently delivered by an independent organisation called Support Empower Advocate Promote - SEAP) at the same funding level as previous years (depending on final budget decisions)</p> <p>The service being commissioned will include:</p> <p><b>1) All aspects of the local Healthwatch service for Surrey.</b> This includes 3 key service lines:</p>

<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2012/7/part/5/chapter/1/crossheading/local-healthwatch-organisations/enacted>

# EQUALITY IMPACT ASSESSMENT TEMPLATE

- Information, Signposting and Advice - Provision of information and non-clinical advice to the public about accessing health and social care services and choice in relation aspects of those services;
- Community Research and Engagement – Promotion of and support for the active engagement of local people in the commissioning, provision and monitoring of local health care and social care services, by obtaining the views of people about their needs for and experiences of local services and ensuring that they are enabled to be involved in these;
- Evidence, Insight and Influence - Provision of effective systems and processes, including research and analysis capability, to facilitate establishing evidence, providing reports and making recommendations about how those services could or should be improved, both for use locally to inform the Joint strategic needs assessments (JSNA) and Health and Well being Strategy and all providers and commissioners as well as nationally through its Annual Report to Local Healthwatch England.

**2) All aspects of the independent NHS complaints advocacy service for Surrey.** Local authorities are required to commission: 'the provision of assistance for individuals making or intending to make an NHS complaint (which includes a complaint to the Health Service Ombudsman)'.  
The NHS complaints process covers:

- All NHS Trusts and NHS Bodies including NHS Foundation Trusts
- Family Health Services provided for the NHS by GPs, Dentists, Opticians or Pharmacists.
- Clinical Commissioning Groups
- Private health care establishments if the treatment has been paid for by the NHS
- All other health services commissioned by NHS funding

By amalgamating the two services and ensuring they are delivered through a single provider, it is anticipated both the resources and funding will be utilised in the most efficient way, remove unnecessary

## EQUALITY IMPACT ASSESSMENT TEMPLATE

	<p>duplication and maximise the impact of the service. It will also lead to more effective management of the Contract.</p>
<p><b>Who is affected by the proposals outlined above?</b></p>	<p>Any person living in Surrey and using health and social care services in Surrey.</p> <p>The proposals will also affect current providers of Local Healthwatch (LHW) and the Independent Complaints Advocacy Service (ICAS) if there is a loss of the current contract.</p>



# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 6. Sources of information

### Engagement carried out

Ongoing engagement was carried out with existing providers, service users, interested stakeholders and counterpart commissioners of these services. This engagement helped shape the options analysis and decision to move towards an integrated service through a single provider. See below:

- Work with existing providers and interested stakeholders (users and voluntary, community and faith based networks, CCGs, Health and Wellbeing Board, Health Scrutiny Committee, other advocacy providers, ASC services etc) has helped identify areas that are working well and areas that may require improvement or where there may be gaps. All of this information has been fed in to the final specification and shaped the decision making of an amalgamated contract for both services.
- Officers from the council have met quarterly with other commissioners from the South East of England, Healthwatch England and the Local Government Association to ensure awareness is maintained and knowledge built up about best practice, latest requirements and recommendations from a national perspective. This helped sense check existing delivery models and both the quality and effectiveness of the services provided. Linking in with Healthwatch England has also ensured the national perspective is linked in to local planning and similarly the local insight feeds the national context.
- A Concept Day was held in August to co-design and refine the details within the specification. Over 20 individuals attended the meeting. Please see list below:

Nicky Hall – Disability Initiative

Hilary Lombard – Sight for Surrey

Carol Pearson – Surrey Coalition Disabled People

Nick Markwich – Surrey coalition of Disabled People

Dilip Agarwal – Adult Social Care

Fiamma Pather –Your Sanctuary

Don Illman – E&M Surrey MH Stakeholder Group

Iain Wilson – Support Empower Advocate Support (SEAP)

Julie Abson – SEAP

Marie Casey – SEAP

Clive Wood – Surrey Disabled People's Partnership

# EQUALITY IMPACT ASSESSMENT TEMPLATE

Sylvia Webb – Carers for the hard of Hearing  
 Alan Webb – Carers for the Hard of Hearing  
 Monica Vidal – Voluntary Action South West Surrey  
 Yvonne Osprey – Surrey Disabled People’s Partnership  
 Sheila Moran – The Sunnybank Trust  
 Gillian Trippner – NE Hants & Farnham CCG  
 Sheila Lychoilt – Relatives and Residents Association  
 Mike Rich – Healthwatch Surrey  
 Matthew Parris – Healthwatch Surrey  
 Paul Charlesworth – Healthwatch Surrey  
 Sue Zirps – Age UK

**Data used**

On 9 June 2010 the Secretary of State for Health, Andrew Lansley MP, announced a full public inquiry into the role of the commissioning, supervisory and regulatory bodies in the monitoring of Mid Staffordshire Foundation NHS Trust following identification of serious failings.

Surrey has a complicated health landscape and it is critical there are support structures to enable service users to navigate the system. For example, in addition to the county council, there are 6 clinical commissioning groups, 11 district and borough councils, 5 acute hospital trusts and a mental health trust, 3 community care providers, over a hundred GP surgeries and more than 200 pharmacies and many more other providers of care and support across the voluntary, community and faith sector.

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## 7. Impact of the new/amended policy, service or function

### 7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic <sup>2</sup>	Potential positive impacts	Potential negative impacts	Evidence
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<sup>2</sup> More information on the definitions of these groups can be found [here](#).

## EQUALITY IMPACT ASSESSMENT TEMPLATE

<b>Age</b>	Commissioning the services is a statutory requirement. By bringing the services together at the same level of funding, there should be a positive impact here as identified in point 5 above, driving an efficient, seamless service for the user.	There will be no negative impacts.	The Healthwatch and Independent Complaints Advocacy Services have been commissioned since April 2013 and in the first year, Healthwatch Surrey recorded over 5,000 health and social care issues and enquires and Independent Complaints Advocacy supported over 300 cases. Commissioning the services at equivalent or similar funding will ensure effective continuation of the services.
<b>Disability</b>	As above	As above	As above
<b>Gender reassignment</b>	As above	As above	As above
<b>Pregnancy and maternity</b>	As above	As above	As above
<b>Race</b>	As above	As above	As above
<b>Religion and belief</b>	As above	As above	As above
<b>Sex</b>	As above	As above	As above
<b>Sexual orientation</b>	As above	As above	As above
<b>Marriage and civil partnerships</b>	As above	As above	As above
<b>Carers<sup>3</sup></b>	As above	As above	As above

### 7b. Impact of the proposals on staff with protected characteristics

Protected	Potential positive	Potential negative	Evidence
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<sup>3</sup> Carers are not a protected characteristic under the Public Sector Equality Duty, however we need to consider the potential impact on this group to ensure that there is no associative discrimination (i.e. discrimination against them because they are associated with people with protected characteristics). The definition of carers developed by Carers UK is that 'carers look after family, partners or friends in need of help because they are ill, frail or have a disability. The care they provide is unpaid. This includes adults looking after other adults, parent carers looking after disabled children and young carers under 18 years of age.'

# EQUALITY IMPACT ASSESSMENT TEMPLATE

characteristic	impacts	impacts	
Age	N/A	N/A	N/A
Disability	N/A	N/A	N/A
Gender reassignment	N/A	N/A	N/A
Pregnancy and maternity	N/A	N/A	N/A
Race	N/A	N/A	N/A
Religion and belief	N/A	N/A	N/A
Sex	N/A	N/A	N/A
Sexual orientation	N/A	N/A	N/A
Marriage and civil partnerships	N/A	N/A	N/A
Carers	N/A	N/A	N/A

# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 8. Amendments to the proposals

Change	Reason for change
It is likely there will be no change to the original proposal apart from ensuring the services are delivered through one provider.	This was recommended through the ongoing consultations and through the co-design Concept Day workshop in August.

## 9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
There should be a positive impact for the service user through provision of an effective and efficient service. In an already complicated landscape there will be one organisation that will deliver the statutory duties placed on the County Council relating to Healthwatch and ICAS,	The service will go out to open market with the new contract and services being in full operation by April 1 2015.	<p>The indicative timetable is:</p> <p>Invitation to tender (ITT) issued: 29 September 2014</p> <p>Deadline for ITTs to be returned: 29 October 2014</p> <p>Panel evaluations: 5 November 2014 Panel tender presentations: 10 November 2014</p> <p>Cabinet approval: 16 December 2014</p> <p>Contract award: 12 January 2015</p> <p>Contract start date: 1 April 2015</p>	<b>Susie K</b>

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# EQUALITY IMPACT ASSESSMENT TEMPLATE

## 10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
N/A	

## 11. Summary of key impacts and actions

<b>Information and engagement underpinning equalities analysis</b>	Wide engagement has been carried out with key stakeholders, including existing providers, counterpart commissioners, users of the services etc which has helped underpin the equalities analysis.
<b>Key impacts (positive and/or negative) on people with protected characteristics</b>	Overall there will be a positive impact on all people living in Surrey and more so with some protected groups and proactive work will identify which groups are using the services.
<b>Changes you have made to the proposal as a result of the EIA</b>	No change has been made as a result of the EIA as generally there has been on overall positive impact identified across all areas.
<b>Key mitigating actions planned to address any outstanding negative impacts</b>	N/A
<b>Potential negative impacts that cannot be mitigated</b>	N/A

**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 16 DECEMBER 2014**



**REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING**

**MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES**

**LEAD OFFICER: PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING**

**JOHN STEBBINGS, CHIEF PROPERTY OFFICER**

**SUBJECT: BISLEY CHURCH OF ENGLAND PRIMARY SCHOOL, WOKING**

#### **SUMMARY OF ISSUE:**

To approve the Business Case for the expansion of Bisley Church of England Primary School from a 1.5 Form of Entry primary (315 places) to a 2 Form of Entry Primary (420 places) creating 105 additional primary places in the Woking area from September 2016.

#### **RECOMMENDATIONS:**

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in Part 2 of this agenda, the business case for the provision of an additional 0.5 form of entry (105 places) primary places in Woking be approved.

#### **REASON FOR RECOMMENDATIONS:**

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Woking area.

#### **DETAILS:**

##### **Background**

1. Previously The Cabinet Member for Schools and Learning determined a statutory notice to approve the expansion of Brookwood Primary School on a split site subject to planning permission on 11 September 2013. This was in response to a buoyant birth rate, planning being granted for circa 300 dwellings at the Brookwood Farm site and an indication from the Army that a significant number of families would be returning to Pirbright Barracks and requiring school places in September 2014. Since this decision, a number of things have changed and the proposed expansion of Brookwood Primary School is no longer viable for the following reasons:

- The Army changed its basing plan with significantly fewer families returning to Pirbright Barracks than originally expected.

- Brookwood Farm Housing development delayed by a year, delaying the Brookwood Primary school project and increasing the costs of the project beyond the capital allocation approved by Cabinet in December 2013.
  - Recently published ONS data suggests that birth rates in Woking which increased by 37.2% between 2001 and 2011, dropped back in 2013 suggesting that demand for primary places will remain high in 2015 and 2016 but will reduce in 2017.
2. However with the prospect of further housing development planned in the area, and with pressure on school places expected in 2015 and 2016, officers recommend that additional places should still be provided in the area. Expanding Bisley Church of England Primary School will provide fewer primary school places (105 in total rather than 210). This is likely to be more commensurate with the demand arising from the housing development and the (reduced) number of families returning to Pirbright Barracks. The capital costs of the scheme are significantly lower than the proposed Brookwood project and it brings the PAN of Bisley Church of England Primary School up to 60 (from 45) which will eventually avoid the need for mixed age teaching at the school which is educationally beneficial for the school and for the local community.
  3. Bisley C of E Primary School is a 'Good' school and it is entirely appropriate to expand good schools in line with government policy. The provision of places meets the increased demographic pressures in the area and new housing on the Brookwood Farm development, in addition to providing for returning Army families. This will allow the Council to admit those pupils whose parents name the school as their preferred option, meeting the wider statutory duty to offer all applicants a school place.
  4. The proposals include a new three classroom block extension to the present school buildings with group room, cloakrooms, amenities, storage and link corridor to the main teaching block. Using a standardised design to drive value, a new two storey teaching block with eight Key Stage 2 classrooms and associated amenities, stores, cloakrooms and storage; an extension to the existing school hall will be included. In addition, the two demountable classroom blocks will be demolished to enable expansion of the hard play area into an area currently being used as parking and re-provision of parking with additional spaces to accommodate additional visitors and the staff required for the expanded school. The building works will be completed by January 2016 for the following September intake.
  5. The project scheme has been developed by the Guildford Diocese in conjunction with their team of property and project professionals. The scheme will be managed by the Diocese, which has a long and successful history of delivering their own school expansion projects.

<b>CONSULTATION:</b>
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6. The School, Diocese of Guildford and Surrey County Council consulted on the proposal to expand the school between 27 September 2012 and 25 October 2012, when the Army were indicating that the 2 York's Regiment would be returning 120 families back to Pirbright Barracks in 2013. There were 31 responses to this consultation with 24 agreeing with the proposal to expand the school. A report was issued to the Governors outlining the responses that were received throughout that consultation and Governors determined to publish



statutory notices on 9 November 2012. At that time, the Cabinet Member could not determine the notice because the army moves were subsequently put on hold as part of the Ministry of Defence National Rebasing plan.

7. Given that the proposal to expand the school has remained essentially the same since the original consultation, and given that planning permission has already been sought and granted, there is little merit in re-consulting on the proposal and therefore the Cabinet Member determined the original statutory notice.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

8. The planning application was considered by the Planning Committee at its meeting on 6 March 2013 and approved.
9. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

#### **Financial and Value for Money Implications**

10. The project will be subject to robust cost challenge and scrutiny to drive optimum value as they progress. Further financial details are set out in the report circulated in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

#### **Section 151 Officer Commentary**

11. The Section 151 Officer confirms that this scheme is included in the 2014/19 Medium Term Financial Plan.

#### **Legal Implications – Monitoring Officer**

12. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

#### **Equalities and Diversity**

13. The expansion of the school will not create any issues, which would require the production of an Equality Impact Assessment.
14. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
15. The school will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the Special Educational Needs (SEN) register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the admissions criteria which is fully compliant with the Schools Admissions Code.

16. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

#### **Corporate Parenting/Looked After Children implications**

17. This proposal would provide increased provision for places in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any looked after children who will attend the school.

#### **Climate change/carbon emissions implications**

18. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authorities adopted core planning strategy.

#### **WHAT HAPPENS NEXT:**

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

#### **Contact Officer:**

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651  
Nicholas Smith, School Commissioning Officer – tel: 020 8541 8902

#### **Consulted:**

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes  
Guildford Diocese  
Adrian Page, SCC Local Member, Lightwater, West End and Bisley  
Julie Fisher, Strategic Director for Business Services  
Paula Chowdhury, Strategic Finance Manager – Business Services

#### **Annexes:**

None - Part 2 report with financial details attached to agenda

#### **Sources/background papers:**

- The Education Act 1996
- The School Standards Framework Act 1998
- The Education Act 2002
- The Education and Inspections Act 2006
- Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version

**SURREY COUNTY COUNCIL****CABINET****DATE: 16 DECEMBER 2014****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING****MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES****LEAD OFFICER: PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING****JOHN STEBBINGS, CHIEF PROPERTY OFFICER****SUBJECT: WORPLESDON PRIMARY SCHOOL, GUILDFORD****SUMMARY OF ISSUE:**

To approve the Business Case for the expansion of Worplesdon Primary School from a 2 Form of Entry Primary (420 places) to a 2 Form of Entry at Reception and 3 Form of Entry at Year 3 Primary (540 places) creating 120 additional Key Stage 2 places in Guildford to help meet the basic need requirements in the Guildford area from September 2016.

**RECOMMENDATIONS:**

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (120 places) Key Stage 2 places in Guildford be approved.

**REASON FOR RECOMMENDATIONS:**

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Guildford area.

**DETAILS:****Background**

1. Annual birth rates in Guildford borough rose by over 20% between 2001 and 2012 with peaks in 2011 and 2012. Although the number of births dipped slightly in 2009, 2010 and 2013, there has been a steady upward trend since 2005.
2. Worplesdon Primary School is part of the West Guildford Planning Area. The other schools in the planning area are Guildford Grove Primary, St Joseph's Catholic Primary and Wood Street Infant Schools. Currently there is no separate junior provision in the Planning Area.
3. At present, Wood Street Infant School, along with Stoughton Infant School, is a feeder school for Northmead Junior School. The recently approved expansion at

Stoughton Infant School will mean that the current feeder route will not be secured. As such, it is necessary to provide a secure route to Key Stage 2 provision in the planning area for children attending Wood Street Infant School.

4. The Admissions criteria for Worplesdon Primary and Northmead Junior will be reviewed with the local schools to establish the most appropriate and fair criteria for all children from September 2016 onwards.
5. Parental preferences for places in the immediate local area have, on average, been greater than the places available over the last three years. All local schools are likely to remain full due to the actual and projected birth rates, projected numbers and the consistent popularity of the schools.
6. There have been a number of expansions and additional classes in the West and North Guildford area over the last 5 years. At junior level, Northmead Junior took a bulge class in September 2011 and will be admitting another bulge class in September 2015 to cater for local demand. There is now a clear requirement to provide permanent Key Stage 2 provision in this area, particularly to cope with the additional places that have been added in infant schools as these students pass into Key Stage 2.
7. Worplesdon Primary School is a 'Good' school and it is entirely appropriate to expand good schools in line with government policy. The provision of places meets the increased demographic pressures in the area and will allow the Council to admit those people who name the school as their preferred option, meeting the wider statutory duty to offer all applicants a school place.
8. The school is a vital part of the Council's education offer in the local area. Increasing the number of school spaces within the West Guildford areas is essential for ensuring that the County Council performs its statutory duty of educating all resident pupils who request a school place.
9. The proposals include a new two storey teaching block, using a standardised design to drive value, with eight Key Stage 2 classrooms and associated amenities, stores, cloakrooms and storage; an extension to the existing school hall. In addition, the two demountable classroom blocks will be demolished to enable expansion of the hard play area into an area currently being used as parking and re-provision of parking with additional spaces to accommodate additional visitors and the staff required for the expanded school. The building works will be completed by January 2016 for the September intake.

#### **CONSULTATION:**

10. A consultation was undertaken by Surrey County Council with relevant stakeholders, local schools, Guildford Borough Councillors from the local area, Guildford, Portsmouth and Arundel & Brighton Diocese and consultation documentation was issued. Two well attended public meetings were held at the school, after which Statutory Notices were issued.
11. Concern was raised at both the public meeting and in the written responses to the proposed expansion, particularly with regard to the size of the school and potential impact on the children and on teaching and learning; the visual impact of the two storey building on neighbouring properties and the greenbelt; and the adverse effect on residents from increased traffic and parking in the locality of the school. However there was consensus through the consultation responses and

the public meetings that additional school places are required within the local area. The local authority has worked closely with the school in developing this proposal. The Head Teacher and Governing Body are in full support of the proposal and are confident that teaching and learning standards and the ethos of the school will be maintained with a larger school community.

- 12. The proposed building design and position has been considered carefully by architects who are experienced at designing schools and this has been carried out in consultation with the school and early discussions with the Local Authorities planners, to ensure that the position of the building will have the least visual impact on both neighbouring properties and the greenbelt.
- 13. A transport assessment has been undertaken and a revised school travel plan produced to assist in minimising the traffic journeys to and from the school. In addition, the school currently has parking for some 25 vehicles for staff and visitors to the school. This will be increased to 39 spaces to provide facilities for the additional staff that will be needed and in order to minimise parking in the vicinity of the school.
- 14. The school is confident that their kitchen facilities and other communal facilities are capable of coping with the increased number of children. The proposed building plans include increasing the size of the school hall and this will increase the dining space available for the children at lunchtimes.
- 15. Although there will be a loss of some of the current hard play space, the building has been positioned to ensure that this loss is minimised and additional playground and outdoor space is being created. The architects have worked closely with the school to ensure that the proposed plans will work for the school and will be fit for purpose for an education environment.

**RISK MANAGEMENT AND IMPLICATIONS:**

- 16. The planning application is anticipated to be considered by the Planning Committee at its meeting on 10 December 2014.
- 17. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

**Financial and Value for Money Implications**

- 18. The project will be subject to robust cost challenge and scrutiny to drive optimum value as they progress. Further financial details are set out in the report circulated in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

**Section 151 Officer Commentary**

- 19. The Section 151 Officer confirms that this scheme is included in the 2014/19 Medium Term Financial Plan.

### **Legal Implications – Monitoring Officer**

20. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

### **Equalities and Diversity**

21. The expansion of the school will not create any issues, which would require the production of an Equality Impact Assessment.
22. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
23. The school will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the Special Educational Needs (SEN) register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the admissions criteria which is fully compliant with the Schools Admissions Code.
24. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

### **Corporate Parenting/Looked After Children implications**

25. This proposal would provide increased provision for places in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any looked after children who will attend the school.

### **Climate change/carbon emissions implications**

26. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authorities adopted core planning strategy.

### **WHAT HAPPENS NEXT:**

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

#### **Contact Officer:**

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651  
Dr Kathy Beresford, School Commissioning Officer – tel: 020 8541 9689

**Consulted:**

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes  
Keith Witham, SCC Local Member, Worplesdon  
Julie Fisher, Strategic Director for Business Services  
Paula Chowdhury, Strategic Finance Manager – Business Services

**Annexes:**

None - Part 2 report with financial details attached to agenda

**Sources/background papers:**

- The Education Act 1996
  - The School Standards Framework Act 1998
  - The Education Act 2002
  - The Education and Inspections Act 2006
  - Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version
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**SURREY COUNTY COUNCIL**

**CABINET**

**DATE: 16 DECEMBER 2014**

**REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING**

**MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES**

**LEAD OFFICER: PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING**

**JOHN STEBBINGS, CHIEF PROPERTY OFFICER**

**SUBJECT: CONNAUGHT JUNIOR SCHOOL, BAGSHOT**



15

#### **SUMMARY OF ISSUE:**

To approve the Business Case for the expansion of Connaught Junior School from a 3 form of entry Junior (360 places) to a 4 form of entry Junior (480 places) creating 120 additional Junior places in Bagshot to help meet the basic need requirements in the Surrey Heath area from September 2015.

#### **RECOMMENDATIONS:**

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (120 places) Junior places in Bagshot be approved.

#### **REASON FOR RECOMMENDATIONS:**

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Surrey Heath area.

#### **DETAILS:**

##### **Background**

1. There is a need for more primary places across Surrey. In the context of the Bagshot, Windlesham and Valley End planning area the need is for more junior places. Connaught Academy Junior School serves the Bagshot, Windlesham and Valley End areas of Surrey Heath.
2. Windlesham Village Infant School increased its published admission number (PAN) from 40 to 60 in 2013 having admitted additional pupils in previous years. There are now 240 year 2 places at infant schools in the local community with only 180 year 3 places available. In the past the actual year 2 cohorts in the infant schools have been much lower than 240 and there has been a natural fall out rate to independent provision but this situation has started to change as the Year 2 cohorts have increased.

3. The infant schools are all now filling close to 240 creating a pressure on the local junior schools that is becoming difficult to meet. In 2013 a number of parents were not offered any of their preferences and were centrally offered other schools. This was disproportionately Valley End parents for whom Connaught Junior is a natural feeder school. In order to meet demand in the local community, the Local Authority and Connaught Junior have agreed to open an additional class in 2014 ahead of permanent expansion in 2015.
4. The number of year 2 pupils seeking year 3 provision in the future has generally increased from 2011 resulting in a deficit in junior places that will continue into the foreseeable future. Connaught Junior School has been identified as the most appropriate location in the Bagshot area to be increased to meet the demand for additional pupil places.
5. Connaught Junior School is a 'Good' school and it is entirely appropriate to expand good schools in line with government policy. The provision of places meets the increased demographic pressures in the area including new housing in the area. This will allow the Council to admit those pupils whose parents name the school as their preferred option, meeting the wider statutory duty to offer all children a school place.
6. The proposals comprise a two classroom extension, the provision of additional first floor means of escape via an external escape stair, internal modifications to provide additional classrooms and remodelling of amenity areas to increase numbers and improve distribution of boys and girls facilities equally across floors. Improved fire tender access will also be provided.

#### **CONSULTATION:**

7. Connaught Junior School is an Academy School and as such are both responsible for its own admissions policy and appropriate levels of consultation concerning school expansion.
8. The school has undertaken a consultation with its parents and relevant stakeholders concerning an expansion from 90 to 120 places per year from 2015. This proposal has received a good level of support and the Schools Governing Body has resolved to proceed with the proposal.
9. In addition the school has also consulted on a proposed change to the admission policy from 2015 to reflect the change in the Published Admission Number from 90 to 120. This change has been ratified by the schools Governing Body in accordance with the School Admission Code.
10. The local authority has worked closely with the school in developing this proposal. The Head Teacher and governing body are in full support of the proposal and are confident that teaching and learning standards and the ethos of the school will be maintained with a larger school community.
11. The proposed building design and position has been considered carefully and this has been carried out in consultation with the school and early discussions with the Local Authority's planners. A transport assessment has been undertaken and a revised school travel plan produced to assist in minimising the traffic journeys to and from the school.

### **RISK MANAGEMENT AND IMPLICATIONS:**

12. The planning application was considered by the Planning Committee at its meeting on 18 November 2014 and approved.
13. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

### **Financial and Value for Money Implications**

14. The project will be subject to robust cost challenge and scrutiny to drive optimum value as it progresses. Further financial details are set out in the report circulated in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

### **Section 151 Officer Commentary**

15. The Section 151 Officer confirms that this scheme is included in the 2014/19 Medium Term Financial Plan.

### **Legal Implications – Monitoring Officer**

16. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

### **Equalities and Diversity**

17. The expansion of the school will not create any issues which would require the production of an Equality Impact Assessment.
18. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
19. The school will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the Special Educational Needs (SEN) register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the admissions criteria which is fully compliant with the Schools Admissions Code.
20. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.

### **Corporate Parenting/Looked After Children implications**

21. This proposal would provide increased provision for places in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any looked after children who will attend the school.

### **Climate change/carbon emissions implications**

22. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authorities adopted core planning strategy.

### **WHAT HAPPENS NEXT:**

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

#### **Contact Officer:**

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651  
Nicholas Smith, School Commissioning Officer – tel: 020 8541 8902

#### **Consulted:**

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes  
Mike Goodman, SCC Local Member, Bagshot, Windlesham and Chobham and Cabinet Member for Environment and Planning  
Julie Fisher, Strategic Director for Business Services  
Paula Chowdhury, Strategic Finance Manager – Business Services

#### **Annexes:**

None - Part 2 report with financial details attached to agenda

#### **Sources/background papers:**

- The Education Act 1996
- The School Standards Framework Act 1998
- The Education Act 2002
- The Education and Inspections Act 2006
- Report to Cabinet: Schools Capital Budget Allocations Service update based on latest or most appropriate report year and version

**SURREY COUNTY COUNCIL****CABINET****DATE: 16 DECEMBER 2014****REPORT OF: MRS LINDA KEMENY, CABINET MEMBER FOR SCHOOLS AND LEARNING****MS DENISE LE GAL, CABINET MEMBER FOR BUSINESS SERVICES****LEAD OFFICER: PETER- JOHN WILKINSON, ASSISTANT DIRECTOR FOR SCHOOLS AND LEARNING****JOHN STEBBINGS, CHIEF PROPERTY OFFICER****SUBJECT: ST ALBAN'S CATHOLIC PRIMARY SCHOOL, EAST MOLESEY****SUMMARY OF ISSUE:**

To approve the Business Case for the expansion of St Alban's Catholic Primary School from a 1 form of entry primary (210 places) to a 2 form of entry Primary (420 places) creating 210 additional places in East Molesey to help meet the basic need requirements in the Elmbridge area from September 2015.

**RECOMMENDATIONS:**

It is recommended that, subject to the agreement of the detailed financial information for the expansion as set out in Part 2 of this agenda, the business case for the provision of an additional 1 form of entry (210 places) places in East Molesey be approved.

**REASON FOR RECOMMENDATIONS:**

The proposal supports the Authority's statutory obligation to provide sufficient school places to meet the needs of the population in the Elmbridge area.

**DETAILS:****Background**

1. Primary school places are in high demand in the Moleseys as a result of the birth rate increasing across Elmbridge Borough by 21.6% in the last decade. Other demographics, such as new housing and inward migration, are also adding to the demand and there is an increasing need for more denominational places in catholic primary schools across the borough and the wider deanery. Working in partnership with the Diocese of Arundel and Brighton, Surrey County Council is proposing to expand St Alban's Catholic Primary School by one form of entry with effect from 1 September 2015.
2. There is a clear need for additional primary school places in Elmbridge Borough and specifically in the Moleseys Planning Area. This is demonstrated by the Pupil Forecast data which is derived using methodology that takes into account births

in the borough, housing trajectories and recent trends in admissions and parental preferences. When analysing this forecast data the Local Authority is also mindful of the mix of schools and in this particular planning area, the number of catholic places available. The council works with the appropriate diocese to enhance its analysis using data obtained from baptismal records in the relevant parishes and the deanery as a whole.

3. As a result of this increasing demand for school places in the area additional places are required in the Moleseys and there is an associated project to expand Hurst Park Primary School in the same timeframe. This expansion, together with St Alban's, would add another two forms of entry, equivalent to 420 primary school places into the planning area. Our analysis of the forecast data indicates that this is the right amount of expansion required to meet the demand for places for the foreseeable future.
4. There is also a wider need for Catholic school places in Elmbridge, which is served currently by St Alban's (Molesey), St Paul's (Thames Ditton), Cardinal Newman (Hersham) and St Charles Borromeo (Weybridge). All these schools are oversubscribed, and all but St Alban's have 'space-restricted' sites. The current combined published admission number of the three schools in the eastern side of the Weybridge Deanery (St Alban's, St Paul's, Cardinal Newman) is 150 – a shortfall against the number of baptisms, which has averaged 185 annually.
5. There are five primary schools serving the Moleseys: Chandlers Field Primary, Hurst Park Primary, St Lawrence Junior, The Orchard Infants and St Alban's Primary. Not all of the schools are suitable for expansion; some are on very small sites, others have already been expanded. Only St Alban's can provide the catholic places required to satisfy parental preferences for a denominational primary education.
6. St Alban's Roman Catholic Primary is a popular and successful school which serves this area and delivers a high quality education. It was rated Good by OFSTED, at its last full inspection (December 2012). The provision of additional places at St Alban's therefore meets the Government's policy to expand successful schools in order to meet parental preferences.
7. The Local Authority has a statutory duty to provide sufficient school places and to work with the dioceses to ensure that sufficient faith places are provided across a deanery and wider planning area. Local authorities are encouraged by the Government to be mindful of the mix of schools on offer to parents so that there is a genuine diversity and choice of education wherever possible.
8. The school is a vital part of the Council's education offer in the local area. Increasing the number of school spaces within the Moleseys area is essential for ensuring that the Local Authority performs its statutory duty of educating all resident pupils who request a school place.
9. The proposals include a two storey building comprising of eight new junior teaching classrooms, with relevant ancillary spaces such as amenity areas and stores; one classroom in the existing building will be converted to a small hall along with some additional staff and pupil resource spaces. On the ground floor a junior resource and ICT space is provided and on the first floor there is a staff planning, preparation and assessment area. Two protected internal stairways are provided to allow circulation and sufficient means of emergency escape. Internal works are proposed to existing buildings include amenity alterations, conversion of one class to a small hall and expansion of the existing kitchen. Limited external

works are also proposed with a new reception play canopy, increased cycle and scooter parking provision, revised low level fencing, new areas of surfacing and a new path with pedestrian access gate leading to Molesey Park Road. This also includes the removal of the existing double demountable unit.

10. The expansion would be managed incrementally, starting with an additional Reception class in 2015 and building up a year at a time until the school is 2FE in every year group by 2020

#### **CONSULTATION:**

11. Public consultation was carried out between 25 November and 23 December 2013. A consultation document was produced and circulated to all parents, other stakeholders and interested parties. In addition two meetings were held at the school on 26 and 28 November 2013; these were attended by approximately 36 parents and residents. The consultation document was also published on the school's website and the local Borough and County Councillors received copies of this.
12. The main concerns raised by respondents were parking and traffic considerations. In summary, these are that the speed and volume of traffic on Beauchamp Road already presents a hazard to pedestrians and therefore increasing the size of St Alban's will only exacerbate this situation. One person noted that as more Catholics will be travelling to the school from other areas this would increase car journeys to school. It was noted by a resident that there is no convenient marked crossing point on the road and respondents state that some parents of pupils currently on roll at St Alban's drive or park in a discourteous manner.
13. Permission was given by the Governing Body in January 2014 for Statutory Notices to be published and these appeared on the school's main gate and website on 26 January 2014; on the Surrey County Council website and in the local press the week beginning 27 January 2014. The Notice outlined the details of the proposal to expand the school and responses were invited from the public via the county council's website. The Council received no responses to the Statutory Notice.
14. The local authority has worked closely with the school and Diocese in developing this proposal. The Head Teacher and Governing Body are in full support of the proposal and are confident that teaching and learning standards and the ethos of the school will be maintained with a larger school community.
15. The proposed building design and position has been considered carefully by architects who are experienced at designing schools and this has been carried out in consultation with the school and early discussions with the Local Authorities planners, to ensure that the position of the building will have the least visual impact on neighbouring properties.
16. In support of the planning application a transport assessment was undertaken and determined there is sufficient parking within the school to accommodate the additional staff for the expanded school. A revised school travel plan has been produced to assist in minimising the traffic journeys to and from the school.

## **RISK MANAGEMENT AND IMPLICATIONS:**

17. The planning application was considered by the Planning Committee at its meeting on 24 September 2014 and approved.
18. There are risks associated with the project and a project risk register has been compiled and is regularly updated. A contingency allowance appropriate to the scheme has been included within the project budget to mitigate for potential identified risks.

## **Financial and Value for Money Implications**

19. The project will be subject to robust cost challenge and scrutiny to drive optimum value as they progress. Further financial details are set out in the report circulated in Part 2 of the agenda. These details have been circulated separately to ensure commercial sensitivity in the interests of securing best value.

## **Section 151 Officer Commentary**

20. The Section 151 Officer confirms that this scheme is included in the 2014/19 Medium Term Financial Plan.

## **Legal Implications – Monitoring Officer**

21. Section 13 of the Education Act 1996 places a duty on a Local Authority (with responsibility for education) to ensure sufficient primary and secondary education provision is available to meet the needs of the population in its area.

## **Equalities and Diversity**

22. The expansion of the school will not create any issues, which would require the production of an Equality Impact Assessment.
23. The new school building will comply with Disabilities Discrimination Act (DDA) regulations. The expanded school will provide employment opportunities in the area.
24. The school will be for children in the community served by the school. The Admissions arrangements will give the highest priority to Looked After Children and pupils on the Special Educational Needs (SEN) register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children. Children with siblings will receive the next priority, followed by those children living closest to the school. There is no proposal to amend the admissions criteria which is fully compliant with the Schools Admissions Code.
25. The school will be expected to contribute towards community cohesion and will be expected to provide the normal range of before and after schools clubs as are provided in a typical Surrey County Council school.



### **Corporate Parenting/Looked After Children implications**

26. This proposal would provide increased provision for places in the area, which would be of benefit to the community served by the school. This means it would therefore also be of benefit to any looked after children who will attend the school.

### **Climate change/carbon emissions implications**

27. The design philosophy is to create buildings that will support low energy consumption, reduce solar gain and promote natural ventilation. The school will be built to the local planning authorities adopted core planning strategy.

### **WHAT HAPPENS NEXT:**

If approved, to proceed to complete tenders and subsequent contract award through delegated decision.

#### **Contact Officer:**

Keith Brown, Schools and Programme Manager – tel: 020 8541 8651  
Melanie Harris, School Commissioning Officer – tel: 020 8541 9556

#### **Consulted:**

Tony Samuels, Cabinet Associate Member for Assets and Regeneration Programmes

Ernest Mallett, SCC Local Member, West Molesey

Julie Fisher, Strategic Director for Business Services  
Paula Chowdhury, Strategic Finance Manager – Business Services

#### **Annexes:**

None - Part 2 report with financial details attached to agenda

#### **Sources/background papers:**

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