

Agenda

Mole Valley
Local Committee

**We welcome you to
Mole Valley Local Committee**
Your Councillors, Your Community
and the Issues that Matter to You

Discussion

Deepdene Station improvements

Westhumble bridge weight
restrictions

Changes to library hours



Venue

Location: Council Chamber,
Pippbrook, Reigate
Road, Dorking, Surrey,
RH4 1SJ

Date: Wednesday, 17 June
2015

Time: 2.00 pm

You can get involved in the following ways

Get involved

Ask a question

If there is something you wish know about how your council works or what it is doing in your area, you can ask the local committee a question about it. Most local committees provide an opportunity to raise questions, informally, up to 30 minutes before the meeting officially starts. If an answer cannot be given at the meeting, they will make arrangements for you to receive an answer either before or at the next formal meeting.

Write a question

You can also put your question to the local committee in writing. The committee officer must receive it a minimum of 4 working days in advance of the meeting.

When you arrive at the meeting let the committee officer (detailed below) know that you are there for the answer to your question. The committee chairman will decide exactly when your answer will be given and may invite you to ask a further question, if needed, at an appropriate time in the meeting.

Sign a petition

If you live, work or study in Surrey and have a local issue of concern, you can petition the local committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the committee officer 2 weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given 3 minutes to address the meeting. Your petition may either be discussed at the meeting or alternatively, at the following meeting.

Thank you for coming to the Local Committee meeting

Your Partnership officer is here to help. If you would like to talk about something in today's meeting or have a local initiative or concern please contact them through the channels below.

Email: sarah.smith@surreycc.gov.uk

Tel:

Website: www.surreycc.gov.uk/Molevalley



Follow @[MolevalleyLC](https://twitter.com/MolevalleyLC)



Surrey County Council Appointed Members

Mr Tim Hall, Leatherhead and Fetcham East (Chairman)
Mrs Clare Curran, Bookham and Fetcham West (Vice-Chairman)
Mrs Helyn Clack, Dorking Rural
Mr Stephen Cooksey, Dorking and the Holmwoods
Mr Chris Townsend, Ashtead
Mrs Hazel Watson, Dorking Hills

Borough Council Appointed Members

Cllr Rosemary Dickson, Leatherhead South
Cllr Paul Elderton, Dorking North
Cllr Raj Haque, Fetcham West
Cllr Mary Huggins, Capel, Leigh and Newdigate
Cllr Sarah Seed, Fetcham East
Cllr Peter Stanyard, Ashtead Park

Borough Council Appointed Substitutes

Cllr Paul Potter, Brockham, Betchworth and Buckland
Cllr Simon Ling, Ashtead Village
Cllr Osborne-Patterson, Capel, Leigh and Newdigate
Cllr James Friend, Mole Valley District Council
Cllr John Northcott, Ashtead Common
Cllr Philippa Shimmin, Leatherhead North
Cllr Charles Yarwood, Charlwood

Chief Executive
David McNulty

If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language please either call Sarah J Smith, Community Partnership & Committee Officer on or write to the Community Partnerships Team at Pippbrook, Reigate Road, Dorking, Surrey, RH4 1SJ or sarah.smith@surreycc.gov.uk

This is a meeting in public. If you would like to attend and you have any special requirements, please contact us using the above contact details.

Use of social media and recording at council meetings

Reporting on meetings via social media

Anyone attending a council meeting in the public seating area is welcome to report on the proceedings, making use of social media (e.g. to tweet or blog), provided that this does not disturb the business of the meeting. To support this, County Hall has wifi available for those visiting the building so please ask at reception for details.

Members taking part in a council meeting may also use social media. However, members are reminded that they must take account of all information presented before making a decision and should actively listen and be courteous to others, particularly witnesses providing evidence.

Webcasting

In line with our commitment to openness and transparency, we webcast County Council, Cabinet and Planning & Regulatory Committee meetings as well as the Surrey Police and Crime Panel. These webcasts are available live and for six months after each meeting at www.surreycc.gov.uk/webcasts.

Generally, the public seating areas are not covered by the webcast. However by entering the meeting room and using the public seating areas, then the public is deemed to be consenting to being filmed by the Council and to the possible use of these images and sound recordings for webcasting and/or training purposes.

We also webcast some select and local committee meetings where there is expected to be significant public interest in the discussion.

Requests for recording meetings

Members of the public are permitted to film, record or take photographs at council meetings provided that this does not disturb the business of the meeting and there is sufficient space. If you wish to film a particular meeting, please liaise with the council officer listed in the agenda prior to the start of the meeting so that the Chairman can give their consent and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision in all matters of dispute in regard to the use of social media and filming in a committee meeting.

Using Mobile Technology

You may use mobile technology provided that it does not interfere with the PA or induction loop system. As a courtesy to others and to avoid disruption to the meeting, all mobile technology should be on silent mode during meetings.

		
Mr Tim Hall (Chairman) Bookham and Fetcham West	Mrs Clare Curran (Vice-Chairman) Leatherhead and Fetcham East	Mrs Helyn Clack Dorking Rural
		
Mr Stephen Cooksey Dorking South and the Holmwoods	Mr Chris Townsend Ashtead	Mrs Hazel Watson Dorking Hills
 SURREY Local Committee (MOLE VALLEY) County Councillors 2013-17		

For councillor contact details, please contact Sarah J Smith, Community Partnership and Committee Officer (sarah.smith@surreycc.gov.uk/01372371662) or visit www.surreycc.gov.uk/molevalley.

		
Cllr Paul Elderton Dorking North	Cllr Raj Haque Fetcham West	Cllr Sarah Seed Fetcham East
		
Cllr Peter Stanyard Ashted Park	Cllr Rosemary Dickson Leatherhead South	Cllr Mary Huggins Capel, Leigh and Newdigate
 <p>Local Committee (MOLE VALLEY)</p> <p>Borough Council Co-optees 2015-16</p>		

For councillor contact details, please contact Sarah J Smith, Community Partnership and Committee Officer (sarah.smith@surreycc.gov.uk/01372371662) or visit www.surreycc.gov.uk/molevalley.

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and notices of substitutions from District members under Standing Order 39.

2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 10)

To approve the Minutes of the previous meeting as a correct record.

3 DECLARATIONS OF INTEREST

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

Notes:

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

4a PUBLIC QUESTIONS

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

4b MEMBER QUESTIONS

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

5 PETITIONS

To receive any petitions in accordance with Standing Order 65 or letters of representation in accordance with the Local Protocol. An officer response will be provided to each petition / letter of representation.

No petitions have been received.

6 RECOMMENDATIONS TRACKER (FOR INFORMATION)

(Pages 11 - 18)

7 REVIEW OF COLD WEATHER PLAN AND WINTER SERVICE ARRANGEMENTS (SERVICE MONITORING AND ISSUES OF

(Pages 19 - 22)

LOCAL CONCERN)

This report seeks the views of the Local Committee regarding winter service arrangements during 2014/15 season in order to feed back into the annual review.

- 8 DORKING TRANSPORT PACKAGE (PHASE 1) DEEPDENE STATION IMPROVEMENTS (EXECUTIVE FUNCTION)** (Pages 23 - 40)

This report provides the Local Committee with an update on the progress of the Dorking Transport Package (Phase 1) and seeks approval of its proposals for a consultation on the planned improvements to Dorking Deepdene Station.

- 9 WESTHUMBLE BRIDGE (NETWORK RAIL) - WEIGHT RESTRICTIONS (EXECUTIVE FUNCTION - FOR INFORMATION)** (Pages 41 - 46)

This report informs the Local Committee on the likely consequences of overweight vehicles using the Network Rail bridge in Westhumble and sets out measures to assess the extent of the problem and possible courses of action to address the issue.

- 10 LIBRARY SERVICE REVIEW 2015 (EXECUTIVE FUNCTION)** (Pages 47 - 58)

This report looks at the recently completed Library Service Review and in particular changes to the opening hours of Bookham and Ashted libraries.

- 11 DECISION ON LOCAL COMMITTEE SUBSTITUTIONS**

Under the County Council's constitution (Part 4, Standing orders, Part 3 40 (f) no substitutes are permitted for a district/borough council co-opted members of local committees, unless a local committee agrees otherwise at its first meeting following the council's annual meeting and in relation to all meetings in the following year, upon which named substitutes will be appointed to the Local Committee on the nomination of the relevant district/borough council.

The Local Committee is therefore asked to decide whether it wishes to co-opt substitutes in the municipal year 2015/16.

- 12 LOCAL COMMITTEE AND MEMBERS' ALLOCATION FUNDING - UPDATE (EXECUTIVE FUNCTION - FOR INFORMATION)** (Pages 59 - 64)

This report provides an update on the projects that have been funded from the Members' Allocation since April 2015 to date.

- 13 REPRESENTATION ON OUTSIDE BODIES AND TASK GROUPS AND COMMUNITY SAFETY BUDGET (EXECUTIVE FUNCTION)** (Pages 65 - 74)

This report seeks to appoint Local Committee Members to outside bodies and task groups for the 2015/16 municipal year and seeks approval for the terms of reference of each of the task groups. It also requests the Local Committee to agree to the transfer of the delegated community safety budget to the East Surrey Community Safety Partnership.

This page is intentionally left blank

DRAFT

Minutes of the meeting of the
Mole VALLEY LOCAL COMMITTEE
 held at 2.00 pm on 4 March 2015
 at Council Chamber, Pippbrook, Reigate Road, Dorking, Surrey, RH4 1SJ.

Surrey County Council Members:

- * Mr Tim Hall (Chairman)
- * Mrs Clare Curran (Vice-Chairman)
- Mrs Helyn Clack
- * Mr Stephen Cooksey
- Mr Chris Townsend
- * Mrs Hazel Watson

Borough / District Members:

- * Cllr Tim Ashton
- Cllr Howard Jones
- * Cllr Mary Huggins
- * Cllr Valerie Homewood
- * Cllr Raj Haque
- * Cllr Simon Ling

* In attendance

42/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies for absence were received from Mr Chris Townsend and Mrs Helyn Clack.

43/14 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes of the meeting held on 03 December 2014 were agreed as a true record.

44/14 DECLARATIONS OF INTEREST [Item 3]

No declarations of interest were received.

a PUBLIC QUESTIONS [Item 4a]

The tabled public questions and responses are attached.

Questions from Cllr James Friend

Cllr Friend asked the following supplementary questions:

1. **Are there the necessary skills available in the community to do some modelling around the traffic lights?** John Lawlor (JL), Area

Manager for Highways responded that it might be possible although county officers would then have to check the results to see if they agreed or disagreed.

2. **Did the Highways team still believe that the works in West Street would finish in 6 weeks?** JL responded that they may be finished earlier but were aiming to complete at least by the published date.
3. **What discussions had been had with 'Bertram Bees', the landowner in question?** JL replied that he was unable to provide a response at this time as he was still waiting for information from the Highways Information Team.

.....

Questions from Ron Billard (Mole Valley Cycling Forum)

Mr Billard had no supplementary but expressed surprise that the safety audit had not raised significant concerns as he knew of about 45 reported items. The organisation intends to carry out another survey around early April. Chairman Tim Hall said that he had seen a 'snagging list' but that there were no 'show-stoppers' but agreed they needed to be fixed.

.....
Questions from Cllr Rosemary Dickson

Cllr Dickson asked the following supplementary questions:

1. **What material is now going to be used in the High Street?**
 2. **When will this be done as we are near the end of the financial year?**
- JL responded that maintenance engineers had met with Rod Shaw (MVDC) and agreed on a stronger substitute material which will blend in. The material was on order and the work will be carried out when it arrives which may be at the end of the month or if not, it will be carried over into the next financial year.

.....
Question from Mr Paul Fairweather

Mr Fairweather received a written reply but was not present to ask a supplementary question.

.....
Questions from Councillor Stella Brooks (Leatherhead Road Residents' Group)

Dr Beverley Patterson representing the residents commented that the written responses had not gone far enough in addressing the questions. She had only seen the answers just prior to the meeting and will provide a written response but wanted to know what additional information SKANSKA could provide to show the design met current guidelines for AONB areas.

JL responded that he will have to come back on the guidelines and SKANSKA's design but stood by responses provided. It has been agreed to put shrouds/shields around the lights and carry out a before and after survey and measure the 'lux' at the end of carriageway.

Dr Patterson did not accept or agree with this response as 'lux' relates to white light as the residents affected are experiencing bright orange light.

Vice-Chairman Claire Curran commented that the additional lights linked the existing lighting at the Bocketts Farm roundabout (AONB) and Bookham Village boundary and that on driving through the village and out the other side, there appeared to be no difference in the lights or level of illumination.

Councillor Raj Haque said he agreed with Dr Patterson and that he had received complaints from residents about the brightness of the new lights.

JL responded that Highways will come back with the results of the before and after survey which will show the difference and improvements that have been made.

.....
Questions from Mr Peter Seaward (Bookham Residents' Association)

There was no supplementary but Michael Agius on behalf of the BRA commented that he was glad to hear that gulley and soakaway cleaning in Dorking Road was now programmed and hoped it would be treated as priority.

JL reiterated that a meeting with the landowner was taking place later in the week (06 March) but that one type of work or another would take place, preferably on the farmland, however there were alternatives available.

There were no supplementary questions or comments regarding East Street but BRA would wait for response at the Bookham Flood Forum on 30 March.

JL confirmed that the maintenance engineer had asked for more survey information from the drainage team for that meeting.

.....
Questions from Councillor Philippa Shimmin (Mole Valley Access Group)

Cllr Shimmin received written responses to her questions but was not present.

TH suggested that there was a need to clarify communications between the Area Highway team and the Access Group and how they would be consulted in the future as there seems to be some confusion.

Question from Julia Dickinson (Mole Valley Cycling Forum)

Julia Dickinson received a written response but was not present at the meeting.

On her behalf a supplementary question was asked by Ron Billard (MVCF) who wanted to know if MVDC would be making representations to Guildford Borough Council and whether they could quote the local committee as supporting them. Chairman Tim Hall confirmed that MVCF should contact them in their own right and that SCC Transport Planning would be submitting their own comments. Cllr Friend suggested they speak to him as Portfolio Holder outside of the meeting.

b MEMBER QUESTIONS [Item 4b]

The tabled written questions and responses from Members are attached.

Question from Stephen Cooksey (held over from 03/12/14)

Mr Cooksey had one supplementary:

Most of Deepdene scheme works really well but can anything be done to stop the flooding on A25 near entrance to Hillview and the bus stop?

JL responded that he will raise the issue with the drainage team.

Questions from Tim Hall

TH had no supplementary.

Questions from Mrs Hazel Watson

HW asked the following supplementary questions:

1. **Safety audit - When will action be taken to resolve these issues?**

JL responded that he will come back with dates for when it is programmed in. There is a small pot available but it will be in the next financial year.

2. **What is the timescale for work to be done in Leslie Road, Pixham and Riverside?**

JL will get the maintenance engineer to give a date but it will be in the next financial year.

3. Some work has been done in Raikes Lane and Abinger Lane but flooding has returned. **When will work be done to resolve the issue longterm?**

JL responded that some work had been done but there were further issues that needed to be addressed with the landowner. He will feedback directly to the divisional member in their regular one to one meeting.

46/14 PETITIONS [Item 5]

No petitions were received.

47/14 RECOMMENDATIONS TRACKER [Item 6]

Declarations of Interest:

None

Officer attending:

Sarah Smith, Community Partnership Officer (Mole Valley)

Petitions, Public Questions and Statements:

None

Key comments and updates:

Ref 11/09/13 (p.23) - Cllr Ling requested an update. Anita Guy advised that there had been 1 objector to the proposal who had been responded to and the matter was now with the Secretary of State and she will provide an update when that information is available.

Ref 07/06/12 (p. 21) Clare Curran reminded members of the Cyclesmart event taking place in Leatherhead on 21 March 2015.

Ref 04/12/13 (p. 23) Stephen Cooksey requested an update on when signs would be erected. John Lawlor to come back with dates.

Ref 05/03/14 (p.24) Stephen Cooksey requested an update on when the consultation would be carried out. John Lawlor to come back with dates.

Ref 03/12/14-D (p. 26) Cllr Haque asked for update. John Lawlor advised that the job will be on the Project Horizon list when it is issued.

Ref 03/12/14-B (p. 26) Clare Curran suggested that since the complaints process had now been exhausted in relation to this matter, the item should be removed as there was nothing further the local committee could do.

Ref 03/12/14-C (p.26) Clare Curran asked for an update and Tim Hall confirmed that a letter had been drafted.

It was agreed that any items where actions were shown as being completed should be removed.

48/14 SOUTH EAST PERMIT SCHEME [FOR INFORMATION] [Item 7]

Declarations of Interest:
None

Officers attending: Kevin Orledge (Streetworks Team Manager) (KO), Martin Breckell (Network Coordinator for MV) (MB)

Petitions, Public Questions and Statements:
None

Member discussion – key points

TH wanted it on record that communications with MB's team had improved dramatically. The weekly updates provided were very informative and he has been impressed with the sensible and helpful answers obtained from officers.

Stephen Cooksey (SC) endorsed these comments but questioned the coordination of the West Street Closure with the works on the A24 .TH explained that he knew this had been due to a gas emergency

SC also wanted to know about the number of inspections carried out although it had increased by 59%. KO conceded that the 21,000 inspections are carried out at different stages of the work and many schemes are not inspected at all, as they do not have the necessary resources.

MB explained that with regard to West Street a complete closure had originally been requested for the whole of the works but this had been narrowed down by the project team to a more favourable option, although it may cause some delay in the works being completed. The team is waiting for an update.

SC questioned the closure of Junction Road for reinstatement works which was included in the highways update. MB advised that he thought this closure was only between 5am – 7am but would check. SC replied that if the restricted timings had been made been known he would not have queried it.

Cllr Homewood asked if MB was aware of the issues in Middle Street (Strood Green). Water pipes were being laid but as each side of the road was owned by a different utility company, (East Surrey v Thames Water) the works had come to a halt. Highways were aware of the issue and KO to work with JL on coordinating the scheme.

The Local Committee resolved to agree to:

- (i) note the contents of the report.

49/14 HIGHWAY SCHEMES 2014/15 END OF YEAR UPDATE [EXECUTIVE FUNCTION] [Item 8]

Declarations of Interest:
None

Officers attending: John Lawlor (JL) (Area Team Manager, Highways) Anita Guy (Senior Engineer, Highways)

Petitions, Public Questions and Statements:
None

Member discussion – key points:

TH acknowledged that report showed what good work had gone on and JL highlighted the part played by the revenue maintenance gang in completing a lot of ancillary work.

Clare Curran (CC) queried whether the ‘decluttering in Great Bookham (p.61) had been completed. JL replied that it had been completed as far as funds would allow but would speak to her outside of the meeting.

Cllr Haque raised the issue of a broken drain on Monks Green which was causing flooding in Cobham Road and he was advised it was on Paul Mainwaring’s list to be fixed.

Hazel Watson asked for an update on the lining work in Hollow Lane (p.60) Page 60, Annex 1 refers). JL confirmed that the order had been placed and hoped it would be completed by the end of March but that dry days were needed to carry out the work.

SC asked whether the micro asphalt schemes (p. 54 s2.3) that had been deferred will happen at some stage. JL explained that that there had been issues with the surface treatment contract and they had gone out to re-tender. In the next financial year some surface treatment and anti-skid resurfacing jobs will be carried out and those schemes already on the list will have priority.

Cllr Ling wanted to know the result of the road safety audit on Ottoways Lane, Ashted (p.65). JL confirmed that they had dealt with 1 complaint from a resident but otherwise no big issues had been identified.

CC wanted in particular to congratulate the highways’ officers who spend one day a month supervising the youth offending teams and JL said he would pass on those comments.

Cllr Homewood asked whether there had been any progress on the pedestrian safety scheme for Kiln Lane, Brockham (p.65). JL had no further information and will come back with an update.

Cllr Haque asked whether the work at Fetcham Lodge was going to be done this month as planned. JL confirmed that it was on Paul’s list but had no definite date.

The Local Committee resolved to agree to

(i) note the contents of the report.

50/14 REVISED HIGHWAYS FORWARD PLAN 2015/16 - 2016/17 [EXECUTIVE FUNCTION] [Item 9]

Declarations of Interest:

None

Officers attending: John Lawlor (JL) (Area Team Manager, Highways) Anita Guy (Senior Engineer, Highways)

Petitions, Public Questions and Statements:

None

Member discussion – key points

JL pointed out that there had been some financial changes in the report and proposed that drainage be considered a priority for the Mole Valley district as a whole.

Members were asked to note that with regard to the revenue budget, funds under item 'Localism/Community Enhancement Initiative should be allocated by the earlier deadline of the end of May 2015 instead of November 2015. In response to Hazel Watson's query about the retention of the Localism budget, JL confirmed that as previously agreed, it could be used for either localism or community enhancement works.

CC wanted confirmation that the capital maintenance funding, less the 25% required for drainage schemes (p.70 s.2.4) was the only money available for the repair of roads not included in Project Horizon. She also questioned whether the £45,000 from the capital budget would be sufficient to fund the drainage schemes. JL confirmed that she was right but pointed out that there is also an additional £30,000 allocated to drainage in the revenue budget to be added to the pot.

CC asked how the minor works gang will be affected by the 2/3 cut in funding. JL was unable to say yet as they have not yet gone out to tender. CC asked if there were opportunities for partnership working and JL confirmed it may be possible to work with the district council in relation to the new countryside and horticultural and grass contracts. He is working with procurement to get a better costing now that the scheme will cover 3 areas and he is happy to consult on the issue.

Cllr Homewood requested an update on the shared pedestrian cycle path in Dorking (item 3 p. 73) at least with regard to the route between Beare Green and North Holmwood as a further stage is due within the next 2 years. JL explained that this is a long term project and might need additional funding from strategic partners such as MVCF or Coast 2 Capital. In response to her question, JL also confirmed that 2016-17 was an optimistic completion date.

The Local Committee resolved to agree:

- i. To note the contents of the report;
- ii. That the capital Integrated Transport Schemes budget be allocated as set out in Annex 1 of this report:
- iii. That the capital maintenance funding dedicated to drainage schemes be allocated on a priority basis, to be agreed by the Area Team Manager in consultation with the Local Committee Chairman and Vice-Chairman;
- iv. That the revenue maintenance budget be allocated as set out in Annex 2 of this report; and
- v. That bids for Localism/Community Enhancement Initiative funding should be received by the end of May 2015, after which any unallocated funding reverts to the relevant divisional Member.

Reason for decision: To revise the 2015/16 – 2016/17 forward programme of highways works for Mole Valley to reflect the expected reduced level of revenue funding.

51/14 LOCAL PREVENTION - AWARD OF CONTRACTS AND GRANTS FOR SERVICES FOR YOUNG PEOPLE [EXECUTIVE FUNCTION] [Item 10]

Declarations of interest:

Tim Hall – Trustee Leatherhead Youth Project Board

Hazel Watson – Member of YMCA East Surrey Youth Services Committee

Officer attending: Jeremy Crouch, Lead Youth Officer (East Surrey) (JC)

Petitions, Public Questions and Statements:

None

A new recommendation previously discussed by TH and JC was proposed by TH and seconded by SC.

Reasons for change: The LC was inquorate due to absences and conflicts of interest. The change was supported as:

- i. It would allow SYP to keep to the procurement timescales that have been set to ensure the providers can start on time.
- ii. There has been considerable Member involvement (County and District) throughout this process up until this point and so there is already broad support for the recommendations.
- iii. All Members would be able to have a say on this recommendation and vote because the change was to approve a process.
- iv. There is a precedent for this change of recommendation in another District of Surrey.

TH and HW remained in the meeting and voted as there was no longer a conflict of interest.

CC said she was pleased to be able to help steer this through. The YTG had fed back information on the wide range of bidders and that there had been a clear winner from a good competition. It was noted that young people had been involved in both the presentation of the successful bids as well as the decision making.

The Local Committee therefore resolved to agree:

(i) To delegate the decisions to award the contract for one to one work and the award of the two grants for neighbourhood work, from 01 September 2015, to the Head of Commissioning and Development, in consultation with the Vice-Chairman and Youth Task Group members.

Reason for decision: To allow the commissioning of Local Prevention services to move ahead without delay.

52/14 LEATHERHEAD TOWN CENTRE IMPROVEMENTS [SERVICE MONITORING & ISSUES OF LOCAL CONCERN] [Item 11]

Declarations of Interest:

None

Officer attending:

Rod Shaw, Principal Conservation Officer, Mole Valley District Council

Member discussion – key points

The point was made that the aim of these improvements was to better the amenity and the appearance of the town centre, but that it was important that they did not conflict with the 'Transform Leatherhead' masterplan.

Cllr Dickson welcomed the paper and acknowledged how difficult a job it was to take account of all opinions. She stressed the importance of making a start as soon as possible.

Cllr Ashton expressed his full support for the plan and suggested that lifting the barrier at 4pm instead of 4.30pm would contribute to making the town centre more vibrant in the evening.

Mr Carr from the Community Reference Group spoke out in support of the plans. He has previously been involved in talks with Rod Shaw and referred to recommendations made in a report by Colin Davies Associates on the development of Church Street.

The Local Committee resolved to agree to:

Give support to the designing and implementing of a programme of short term measures for environmental enhancements in Leatherhead town centre, as outlined in this report, working with officers from Mole Valley District Council.

Reasons: Section 106 and LEP Growth Deal funding is available from the District Council for environmental enhancements in Leatherhead town centre. Despite the onset of the master planning exercise for Leatherhead that will assist in establishing a long term vision for the town, it is considered that both councils will wish to demonstrate a commitment to a better future for Leatherhead in the short term by investing immediately available funds in ways that will upgrade the public realm.

53/14 MEMBERS' ALLOCATIONS [EXECUTIVE FUNCTION] [Item 12]

TH thanked the Community Partnership team for processing member allocations and confirmed that MV was the first LC to allocate all their funds and suggested that it should be the aim, to complete next year's before Christmas 2015 if possible.

Meeting ended at: 3.36 pm

Chairman

**MOLE VALLEY LOCAL COMMITTEE
ACTIONS AND RECOMMENDATIONS TRACKER – JUNE 2015**

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

Date of meeting and reference	Item	Recommendations/Actions	Responsible officer or member	Response	Next progress check:
07/06/12	Item 10 CycleSMART	When the committee is considering proposals for cycling infrastructure they will take into account and consider the safety and accident data that is prepared.	Duncan Knox/Lesley Harding	Officers will ensure that relevant cycling and other road casualty data is always presented alongside any proposals for cycling infrastructure Action complete	
05/12/12	Item 5 Petitions	Mr Innes raised concerns about the speed limit on Pebblehill, Betchworth	John Lawlor, PC Tom Arthur	Scheme designed, now awaiting implementation Signing works completed. Lining to be carried out in conjunction with Operation Horizon resurfacing. Action complete	

06/03/13	Item 4b Members Questions	Cllr Haque requested a timetable for the water leaks works on Monks Green, Fetcham	John Lawlor	<p>Chairman, Vice –Chairman and divisional member to be provided with the information.</p> <p>Some works have been carried out by maintenance team. Maintenance engineer is in contact with Thames Water (and flood forum) regarding any remaining issues.</p> <p>Action complete</p>	
11/09/13	Item 10, Woodfield Lane, Ashtead	Officers to work up proposal 3 (parking lay-by) into a detailed proposal.	John Lawlor/Anita Guy	<p>A detailed design to be brought back to the committee.</p> <p>19/2/15 - Common land application with Secretary of State.</p> <p>04/3/15 – AG advised 1 objector had been responded to and proposal back with the Secretary of State.</p> <p>1/6/15 – Approved by SS – in design stage</p>	09/09/15

04/12/13	Item 4a Public Questions	Mr Troughton raised the issue of cycling safety following the opening of the new Tesco store on Reigate Road	John Lawlor/Anita Guy	<p>Contact has been established with Tescos and officers will update upon the outcomes of this meeting.</p> <p>Site meeting held with Mr Troughton and divisional member. Signing proposed.</p> <p>19/2/15 – Signage ordered.</p> <p>01/06/15 – confirmed signage done</p> <p>Action complete</p>	
05/03/14	Item 10 Access to Vincent Road, Dorking	Concerns were raised regarding signs stating Vincent Road was access only being ignored.	Anita Guy	<p>The Senior Highways Engineer to meet on site with divisional member to look at possible options.</p> <p>Advance warning signs installed. Consultation to be carried out with residents regarding possible stopping up.</p> <p>Meeting held two weeks ago and scheme now in design phase.</p>	09/09/15

18/06/14	Item 4b Members questions	Concerns were raised regarding flooding on Chalkpit Lane in Dorking.	John Lawlor	Chairman to provide Thames Water contact details to Mrs Watson to enable a site meeting to be held with highways and Thames Water. Maintenance engineer has met with Thames Water as problem caused by TW pipe. Action complete	
18/06/14	Item 4b Members Questions	A question was raised regarding implementing a blanket speed limit of 40mph for the Surrey Hills	Anita Guy	As this is a change in policy it was recommended to be escalated to the Environment and Transport Select Committee. Not within remit of the local committee. Action complete	
18/06/14	Item 9 Winter Services Arrangement	Concerns were raised about the future of winter arrangements at Beare Green depot.	Anita Guy/John Lawlor	Officers to update the committee on the progress of Beare Green Depot is remaining open – being used to store 100 tonnes of salt. Action complete	
10/09/14-B	Item 4a Public Questions	Flooding issues in Lower Road, Bookham	Anita Guy/John Lawlor	A site meeting to take place after the next Bookham flood forum. Issues being dealt with through the flood forum. Action complete	
10/09/14-C	Item 4b Member Questions	Concern that KEEP CLEAR signs cannot be painted on A25/Milton Court Lane junction	Anita Guy/John Lawlor	A site meeting with the traffic safety team will be set up to look into the issue. 01/06/15 – still under review	09/09/15

10/09/14-E	Item 4b Member Questions	Stumps and roots underneath pavement in The Street Fetcham.	Anita Guy/John Lawlor	The officer will try to level out the path, but it will require funding. On the list to be done when funding becomes available. Action complete	
10/09/14-J	Item 6 Leatherhead to Ashted Cycle Route	Concerns about the quality of the consultation process.	Mark Borland	The officer agreed to look into improving consultations to help the public. 01/04/15 - This was identified in the lessons learned session and is now being taken forward as part of work currently underway on refining the 'end to end' process for developing and delivering improvement schemes. Action complete	
03/12/14-A	Item 4a Public questions	Flooding issues in Bookham. Lower Rd recreational ground and Manor House Lane junction	John Lawlor/Anita Guy	Officers agreed a meeting before the next flood forum in January. Being addressed through flood forum. Action complete	

03/12/14-B	Item 4a Public questions	Chalkpit Lane resurfacing concerns	John Lawlor	Officer agreed to pass concerns to relevant team. 4/3/15 – Complaints process has now been exhausted and no further action can be taken by the MVLC. Action complete	
03/12/14-C	Item 4a Public Questions	Condition Chalkpit Lane	LC Chairman	Letter to be written from LC to MVDC, with idea of Section 106 funding to be used for adopting road if depot is developed. 18/3 – Tim Hall confirmed letter had been drafted.	09/09/15
03/12/14-D	Item 4b Member Questions	Cock Lane, Penrose Rd.	John Lawlor	Officer to inform Member of date for resurfacing of Cock Lane and Penrose Rd. Included in Project Horizon (yr 3) Action complete	
03/12/14-E	Item 4b Member Questions	Deepdene roundabout drainage issues	John Lawlor	Officer to obtain response to Member's question and cc to all Members. 18/3/15 – SC received written response at March Formal Action complete	

04/03/15-A	Item 4a – Public Questions	New lighting on Leatherhead Road.	John Lawlor	Provide results of tests before and after use of shrouds/shields. Shrouds have been put up - awaiting results of testing from SKANSKA	09/09/15
	Item 4b Member Questions	What is the timescale for work to be done in Leslie Road, Pixham and Riverside?	John Lawlor	JL to contact maintenance engineer for dates. Maintenance engineer advised that design solution has been found and awaiting programme date from contractor. End September is target date for completion of works. Action complete	

Updated 08 June 2015

This page is intentionally left blank

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (MOLE VALLEY)**

DATE: 17 JUNE 2015

LEAD OFFICER: SIMON MITCHELL,
MAINTENANCE PLAN TEAM LEADER

SUBJECT: REVIEW OF COLD WEATHER PLAN AND WINTER SERVICE
ARRANGEMENTS

DIVISION: ALL

SUMMARY OF ISSUE:

Surrey undertakes an annual review of the Highways Cold Weather Plan and winter service at the end of each winter season, including the effectiveness of network coverage, operational improvements, organisational changes and partnership working arrangements. This report seeks the views of the (Mole Valley) Local Committee on the delivery of the Winter Service operations in the 2014/15 season, to feedback into the annual review.

RECOMMENDATIONS:

The Local Committee (Mole Valley) is asked to:

- (i) Consider the current highways cold weather provision and operations in their area and provide feedback, via their Local Committee Chairman, on any change requests.

REASONS FOR RECOMMENDATIONS:

To give the (Mole Valley) Local Committee the opportunity to provide feedback into the annual review of winter service operations.

1. INTRODUCTION AND BACKGROUND:

- 1.1 At the meeting on 23 September 2014 Cabinet recommended that each Local Committees should be consulted on the delivery of Highways Cold Weather operations following the 2014/15 season. In order to do this an item should be included on the spring agenda for members to provide feedback into the annual review

2. ANALYSIS:

- 2.1 The trend of relatively mild winters continued with only one short period of snow with no significant accumulations, the winter service has been effectively managed.
- 2.2 By the end of the season Kier had completed 58/65 precautionary salting runs in the west/east of the county respectively with a further 23 runs on the cold routes which is comparable with an "average" (56 runs per season)

Surrey winter. The priority 2 salting network was also treated on 4 occasions during the cold snap from 28 January which brought in a number of snow flurries but no significant accumulations. Salt supplies have regularly been replaced throughout the winter period in accordance with Cabinet's agreed recommendations.

- 2.3 Throughout their fourth year as the Council's contractor, Kier worked with officers and members on all elements of the winter service to maximise efficiency and reduce costs. This also included the operation to be fully in line with the new Appendix H guidelines with continuous dynamic checks of the spreaders throughout the season resulting in ability to target spread rates more effectively leading to savings on salt usage.
- 2.4 The footway priority snow clearing schedules have been updated and aligned with new Surrey Priority Network (SPN) maintenance hierarchy.
- 2.5 Kier have addressed last year's shortfall in the provision of grit bins and had sufficient resilience, provided a timely response to member requests.

3. DISCUSSION:

- 3.1 With the approach to Winter Service now well established no major changes are proposed the annual review nevertheless provides the opportunity for Local Committees to inform this year's review:
- The precautionary salting network will generally remain the same as in 2013/14 with only minor alterations resulting from the implementation of the new Surrey Priority Network (SPN) and subject to any comments from local members, residents and officers.
 - The opportunities for partnership working arrangements with Parish and Town Councils will again be available on enquiry, providing a wider network of volunteers for pavement clearance in towns and villages not currently covered by the District and Borough arrangements. Parishes participating in the scheme currently cover Tandridge, Mole Valley, Waverley and Surrey Heath.

4. CONSULTATIONS:

Gritting Routes

- 4.1 The annual review provides the opportunity for Local Committee to raise change requests to the priority salting network. Where the need for further minor changes is identified the Local Committee is able to accommodate this on a 'like for like' basis provided it does not impact on the strategic gritting network.

Grit Bins

- 4.2 The trend towards milder winters has seen a reduction in restocking frequencies. As a result it is proposed that the cost of a grit bin, including annual refurbishment and filling in line with county standards, is now £947 for a 4 year period. At the end of this period where a Member or community continue to support a grit bin an extension charge of £639 would be applied to cover the next 4 year period.

- 4.3 Grit bins that are not supported at the end of the four year maintenance period will be redistributed to other locations on the network as part of annual refurbishment programme.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The Winter Service will be fully funded by Surrey Highways Medium Term Plan and no financial contribution is required from the local committee budget.
- 5.2 It is, however, recognised that members and communities have the ability to fund additional grit bins on the network.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 An equalities and diversity impact assessment is in place for the winter service. The winter service priority is, as far as is reasonably practicable, to safeguard the movement and well-being of all Highway users, both the residents of Surrey and those passing through the County.
- 6.2 The recommendations in this report will have no material impact on existing equality policy so the need to complete a full assessment was not considered necessary.

7. LOCALISM:

- 7.1 The Highways Service is mindful of the localism, remains committed to “self help” and community lead opportunities for winter service provision and assistance. Local Committee has the flexibility to influence minor changes to the salting network and promote further engagement with volunteer groups to assist during severe weather events etc.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Local Committee (Mole Valley) is asked to provide feedback on the 2013/14 winter service, and any proposed changes to the salting network locally. Change request and comments will be taken into account prior to the annual winter service plan being submitted to the County Council’s Cabinet for approval in September.

10. WHAT HAPPENS NEXT:

10.1 The annual review will consider opportunities for continuous improvement following the 2013/14 winter season and reflect feedback received from members through their Local Committee Chairman. The proposed engagement timetable is as follows:

End of season wash up meetings – Local Highway Service Teams, Service Provider, Operations and Asset Planning	March - April
Task Group Review Meeting (including progress on the 2013/14 recommendations)	April
Local Committee Chairmen advised of any changes to salting network	May - July
Environment & Transport Select Committee – Winter Service Report & Plan	September
Cabinet – Winter Service Report & Plan	September
Local Committees – Update on winter service arrangements	Autumn meetings
Winter service information pack and communications campaign	September onwards
Stakeholder and Local Committee feedback on winter service (Agenda item to be included on spring round of Local Committees)	Oct - March

Contact Officer:

Simon Mitchell, Maintenance Plan Team Leader, Tel, 03456 009 009

Consulted: David Harmer Chairman E&TSC
E&TSC Winter Service Task Group Members
Local Highway Services Team
Kier

Sources/background papers:

Report of the Task Group to the Cabinet – 23rd September 2014
Highway Cold Weather Plan for 2014/15

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (MOLE VALLEY)****DATE:** 17 June 2015**LEAD OFFICER:** Paul Fishwick, Project Manager, Transport Policy**SUBJECT:** Dorking Transport Package (Phase 1)**DIVISION:** Dorking Hills**SUMMARY OF ISSUES:**

This paper is to brief members on the Dorking Transport Package (Phase 1) project that was the subject of a business case submission to the C2C LEP as a Sustainable Transport Package in partnership with First Great Western, the Train Operating Company for Dorking Deepdene railway station.

RECOMMENDATIONS:

The Local Committee (Mole Valley) is asked to agree :

- (i) To note the project content.
- (ii) To agree that the project be the subject of consultation between 19 June and 31 July 2015.
- (iii) That the Area Highways Manager in consultation with the Chairman, Vice Chairman, Local Divisional member and Project Manager (Transport Policy) view and agree the consultation material.
- (iv) The feedback from the consultation is reported to a later meeting of this committee.

REASONS FOR RECOMMENDATIONS:

To ensure that the Local Committee is kept informed, the Local Committee is asked to note the progress made so far with the Dorking Transport Package (Phase 1).

It is a requirement of the C2C LEP to carry out a public consultation as a condition of the grant funding award. However, this is a process of engagement that the county council would carry out as part of the project development.

The timing for June/July is to enable the local contribution being provided by First Great Western to be spent before its available 'end' date (30 September 2015).

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Dorking Transport Package was included within the Local Transport Strategy and Forward Programme for Mole Valley that was approved by the Local Committee on 10 September 2014 (minute 27/14 refers).
- 1.2 Successful Business cases require a minimum of 25% local contribution funding and the LEP would contribute a maximum of 75% Local Growth Funding.
- 1.3 On the 19 November 2014, Train Operator First Great Western approached the C2C LEP with a proposal to carry out improvement works at Dorking Deepdene railway station and had £200,000 available that would enable an £800,000 project to be submitted to the LEP. Whilst the C2C LEP liked the proposal coming from a Train Operating Company, they required Surrey County Council to submit the Business Case.
- 1.4 Normally Business Cases are developed over a long period of time, allowing engagement with members, however to enable this business case to be submitted within an extremely short period, officers had to work very quickly to develop the business case.
- 1.5 First Great Western prepared wording for their proposals on the 5 December and officers at Surrey County Council prepared a business case for submission to the C2C LEP by 12 December 2014, liaising with Mole Valley officers.
- 1.6 The Local Committee should be aware that the 'on highways' proposals of the project are at an early stage of development and therefore not all the detail is currently available.

2. ANALYSIS:

Dorking Transport package (Phase 1)

- 2.1 The business case that was submitted for this project proposed £475,000 of 'on station' improvements and £325,000 for 'on highway' sustainable transport improvements between Dorking Deepdene station and Dorking Main station and two bus stops located on the A24 near Dorking Deepdene station A and E.
- 2.2 The 'on station' improvements (see Annex A) do not require approvals from the county council as the area of land is not under the county council's control. However, the requirements of the C2C LEP Capital funding do require the 'on station' works to be the subject of a public consultation, which is planned at the same time as the 'on highway' proposals (19 June to 31 July).
- 2.3 First Great Western also have aspirations for future phases of 'on station' works as indicated in Annex B.
- 2.4 The 'on highway' improvements are a package of measures to assist people gaining access between both railway stations, as well as the bus interchange

www.surreycc.gov.uk/molevalley

located at Dorking Main station, together with assisting with onward travel from bus stops A and E as indicated on the plan Annex C. Annex D lists the schedule of “on highway” works which are estimated to cost £325,000.

- 2.5 Further sustainable transport improvements in the area could be introduced when the opportunity arises to bid for future funding, as indicated in the Forward Programme of the Mole Valley Local Transport Strategy (September 2014).
- 2.6 First Great Western would look to deliver the £475,000 of ‘on station’ improvements during the autumn/winter 2015/16 with completion by 31 March 2016.
- 2.7 The county council would look to deliver the £325,000 ‘on highway’ improvements during the spring/summer of 2016. However, Dorking Main railway station is operated by Southern and the county council will be working with both Train Operating Companies in the delivery of this project.
- 2.8 For the ‘on station’ works at Dorking Deepdene, this is the first phase of a three phase project which will see more substantial improvements at this station. Two further phases of improvements including the replacement of the stepped access and a station kiosk will be brought forward when funds are available.
- 2.9 The first phase of this project consists of fairly straightforward improvements that do not involve major engineering works and will not compromise delivery of phases 2 and 3 and the longer term strategy of the station.

3. OPTIONS:

- 3.1 The main focus of the bid was improving walking and cycling connectivity on the highway between the two railway stations, Dorking Deepdene and Dorking Main and improving onward travel at the bus stops A and E located either side of Dorking Deepdene station on the A24, with improvements to the facilities and information.
- 3.2 The two stations are close together and there is only one direct route via the highway between the stations, and there are only two key bus stops on the A24 (A and E) either side of Dorking Deepdene station. Therefore, route options are limited.
- 3.3 However, options on the treatment of the route between the two stations and bus stops A and E will be considered during the design process.
- 3.4 Southern Rail have been successful in being awarded funding for improved and expanded cycle parking facilities and the county council are working with Southern on access options to the new facility.

4. CONSULTATIONS:

- 4.1 Although the C2C LEP has carried out a consultation earlier this year, it is the intention of the County Council to carry out a consultation during June/July for 6 weeks (19 June to 31 July).
- 4.2 The consultation will be online, with leaflets available at locations within Dorking where hard copy questionnaires will be available.
- 4.3 It is also planned to hold an exhibition on Friday 26 June (12 noon to 7pm) and on Saturday 27 June (10am to 4pm) at the Lincoln Arms, Station Approach located between the two railway stations.
- 4.4 It is anticipated that the feedback from the consultation will be presented to the Local Committee at the 9 September 2015 meeting.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The detailed business case for the scheme has been submitted which included a value for money section.
- 5.2 The estimated cost for this project is £800,000 with First Great Western providing the local contribution of £200,000.
- 5.3 The local contribution funding is now in place for these projects and the county council is working in partnership with First Great Western to deliver these improvements.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 It is the objective of Surrey Highways to treat all users of the public highway equally and with understanding. An Equalities Impact Assessment (EqIA) will be carried out for each Major / Sustainable Transport scheme.

7. LOCALISM:

- 7.1 The headline benefits arising from the Dorking Transport Package (phase 1) are as follows:
- The project is a package of sustainable transport measures centred on Dorking Deepdene station. It will improve access to the station, interconnectivity between this station and Dorking main station, improve road safety and support modal shift away from the private car and improved connectivity from business areas to railway stations.
 - Dorking Deepdene (serving approximately **636,500 passengers per annum**) is a key station on the North Downs line (Reading via Guildford to Redhill/Gatwick Airport), but currently offers a poor customer proposition, being accessed only by steps, creating major difficulties for

certain people, and lacking what passengers now expect to be the norm, such as CCTV and good cycle and waiting facilities.

- The Dorking Transport package (phase 1) scheme is seen as a **‘gateway’** to facilitate interconnectivity between two key rail lines, the Horsham to London via Dorking main station (approximately **1,346,700 passengers per annum**) and the Reading to Redhill/Gatwick line via Dorking Deepdene station. This scheme will provide a seamless rail to rail connection between the two stations in a similar way to changing platforms at a large station, and with different destinations, will open up new destination opportunities (**see Annex E**).

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	The proposed ‘on station’ improvements for lighting and the CCTV system should improve safety and reduce the fear of crime.
Sustainability (including Climate Change and Carbon Emissions)	Set out below
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	Set out below.

8.1 Sustainability and Public Health implications

Increased walking and cycling, where it replaces motorised forms of transport such as the car, will improve air quality and reduce carbon emission levels, which is a key objective of the Surrey LTP. Passenger transport and modal shift from the car to buses/rail are a further key objective of the Surrey LTP.

Transport is responsible for one third of carbon emission in Surrey. Surrey’s Local Transport Plan has a target to reduce carbon emissions from (non-motorway) transport by 10% (absolute emissions) by 2020, increasing to 25% reduction by 2035 from 2007 baseline of 2,114k tonnes.

Increased walking and cycling has a positive impact on the health of a person. The NHS identifies cycling as an activity which provides significant health benefits. The emerging Surrey Health and Well-being Strategy has identified obesity as one of the priority public health challenges.

The whole project including the improved walking and cycling facilities will be marketed to residents and businesses and cycle training is available through Surrey County Council to those less confident of cycling to encourage take up and to maximise the benefits of the new infrastructure.

It could be that increased levels of walking and cycling to and around the town centre will have a positive effect on the local retail economy as some recent studies suggesting that pedestrians and cyclists actually spend more on a trip into a town than a motorist.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The proposed 'on highway' improvements have been the subject of pre-feasibility work and initial design work will now take place.
- 9.2 The Business case for this project has been approved by the C2C LEP and the bid has been the subject of independent scrutiny by the LEP's consultants.
- 9.3 The County Council in partnership with First Great Western intend to carry out a consultation between 19 June and 31 July (6 weeks), and the Local Committee is requested to approve the arrangements for this engagement to take place.
- 9.4 The Local Committee is being asked to agree to the Area Highways Manager in consultation with the Chairman, Vice Chairman, Local Divisional member and Project Manager (Transport Policy) view and agree to the consultation material.
- 9.5 The Local Committee is also asked to Note the progress made so far with the Dorking Transport Package (phase 1) and a further report on this topic will be presented to a future meeting of this committee (September 2015).

10. WHAT HAPPENS NEXT:

- 10.1 Subject to the approval of the Mole Valley Local Committee, a public consultation will be carried out for a 6 week period (19 June to 31 July), and the feedback from the consultation will be presented to the Local Committee at the scheduled 9 September meeting.

Contact Officer: Paul Fishwick
Job title Project Manager, Transport Policy
Contact number 03456 009 009

Consulted

Surrey County Council officers: Lyndon Mendes, David Stempfner, Caroline Tuttle, Zena Curry, David Ligertwood, Marc Woodall
First Great Western representative; Tom Pierpoint
Mole Valley Council officer: Jack Straw

Annexes:

Annex A – Proposed improvements schedule (on station)
Annex B – First Great Western proposed future phases 2 and 3 (on station)
Annex C – Proposed improvements overview plan (on highway)
Annex D – Proposed improvements schedule (on highway)
Annex E – Surrey Rail network

www.surreycc.gov.uk/molevalley

Sources/background papers:

Business case submission to C2C LEP 15 December 2014

C2C LEP Independent scrutiny Feb/March 2015

C2C LEP Meeting 25 March 2015

This page is intentionally left blank

Annex A

First Great Western 'On station' estimated costs	
Description	Estimated cost
Replacement Waiting Shelters	
Removal of Vegetation and acoustic/privacy screening	
Lighting Improvements	
CCTV	
Additional cycle facilities at Dorking Deepdene	
Improvements to Stairs	
TVM Installation at North Entrance	
	£475,000

This page is intentionally left blank

Annex B**Dorking Deepdene Station – First Great Western’s proposed phased improvements**

The improvements required at Dorking Deepdene station and the linkage with Dorking main station is fairly complex, therefore it is necessary to approach the scheme in incremental phases.

The proposed phased approach, subject to detailed feasibility and funding availability, is as follows:

Phase 1 (subject of this bid) – replacement of waiting shelters, removal of vegetation, and installation of acoustic and privacy screening, lighting improvements, installation of CCTV and improvements to the stairs, new cycle facilities, installation of a new Ticket Vending Machine at the North entrance to the station;

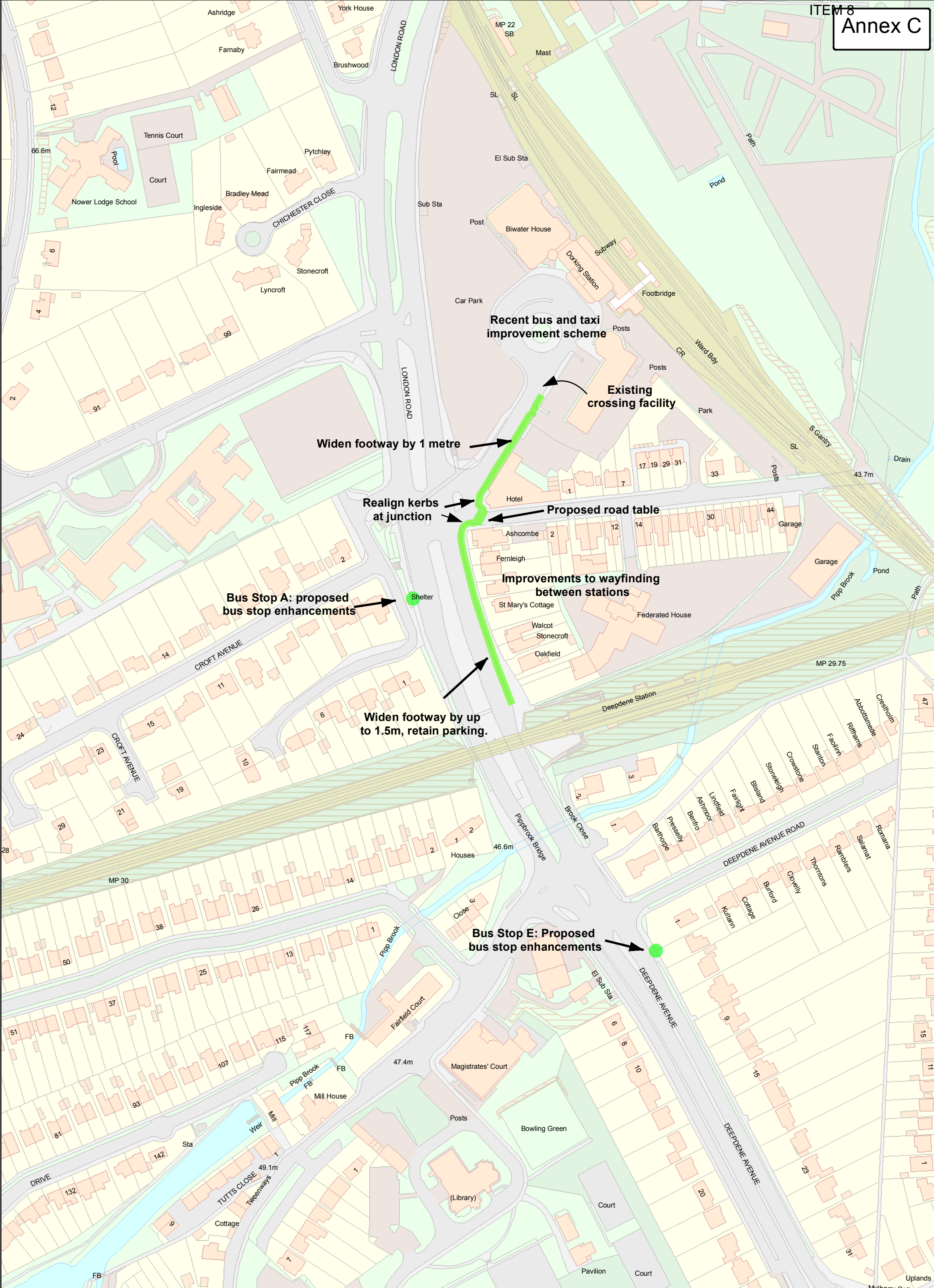
Phase 2 - installation of lifts to each platform and changes to the two access paths and stairs to provide DDA compliant access to the station, exploration of new walking route between the two stations (potentially to be funded by redevelopment of Federated House); and

Phase 3 - delivery of station building with full customer facilities, gatelines and subway to make the station secure. The entrance path to the westbound platform would be closed and all access would be through the new station building on the northern side.

Federated House is an office block lying immediately to the north of Dorking Deepdene Station. Its site is identified as a suitable location for new homes in Mole Valley District Council’s Dorking Town Area Action Plan. The Plan indicates the Council is keen to see the provision of disabled access to the Deepdene railway station and will investigate the scope for the redevelopment of the Federated House site to contribute to the achievement of this objective.

Federated House is currently vacant and the site subject to proposals for residential development. First Great Western will work with MVDC to explore opportunities to improve access to Deepdene Station which may be presented by the redevelopment of this site.

This page is intentionally left blank



This page is intentionally left blank

Annex D

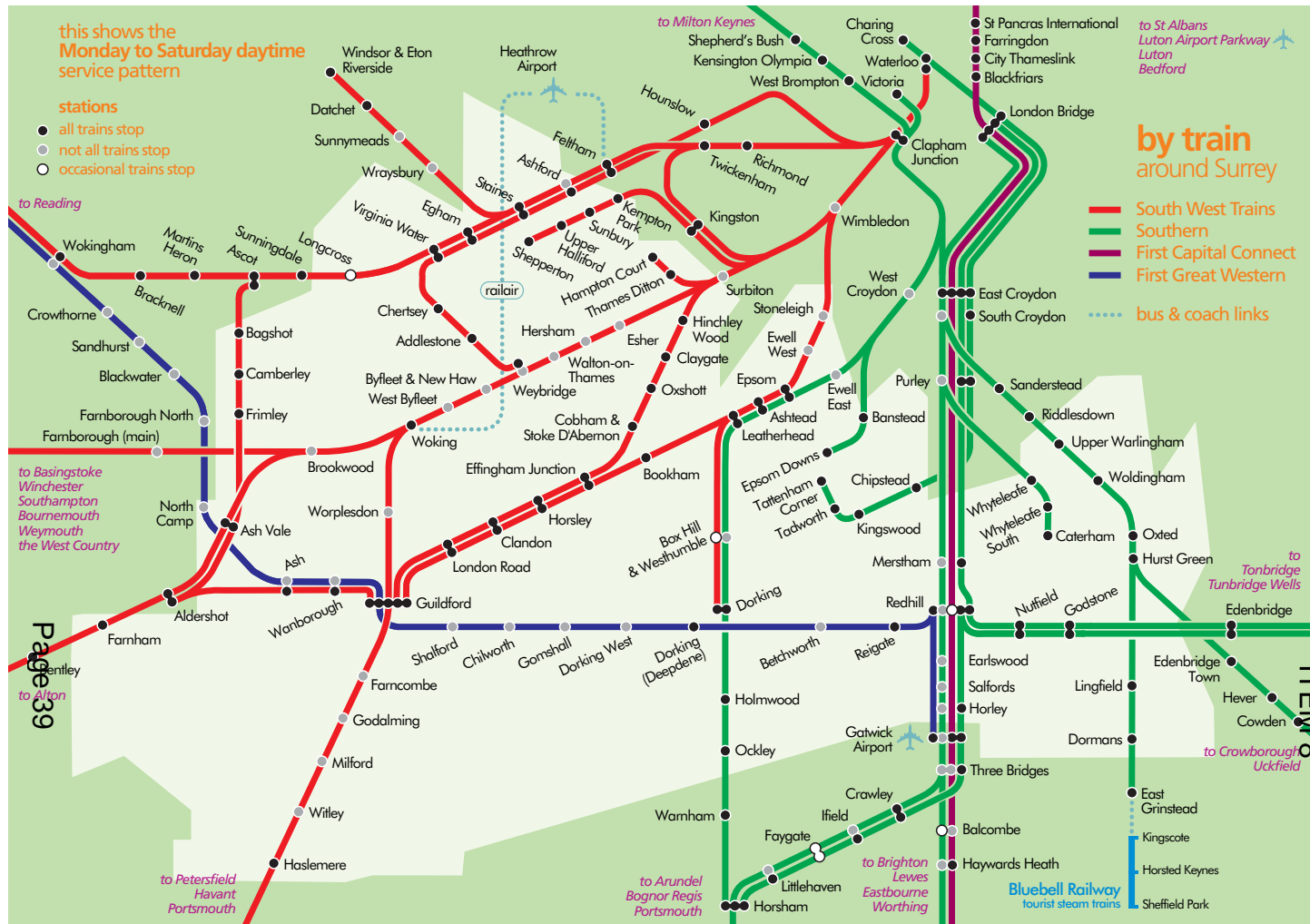
Pre-feasibility estimate	
Location	
Station Approach - widen footway by 1m	
Lincoln Road - install road table	
A24 London Road lay-by - widen footway upto 1.5m	
Signing - between the two stations	
Bus Stop A - improvements	
Bus Stop E - improvements	
Design & supervision	
Risk Optimism Bias	
	£325,000

This page is intentionally left blank

this shows the
Monday to Saturday daytime
service pattern

stations

- all trains stop
- not all trains stop
- occasional trains stop



by train around Surrey

- South West Trains
- Southern
- First Capital Connect
- First Great Western
- bus & coach links

This page is intentionally left blank

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (MOLE VALLEY)****DATE:** 17 JUNE 2015**LEAD OFFICER:** Maureen Robson, Senior Engineer, Infrastructure Team

SUBJECT: Network Rail Bridge in Westhumble
(D2530/810 Boxhill & Burford Railway Bridge)
Weight Restriction Issues

DIVISION: DORKING HILLS**SUMMARY OF ISSUE:**

The Network Rail-owned bridge over the railway in Westhumble has been the subject of a 7.5T weight restriction for many years. Recently both SCC and Network Rail have been informed by local residents that the weight restriction is not being observed and that vehicles with a gross weight in excess of 7.5T have been observed using the bridge.

The bridge is not adequate for usage by vehicles over 7.5T in weight and Network Rail have expressed their concern on safety grounds and requested that SCC address this issue and seek to prevent their bridge from being overloaded.

This report considers investigating the extent of the problem and various possible courses of action to address this issue.

RECOMMENDATIONS:**The Local Committee (Mole Valley) is asked to note:**

- (i) A traffic count with both video (1day) and automatic counting (7days) has been commissioned to record all traffic using the bridge and determine the extent to which the weight restriction is being disregarded.
- (ii) Structures Team will also request assistance from the local parish council/residents to safeguard the bridge by reporting any incidences of vehicles which appear to be overweight that are using the bridge.
- (iii) The details of offending vehicles will be passed onto the police/SCC Trading standards for enforcement action.

REASONS FOR RECOMMENDATIONS:

These actions will confirm if the bridge is being used by overweight vehicles, the extent of the problem, and enable the bridge to be protected from overloading.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Network Rail are concerned that overweight vehicles are using the bridge. This increases the risk of damage to this cast iron structure. The bridge has no significant defects at present but the failure mode for cast iron is a sudden brittle failure, which occurs suddenly without any hairline cracks or deformation that can be picked up during inspection to provide a warning.
- 1.2 Enforcement of weight restrictions can be undertaken by the police or by SCC Trading Standards but the resources are limited and they cannot maintain regular patrols. The advance warning signs for the weight restriction are all present and satisfactory.

2. ANALYSIS:

- 2.1 .The problem being addressed is the reported overloading of Westhumble Railway Bridge which could damage the bridge over time and lead to a sudden partial failure and road closure.

3. OPTIONS:

- 3.1 The solution favoured by Network Rail is the imposition of a 3T weight restriction together with a width restriction which would physically prevent overweight vehicles from proceeding across the bridge rather than relying on motorists observing the restriction. This would give them confidence that the bridge was not being overloaded but is not recommended for reasons of highway safety. It would increase traffic on Chapel Lane/ Bagdon Hill which has a significant accident history and is narrow and steep in places. The bridge approaches do not have an appropriate alignment for width restrictions with the bridge being on a bend with limited forward visibility
- 3.2 Another alternative is for SCC to contribute towards the cost of replacing the weaker cast iron section of the bridge deck. As the weight restriction is historic, Network Rail's obligation is limited to the provision of a 7.5T bridge in this location. If the highway authority wish them to replace the existing deck before it reaches the end of its life with a deck that could take 40T vehicles, the contribution needed from SCC would be approximately £750K. The scheme has a low priority compared to other schemes on the current 5 year strengthening programme and so would not qualify to be funded from the Structures budget in the foreseeable future. SCC receives no funding for Network Rail owned bridges.
- 3.3 The recommended alternative is to seek to ensure that the restriction already in place is complied with as this will provide a resolution that suits the objectives of both the highway and the railway authorities.

4. CONSULTATIONS:

- 4.1 Surrey Police and Trading Standards have been consulted to confirm that they could provide assistance with enforcement if offenders can be targeted by their time of offending or company name.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The cost of the traffic survey is approximately £1000 and will be funded from the Structures Budget.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 N/A

7. LOCALISM:

- 7.1 N/A

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

8.1 Crime and Disorder implications

If offences are observed, the measures proposed may include the enforcement of a traffic order.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The appropriate response to address Network Rail's and local residents' concerns about reported abuse of the 7.5T weight limit is to take steps to prevent the existing weight restriction being abused and to protect the bridge from overloading.

10. WHAT HAPPENS NEXT:

- 10.1 A traffic count with both video (1day) and automatic counting (7days) has been commissioned to record all traffic using the bridge and determine the extent to which the weight restriction is being disregarded.
- 10.2 When the results of the traffic survey are available, Surrey Police/Trading Standards will be contacted to patrol the site at times of observed offences and/or approach observed offenders.

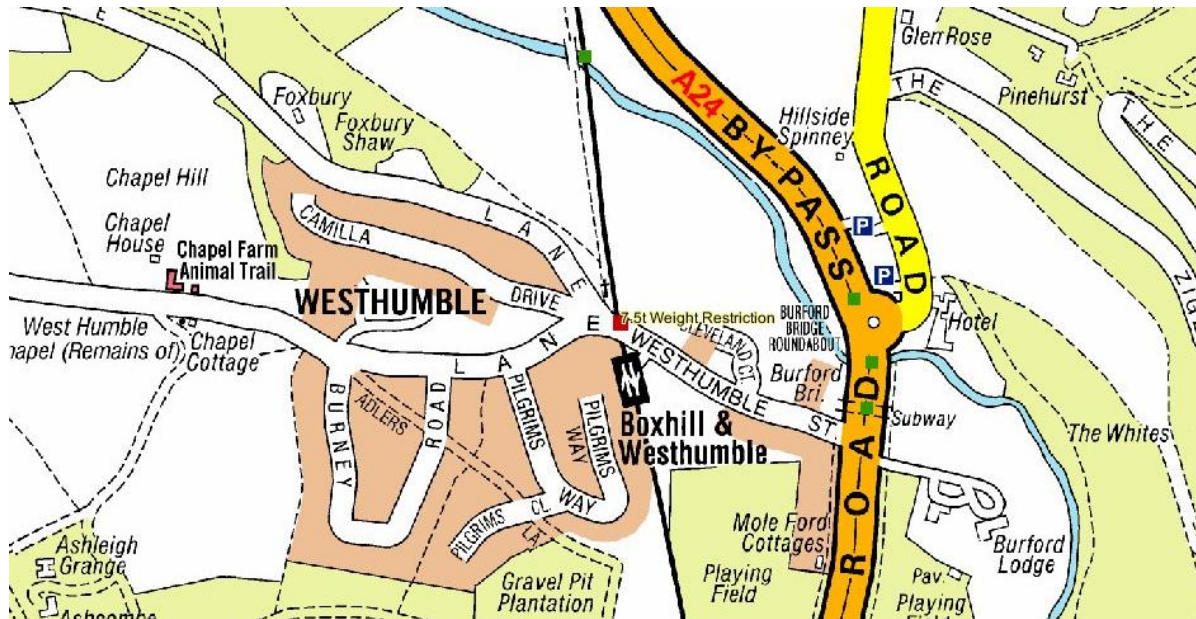
Contact Officer: Maureen Robson

Consulted: Surrey Police

Annexes:

Annex 1 : Location Plan and Photographs

Sources/background papers: N/A



Location Plan



View over Structure



Jan 2015 General Photograph



Jan2015 Inspection photograph

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (MOLE VALLEY)****DATE:** 17 June 2015**LEAD OFFICER:** Kelly Saini Badwal, Senior Manager, Customer Network**SUBJECT:** Library Service Review 2015**DIVISION:** Mole Valley**SUMMARY OF ISSUE:**

- (i) In its search for continuous improvement, and to reduce costs, the library service has recently completed a review which achieves a reduction in the library service's staffing budget of £227,000 for 2015-16 while seeking to retain and improve current levels of service.
- (ii) In addition to other elements, the review looked at the opening hours for all the community libraries, which include Ashted and Bookham.
- (iii) The opening hours of the Community Partnered Libraries (CPLs) are out of scope, as opening hours are set by local steering groups, within an agreed framework with local committees.

RECOMMENDATIONS:**The Local Committee (Mole Valley) is asked to agree**

- (i) to change the opening hours for Ashted and Bookham libraries as set out in Annex 2 and paragraphs 3 and 9 of this paper.

REASONS FOR PROPOSALS:

- Customer feedback, including from "lapsed user" surveys, shows that it is easier for residents to remember standardised hours across libraries. There was positive feedback after introducing standardisation at Group A and B libraries in 2008. (Please see Annex 1 for further details about Group A, B and C libraries).
- The library service review identified changes in the patterns of use in Group C community libraries. The recommended changes to opening hours reflect how local residents are now using these libraries.

1. INTRODUCTION AND BACKGROUND:

The public library service in Surrey is part of the everyday lives of those living, working or studying in Surrey. The library service is a pivotal service for Surrey County Council – not least because of increasing demands due to changing demographics and diminishing resources. The library service will continue to support the council's priorities such as wellbeing, economic prosperity and resident

experiences. The library service's overall objective continues to be to develop effective and cost efficient services with which increased numbers of residents will engage, and to increase the variety of ways in which it touches and supports their lives. To do this the library service is doing four things:

- a) Continuing to provide an excellent core library service with a strong emphasis on reading, literature and literacy in all its forms.
- b) Providing increasing opportunities for residents to access or participate in cultural experiences of all kinds, in and through the library service.
- c) Developing the service's role further in supporting wellbeing, ageing well and combating social and technological exclusion. Working more with the county council to provide cost effective services in or through libraries, which support the council's efforts to cope with rising social care and education costs. Increasingly the library service works collaboratively with partners, to face and manage these challenges.
- d) In the complex environment within which the library service needs to operate successfully in order to survive, the service needs to re-focus resources from a functional delivery model to one which emphasises place and locality, and become even more integrated and seamless with the wider agendas of Surrey.

Since the last library service restructure in 2008/9 much has changed within libraries and the county council. Savings and efficiencies are a part of the review, but not the main purpose.

A reduction in the staffing establishment has not been the main driver of the review although some roles are significantly affected. The main emphasis has been to look at what the library service is doing and see if it is fit for the future, to ensure the right arrangements are in place to develop an even stronger and better integrated service. While the recommendations of this report concentrate on the front line, the review also took the opportunity to look across the whole of the library service staffing, also implementing changes and efficiencies in other teams which deliver the work of the library service, including the stock and digital teams, and the team which delivers the council's priorities through the library service, for example: children's services, avoiding digital exclusion, and helping people live and age well. From the local perspective, the two key changes are a new way of managing and staffing libraries, and proposed new opening hours, in order to increase efficiencies in how the service staffs libraries on a daily basis.

2. ANALYSIS:

2.1 Efficiencies and cost savings through standardisation of hours and an altered infrastructure.

Libraries are currently divided into three levels of service offer:

- Group A – main town libraries
- Group B – town libraries
- Group C – community libraries

Across the 17 Group C community libraries there is a huge disparity of opening hours.

The Library review identified patterns of use in the Group C community libraries and have retained the most well used opening periods as a core of the new proposed opening hours. There are 3 levels of standardisation in Group C community libraries due to the wide variation in current opening hours, size and location of building and use.

Libraries will be grouped into clusters of 6 - 8 geographically close libraries, under the management of a Cluster Manager. This will help ensure the service has sufficient frontline cover across libraries, with relevant staff in the right place at the right time. Please see Annex 3 for details of clusters.

For day to day management, and to support and provide continuity to close shared local relationships with users, partners and stakeholders, libraries are then managed in sub-cluster of 3-4 libraries by small teams of duty managers who will be the key contacts for those libraries, with stakeholders, partners and local organisations including schools, Friends groups and Local History groups having a named local contact. The Library Service will provide activities across the Cluster ensuring there is an activity running every day from Monday to Saturday.

2.2 Better customer care through standardised processes and new roles that focus on the customer experience, supported by training.

In line with the library services' strategy systems and processes are being standardised. The aim is that a customer will experience the same level of customer service excellence from any Surrey library they visit. Standardisation will also support staff to be able to work at any library. A new Learning and Skills team will support staff to develop their skills and knowledge.

2.3 Retaining and developing good quality staff.

In carrying out the staffing restructure the library service followed the council's managing change procedures closely, starting with a substantial staff engagement exercise in which staff were able to feed back their views on what they thought were the strengths and areas for development for the current service and its structure. Staff were given opportunities to express preferences for where they work, and the service also takes into account caring responsibilities and health issues. However it must be recognised that any period of major change can be stressful and every effort has been made to support staff through this.

2.4 Ashted Library

The opening hours of Ashted Library will be altered to include opening on Mondays and closure on Wednesdays. Please see attached Annex 2 for opening hours.

2.5 Bookham Library

The number of hours Bookham Library opens will increase and the opening times will be altered to include an increase in opening hours on Thursdays and Saturdays. Please see attached Annex 2 for opening hours.

2.6 The overall change in hours in Ashted and Bookham libraries is an increase of 0.5 hours per week. The impact of the review on customers is expected to be very positive. The library service is developing in order to build resilience and flexibility, to deliver new services and provide a better customer experience. The alterations in opening hours – and the infrastructure behind them – is part of this change.

3. OPTIONS:

- 3.1 Option 1: Make the proposed changes to the opening hours of Ashted and Bookham libraries. The changes will enable the library service to manage local timetables and staffing across the service, within the budget, to ensure cover. This will also help residents with standardised hours which are easier to remember.

Efforts will be made to minimise inconvenience for users in the change period. This will be mitigated as much as possible by communicating widely to library users using all media available and making clear the availability of online renewals and requests, drop-boxes at libraries, and other ways of helping users settle into the new patterns of hours

- 3.2 Option 2: Leave the opening hours as they are currently. The impact of this is that the local community will not benefit from increased hours; the current confusion over opening hours will continue; the library service will not be able to make the necessary staffing changes across the board; and the target cost savings will not be achieved.

4. CONSULTATIONS:

- 4.1 Staff, Unison and GMB were engaged in line with the council's 'Change Management' policy, and the library service is working closely with HR. A succession of staff engagement sessions and workshops has been held throughout the review period.
- 4.2 Library service "lapsed user" surveys, and our ongoing customer satisfaction surveys in libraries have also informed this work.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 Across the service the new structure and ways of working resulting from the library review will achieve annual staffing savings of £227,000.
- 5.2 The increase in opening hours recommended by this report, were costed into the library review funded by the overall savings achieved. There is therefore no financial pressure created by the recommended increase in opening hours.
- 5.3 The proposed staffing budget has been agreed with the Section 151 Officer and included within the 2015/20 Medium Term Financial Plan.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 An Equality Impact Assessment (EIA) has been carried out. The change in pattern at Ashted will impact on users not being able to use the library on a Wednesday but other local libraries (Epsom, Dorking and Leatherhead libraries) are open. The additional opening hours at Bookham Library will improve ease of access overall.
- 6.2 The change in pattern at Ashted Library will impact on users having shorter opening hours on Tuesdays, Thursdays and Fridays but other local libraries (Epsom, Dorking and Leatherhead) are open.

- 6.3 The change in pattern at Bookham library will impact on users having shorter opening hours on Tuesdays and Fridays but other local libraries (Dorking and Leatherhead) are open.
- 6.4 Library renewals, fines and fees will be revised in line with the new patterns of hours. There is also a wide range of digital transactions and information from within the libraries' digital services which can be accessed 24/7.
- 6.5 Ashted and Bookham libraries will not be open at exactly the same time as before but opening hours overall will increase (+0.5 hours).
- 6.6 Local consultation with current users will be undertaken to ascertain the best time to run activities. Each library will continue with a range of activities such as rhymetimes and computer skills sessions and a range of activities will be run every weekday across libraries within the borough. There may be an impact on staff whose individual timetables and location may need to change. The library service is consulting with individual staff to manage any change in hours or location of work. Clusters and sub-clusters have been set up to minimise travel and make use of public transport networks where possible.

7. LOCALISM:

- 7.1 There will be impact on the local Ashted and Bookham communities, but research shows that library users tend to access more than one local library. Although Ashted and Bookham libraries will be closed on Wednesdays, an increase of 0.5 hours per week will extend access for commuters, busy families, students and those users who want to use local community Group C community libraries on a Monday.
- 7.2 For Bookham, users will benefit from an increase in opening hours on Thursdays and Saturdays. An earlier closure on Mondays, Tuesdays and Fridays will have minimal impact on the community, as anecdotally and statistical data shows that libraries are less busy before 10am and after 5pm.
- 7.3 The library service has had a massive increase in digital use, and users will continue to benefit from a wide range of digital services including online renewals and online information.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	Continuing accessible provision of libraries locally will reduce possible travel to other libraries
Corporate Parenting/Looked After Children	Continuing accessible provision of library services to children and carers locally will support the council's aim of giving every child a good start in life.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report

Public Health	Continuing accessible library provision locally will allow libraries to continue to contribute to health and well being as they do now
---------------	--

9. CONCLUSION:

- 9.1 The number of hours Ashstead Library is open remains the same. The library will open on Mondays but close on Wednesdays.
- 9.2 The number of hours for Bookham Library increases from 35 to 35.5 hours per week.
- 9.3 The overall change in hours in Ashtead and Bookham libraries is an increase of 0.5 hours per week.

10. WHAT HAPPENS NEXT:

- 10.1 The new library staff structure is now in place. The proposed changes to opening hours will be implemented for September 2015.
- 10.2 The library service will give at least six weeks' notice to customers of amended opening hours. Staff will be briefed and notices will be put up locally and online. Emails and social media will be used to alert users to the change. All of the Council's communication channels will be used to positively communicate the recommended changes. Any concerns raised by residents will be addressed.

Contact Officer:

Kelly Saini Badwal, Senior Manager, Customer Network
 E: kelly.sainibadwal@surreycc.gov
 M: 07968 832372

Consulted:

Library Service Staff
 HR
 Unions

Annexes:

Annex 1 – Group A, B and C libraries
 Annex 2 – Current and Proposed opening hours
 Annex 3 – Cluster models

Sources/background papers:

Library Service Review Consultation Report

Group A, B and C Libraries

Borough	Library	Group A	Group B	Group C	CPL
Elmbridge	Cobham		Proposed	✓	
	Dittons		✓		
	Esher		✓		
	Hersham			✓	
	Molesey		✓		
	Walton	✓			
	Weybridge		✓		
Epsom & Ewell Borough	Epsom	✓			
	Ewell		✓		
	Ewell Court				✓
	Stoneleigh				✓
Guildford	Ash			✓	
	Guildford	✓			
	Horsley			✓	
Mole Valley	Ashted			✓	
	Bookham			✓	
	Dorking	✓			
	Leatherhead		✓		
	Surrey Performing Arts Library	n/a	n/a	n/a	n/a
Reigate and Banstead	Banstead		✓		
	Horley		✓		
	Merstham			✓	
	Redhill	✓			
	Reigate		Proposed	✓	
	Tattenhams				✓

Borough	Library	Group A	Group B	Group C	CPL
Runnymede	Addlestone		✓		
	Chertsey			✓	
	Egham		✓		
	New Haw				✓
	Virginia Water				✓
Spelthorne	Ashford		✓		
	Shepperton			✓	
	Staines	✓			
	Stanwell			✓	
	Sunbury		Proposed	✓	
Surrey Heath	Bagshot				✓
	Camberley	✓			
	Frimley Green			✓	
	Lightwater			✓	
Tandridge	Caterham Hill			✓	
	Caterham Valley		✓		
	Lingfield				✓
	Oxted		✓		
	Warlingham				✓
Waverley	Bramley				✓
	Cranleigh		✓		
	Farnham	✓			
	Godalming	✓			
	Haslemere		✓		
Woking	Byfleet				✓
	Knaphill			✓	
	West Byfleet			✓	
	Woking	✓			

Current and Proposed Opening Hours for Group C Community Library

Mole Valley District Council

Ashtead Library <i>It is proposed that the opening hours for Ashtead Library are changed to open on Mondays when the Library is currently closed but close on Wednesdays.</i> <i>There is no change in the number of proposed opening hours for Ashtead Library.</i> <i>The hours on Tuesdays, Thursdays and Fridays will be reduced to bring the opening hours for Ashtead Library in line with other Group C Community Libraries of a similar size. The reduction for these days is offset by the extra opening day on Mondays.</i>							
	Mon	Tues	Wed	Thurs	Fri	Sat	Hours Open
Current	Closed	9.30am to 7pm	9.30am to 1pm	9.30am to 6pm	9.30am to 5pm	9.30am to 4pm	35.5
Proposed	10am to 5pm	10am to 5pm	Closed	10am to 5pm	10am to 5pm	9.30am to 5pm	35.5
Daily change in hours	+ 7 hours	- 2.5 hours	- 3.5 hours	- 1.5 hours	- 0.5 hours	No change	No change

Bookham Library <i>It is proposed that the opening hours for Bookham Library are increased by 0.5 hours.</i> <i>It is proposed that the hours on Mondays, Tuesdays and Fridays will be reduced to bring the opening hours for Bookham Library in line with other Group C Community Libraries of a similar size. The reduction for these days is offset by the extra opening hours on Thursdays and Saturdays.</i>							
	Mon	Tues	Wed	Thurs	Fri	Sat	Hours Open
Current	9.30am to 5pm	9.30am to 7pm	Closed	2pm to 6pm	9.30am to 5pm	9.30am to 4pm	35
Proposed	10am to 5pm	10am to 5pm	Closed	10am to 5pm	10am to 5pm	9.30am to 5pm	35.5
Daily change in hours	- 0.5 hours	- 2.5 hours	No change	+ 3 hours	- 0.5 hours	+ 0.5 hours	+ 0.5 hours

This page is intentionally left blank

Library Service Cluster Models

East 1		East 2	
Ashted (C)	Bookham (C)	Horley (B)	Caterham Valley (B)
Banstead (B)	Dorking (A)	Lingfield (C)	Caterham Hill (C)
Epsom (A)	Horsley (C)	Merstham (C)	Oxted (B)
Ewell (B)	Leatherhead (B)	Redhill (A)	Warlingham (CPL)
Ewell Court (CPL)		Reigate (B)	
Stoneleigh (CPL)			
Tattenhams (CPL)			

North 1		North 2	
Ashford (B)	Addlestone (B)	Cobham (B)	Dittons (B)
Staines (A)	Chertsey (C)	Weybridge (B)	Esher (B)
Stanwell (C)	Egham (B)	Walton (A)	Hersham (C)
Sunbury (C)	New Haw (CPL)		Molesey (B)
	Shepperton (C)		
	Virginia Water (CPL)		

West 1		West 2	
Bramley (CPL)	Ash (C)	Byfleet (CPL)	Camberley (A)
Cranleigh (B)	Farnham (A)	Knaphill (C)	Frimley Green (C)
Godalming (A)	Haslemere (B)	West Byfleet (C)	Lightwater (C)
Guildford (A)		Woking (A)	

This page is intentionally left blank

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (MOLE VALLEY)****DATE: 17 JUNE 2015****LEAD
OFFICER: SANDRA BROWN****SUBJECT: LOCAL COMMITTEE & MEMBERS' ALLOCATION FUNDING -
UPDATE****DIVISION: ALL****SUMMARY OF ISSUE:**

Surrey County Council Councillors receive funding to spend on local projects that help to promote social, economic or environmental well-being in the neighbourhoods and communities of Surrey. This funding is known as Members' Allocation.

For the financial year 2015/16 the County Council has allocated £10,296 revenue funding to each County Councillor. This report provides an update on the projects that have been funded since April 2015 to date.

RECOMMENDATIONS:

The Local Committee (Mole Valley) is asked to note:

- (i) The amounts that have been spent from the Members' Allocation budget, as set out in Annex 1 of this report.

REASONS FOR RECOMMENDATIONS:

The allocation of the Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Greater transparency in the use of public funds is achieved with the publication of what Members' Allocation funding has been spent on.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The County Council's Constitution sets out the overall Financial Framework for managing the Local Committee's delegated budgets and directs that this funding should be spent on local projects that promote the social, environmental and economic well-being of the area.
- 1.2 In allocating funds councillors are asked to have regard to Surrey County Council's Corporate Strategy 2015-20 Confident in Surrey's Future that highlights three themes which make Surrey special and which it seeks to maintain:
 - Wellbeing;
 - Economic prosperity;
 - Resident experience

1.3 As with all expenditure by the Council, spending of members' allocations should:

- Be directed to activities for which the County Council has legal powers;
- Meet demonstrable local needs;
- Deliver value for money, so that there is evidence of the outcomes achieved;
- Be consistent with County Council policies;
- Be approved through a process that is open and transparent, consultative, accountable, and auditable;
- Where appropriate, allow opportunities to be taken to pool funds with partner organisations.

1.4 Member Allocation funding is made to organisations on a one-off basis, so that there should be no expectation of future funding for the same or similar purpose. It may not be used to benefit individuals, or to fund schools for direct delivery of the National Curriculum, or to support a political party.

2. RECENT COMPLETED PROJECTS:

2.1 Several projects have taken place within the last 3 months, here are two examples of the projects

Old Pixham School Renovation Project

£3,400 was given to Pixham Residents Association by County Councillor Hazel Watson, towards the Old Pixham School renovation project. The Old Pixham School is the hub for community events in Pixham. The running costs for the upkeep of the building are obtained through various fundraising events, ranging from coffee mornings to a film club. The existing carpet, which has become threadbare in places and badly stained, is in need of replacement. The current management committee are struggling to hire out the hall as the carpet throughout the main rooms, are aged and dirty. To ensure that the hall can continue to operate, a replacement carpet will ensure that the hall is in an acceptable condition for hire.

Leatherhead Drama Festival

County Councillors Tim Hall and Chris Townsend contributed £3,500 towards the Leatherhead Drama Festival (LDF) which took place between: 27 April – 9 May 2015. The Festival enables local Junior and Adult drama groups to showcase their ability and talent, this helps develop their cultural and social skills, whilst entertaining the audience. Eight new plays have been written, and will be performed for the first time at the Festival. Positive audience response and high level of applications from drama groups to participate demonstrates the LDF fulfils their needs and expectations. Since inauguration in 2004, the LDF has become the biggest festival of its kind in the UK. A sign it is successfully filling a real need.

3. ANALYSIS:

- 3.1 All the bids detailed in Annex 1 have been considered by and received support from the local county councillor and been assessed by the Community Partnerships Team as meeting the County Council's required criteria.

4. OPTIONS:

- 4.1 The Committee is being asked to note the bids that have already been approved.

5. CONSULTATIONS:

- 5.1 In relation to new bids the local councillor will have discussed the bid with the applicant, and Community Partnerships Team will have consulted relevant Surrey County Council services and partner agencies as required.

6. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 6.1 Each project detailed in this report has completed a standard application form giving details of timescales, purpose and other funding applications made. The county councillor proposing each project has assessed its merits prior to the project's approval. All bids are received and scrutinised by officers in the County's Community Partnership Team. We also contact officers from other services and departments for advice if we require additional information or specialist knowledge to assess the suitability of projects. We ensure that bids comply with the Council's Financial Framework which contains the financial rules and regulations governing how Members' Allocations funding can be spent.
- 6.2 The current financial position statements detailing the funding by each member of the Committee are attached at **Annex 1**. Please note these figures will not include any applications that were approved after the deadline for this report had past.

7. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 7.1 The allocation of the Members' Allocation and Local Committee's budgets is intended to enhance the wellbeing of residents and make the best possible use of the funds. Funding is available to all residents, community groups or organisations based in, or serving, the area. The success of the bid depends entirely upon its ability to meet the agreed criteria, which is the same for all projects.

8. LOCALISM:

- 8.1 The budgets are allocated by the local members to support the needs within their communities.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	No significant implications arising from this report

10. CONCLUSION AND RECOMMENDATIONS:

- 10.1 The spending proposals put forward for this meeting have been assessed by officers in the Community Partnerships Team, against the County standards for appropriateness and value for money within the agreed Financial Framework.

11. WHAT HAPPENS NEXT:

- 11.1 Payments to the organisations have, or will be paid to the applicants, and organisations are requested to provide publicity of the funding e.g. posters, leaflets, articles in newsletters. We also require evidence that the funding has been spent within 6 months e.g. receipts, photos, invoices.

Contact : Sue O’Gorman, Local Support Assistant, sue.ogorman@surreycc.gov.uk

Consulted:

- Local Members have considered and vetted the applications
- Community Partnership Team have assessed the applications

Annexes:

Annex 1 – The breakdown of spend to date per County Councillor.

Sources/background papers:

- All bid forms are retained by the Community Partnerships Team
-

Mole Valley Members Allocations Expenditure - Balance Remaining 2015-2016

County Councillors have £10,296 to spend on projects to benefit the local community

Helyn Clack	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE	DATE PAID
	EF800266722	Charlwood Village Fete	Charlwood Village Fete events and Fun Dog Show	£10,296.00 £1,000.00	30/04/2015
BALANCE REMAINING				£9,296.00	

Stephen Cooksey	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE	DATE PAID
	EF800273196	Holmwood Park RA	Notice Board	£10,296.00 £400.00	
BALANCE REMAINING				£9,896.00	

Clare Curran	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE	DATE PAID
	EF700279688	SATRO	Teen Tech 2015 - A one day interactive science fair for over 450 Surrey students	£10,296.00 £750.00	
BALANCE REMAINING				£9,546.00	

Mole Valley Members Allocations Expenditure - Balance Remaining 2015-2016

County Councillors have £10,296 to spend on projects to benefit the local community

Tim Hall	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE	DATE PAID
	EF700273530	L'head Drama Festival	L'head Drama Festival	£1,500.00	24/04/2015
	EF700276699	L'head Youth Project	L'head Youth Summer Scheme	£2,000.00	15/05/2015
	BALANCE REMAINING			£6,796.00	

Chris Townsend	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE	DATE PAID
	EF700273530	L'head Drama Festival	L'head Drama Festival	£2,000.00	24/04/2015
BALANCE REMAINING				£8,296.00	

Hazel Watson	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE	DATE PAID
	EF700272869	Pixham Residents Ass	Old Pixham School Renovation Project - replace carpet	£3,400.00	17/04/2015
	EF700278450	L'Art	Run specific art sessions-themed of 'A Room with a View'-Yr 2 children (PENDING)	£232.00	
	EF800271874	Forest Green Village Hall	Restoration of Village Hall Dedication Plaques	£832.80	
BALANCE REMAINING				£5,831.20	

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (MOLE VALLEY)



DATE: 17 JUNE 2015

LEAD OFFICER: SARAH SMITH, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER

SUBJECT: LOCAL COMMITTEE TASK GROUP REPRESENTATION, NOMINATIONS TO OUTSIDE BODIES 2015-16 AND COMMUNITY SAFETY FUNDING

DIVISION: MOLE VALLEY

SUMMARY OF ISSUE:

The Local Committee is asked to review and agree the terms of reference and membership for the Youth Task Group, the Property Task Group and the Parking Task Group for 2015-16 and agree the nomination of a representative and deputy to the East Community Safety Partnership.

The Local Committee (Mole Valley) has been delegated £3,337 to support community safety work in the district. This report seeks agreement from the Local Committee to transfer these funds to the East Surrey Community Safety Partnership.

RECOMMENDATIONS:**The Local Committee (Mole Valley) is asked to agree:**

- (i) The **amended** terms of reference for the Youth Task Group as set out in Annex 1.
- (ii) The terms of reference for the Property Task Group and the Parking Task Group as set out in Annexes 2 and 3 respectively.
- (iii) The membership for these task groups for 2015-16 as proposed in sections 2.4, 2.6 and 2.7.
- (iv) A representative of the Local Committee and deputy for the East Community Safety Partnership as proposed in section 1.4.
- (v) That the community safety budget of £3,337 that has been delegated to

the Local Committee be transferred to the East Surrey Community Safety Partnership for the purpose of addressing the criteria and monitoring requirements detailed in section 1.5 and that the Community Partnership Manager authorises its expenditure in accordance with the Local Committee's decision.

REASONS FOR RECOMMENDATIONS:

The Local Committee's three task groups enable the Local Committee to carry out its work in an efficient and expedient manner.

The representative on the East Community Safety Partnership will ensure that Mole Valley Local Committee is represented on this board and that local priorities are taken into account.

The Local Committee has delegated authority over a small budget of £3,337. Transfer of this delegated money will contribute to the funding of local projects in line with the Partnership's set priorities.

1. INTRODUCTION AND BACKGROUND:

1.1 The Local Committee is asked annually to consider the work that should be considered at formal meetings and the relevant task groups that should be established to support the Committee in its work.

1.2 In 2011-12, the Local Committee established a Youth Task Group and a Property Task Group and in 2013-14 a Parking Task Group was set up.

1.3 The terms of reference were last reviewed and the task groups re-established on 18 June 2014.

1.4 The merged East Community Safety Partnership was set up with partners Reigate and Banstead and Tandridge councils and had its inaugural meeting in September 2014. The recommended representative for the Local Committee is Mr Tim Hall and the recommended deputy is Mr Stephen Cooksey.

1.5 The Local Committee Community Safety Fund is designed to support projects and initiatives in Surrey that:

- Are evidence based
- State aims and objectives clearly and concisely
- Clarify project outputs and outcomes
- Demonstrate wider benefits to the community

- Demonstrate how they support the delivery of local Community Safety Partnership plans
- Document proposed evaluation mechanisms
- Demonstrate value for money

2. ANALYSIS:

2.1 The task groups enable members to have detailed discussion over complex issues. The Youth Task Group has allowed for the successful procurement process of the Local Prevention Framework. Due to this success, the recommendation is to re-establish the task groups for 2015-16 with the amended terms of reference set out in **Annex 1**.

2.2 Following changes in Services for Young People and establishment of the Community Youth Work Service, in the future the Youth Task Group will be required to:

- Review the local needs of young people
- Monitor the performance of Local Prevention grants
- Make commissioning recommendations to the Local Committee
- Act in an advisory capacity with regard to changes in the provision of local youth work in the community

2.3 The membership of the group needs to fully represent the needs of young people across the district. The LSP referred to in the current terms of reference is now inactive and therefore a revised membership is proposed as set out in the draft document in **Annex 1**.

2.4 It is proposed that county councillors Mr Chris Townsend and Mrs Helyn Clack remain members of the Youth Task Group as well as district councillor Cllr Mary Huggins. There is therefore one vacancy for a Mole Valley DC representative from the local committee.

2.5 The parking and property task groups have also proved to be successful and have aided the progress of work of the Local Committee. It is therefore recommended that these groups be re-established with the terms of reference set out in **Annexes 2 and 3**.

2.6 It is proposed that county councillors Mr Tim Hall, Mr Stephen Cooksey and Mrs Hazel Watson remain members of the Property Task Group. There is therefore one vacancy for a Mole Valley DC representative from the local committee.

2.7 It is proposed that county councillors Mrs Hazel Watson, Mr Tim Hall and district councillor Cllr Raj Haque remain members of the Parking Task Group. There is therefore one vacancy for a Mole Valley DC representative from the local committee.

2.8 The priorities of the East Surrey Community Partnership are

ITEM 13

- Acquisitive crime
- Anti- social behaviour
- Rural crime
- Domestic Abuse
- Substance Misuse

2.9 Community Safety Partnerships will be asked to report back to the Local Committee on how the funding was used and will be asked to provide the following information:

- A description of the project
- What was done
- The issue or need the project addressed and how it was identified
- The outcomes that were expected and if they were achieved
- How the project benefitted the wider community
- The objectives in the local Community Safety Partnership Plan that the project supported
- How the outcomes were monitored and evaluated

3. OPTIONS:

3.1 The Committee can confirm the task groups (and corresponding terms of reference) set out within the report, consider new task groups, or not have any task groups. If a new task group is established a provisional terms of reference should be agreed.

3.2 The Committee can either make or not make the appointments onto the outside bodies as set out within the report or amend the appointments.

3.3 The Committee may choose to approve or not approve the transfer of the budget of £3,337 to the East Surrey Community and Safety Partnership

4. CONSULTATIONS:

4.1 Consultation has taken place with the Local Committee Chairman and with relevant officers from Services for Young People, Estates, Parking and Community Safety.

4.2 The Local Committee is being asked its views on which Members should be nominated to represent the committee on the outside bodies and task groups.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 There are no specific financial implications arising from the recommendations. Work to support the recommendations will be undertaken within current resources, and the task groups have no decision making powers.

5.2 The amount of delegated funding is £3,337. This funding is ring-fenced for use within East Surrey, and expenditure from this fund will be agreed by the members of the ES CSP and the Community Partnership Manager will authorise its expenditure in accordance with the Local Committee's decision. All bidders must provide detailed information about the purpose and aims of the proposed project and timescales. Decisions are taken with particular attention to value for money, and bids may be refused or further information sought if this is not evident.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 There are no specific equalities and diversity implications arising from the recommendations but equalities issues are considered within individual groups and specific considerations of high priority will be reported to the Local Committee

7. LOCALISM:

7.1 The establishment of task groups enables officers to draw upon the local knowledge of County and District Councillors, ensuring that specific local needs and priorities are considered.

7.2 If agreed, the recommendation to transfer funding will benefit all residents and businesses in East Surrey by helping to reduce crime and anti-social behaviour in the area.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report.
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.
Public Health	No significant implications arising from this report.

8.1 Crime and Disorder implications

The Youth Task Group is involved in the commissioning process for the Local Prevention Framework which is aimed at preventing young people from becoming NEETs (not in education or employment) or entering the Youth Justice system.

By contributing delegated funding and ensuring that the Local Committee is represented on the partnership, the Local Committee will contribute to the success of the East Surrey CSP in addressing the local priorities for the further reduction of crime and disorder in the Mole Valley district during 2015-16.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The purpose of this report is to enable the Local Committee to be represented on relevant outside bodies and for the appointed members of the task groups to be fully informed to enable them to make appropriate recommendations to the Local Committee. It is recommended :

- The amended terms of reference for the Youth Task Group are agreed as set out in **Annex 1**.
- The terms of reference for the Property and Parking Task Group are agreed as set out in **Annexes 2 and 3**.
- The appointment of the Members to the various outside bodies and task groups as per paragraphs 1.4, 2.6 and 2.7 is agreed
- It is agreed to transfer the delegated budget of £3,337 to the East Surrey Community Safety Partnership

10. WHAT HAPPENS NEXT:

10.1 The Members appointed to the various bodies and task groups will be invited to attend the upcoming meetings.

10.2 The Local Committee will next be asked review the task group terms of reference and membership in June 2016.

Contact Officer:

Sarah Smith, Community Partnership and Committee Officer, 01372 371662

Consulted:

Local Committee Chairman, relevant officers in Services for Young People, Estate, Parking and Community Safety.

Annexes:

Annex 1 – Draft Youth Task Group Terms of Reference

Annex 2 – Property Task Group Terms of Reference

Annex 3 – Parking Task Group Terms of Reference

Sources/background papers: N/A

ANNEX 1

**Surrey County Council's Local Committee
(Mole Valley)
Youth Task Group
Draft Terms of Reference**

Objective:

The Local Committee agreed on 8th June 2011, that a Youth Services Task Group was established to assist and advise the local committee in relation to Youth Issues and the future delivery of Youth Provision locally.

Membership

The Task Group will contain four appointees from the Local Committee - two county and two district councillors. In addition the Task Group can invite representatives from partner organisations and up to four young people from the district, all with equal status. The Task Group may also consult with other relevant members of the Committee.

General

1. It is proposed to reconstitute the Youth Services Task Group. The Task Group shall exist to advise the Mole Valley Local Committee. It has no formal decision making powers. The Task Group will:
 - A. Unless otherwise agree to meeting in private
 - B. Develop a work programme
 - C. Record actions,
 - D. Report back to the Local Committee as appropriate
2. The Task Group's function is to assist and advise the Local Committee in relation to youth Issues and the future delivery of youth provision locally.
3. Officers supporting the Task Group will consult the Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent local committee.
4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the local committee.
5. The Task Group terms of reference and Membership is to be reviewed and agreed by the local committee annually.

ANNEX 2

**Surrey County Council's Local Committee
(Mole Valley)**

Property Task Group

Terms of Reference

Objective:

To support the Local Committee in agreeing a common strategy for the assets collectively owned within Mole Valley by both authorities. This strategy will set out common objectives for service delivery and identify objectives that could be achieved through a coordinated approach to asset use and disposal.

Membership

The Task Group will consist of four appointees from the Local Committee - three county and one district councillor. The property portfolio holder for Mole Valley District Council will also sit on the group, though not a member of the local committee. The Task Group may also consult with other relevant members of the Committee.

General

1. It is proposed to reconstitute a Property Task Group under the Mole Valley Localism Pilot. The group will have no formal decision making powers. The Task Group will:
 - A. Unless otherwise agreed to meeting in private
 - B. Develop a work programme
 - C. Record actions,
 - D. Report back to the Local Committee as appropriate
2. Officers supporting the Task Group will consult the Group and will give due consideration to the group's reasoning and recommendations prior to the officer writing their report to the parent local committee.
3. The Task Group can, should it so wish, respond to an officer report and submit its own report to the local committee.
4. The Task Group terms of reference and Membership is to be reviewed and agreed by the local committee annually.

ANNEX 3

**Surrey County Council's Local Committee
(Mole Valley)**

**Parking Task Group
Terms of Reference**

Membership: The Parking Task Group will consist of four members, two county councillors and two district councillors.

Membership to the group will be through appointment of the Mole Valley Local Committee; members do not need to sit on the committee.

Role:

1. To ensure synchronicity to the implementation of both the Mole Valley DC and Surrey CC car parking strategies in Mole Valley.
2. Working together to, consult with communities and residents about options and opportunities for parking (in car parks and on street).
3. Reduce the town centre congestion that currently exists in evenings and on Sundays.
4. Provide an enforcement function that is fair, consistent and in line with an open and transparent enforcement policy.
5. The Parking Task group will advise and make recommendations, is not a decision making body and all decisions will need to be made through the relevant decision making body of either the Mole Valley Local Committee, Mole Valley District Executive or Surrey County Council Cabinet.

General

1. The Task Group will meet in private
2. The Task Group will keep a record of its actions
3. The Task Group will make recommendations on any issues with regard to parking controls and civil parking enforcement including the use of surplus income.
4. Officers supporting a Task Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee
5. The Task Group can, should they so wish, respond to an officer report and submit its own report to the Local Committee.