

Agenda

Tandridge
Local Committee

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

Discussion

- Agree Highways Forward Programme 2017/18 – 2018/19
- Receive report into June Caterham Floods
- Decision on application to divert Public Right of Way off Wilderwick Road, Dormansland



Venue

Location: Tandridge District
Council Offices, Station
Road East, Oxted,
Surrey, RH8 0BT

Date: Friday, 9 December 2016

Time: 10.15 am



SURREY

You can get involved in the following ways

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. 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.

Get involved

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.



Attending the Local Committee meeting

Your Partnership officer is here to help.

Email: victoria.eade@surreycc.gov.uk

Tel: 02085417939 (text or phone)

Website: <http://www.surreycc.gov.uk/tandridge>



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This is a meeting in public.

Please contact **Vicki Eade, Community Partnership and Committee Officer** using the above contact details:

- If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language
- If you would like to attend and you have any **additional needs, e.g. access or hearing loop**
- If you would like to talk about something in today's meeting or have a local initiative or concern.

Surrey County Council Appointed Members

Mr Nick Skellett CBE, Oxted (Chairman)
Mr Michael Sydney, Lingfield (Vice-Chairman)
Mr David Hodge, Warlingham
Mrs Sally Ann B Marks, Caterham Valley
Mr John Orrick, Caterham Hill
Mrs Helena Windsor, Godstone

District Council Appointed Members

Mr Chris Botten (Portley)
Mr Pat Cannon (Chaldon)
Mr Michael Cooper (Harestone)
Mr Martin Fisher (Oxted North and Tandridge)
Mr Rod Stead (Queens Park)
Mrs Lesley Steeds (Dormansland and Felcourt)

Chief Executive
David McNulty

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

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Thank you for your co-operation

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If you have any queries regarding this, please contact Vicki Eade, Community Partnership and Committee Officer

1 APOLOGIES FOR ABSENCE

To receive any apologies.

2 MINUTES OF PREVIOUS MEETING

(Pages 1 - 12)

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

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

Notes:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PETITIONS

To receive any petitions in accordance with Standing Order 68. Notice should be given in writing or by email to the Community Partnership and Committee Officer at least 14 days before the meeting.

Alternatively, the petition can be submitted on-line through Surrey County Council's e-petitions website as long as the minimum number of signatures (30) has been reached 14 days before the meeting.

One petition has been received:

1) Safer school run for Burstow Primary School (Mrs Catherine Coulson)

5 FORMAL PUBLIC QUESTIONS

To answer any questions from residents or businesses within the Tandridge District area in accordance with Standing Order 69. Notice should be given in writing or by email to the Community Partnership and Committee Officer by 12 noon four working days before the meeting.

6 MEMBERS QUESTIONS

To receive any written questions from Members under Standing Order

47. Notice should be given in writing to the Community Partnership and Committee Officer of formal questions by 12.00 noon four working days before the meeting.

7 DECISION TRACKER (FOR INFORMATION) (Pages 13 - 18)

This document provides an update on the decisions made at previous meetings of the Tandridge Local Committee starting from June 2015.

(Report attached).

8 MEMBERS ALLOCATIONS SUMMARY (FOR INFORMATION) (Pages 19 - 24)

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 2016/17 the County Council has allocated £10,296 revenue funding to each County Councillor. This report provides an update on the projects that have been received since April 2016 to date.

(Report and annex attached).

9 HIGHWAYS UPDATE 2016-17 (EXECUTIVE FUNCTION) (Pages 25 - 38)

At the 11th December 2015 Local Committee, Members agreed a programme of revenue and capital highway works in Tandridge. An amended programme of works was agreed on 23rd March 2016 to take account of the reduced revenue budget. Delegated authority was given to enable the forward programme to be progressed without the need to bring further reports to the Local Committee for decision. This report sets out recent progress. The report also updates Members on the progress of the Wider Network Benefits (East) scheme and the number of enquiries received from customers.

(Report and annex attached).

10 HIGHWAYS FORWARD PROGRAMME 2017/18 - 2018/19 (EXECUTIVE FUNCTION) (Pages 39 - 48)

This report seeks approval of a programme of highway works for Tandridge funded from the Local Committee's delegated capital and revenue budgets.

(Report and annex attached).

11 APPLICATION TO DIVERT PUBLIC FOOTPATH 415 DORMANSLAND (OTHER COUNTY COUNCIL FUNCTIONS) (Pages 49 - 82)

This report seeks a decision on whether to make a legal order to divert Public Footpath No. 415, Dormansland. Two objections have been received.

The officer's recommendation is that an order should be made.

(Report and 4 annexes attached).

- 12 APPLICATION TO DIVERT FOOTPATH 381 LINGFIELD (OTHER COUNTY COUNCIL FUNCTIONS)** (Pages 83 - 118)
- An application has been received from Network Rail to divert Public Footpath No. 381, Lingfield onto the existing Lingfield station footbridge on safety grounds under section 119a of the Highways Act 1980. A number of objections have been received. This report seeks a decision on whether to make a legal order to divert the footpath.
- The officer's view is that the application should be refused.
- (Report and 3 annexes attached).*
- 13 COMMUNITY SKILLS INITIATIVE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 119 - 124)
- This Community Skills initiative, developed in partnership with Kier Highways, seeks to address 3 key issues within Local Authority service areas:
1. Address skills shortages within the Highways Service through the targeted selection and training of local people who would not normally be able to access this employment;
 2. Provide vulnerable people with a supported route to employment that improves their economic wellbeing and reduces their reliance on statutory services;
 3. Provide enhanced service and social value within existing highways contracts and in so doing support the local authority's overall performance under the Social Value Act.
- (Report and annex attached).*
- 14 CATERHAM FLOODING - SECTION 19 REPORT (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 125 - 162)
- This report is to provide an update of activities and plans following the flooding in Caterham on the Hill and Coulsdon on the 7 June 2016. Although a number of flood resilience activities have taken place since the event, further work will be required to provide the most effective methods of mitigating the impact of future flood incidents.
- This report details the findings of the section 19 flood investigation in relation to the flood event that took place in Caterham on the Hill and Coulsdon on 7 June 2016 and lists the ongoing actions being taken by the Risk Management Authorities in this area.
- Members are asked to note the findings of the investigation and the suite of ongoing work by relevant authorities.
- (Report and annex attached)*
- 15 ON-STREET PARKING ENFORCEMENT UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 163 - 174)

Local Committees are responsible for agreeing on-street parking restrictions as part of the parking review process. Committees

have a scrutiny role in the enforcement operation and a share of any surplus income generated.

This report sets out the background for these arrangements and provides an update on the enforcement operation in Tandridge.

(Report and 2 annexes attached).

DRAFT

Minutes of the meeting of the
Tandridge LOCAL COMMITTEE
 held at 10.15 am on 23 September 2016
 at Tandridge District Council Offices, Station Road East, Oxted, Surrey, RH8
 0BT.

Surrey County Council Members:

- * Mr Nick Skellett CBE (Chairman)
- * Mr Michael Sydney (Vice-Chairman)
- Mr David Hodge
- * Mrs Sally Ann B Marks
- Mr John Orrick
- * Mrs Helena Windsor

* In attendance

71/16 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Mr David Hodge and Mr John Orrick, both due to illness.

72/16 MINUTES OF PREVIOUS MEETING [Item 2]

The minutes from the previous meeting on 24 June 2016 were agreed as a correct record.

73/16 DECLARATIONS OF INTEREST [Item 3]

None received.

74/16 PETITIONS [Item 4]

One petition, containing 399 signatures, was received from Mrs Rachel Turk. The petition, response from the Local Committee, and the comments made by the signatories, were all tabled at the meeting.

Mrs Turk set out the reasons for her petition. She called for improvements to the junction of Ray Lane with the A22 at Blindley Heath, following a fatal accident there on 17 August 2016.

Mrs Turk expressed concerns that the junction was dangerous, and stated that there had been multiple accidents at the site, including one where two people suffered serious neck injuries. Mrs Turk said that the junction is poorly signed, one of the signs is dirty and therefore fails to show up clearly, and the phasing of the traffic lights needs reviewing. Mrs Turk suggested introducing yellow lines at the junction, as well as more signage to warn drivers of the junction and encourage them to drive safely. Mrs Turk read out a selection of

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comments made by people who had signed the petition, which corroborated her concerns.

Zena Curry, Area Highway Manager, acknowledged the concerns of local residents, as expressed in the petition, but stated that there were no records of an accident involving serious neck injury at this location. She advised that she was unable to comment on the circumstances of the accident until the legal process had concluded.

Chris Cannon, Road Safety and Traffic Management Officer with Surrey Police, stated that while there have been accidents recorded to the north, south and east of the junction, no accidents have been recorded at the lights themselves. Therefore Surrey Police currently have no concerns about the safety of the traffic lights at the junction. A speed survey was conducted to the north of the junction in 2013, which showed average speeds were within the limit.

Mrs Helena Windsor, divisional member for Godstone, reminded the committee that residents in Blindley Heath had requested a 30mph speed limit at the Local Committee meeting on 24 June 2016, and asked when the speed survey would be undertaken. She questioned the phasing of the lights and whether this had been changed since the incident, as people had been seen working on it. She concurred that the phasing of the lights felt unsafe, and highlighted that this was a concern echoed within many of the comments made through the petition.

The Area Highway Manager confirmed that the speed survey would be undertaken before, or closely after, October half term, so that there are typical traffic conditions. Highways Officers have visited the site, and this is probably what was observed by residents locally.

Mr Michael Sydney, divisional member for Lingfield, asked why Highways couldn't provide the committee with timescales for when the investigation would be completed. He stated that it was clear from the comments on the petition what residents think of the junction, and wanted reassurance that the results of the investigation would be brought back to the Local Committee. The Road Safety and Traffic Management Officer confirmed that a file is being prepared for the Crown Prosecution Service, who will decide whether any one will be charged or not.

Mr Sydney expressed concern about the accuracy of the accident statistics, given that people do not always report accidents to the Police. The Road Safety and Traffic Management Officer advised that the statistics are compiled using a nationally agreed methodology, with data provided by hospitals and doctors, not just through the attendance of the Police.

Chairman Mr Nick Skellett proposed that the Local Committee add this junction to its list of improvement schemes for 2017-18. He stated that the Local Committee will act on the concerns of residents, and referred to a fatal accident on Titsey Hill, following which the committee had been able to implement new signage and a reduced speed limit. The Area Highway Manager agreed to add the junction to the forward programme, to see if it would be prioritised for future funding.

Mrs Sally Marks, divisional member for Caterham Valley, suggested Parish Councils were well placed to help, by reminding residents to report accidents, and by keeping a database of accident hotspots locally.

75/16 FORMAL PUBLIC QUESTIONS [Item 5]

6 formal public questions were received. Questions and responses were tabled at the meeting.

The Chairman permitted District Councillor Mr Pat Cannon to ask a question informally at the meeting.

1) Parish Councillor Stephen Blunden – pedestrian safety on Wolf's Hill

The Chairman referred Mr Blunden to the response, and to the drawing of the proposed scheme that was tabled at the meeting. The Chairman acknowledged that the road was narrow and on a bend.

Mr Blunden was pleased to see that the council had proposed a scheme. He stated that as a daily user of the road, he has serious concerns about pedestrian safety, and while the proposed scheme is a welcome development, he would like to see additional measures to slow the traffic down, and asked why a 20mph limit could not be put in place. Anita Guy, Principal Highway Maintenance Engineer stated that in order to comply with Surrey's speed limit policy, average speeds would need to be 24mph or less for a signed only 20mph speed limit to be effective. Therefore traffic calming measures would need to be installed to ensure drivers complied with a 20mph speed limit. However, the narrow road and lack of street lighting mean it is not possible to put in traffic calming measures.

Parish and District Councillor Mrs Liz Parker stated that there is a light, but it is covered with foliage, and that with a new development of 172 homes in Hurst Green, improvements to this road are necessary. Mrs Parker had concerns that the proposed hatching could make the road narrower, and potentially add to the risks.

The Chairman acknowledged the complexities around making improvements for pedestrians on this road, but agreed that it does need looking at. He proposed to discuss with the district and parish councils once the results of the road safety audit are known. The scheme will be put onto the ITS list, for review with the Parish Council.

2) Mr Mike Clark – congestion on Croydon Road Caterham

The Chairman referred Mr Clark to the written response.

Mr Clark asked whether there would be any funding for a review of the road design next year. He stated that, in his view, the road is unsafe. The parking issues and the road design itself results in the road becoming effectively a single lane, and that as a result it is unacceptable as a main road into Caterham. He argued that what was needed was more than a look at parking.

Mrs Marks acknowledged Mr Clark's concerns. For residents along this road, having somewhere to park is a key concern. Drivers need to drive carefully

and safely. Given that the road is the main route into Caterham, Mrs Marks agreed that the road does need looking at.

The Area Highway Manager stated that no complaints had been received from bus operators about congestion in the area, and invited Mr Clark to offer his support through the Parish Council, who would welcome his suggestions, particularly if they are applying for funds from the District Council through the Community Infrastructure Levy (CIL).

The committee agreed to highlight this road when assessing schemes for future years at the next informal meeting of the committee.

3) Chairman of Dormansland Parish Council, Peter Holgate – redirecting HGVs away from unsuitable roads

Chairman of the Parish Council Peter Holgate was unable to attend. The Chairman confirmed that the written response had been sent to him. Mr Sydney requested an update from the Transport Planning Engineer on progress since the Parish Council brought the petition in 2013.

4) Nutfield Parish Council – Mid Street speed limit

The Parish Council were unable to attend the meeting. The Chairman confirmed that the written response had been sent to them.

Mrs Windsor was very disappointed that the results of the speed survey were so close to meeting the policy threshold, and said that it seems to be cars travelling outside of school drop-off and pick-up times that have increased the average speeds.

The Road Safety and Traffic Management Officer, Surrey Police, agreed to meet with Mrs Windsor and the Parish Council to discuss the results.

5) Woldingham Parish Councillor Mr Rodney Fuller – Titsey Hill, hedges and road sweeping in Woldingham

Mr Fuller was unable to attend. The Chairman confirmed that the written response had been sent.

Mrs Marks stated that residents can view the road sweeping timetable on the District Council's website.

6) Whyteleafe Village Council – Gully clearance

The Village Council were unable to attend. The Chairman confirmed that the written response had been sent to them.

Mrs Marks stated that the gullies on Godstone Road, Whyteleafe need to be categorised as high risk. The road has suffered horrendous flooding, and yet adjacent gullies have been designated as medium risk. Mrs Marks has previously been assured by Highways that gullies had been cleared, only to find that the contractor had not actually done the work. The gully categorisation for this area needs looking at again – the response to the Village Council is inadequate.

The Chairman proposed to write to the county council's Cabinet to complain about the local prioritisation of gullies, express unhappiness with the centralisation of this service and request that the Committee look for a local contractor for additional gully clearing. Mrs Windsor seconded this proposal. In previous years, the Local Committee Chairman and Vice-Chairman had flexible use of funds and had been able to bring in contractors to do additional clearance. The Chairman acknowledged the awful ramifications for residents, of being flooded, and was clear that the issue of gully clearance in this area needed to be resolved urgently.

The Area Highway Manager acknowledged the committee's frustrations. There had been issues with the contract for gully clearing in the past. A new gully cleansing auditing process has been brought in to try and address this. The categorisation process was approved by Cabinet as part of the asset strategy, and there is the ability to promote local roads within this.

7) District Councillor Mr Pat Cannon - Rook Lane, Chaldon

The Chairman invited District Councillor Mr Pat Cannon to ask a question informally.

Mr Cannon requested measures to reduce speed and provide a crossing on Rook Lane, Chaldon, where he said there have been several near misses and minor accidents. The Senior Traffic Engineer, stated that the road was too narrow for a pedestrian island, but agreed to undertake a speed survey. She noted that there was no funding at present for a pedestrian crossing. She confirmed the speed survey will show the volumes of traffic as well, and agreed to share the full results with Mr Cannon.

76/16 MEMBERS QUESTIONS [Item 6]

Questions 1 and 2 and the responses were tabled at the meeting. Questions 3 and 4 were asked informally at the meeting.

1) Mr Nick Skellett - Pavement outside Moor House School

The Chairman proposed a meeting with the school and district council to discuss. District Councillor Mr Pat Cannon endorsed this.

2) Mr Nick Skellett – Use of Oxted pavements

The Chairman accepted the response.

3) Mr Nick Skellett – Woodhurst Lane

The Chairman asked that Woodhurst Lane be assessed when the committee prioritises schemes for 2017-18.

4) Mrs Helena Windsor – Blocked footpath

Mrs Windsor reported that footpath FP269 was blocked but that progress was now being made, and she has been told it is the next one on the list to be resolved.

77/16 DECISION TRACKER (FOR INFORMATION) [Item 7]

Declarations of Interest: None

Officer attending: Vicki Eade, Community Partnership and Committee Officer

Petitions, Public Question, Statements: None

The Chairman referred members to the tracker.

78/16 MEMBERS ALLOCATIONS SUMMARY (FOR INFORMATION) [Item 8]

Declarations of Interest: None

Officer attending: Sandra Brown, Community Partnership Team Leader – East

Petitions, Public Question, Statements: None

Member Discussion – Key Points:

The Chairman referred members to the report.

Members were pleased to note the ‘Singing for the Brain’ sessions were soon to start, and were keen to attend the group’s Christmas session.

Resolution:

The Local Committee (Tandridge) agreed to note:

(i) The Members’ Allocation applications received and amounts spent, where indicated, as set out in **Annex 1** of the report.

79/16 COMMUNITY SAFETY FUNDING (EXECUTIVE FUNCTION) [Item 9]

Declarations of Interest: None

Officer attending: Vicki Eade, Community Partnership and Committee Officer

Petitions, Public Question, Statements: None

The officer introduced the report. The proposals aimed to ensure better value for money and greater transparency.

Member Discussion – Key Points:

The Committee agreed to the proposals.

Resolution:

The Local Committee (Tandridge) RESOLVED to agree that:

(i) The delegated Community Safety budget of £3,000 per Local Committee for 2016/17 is to be retained by the Community Partnership Team, on behalf of the Local Committee, and that the Community Safety Partnership is invited to submit proposals that meet the criteria and principles for funding, as defined at paragraph 2.6 of this report.

(ii) Authority is delegated to the Community Partnership Manager, in consultation with the Chairman and Vice-Chairman of the Local Committee, to authorise the expenditure of the Community Safety budget in accordance with the criteria and principles stated at paragraph 2.6 of this report.

(iii) The Committee receives a report detailing the projects that were successful in being awarded the local community safety funding and the outcomes and impact they have achieved.

Reasons for decision:

A recent analysis of how the local committees' community safety funds were spent in 2015-16 revealed a mixed picture. While there were some notable examples of good practice, much of the funding was spent on activities that could have otherwise been delivered either through existing partnership work or by closer synergy with Surrey's established, strategic community safety projects. This report makes recommendations that are intended to secure greater oversight of the committee's expenditure and better value for money for projects that help to achieve the County's community safety priorities.

**80/16 PRESENTATION FROM GOVIA THAMESLINK (FOR INFORMATION)
[Item 10]**

Declarations of Interest: None

Officers attending: Phil Hutchinson, Head of Strategic Planning, Jane Cobb, 2018 Timetable Consultation Project Manager, Govia Thameslink

Petitions, Public Question, Statements: None

The officers presented the consultation just launched on the 2018 timetable.

The Head of Strategic Planning apologised to those present for the ongoing disruption affecting services locally and stated that the company is working hard to restore service levels. He told the committee about the 'step change' in infrastructure, capacity and connections that will come following the completion of the London Bridge project. It will be the biggest change to railway timetables in a generation. The consultation closes on 8 December 2016, and he asked for the committee's support in publicising the consultation locally. Following the consultation, a full timetable will be produced for Spring 2017.

There are changes proposed for the Tandridge area – these can be viewed online and in the consultation documents that the Head of Timetabling agreed to send to the committee. There will be positive changes for train users locally, where connections to London and the north will improve, as will capacity, through the introduction of longer trains, and increased frequency.

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For example, Caterham will see faster journeys into London, as the train will combine at Purley and continue as a fast train to London Bridge. The frequency is also proposed to increase to 4 per hour during the evenings.

Member Discussion – Key Points:

The Chairman agreed to help publicise the consultation, by sharing with District and Parish Councils. He asked that the committee be sent the consultation documents, so that they are clear what they are being asked to comment upon, and will seek to provide a response from the Local Committee. He invited the Govia representatives to attend the next informal meeting of the committee to discuss the proposals in more detail.

Members raised concerns about the impact of the changes on the number of cars parked on local roads, which is already a key frustration for her residents, and called for more parking to be provided. Mr Hutchinson said there were no plans for increasing car parking within this consultation. He agreed to take the concerns back to the Local Development Manager for Govia Thameslink, who had been unable to attend the meeting.

In response to a question from Mr Sydney, Mr Hutchinson said there were no plans for double decker trains in the near future.

In response to a question from Mrs Windsor, Mr Hutchinson said there were no proposed changes to the frequency of trains on the Tonbridge line, but a new evening service running directly to London was being proposed.

The Area Highway Manager asked that Govia link with Surrey Highways and Transport, who look at bus links with railway timetables. The Head of Timetabling confirmed they were planning to meet with local bus operators as part of the consultation.

The officers said there is a Local Development Fund for integration of services locally, and the committee were keen to know more about this fund.

81/16 MILITARY COVENANT UPDATE (FOR INFORMATION) [Item 11]

Declarations of Interest: None

Officer attending: Canon Peter Bruinvels, Civilian – Military Liaison Adviser to Surrey County Council,

Petitions, Public Question, Statements: None

Canon Peter Bruinvels outlined the achievements of both the County Council and Tandridge District Council in offering support to the military community.

The Surrey Civilian-Military Partnership Board (SCMPB) is now chaired by Mrs Marks. Every department within the county council now has an armed forces officer champion, and Surrey has secured the second highest amount of funding in the UK amounting to £500,000 through Covenant Grants in England. District Councillor Pat Cannon, is the first serving Council Chairman to also be the Armed Forces Champion. The SCMPB job description for

armed forces champions as developed by Surrey is now being used UK wide by the MoD as an exemplar.

Surrey's contact centre staff have received training so they now ask residents calling whether they have served in the armed forces, so that they can be referred to service charity 'ssafa' if appropriate. Work is underway with Kent and surrounding authorities now to share best practice and coordinate information.

Surrey County Council has been awarded the Employers Recognition Scheme 'Gold Award', which recognises them as a military friendly employer. Among a very limited number of high profile blue chip companies (22), Surrey was one of only two county councils to secure this award.

The next steps will be to encourage businesses to adopt the community covenant, and encourage them to take on reservists. The Civilian-Military Liaison Officer referred the committee to a directory of information, advice and guidance put together for military families to help them access public services.

Member discussion – key points:

Members offered their thanks to the Civilian-Military Liaison Officer, for his enthusiasm and determination in working so hard to represent the military.

District Councillor Mr Pat Cannon endorsed this, and expressed his gratitude to Mrs Marks for her help as Chairman of the SCMPB.

The Chairman announced that he was in discussions with the district council to secure the return of district councillors to the Local Committee, and was keen to look at a joint committee going forwards. Mr Cannon stated that he would be writing to the Leader of the district council to endorse this, as he sees the value of the Local Committee.

82/16 SPEED LIMIT - GODSTONE ROAD BLETCHINGLEY (EXECUTIVE FUNCTION) [Item 12]

Declarations of Interest: None

Officers attending: Zena Curry, Area Highway Manager

Petitions, Public Question, Statements: None

To accommodate the residents who had come to the meeting for this item, the Chairman amended the agenda to take this item after Item 7.

Member Discussion – Key Points:

The Chairman reported that he had spoken with Chris Cannon, Road Safety and Traffic Management Officer with Surrey Police ahead of the meeting, and that due to a lack of prior consultation with the Parish and District Councils, he was minded to defer the item until the committee's December meeting.

Divisional Members Mrs Windsor said residents had not had time to comment on the proposals.

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A number of local residents spoke in favour of deferring the decision. Residents of Sunnybanks Villas addressed the committee, and asked for the decision to be postponed. Resident Mrs Janine Marks said that the Parish Council needed to be consulted, and that the existing 30mph limit was needed, particularly in light of new housing developments and proposed car park which should be taken into consideration. Another resident called for greater enforcement of the existing 30mph speed limit, and was frustrated that residents had not been permitted to conduct any Speedwatch activity in this area. Resident Mr Blackwell spoke of his experience seeing people speeding in this area.

The Area Highway Manager agreed to the consultation proposed, prior to consultation as part of the traffic order process, but stated that the report would still come back in December with the same recommendation for decision. Surrey Police's Road Safety and Traffic Management Officer agreed to meet with the residents.

Mrs Windsor proposed to defer the decision. Mrs Marks seconded the proposal.

The Local Committee (Tandridge) RESOLVED to defer this item until the 9 December 2016 meeting

Reason for decision:

To allow for consultation with Parish and District Councils

83/16 HIGHWAYS SCHEMES 2016-17 UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 13]

Declarations of Interest: None

Officers attending: Zena Curry, Area Highway Manager

Petitions, Public Question, Statements: None

The Chairman Mr Nick Skellett left the meeting at this point at 12:30pm. Mr Sydney, Vice-Chairman of the Local Committee, took over as Chairman for this item.

Member Discussion – Key Points

Mrs Windsor asked about Green Lane, Outwood, which had been on the original list for resurfacing but nothing has happened. The Principal Highway Maintenance Engineer, agreed to look into this and respond to Mrs Windsor.

Mrs Marks asked about High Lane, Warlingham, where the farmer is concerned for safety. The Principal Highway Maintenance Engineer responded that Highways are about to issue a traffic order that does not allow motor vehicle access, which will enable lockable bollards to be put up. Officers agreed to send Mrs Marks a copy of the letter that is being sent to residents there to advise them.

Mr Sydney asked about progress on dropped kerbs for Dormans Road, Dormansland. Officers confirmed that this will be done this financial year if sufficient funds are available, or during 2017-18.

Mrs Marks confirmed with the Area Highway Manager that she had asked for the following issues in Caterham to be looked into: i) speeding on Burntwood Lane, ii) inconsiderate parking at the Mercedes-Benz garage on Croydon Road by the roundabout, iii) parking at Waitrose, (iv) the exit from Morrisons supermarket onto Harestone Valley Road, v) dates for completion of the yellow lines on Croydon Road, and vi) a speed survey for Stafford Road. The Area Highway Manager acknowledged receipt of these issues, and agreed to look into them and report back to Mrs Marks.

Mr Sydney asked why Reigate and Banstead parking enforcement officers had not been undertaking enforcement activity in Dormansland and Lingfield as agreed with the Parking Strategy and Implementation Manager. The Area Highway Manager agreed to look into this and respond to Mr Sydney.

The Area Highway Manager invited members to submit their comments on structures and drainage in a report that would be circulated to them shortly. She confirmed that the Winter Service report did not come to this Local Committee this year, as it would be taken to Cabinet.

Meeting ended at: 12.45 pm

Chairman

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Local Committee Decision Tracker

This Tracker monitors progress against the decisions that the local committee has made. It is updated after each committee using the 'RAG' (red, amber, green) ratings below.

Green: Actions are on track and progressing as expected towards the agreed deadline.

Amber: Action is off track but corrective measures are in place to meet the original or updated deadline.

Red: Action has not been progressed and is off track. Deadline will not be met.

NB. Once actions have been reported to the committee as complete, they are removed from the tracker.

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
11 Dec 2015	5	Public Questions – Question 1 Residents at Le Personne requested a crossing point on Banstead Road, and could section 106 money be used. The Committee agreed Highways would discuss with the divisional Member and if appropriate when costings established write a letter to Tesco to ask if they could contribute. Could also ask the Parish and District Councils to do the same to strengthen the request.	Sept 2016	Amber	Highways	Site meeting held with Councillor Orrick. Feasibility study to be commissioned using S106 funding. During this study a speed survey will be carried out to assess the type of crossing required.
23 March 2016	5	Public Questions – Question 1. Parking on Grange Road, Caterham, the Divisional Member felt it would be appropriate to monitor the parking in one year to assess if there has been an impact.	March 2017	Green	Parking	Due for review in March 2017

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
23 March 2016	6	Members Question – Nick Skellett Following a request for rumble strips on Titsey Road, Highways agreed to look at various options to reduce speed.	Sept 2016	Green	Highways	Proposals for the introduction of rumble strips on the approach to the 30mph speed limit are being designed and priced. Improvements to the existing gateway south of Sandy Lane could also be considered. The proposals will be shared with the divisional Member prior to any scheme being progressed. The agreed measures will be implemented this financial year.
23 March 2016	8	Members Allocation The Committee agreed to use allocation from 2016/17 to set up a Singing for the Brain group with the Alzheimer's society in the north of the district.	Sept 2016	Green	Community Partnership Team	The group is now up and running, and the Alzheimers Society continue to promote the group.
23 March 2016	11	School Travel Plan Members asked if a cost savings to residents report could be produced.	June 2016	Green	Luke Forshaw	Report circulated to committee members in November
24 June 2016	4	Dormansland Petition The committee agreed to undertake a speed survey and assessment of safety under the Road Safety Outside Schools policy. Members requested that Highways provide an update on potential funding and timescales for a scheme for the September committee.	September 2016	Green	Zena Curry	This is one of the schemes included within the Highways Forward Programme, for agreement at the 9 December meeting

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
24 June 2016	4	Pendell Road Bletchingley petition Highways to undertake a speed survey and review of signage.	September 2016	Green	Zena Curry	Signs that were missing have now been installed on site. The speed survey has been carried out and the measured mean speeds comply with Surrey's policy for a signed only speed limit reduction to 40mph. This is one of the schemes included within the Highways Forward Programme for decision at the 9 December meeting.
24 June 2016	4	Hurst Green Road petition Members requested an update from Highways for the September committee on the technical appraisal, patching and status on Horizon programme. Members agreed to install a VAS and asked Highways to liaise with petitioners and divisional member on positioning.	September 2016	Green	Zena Curry	Requested that Hurst Green Road is included in any future Operation Horizon Servicing Programme. Patching works will be undertaken during this financial year. The VAS sign has been ordered through Skanska.
24 June 2016	5	Public question – speed limit on Rockshaw Road Highways agreed to arrange a site visit with the divisional member to look at the issues	September 2016	Green	Zena Curry	Site visit completed. Speed survey has been carried out and we are awaiting the results.
23 September 2016	4	Petition – Ray Lane with Eastbourne Road junction Members requested that the junction be added to the ITS list for consideration for future funding, and that the committee be kept informed about the outcome of the Police investigation.	December 2016	Amber	Zena Curry	Awaiting outcome of the Police investigation.

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
23 September 2016	5	Public Question – Wolfs Hill Chairman requested that this scheme is added to the forward programme for consideration of future funding, for discussion with the Parish Council, and that the outcome of the road safety audit is discussed with the parish and district councils.	December 2016	Amber	Zena Curry	Road safety audit has been received and forwarded to the Chairman for his consideration.
23 September 2016	5	Public Question – Croydon Road Caterham Members requested that this road is reviewed as consideration for a future scheme that looks at the road design, with a view to alleviating congestion.	November 2016	Green	David Curl	Road to be included within next parking review, and the committee is looking at how parking is enforced on this road. Will seek to coordinate with the development of the Caterham Masterplan.
23 September 2016	5	Public Question – redirecting HGVs away from local roads Members requested an update on the project to redirect HGVs	November 2016	Green	Peter Hitchings	Briefing note sent to Dormansland Parish Council and committee members
23 September 2016	5	Public Question – speed limit on Mid Street Chris Cannon, Road Safety and Traffic Management Officer with Surrey Police to meet with Councillor Helena Windsor and Nutfield Parish Council to discuss the speed survey results	November 2016	Red	Zena Curry	Surrey Police were unable to meet.

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
23 September 2016	5	Public Question – Whyteleafe gullies The committee agreed to write to the county council's Cabinet to complain about the gully prioritisation process and how gullies are categorised, and to request local discretion to arrange additional clearance of local roads.	October 2016	Green	Vicki Eade	The committee wrote to Mr John Furey, Cabinet Member for Highways, Transport and Flooding. The committee has explored options for alternative contractors that could be looked at further when the current contract expires in 2020. The gullies on A22 Whyteleafe are being urgently looked at for re-prioritisation to high risk, and the other roads highlighted by the local committee are also being reviewed.
23 September 2016	5	Informal public question – Rook Lane Chaldon speeds Highways agreed to undertake a speed survey on this road and to share the results with District Councillor Pat Cannon.	December 2016	Green	Senior Traffic Engineer	Speed survey added to the speed survey request log.
23 September 2016	6	Members Question – Moor House School The Chairman requested a meeting with the school, district council and Surrey Highways to look at this issue	November 2016	Green	Traffic Engineer	Meeting held, and issues raised being looked into by Highways and Tandridge District Council.

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9 DECEMBER 2016



SURREY

**LEAD OFFICER: SANDRA BROWN, COMMUNITY PARTNERSHIPS TEAM
LEADER EAST**

**SUBJECT: LOCAL COMMITTEE & MEMBERS' ALLOCATION FUNDING –
UPDATE**

DIVISION: ALL TANDRIDGE

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 2016/17 the County Council has allocated £10,296 revenue funding to each County Councillor. This report provides an update on the projects that have been received since April 2016 to date.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to note:

- (i) The Members' Allocation applications received and amounts spent, where indicated, 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 2016-21 Confident in Surrey's Future that highlights three themes which make Surrey special and which it seeks to maintain:
 - Wellbeing;
 - Economic prosperity;
 - Resident experience

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- 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 Members' 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 PROJECTS:

- 2.1 Two examples of projects that have received funding:

The Caterham Flag

Councillors Sally Marks and John Orrick each gave £500 towards the creation of a flag for Caterham. A competition was held to design the flag, which symbolises the town and links the town together.

The winning design, chosen by a small committee after public consultation, had to be adapted slightly to be registered by the Institute of Flags. It needed to be printed as well as sewn. The flag was unveiled at the Soper Hall, Caterham on 20 November.

Many entries were from children and a copy of the flag will be given to each school. Other flags will be flown in prominent locations and at local events.

The Woodhouse Centre, Oxted

Councillor Nick Skellett gave £902 towards the replacement of the boiler in the Woodhouse Centre. The existing boiler, which was the original one, was having many problems.

Clients of the Woodhouse Centre are mostly elderly and some are disabled. There are about 40 attending per morning. Many other people use the Centre for other activities and meetings and all will appreciate having a warm building.

3. ANALYSIS:

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

4. OPTIONS:

- 4.1 The Committee is being asked to note the applications that have already been received.

5. CONSULTATIONS:

- 5.1 In relation to new applications the local councillor will have discussed the project 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 applications 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 applications comply with the Council's Financial Framework which contains the financial rules and regulations governing how Members' Allocation 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 received after the deadline for this report.

7. EQUALITIES AND DIVERSITY IMPLICATIONS::

- 7.1 The Members' Allocation budget 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 application 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:
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- 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: Diana Ambrose Local Support Assistant
(diana.ambrose@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 application forms are retained by the Community Partnerships Team

Tandridge Members Allocations Expenditure - Balance Remaining 2016-2017

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

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David Hodge	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE DATE PAID	
				£10,296.00	
	EF400236375	Surrey Arts	The Orchestra of Unlimited Potential (UP!)	£80.00	18/05/2016
	EF700345948	Tandridge Trust Leisure and Culture ltd	Singing for the Brain (Alzheimer's Society)	£600.00	12/08/2016
	EF700364293	YMCA East Surrey	HeadSpace	£300.00	28/10/2016
	EF700365113	Tatsfield in Bloom	Tatsfield in Bloom 2017	£1,000.00	02/11/2016
BALANCE REMAINING				£8,316.00	

Sally Marks	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE DATE PAID	
				£10,296.00	
	EF700324617	Disability Challengers	Caterham Youthscheme Summer Project	£1,784.00	16/06/2016
	EF400236375	Surrey Arts	The Orchestra of Unlimited Potential (UP!)	£80.00	18/05/2016
	EF700345948	Tandridge Trust Leisure and Culture ltd	Singing for the Brain (Alzheimer's Society)	£600.00	12/08/2016
	EF700364802	Caterham Carnival Committee	I O S H (Institute of Occupational Safety and Health) training	£838.80	02/11/2016
	EF700364802	Caterham Carnival Committee	Plaque	£4.00	02/11/2016
	EF700365623	Caterham Community Partnership	The Caterham Flag	£500.00	10/11/2016
BALANCE REMAINING				£6,489.20	

John Orrick	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE DATE PAID	
				£10,296.00	
	EF400236375	Surrey Arts	The Orchestra of Unlimited Potential (UP!)	£80.00	18/05/2016
	EF700329147	Chaldon Village Hall	Chaldon Village Hall flooding repair works	£3,000.00	28/06/2016
	EF700329147	Chaldon Village Hall	Plaque	£8.00	29/06/2016
	EF700345948	Tandridge Trust Leisure and Culture ltd	Singing for the Brain (Alzheimer's Society)	£600.00	12/08/2016
	EF700365623	Caterham Community Partnership	The Caterham Flag	£500.00	10/11/2016
	EF700364802	Caterham Carnival Committee	I O S H (Institute of Occupational Safety and Health) training	£838.80	02/11/2016
	EF700364802	Caterham Carnival Committee	Plaque	£4.00	02/11/2016
BALANCE REMAINING				£5,265.20	

Nick Skellett	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE DATE PAID	
				£10,296.00	
	EF400236375	Surrey Arts	The Orchestra of Unlimited Potential (UP!)	£80.00	18/05/2016
	EF700345948	Tandridge Trust Leisure and Culture ltd	Singing for the Brain (Alzheimer's Society)	£1,169.00	12/08/2016
	EF700362731	The Oxted BID	Christmas Lights - additional power connectors to street lamps	£2,013.00	10/11/2016
	EF700364144	The Woodhouse Centre	Replacement of boiler in the Centre	£902.00	28/10/2016
BALANCE REMAINING				£6,132.00	

Please speak to your local Councillor before applying as there may be applications under discussion that are not reflected in the balances above.

0% of submitted bids have been processed within 14 days

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Tandridge Members Allocations Expenditure - Balance Remaining 2016-2017

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

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Michael Sydney	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE DATE PAID	
					£10,296.00
	EF800296716	Dormansland Parish Council	Flowerbeds in Dormansland	-£541.00	
	EF700316591	Crowhurst Parish Council	Defibrillator	£1,000.00	19/05/2016
	EF700316591	Crowhurst Parish Council	Plaque	£8.00	20/05/2016
	EF700334597	Dormansland Carnival Committee	Dormansland Carnival 2016	£500.00	16/06/2016
	EF700324593	Burstow Parish Council	Smallfield CCTV	£1,000.00	08/06/2016
	EF400236375	Surrey Arts	The Orchestra of Unlimited Potential (UP!)	£80.00	18/05/2016
	EF700352130	RH7 History Group	Times Goes By Exhibition	£100.00	05/09/2016
			BALANCE REMAINING	£8,149.00	

Helena Windsor	REFERENCE	ORGANISATION	PROJECT DESCRIPTION	REVENUE DATE PAID	
					£10,296.00
	EF700331272	South Nutfield Parochial Church Council	Hall Chairs at South Nutfield Christ Church	£1,400.00	28/06/2016
	EF700331272	South Nutfield Parochial Church Council	Plaque	£8.00	29/06/2016
	EF400236375	Surrey Arts	The Orchestra of Unlimited Potential (UP!)	£80.00	18/05/2016
	EF700334597	Outwood Parish Council	Outwood Village Replacement Play area; preparation of grounds	£1,925.00	16/06/2016
	EF700334597	Outwood Parish Council	Plaque	£8.00	10/06/2016
	EF700345948	Tandridge Trust Leisure and Culture Ltd	Singing for the Brain (Alzheimer's Society)	£600.00	12/08/2016
	EF700350299	Bletchingley Parish Council	Air Quality Monitor for A25	£1,500.00	05/09/2016
	EF700369303	Bletchingley Church House Charity	Storage for community user groups	£2,000.00	22/11/2016
			BALANCE REMAINING	£2,775.00	

Please speak to your local Councillor before applying as there may be applications under discussion that are not reflected in the balances above.

0% of submitted bids have been processed within 14 days

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9 DECEMBER 2016
 LEAD OFFICER: ZENA CURRY, AREA HIGHWAY MANAGER



SUBJECT: HIGHWAY SCHEMES UPDATE

DIVISION: ALL

SUMMARY OF ISSUE:

At the 11th December 2015 Local Committee, Members agreed a programme of revenue and capital highway works in Tandridge. An amended programme of works was agreed on 23rd March 2016 to take account of the reduced revenue budget. Delegated authority was given to enable the forward programme to be progressed without the need to bring further reports to the Local Committee for decision. This report sets out recent progress. The report also updates Members on the progress of the Wider Network Benefits (East) scheme and the number of enquiries received from customers.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to:

- i) Note the contents of the report;
- ii) Authorise the Area Team Manager in consultation with the Chairman and Vice Chairman to finalise the list of local priority schemes for inclusion in the Horizon 2 Roads Major Maintenance Programme (HRMM) by 31st January 2017, following consideration of the selection of schemes under the influence of the Local Committee at the informal Local Committee meeting on 25 November 2016.

REASONS FOR RECOMMENDATIONS:

To update the Local Committee on the progress of the highway works programme in Tandridge.

1. INTRODUCTION AND BACKGROUND:

- 1.1 In December 2015, Local Committee agreed its forward programme for both Integrated Transport Schemes (ITS) Capital Improvement Schemes and ITS Capital Maintenance Schemes. Local Committee also agreed the allocation of its revenue budget for maintenance works. A revised works programme was agreed in March 2016 to take account of the reduced revenue budget devolved to the Local Committee.

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- 1.2 To allow flexibility in the delivery of the Local Committee's highways work programme, delegated authority was given so that works could be progressed without the need to bring further reports to the Local Committee for decision.
- 1.3 In addition to the Local Committee's devolved highways budget, developer contributions are used to fund, either wholly or in part, highway improvement schemes to mitigate the impact of developments on the highway network. The Road Safety Team also has a small Countywide budget which is used, on a priority basis, to address sites with an identified collision problem.

2. ANALYSIS:

- 2.1 **Capital Highway Schemes:** Progress on the approved Local Committee funded programme of highway works in Tandridge is set out in **Annex 1**. It also provides an update on schemes being progressed using developer contributions and the Road Safety Team's schemes for Tandridge.
- 2.2 **Wider Network Benefits (East) scheme:** This project will aid Surrey County Council with managing traffic on the "A" Road Network across the east side of Surrey (Epsom and Ewell, Reigate and Banstead, Mole Valley and Tandridge – the "Coast to Capital" Local Enterprise Partnership corridor), by utilising the latest "Intelligent Transport Systems" developments.
- 2.3 Outline design and procurement of the Automatic Number Plate (ANPR) Cameras, CCTV Traffic Cameras and Variable Message Signs (VMS) are now completed and detailed design of these elements is being refined, whilst site surveys are completed and contractors are mobilised to commence installation of these three work streams.
- 2.4 Installation of ANPR Cameras will commence shortly on the A24, A25, A29 and A246. Most of these cameras will be installed on existing Surrey CC apparatus; Traffic Signals and Lamp Columns, with the installation of new poles for cameras avoided wherever possible.
- 2.5 CCTV Traffic Camera installation has been delayed slightly whilst final decisions are taken on which sites to have installed, as final costs mean that it is unlikely that there is sufficient project budget to install all preferred sites. Again, wherever possible existing Surrey CC apparatus will be used to mount the camera at key locations across the "A" Road network. It is however still anticipated that all installation of CCTV should be completed by April 2017.
- 2.6 VMS installation will also commence shortly and will be a far more visible asset on the A Road network. Final detailed revisions on VMS siting are ongoing, although approximate locations from a network management perspective are already identified. Again it is anticipated that the majority of new VMS signs will be installed by April 2017.
- 2.7 Once these new assets are all commissioned, the back office systems required to link to this equipment will be completed and tested at the Network Management Information Centre Leatherhead.
- 2.8 Work in 2017/18 will focus on "Dial Up Signal Control" (DUSC) Traffic Signal Controllers upgrade and installation and the subsequent design of alternate signal strategies required to make best use of this technology.

2.9 **Customer Enquiries:** The number of enquiries received, by Surrey County Council, between January and September 2016 is 114,082, an average of 12,676 per month. This is a reduction of 1,400 per when compared to previous months, but is still above the 2015 position, which averaged 11,000 per month at the same point.

2.10 **Table 1** below shows the total number of enquiries received from January-September 2016, compared to the same period in 2015.

Period	Surrey Highways: Total enquiries (no.)	Tandridge: Total enquiries (no.)	Local Area Office: Total enquiries (no.)
Jan – Sept 2015	93,885	8,387	3,168
Jan – Sept 2016	114,082	12,493	4,846

Table 1: Customer Enquiries

2.11 For Tandridge specifically, 12,493 enquiries were received between January and September 2016, 4,846 (39%) were directed to the local area office for action, of these 97% were resolved. This response rate is in line with the countywide average.

2.12 As part of our efforts to improve the customer experience, the online reporting is being redesigned, allowing better tracking of reports and the ability to use the maps to identify defects that have already been reported. The outcome of which will be to reduce multiple reports and remove the need for additional site visits by Kier and SCC officers.

2.13 Unfortunately due to problems with the complaints system, information regarding the number and detail of complaints received was not received in time to include within this report. Should any information be received prior to this Local Committee, this information will be included within an addendum and distributed at the Local Committee meeting.

3. OPTIONS:

3.1 Not applicable.

4. CONSULTATIONS:

4.1 Not applicable

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 Budgets are closely monitored throughout the financial year and monthly updates are provided to the Local Committee Chairman and Vice-Chairman. The Local Committee have put in place arrangements whereby monies can be vired between different schemes and budget headings.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding. The needs of all road users are considered as part of the design process for highway schemes.

www.surreycc.gov.uk/tandridge

7. LOCALISM:

7.1 Local issues can be addressed through the Member's Community Enhancement Budget.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below
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	No significant implications arising from this report

8.1 Crime and Disorder implications

A well-managed highway network can contribute to reduction in crime and disorder.

8.2 Sustainability implications

The use of sustainable materials and the recycling of materials is carried out wherever possible and appropriate.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 Progress on the programme of revenue and capital highway works in Tandridge is set out in **Annex 1**. The Local Committee is asked to:

- i) Note the contents of this report;
- ii) Authorise the Area Team Manager in consultation with the Chairman and Vice Chairman to finalise the list of local priority schemes for inclusion in the Horizon 2 Roads Major Maintenance Programme (HRMM) by 31st January 2017, following consideration of the selection of schemes under the influence of the Local Committee at the informal Local Committee meeting on 25 November 2016.

10. WHAT HAPPENS NEXT:

10.1 Delivery of the highway works programme will continue and a further update report will be presented to the next meeting of the Local Committee.

Contact Officer:

Anne-Marie Hannam, Senior Engineer, South East Area Team, 03456 009 009

Consulted:

Not applicable

Annexes:

Annex 1: Summary of Progress

Sources/background papers:

- Report to Tandridge Local Committee, 11th December 2015, Highways Forward Programme 2016/17 – 2017/18
 - Report to Tandridge Local Committee, 23rd March 2016, Revised Highways Forward Programme 2016/17 – 2017/18
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CAPITAL ITS IMPROVEMENT SCHEMES		
Project: Woldingham Road/Station Road, Woldingham		
Detail: Junction improvement	Division: Warlingham	Allocation: 22,626
Progress: Scheme to improve safety at the junction of Woldingham Road/Station Road. Works on site completed, stage 3 audit to be carried out.		
Project: A25 Westerham Road, Limpsfield		
Detail: Measures to support speed limit reduction	Division: Oxted	Allocation: 20,000
Progress: The speed limit along the A25 Westerham Road outside Limpsfield Infant School has been reduced to 30mph. To encourage compliance with the lower speed limit, it is proposed to install Vehicle Activated Signs on both approaches to the school and provide a gateway feature at the eastern start of the 30mph speed limit. The gateway has been ordered and we are currently awaiting a price for the 2 Vehicle Activated Signs. These measures will be implemented by March 2017.		
Project: Farleigh Road/Harrow Road, Warlingham		
Detail: Junction improvement	Division: Warlingham	Allocation: £25,000
Progress: Works to replace the existing traffic calming in Farleigh Road with a combination of road tables and cushions as well as the installation of a mini-roundabout at the junction of Farleigh Road/Harrow Road are now complete. A Stage 3 Safety Audit for this scheme has been carried out.		

CAPITAL ITS IMPROVEMENT SCHEMES		
Project: Outwood – various roads		
Detail: Speed Management	Division: Godstone	Allocation: £8,000
<p>Progress: Phase 2 of the speed limit reduction on various roads in Outwood following the report to Tandridge Local Committee in September 2015. Design is ongoing and the 40mph speed limits in Dayseys Hill, Rookery Hill, Prince of Wales Road, Chapel Road and Brickfield Road will be implemented by 31st March 2017.</p>		
Project: High Lane, Warlingham		
Detail: Vehicle restriction	Division: Warlingham	Allocation: £10,000
<p>Progress: Introduction of “No Motor Vehicles” restriction on part of High Lane with associated barriers to stop use by inappropriate vehicles whilst maintaining access for pedestrians and horse riders. Consultation has been carried out with residents directly affected. The Traffic Order has also been advertised. Subject to there being no objections, the restriction will be implemented by the end of March 2017.</p>		
Project: Redehall Road, Smallfield		
Detail: Alternative Traffic Calming Measures	Division: Lingfield	Allocation: £15,000
<p>Progress: Meeting held with Burstow Parish Council to discuss design options, work continuing on alternative traffic calming options to replace the existing speed cushions. Five design options have been developed and a decision as to which option to progress is being made by the Divisonal Member and Parish Council. Detailed design is to be carried out during 2016/17 with a view to construction of part or all of the scheme during 2017/18, dependent on which option is chosen.</p>		

CAPITAL ITS IMPROVEMENT SCHEMES		
Project: Stanstead Road, Caterham		
Detail: Speed Reducing Measures	Division: Caterham Hill	Allocation: £20,000
Progress: A scheme to provide kerb buildouts with priority give ways at 6 locations in Stanstead Road is being progressed for implementation this financial year. Works have been provisionally programmed to begin on site in February 2017.		
Project: Station Road East, Oxted		
Detail: Pedestrian Crossing Improvements	Division: Oxted	Allocation: £5,000
Progress: Scheme comprising dropped kerbs and tactile paving on Station Road East, to the east of Amy Road, have been completed.		
Project: Tithepit Shaw Lane, Hamsey Green		
Detail: Hamsey Green Infants Safer Routes to School	Division: Warlingham	Allocation: £50,000
Progress: An initial report looking at existing provision of guard railing and feasibility of providing a pedestrian crossing facility outside the Infants School is complete. Funding is not currently available for the installation of a pedestrian crossing, however design works are being progressed for a kerb build out and alterations to the existing lining. It is likely that these works will be implemented next financial year, subject to the agreement of the 2017/18 forward programme.		
Project: Small Safety Schemes		
Detail: As below	Division: As below	Allocation: £5,000
Titsey Road, Oxted – Measures to reduce vehicle speeds Oxted Following the installation of a Vehicle Activated Sign in March 2016, other measures to help reduce vehicle speeds in the 30mph section of Titsey Road are to be investigated, including road markings and rumble strips, with work to be carried out in January-March 2017.		

CAPITAL ITS IMPROVEMENT SCHEMES		
Project: Signs and Road Markings		
Detail: To be identified	Division: All	Allocation: £3,000
Project: Stage 3 Road Safety Audits		
Detail: To be carried out as required	Division: All	Allocation: £2,000
Farleigh Road/Harrow Road – see above.		

CAPITAL ITS MAINTENANCE SCHEMES (LSR/FOOTWAYS)

Note: Local Committee funded LSR programme 2016/17 will be delivered by the Works Delivery Team

Project	Division	Update
Roffes Lane, Chaldon	Caterham Hill	Complete
Court Farm Road, Warlingham	Caterham Valley	Complete
High Street, Bletchingley	Godstone	Cancelled
Church Lane (Townpath)/Stychens Lane, Bletchingley	Godstone	To be programmed
Wilderwick Road, East Grinstead	Lingfield	Completed
Home Park, Hurst Green	Oxted	Work on-going
Limpsfield Road/Clarks Lane, Titsey	Warlingham	Complete

POTENTIAL DEVELOPER FUNDED SCHEMES

Project: Oak Grove (Oaklands Hospital Site)

Detail: Pedestrian Crossing Improvements | **Division:** Caterham Hill

Progress:

Section 106 funding was collected from the Oak Grove (Oaklands Hospital) site to provide improvements to pedestrian crossing facilities in the immediate vicinity of the development. A meeting was held with the divisional Member to look at a number of locations where improvements to pedestrian crossing facilities have been requested. Following this meeting improvements to pedestrian crossing facilities in Banstead Road is to be progressed, and will be submitted to Tandridge District Council as part of an application for the release of the funding.

Any S106 funding remaining following completion of the above works could be used to meet a request from Chaldon Village Council to further investigate the feasibility of providing measures to assist pedestrians in Rook Lane near Chaldon Common Road, subject to the agreement of Tandridge District Council.

Project: High Street/Plough Road/Dormans Road, Dormansland

Detail: Junction Improvement | **Division:** Lingfield

Progress:

Initial design of road table and cushions at High Street/Plough Road/Dormans Road/Hollow Lane junction was funded by Local Committee in 2015/16. Report submitted to Tandridge District Council seeking reallocation of s106 funding collected from the development of 72-72 High Street in order to fund this scheme. Developer refused this request. Seeking funding from Tandridge Local Committee to enable construction in 2017/18 (see separate report on this agenda).

PARKING**Progress:**

The report for the 2016 review went to the local committee on 24 June, where some additional locations were added. The formal advert of the proposals was published on 26 October following a delay due to local Tandridge District Council elections.

Note: Information correct at time of writing (24/11/16)

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9th DECEMBER 2016

LEAD OFFICER: ZENA CURRY, AREA HIGHWAY MANAGER

SUBJECT: HIGHWAYS FORWARD PROGRAMME 2017/18 – 2018/19

DIVISION: ALL

**SUMMARY OF ISSUE:**

This report seeks approval of a programme of highway works for Tandridge funded from the Local Committee's delegated capital and revenue budgets.

RECOMMENDATIONS:**The Local Committee (Tandridge) is asked to:**General

- (i) Note that the Local Committee's devolved highways budget for capital works has been reduced as set out in the Medium Term Financial Plan, to £272,294 in 2017/18 and to £226,912 in 2018/19, and that it has been assumed that the revenue budget for 2017/18 remains the same as for 2016/17, at £195,303;
- (ii) Note that a further report will be presented to the March 2016 meeting of the Tandridge Local Committee to agree a revised programme should the devolved budget vary from these amounts;

Capital Improvement Schemes (ITS)

- (iii) Agree that the capital improvement schemes allocation for Tandridge be used to progress the Integrated Transport Schemes programme set out in Annex 1;
- (iv) Authorise that the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, be able to vire money between the schemes agreed in Annex 1, if required;
- (v) Agree that the Local Committee Chairman, Vice-Chairman and Area Team Manager, together with the relevant local divisional Member are able to progress any scheme from the Integrated Transport Schemes programme, including consultation and statutory advertisement that may be required under the Road Traffic Regulation Act 1984, for completion of those schemes. Where it is agreed that a scheme will not be progressed, this will be reported back to the next formal meeting of the Local Committee for approval.

- (vi) The Area Team Manager, in consultation with the Local Committee Chairman and Vice-Chairman, be able to vire money between the capital improvement schemes (ITS) and capital maintenance (LSR) budgets, and vice-versa, if required;

Capital Maintenance Schemes (LSR)

- (vii) Agree that the capital maintenance schemes allocation for Tandridge be divided equitably between County Councillors to carry out Local Structural Repair, and that the schemes to be progressed be agreed by the Area Maintenance Engineer in consultation with the Local Committee Chairman, Vice-Chairman and local divisional Members;

Revenue Maintenance

- (viii) Authorise the Area Maintenance Engineer, in consultation with the Local Committee Chairman, Vice-Chairman and relevant local divisional Member, to use £195,303 of the revenue maintenance budget for 2017/18 as detailed in Table 2 of this report;
- (ix) The Area Maintenance Engineer, in consultation with the Local Committee Chairman and Vice-Chairman, be able to vire the revenue maintenance budget between the identified work headings in Table 2;
- (x) Agree that £5,000 per County Councillor be allocated from the revenue maintenance budget for Highways Localism Initiative works, and that if bids for this funding have not been received by the end of May 2016, the monies revert to the relevant Member to use to fund Community Enhancement works;
- (xi) Agree that Members should contact the Area Maintenance Engineer to discuss their specific requirements with regard to any Community Enhancement allocation and arrange for the work activities to be managed by the Area Maintenance Engineer on their behalf;
- (xii) Agree that the revenue maintenance gang be managed on Members' behalf by the Area Maintenance Engineer.

REASONS FOR RECOMMENDATIONS:

To agree a forward programme of highways works in Tandridge for 2017/18 – 2018/19, funded from the Local Committee's devolved budget.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Tandridge Local Committee receives a devolved budget for highway works in the district, comprising both capital and revenue allocations. At the time of writing this report, the County's budget for 2017/18 had not been set.

1.2 **Capital:** The Medium Term Financial Plan (MTFP) 2015 - 20 sets out a reduction in the projected countywide budget for capital Local Transport Schemes (ITS) from to £3.5m in 2016/17 and £3.0m in 2017/18 and £2.5m in 2018/19. Assuming the reduced capital budget is ratified by Council and based on the formula used in previous years to allocate the budget between the 11 Districts and Boroughs, it is estimated that Tandridge will receive £272,294 in 2017/18 and £226,912 in 2018/19. It is proposed that this capital budget will be split equally between ITS improvement schemes and ITS maintenance schemes, as in previous years.

1.3 **Revenue:** This report is written on the basis that the Local Committee will be receiving £195,303 revenue funding in 2017/18, a similar level as received in 2016/17.

1.4 Table 1 summarises the various funding streams together with the assumed budgets for 2016/17. It also refers to the relevant parts of the report which set out how it is proposed to allocate this funding and the recommendations relating to each funding stream.

Funding Stream	Assumed Level of Funding 2016/17	Relevant sections of report	Relevant recommendations
Capital Improvement Schemes (ITS)	£136,147	Paras. 2.1 – 2.3 Annex 2	(iii) – (vi)
Capital Maintenance Schemes (LSR)	£136,147	Paras. 2.4 – 2.5	(vii)
Revenue Maintenance	£195,303	Para.2.6 Table 2	(viii) – (xii)
Total	£467,597		

**Table 1 – Summary of Local Committee Funding Levels 2017/18
(based on MTFP and 2016/17 budgets)**

1.5 In previous years the Local Committee agreed a series of delegated authorities and virements which enable the highways programme to be delivered in a flexible and timely manner. It is proposed that these arrangements are put in place again for 2017/18.

1.6 In addition to the Local Committee's devolved budget, there are Countywide capital budgets which are used to fund major maintenance (Operation Horizon), surface treatment schemes, footway schemes, drainage works and safety barrier schemes.

1.7 Countywide revenue budgets are used to carry out both reactive and routine maintenance works. The local area team manages a centrally funded revenue budget to carry out drainage investigation and small repairs locally.

- 1.8 The Road Safety Team manages a small Countywide budget to implement small safety schemes which are prioritised by the collision savings they provide. They also hold a small budget for the maintenance of Vehicle Activated Signs and Wig Wag signs at school crossing patrol sites.
- 1.9 Contributions collected from developers through s106 agreements or Community Infrastructure Contributions (CIL) are used to fund, either wholly or in part, highway improvement schemes which mitigate the impact of developments on the highway network.
- 1.10 This report sets out the proposed programme of highway works for Tandridge funded from the Local Committee's devolved capital and revenue budgets.

2. ANALYSIS:

Capital Improvement Schemes (ITS)

- 2.1 The capital improvement budget is used to carry out Integrated Transport Schemes (ITS) which aim to improve the highway network for all users, in line with the objectives set out in the Local Transport Plan. It is projected that the budget for capital improvement schemes will reduce to £136,147 in 2017/18 and £113,456 in 2018/19, in line with the budgets set out in the MTFP.
- 2.2 To improve the planning and delivery of ITS capital improvement schemes, a two year rolling programme has been developed. **Annex 1** sets out the suggested ITS forward programme for 2017/18 – 2018/19. It should be noted that funding has been allocated under the headings 'small safety schemes' and 'signs and road markings'. This will enable works to be carried out to address issues that arise during the year, subject to approval by the Chairman, Vice-Chairman and relevant divisional Member.
- 2.3 It is recommended that the allocation for ITS capital improvement schemes is used as set out in **Annex 1**. It is proposed that the Area Highway Manager, in consultation with the Chairman and Vice-Chairman, be able to vire money, if required, between the schemes listed in **Annex 1**.

Capital Maintenance Schemes (LSR)

- 2.4 The capital maintenance budget is used to carry out small carriageway surface treatment schemes (LSR - local structural repair), larger patching work or footway improvement works in roads that would not score highly under the County's prioritisation process but the condition of which are of local concern. It is projected that the capital maintenance schemes budget will reduce to £136,147 in 2016/17, in line with the budgets set out in the MTFP.
- 2.5 As in previous years, it is suggested that the capital maintenance budget is divided equitably between County Members. It is proposed that schemes to be progressed will be identified by the Area Maintenance Engineer in consultation with the Chairman, Vice-Chairman and divisional Members.

Revenue Maintenance

2.6 The revenue maintenance budget is assumed to remain at £195,303 in 2017/18. As in previous years, it is suggested that the budget is used to fund revenue works under specific item headings, as shown in Table 2 below.

Item	Allocation	Comment
Drainage / ditching works*	£30,000	To address continuing pressure for drainage maintenance and repairs, and to allow for hiring additional jetting resource in Tandridge.
Tree & vegetation works*	£18,000	Increased allocation for tree works, hedge flailing etc.
Parking	£10,000	Contribution towards 2016/17 parking review in Tandridge.
Signs and road markings**	£5,000	Allocation to enable urgent replacement of missing signs and provision of new signs.
Speed Limit Assessments**	£2,500	Reduced funding (£5,000 in 2015/16) to reflect cost of surveys and number undertaken this financial year.
Localism Initiative/Community Enhancement	£30,000	£5,000 per County Member for Localism works in their divisions. Any localism funding not bid for by Parishes by end May 2016 reverts to the relevant Member to use for Community Enhancement works.
Minor Maintenance Works	£99,803	Provision of a minor works maintenance gang for approximately 8 months, hire of mini excavator, extra jetter and hire of gang to carry out clearance of visibility splays at junctions.
TOTAL	£195,303	

* Works to be identified by the Area Maintenance Engineer in consultation with the Chairman, Vice-Chairman and relevant divisional Member

** Works to be agreed by the Area Highway Manager in consultation with the Chairman, Vice-Chairman and relevant divisional Member

Table 2 – Suggested Revenue Maintenance expenditure for 2017/18

3. OPTIONS:

3.1 The Local Committee is being asked to approve a forward programme of highway works for Tandridge, as set out in this report.

4. CONSULTATIONS:

4.1 The proposed programme of highway works for Tandridge has been developed in consultation with the Chairman, Vice-Chairman and members of the Local Committee.

4.2 Appropriate consultation will be carried out as part of the delivery of the works programme.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The Medium Term Financial Plan 2015 - 20 sets out a reduction in the projected countywide budget for capital Local Transport Schemes (ITS) from £3.5m in 2016/17 to £3.0m in 2017/18 and £2.5m in 2018/19. This report has used these reduced levels of capital funding to develop a programme of capital improvement and maintenance schemes in Tandridge.
- 5.2 It has been assumed that the Local Committee will receive a similar level of devolved revenue funding for 2018/19 as it received this financial year.
- 5.3 It is proposed that a further report be presented to the March meeting of the Local Committee should the devolved budget vary significantly, from the amounts set out in this report.
- 5.4 The Local Committee's devolved highways budget is used to fund works which are a priority to the local community. A number of virements are in place or suggested to enable the budget to be managed so as to enable the programme to be delivered in a flexible and timely manner.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 It is an objective of Surrey Highways to treat all users of the public highway equally and with understanding.

7. LOCALISM:

- 7.1 The Highways Service is mindful of the localism agenda and engages with the local community as appropriate before proceeding with the construction of any highway scheme.
- 7.2 Specific funding is allocated from the Local Committee's devolved budget which allows Parish Councils and Residents' Associations to bid to the Local Committee for the funding of local revenue projects.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below
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	No significant implications arising from this report

8.1 Crime and Disorder implications

A well-managed highway network can contribute to reduction in crime and disorder.

8.2 Sustainability implications

The use of sustainable materials and the recycling of materials is carried out wherever possible and appropriate.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The report sets out the proposed programme of highway works for Tandridge for 2017/18 – 2018/19, to be funded from the Local Committee's devolved capital and revenue budgets. It is recommended that the Local Committee agree the programme as set out in section 2 of this report and Annex 1 of this report.

10. WHAT HAPPENS NEXT:

10.1 Officers will progress schemes and deliver works for 2017/18, and will update Members at future meetings.

Contact Officer:

Philippa Gates, Traffic Engineer, South East Area Team, 03456 009 009

Consulted:

Annexes:

Annex 1: Integrated Transport Schemes Programme 2017/18 – 2018/19

Sources/background papers:

None

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ANNEX 1

TANDRIDGE INTEGRATED TRANSPORT SCHEME (ITS) PROGRAMME 2017/18 - 2018/19

Scheme/Title	2017/18			2018/19 ¹			Comments
	D	C N	Budget Allocation	D	C N	Budget Allocation	
Redehall Road, Smallfield - alternative traffic calming measures		•	£20,000		•	£25,000	Removal of existing traffic calming and provision of alternative measures, to be constructed in 2 phases Design carried out 2016/17.
Tithepit Shaw Lane, Hamsey Green - Hamsey Green Infants SRtS		•	£20,000				Measures to address road safety, possible kerb build-out. Design carried out 2016/17.
Tandridge Lane - school safety measure	•	•	£8,000				Proposed provision of vehicle activated signs in vicinity of school
High Street, Dormansland - pedestrian crossing points		•	£6,000				Petition to Tandridge Local Committee June 2016. Majority funded by developer funding from Mulberry Mews development
High Street / Plough Road / Dormans Road / Hollow Lane - junction improvement / traffic calming	•	•	£45,000				Measures to improve safety at junction
Farleigh Road / Harrow Road - remedial works	•	•	£4,000				Mini roundabout at Farleigh Road / Harrow Road constructed 2015/16. Works required following Stage 3 Safety Audit
A25 Westerham Road - speed limit reduction	•	•	£4,000				Petition to Tandridge Local Committee March 2015 to reduce speed limit to 50mph. Measured mean speeds comply with policy for speed limit reduction
Roffes Lane, Chaldon - speed limit reduction	•	•	£3,000				Request from resident to reduce speed limit to 30mph raised by Divisional Member. Measured mean speeds comply with policy for speed limit reduction
A22 Godstone Road, Whyteleafe - speed limit change	•	•	£2,000				Anomaly between speed limit order and location of signs to be rectified
Halliloo Valley Road / Woldingham Road / Bug Hill - junction improvement	•		£4,500		•	£20,000	Measures to address road safety at junction
Buxton Lane / Salmons Lane - pedestrian facilities near existing mini-roundabout	•		£4,500		•	£50,000	Would benefit children on route to Audley, St Francis and De Stafford schools
Pendell Road/Bletchingley Road - speed limit reduction	•	•	£3,500				Petition to Tandridge Local Committee June 2016. Measured mean speeds comply with policy for speed limit reduction to 40mph
Small safety schemes - Schemes to be agreed for design and/or construction	•	•	£6,647	•	•	£13,546	Schemes to be identified during the year
Stage 3 Road Safety Audits			£2,000			£2,000	Post-construction audit of schemes implemented in previous financial year
Signs and road markings	•	•	£3,000	•	•	£3,000	Schemes to be identified during the year
			£136,147			£113,456	

NOTES:

¹ The programme for 2018/19 is indicative and subject to confirmation. Costs may change following design

KEY:

- D = Design
- C = Construction

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9 DECEMBER 2016



**LEAD OFFICER: DEBBIE PRISMALL
SENIOR COUNTRYSIDE ACCESS OFFICER**

**SUBJECT: PUBLIC FOOTPATH No. 415, DORMANSLAND –
DIVERSION APPLICATION**

DIVISION: LINGFIELD

SUMMARY OF ISSUE:

This report seeks a decision on whether to make a legal order to divert Public Footpath No. 415, Dormansland. Two objections have been received.

The officer's recommendation is that an order should be made.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to agree that:

A Diversion Order is made under section 119 of the Highways Act 1980, to divert Public Footpath No. 415, Dormansland onto the line shown A – D – E – F on Drg. No. 3/1/129/H13 and that if any objections are received and maintained to the Order that it is submitted to the Secretary of State for the Environment, Food and Rural Affairs for determination.

REASONS FOR RECOMMENDATIONS:

Officers are of the view that the criteria for making a diversion order have been met. The alternative route will benefit the landowner as well as providing a useful, safer link in the rights of way network.

1. INTRODUCTION AND BACKGROUND:

The Application

- 1.1. Mr and Mrs K Atkinson of Moor Hall, Wilderwick Road, Dormansland have applied to divert Public Footpath No. 415 where it crosses their property. The proposed diversion is shown on Drg. No. 3/1/129/H13 attached at **Annex A**. A plan showing the wider rights of way network is attached at **Annex B**. Their reasons for wishing to move the footpath are to:
- Improve access to bridleway no. 409, thus removing the need to walk on Wilderwick Road, where there is no footway;

ITEM 11

- Remove confrontation due to loose dogs and reduce the attacks on sheep. They say that walkers, usually with dogs, wander all over the fields.
- 1.2. The definitive route currently runs from a stile at point A on Sandhaves Hill in a northerly direction across a grass field, used to graze sheep, to a stile at point B. It then continues along a field edge to a stile at Wilderwick Road, beside the entrance to Moor Hall. The total distance A – B – C is 335m. The proposed route would commence from point A where the current stile would be replaced by a kissing gate. It would continue around the field edge in a westerly and then northerly direction to culverts at points D and E. It would then continue in a more north-westerly direction around the field edge to a kissing gate at point F to meet Public Bridleway No. 409.
- 1.3. The applicants have agreed to pay the County Council's costs of processing their application and making a diversion order. They have also agreed to undertake all the necessary works to put the new route in on the ground. This would include clearing any vegetation and the installation of 2 culverts and 2 kissing gates. They would fence the proposed route leaving a width of 2.0 metres.

Objections

- 1.4. The adjoining landowners along the western boundary, Swites Limited, and Dormansland Parish Council have both objected to the proposed diversion.
- 1.5. Swites Limited, is incorporated specifically for ownership, stewardship and conservation of Moorhaves, Swites and Furzefield woods together with two small adjoining wild flower and native grassland meadows to the west. The area of approximately 60 acres supports a large area of ancient semi-natural and ancient replanted woodland. Its current ecological status is a Site of Nature Conservation Importance (SNCI). Swites Limited's objection is attached at **Annex C**. Their objections are summarised below:

Grounds of objection	Officer's comments
Inevitable disturbance to wildlife along the woodland edge corridor by people and their dogs being forced to use this diverted footpath.	There is already sheep fencing along the woodland/ field boundary. Another line of sheep fencing would be installed at a width of 2.0m. Although people and their dogs would be able to use the footpath they would not be able to enter the woodland.
A double fenced corridor beside dense woodland with kissing gates at each end is out of place and will detract from the unspoilt natural beauty of this open field walk situated in an Area of Outstanding Natural Beauty.	Many paths that cross land containing livestock are double fenced. If the landowners wished to they could fence in the current definitive route.
A new access to BW 409 is not necessary due to the existence of FP 416.	FP 416 is not a comparable alternative as it is 1km away to the west at its southern end and 500m at the northern end. A new access onto

	BW 409 would create a circular route for walkers incorporating FP 416.
The diversion is unnecessary because FP 415 is little used.	It is argued that the FP is little used because it goes to a busy narrow road with no connecting rights of way nearby. At the moment walkers are forced to walk along Wilderwick Road where there is no footway either northwards for 430m to the entrance of BW 409 or southwards for 274m to FP 413.
On the rare occasions when FP 415 is used walkers would need to travel 1053m instead of 335m to return to Wilderwick Road.	There is no reason why walkers would want to return to Wilderwick Road as there are no residential properties or linking routes between the entrances of FP 415 and BW 409.
FP 415 has been moved on a previous occasion at the landowners' request to a position to the side of the entrance to Moorhawes Business Centre. Why was this major re-routing not proposed at the time?	The northern section of FP 415 was diverted in 1990 at the request of the current landowners. This diversion moved the footpath out of the car parking area approximately 20 metres to the west off the driveway to Moor Hall. The County Council records do not show whether a greater diversion was discussed at that time.
The landowners were aware of FP 415 when the property was purchased 30 years ago.	According to our records the landowners have been in correspondence with the County Council since at least 2005 regarding walkers not sticking to the path, dropping litter and problems with dogs. The possibility of a diversion has been discussed with Countryside Access Officers in the past.
If double fencing is required to avoid disturbance to sheep the problem can be resolved by double fencing existing FP 415. The cost compares favourably with single fencing the much longer diversion route.	The landowners do not wish to fence in the current definitive route as it would make the fields smaller, make it difficult to move sheep around and be unsightly across an open field. The recorded definitive width across the field is only 3 feet. If this was to be double fenced it would make it extremely narrow for walkers.

- 1.6. Dormansland Parish Council's objection is attached at **Annex D**. They have objected on the following grounds:

Grounds of objection	Officer's comments
The proposed footpath would effectively create a new footpath rather than a diversion of the original one. A diversion starts and ends at	Under the legislation, a diversion must connect with the same highway or a highway connected to it. In this instance the diversion starts at the

<p>the same places as the original, just taking a slightly different route: this is not the case in the current proposal.</p>	<p>same point (point A) and then joins public bridleway no. 409, which is connected to Wilderwick Road. The proposal therefore meets the criteria for a diversion.</p>
<p>The landowner’s intention to fence both sides will adversely affect the public’s enjoyment of the countryside. Many footpaths cross or edge fields with sheep or cattle and dog owners are respectfully requested to ensure their dogs are kept on leads.</p>	<p>The footpath would be double fenced at a width of 2.0 metres. The double fencing would allow walkers to let dogs off the lead away from sheep. Unfortunately, at the moment not all walkers are keeping their dogs on the lead through the sheep field. It is considered that the increase in distance and the linking in with other rights of way would increase the public’s enjoyment of the footpath.</p>
<p>The Parish Council has been alerted to the inevitable disturbance to the wildlife which would result if the proposals were carried out.</p>	<p>The field is already fenced along its western boundary and therefore walkers or dogs would not be able to enter Swites Wood.</p>

- 1.7. The County Council Ecologist has looked at the objection submitted by Swites Ltd and has made the following comment: “Having read the information, I agree that there is likely to be an adverse impact on wildlife both by the creation of the diverted route but also any from any future tree and shrub management. Woodland edges, or ecotones, are very important parts of a woodland and creating a new footpath next to the woodland will adversely affect this part of the woodland habitat. Managing trees on a woodland edge is also problematic as it can cause windthrow by exposing trees to greater amounts of wind. The woodland is identified as ancient woodland and is also a Site of Nature Conservation Importance and is an irreplaceable habitat. If a new development was proposed next to an ancient woodland, a buffer zone of 15m would be required. It is likely that the additional fence line would be within the root impact zone with the potential to cause harm to the trees along the woodland edge. I also note that dormice and great crested newts are mentioned, both are European Protected Species. From the photographs, habitat suitable for dormice might be directly affected. As this has been raised in a response, it would probably be necessary to conduct a dormouse survey before proceeding. However, my recommendation would be not to proceed with this diversion, it may be that a less damaging route could follow the northern boundary’.

Comments on the objections

- 1.8. The proposed route would run beside Swites Wood for 620m at a width of 2.0 metres. The recorded definitive width of the footpath between points A – B is only 3 feet. The diversion would therefore provide a wider route for walkers. There is no possible northern boundary route that would benefit the landowner or be so convenient for walkers as the current proposal. The boundary of the field is already stock proofed so people and dogs are not able to enter the woodland area. There appears to be no public access in Swites Wood and therefore no disturbance to wildlife within its boundary. The Natural Environment and Rural Communities Act 2006 (NERC) places a duty on the County Council to ‘have regard’, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity. After

having 'regard' to wildlife issues it is considered that the impact on wildlife would be minimal compared to improving safety for walkers. The diversion would take them off the busy, narrow road. It would create an important link in the rights of way network and provide the opportunity for a circular route by linking in with other public rights of way in Surrey and West Sussex. These routes can be seen on the plan attached at **Annex B**.

- 1.9. The Rights of Way Improvement Plan is a statutory document, which identifies changes that can be made in respect of the management and improvement of rights of way, in order to meet the Government's aim of better provision for walkers, cyclists, equestrians and people with mobility difficulties. It states in the Plan that where appropriate and feasible, the County Council will consider diverting existing routes to form a more coherent network and to increase the accessibility of the network for those less mobile. This proposed diversion meets those aims. The definitive route currently has 3 stiles on it, which can be a problem for less able walkers whereas the proposed route would have kissing gates.
- 1.10. The Plan also refers to the high level of road traffic in Surrey having several negative impacts on users of the rights of way network, who are by definition vulnerable road users. Where a path ends at a highway with no direct connection, vulnerable road users are forced to use the carriageway, which can act as a serious disincentive to use of the route. A main objective of the Plan for improving connectivity is to provide a continuous off-road circular route for health and recreation, particularly close to centres of population. This footpath is on the edge of East Grinstead and the proposed diversion would provide a better connected route.
- 1.11. Surrey Highways has been consulted and have commented that Wilderwick Road is a narrow 2-way road with significant traffic flows, particularly at peak hours, as drivers use it to access East Grinstead. The road has a number of bends and the speed limit is 40mph. Along the majority of the road there are hedges close to the carriageway edge with only very narrow verges. Given the conditions of high traffic flows and lack of verge width, and bends restricting visibility it is not in their view an appropriate road for pedestrians to walk along. However, they acknowledge that it is not dissimilar to very many other roads that link public rights of way.
- 1.12. The accident data from the last 5 years shows 3 recorded accidents on Wilderwick Road in the vicinity of the footpath entrance. Two involved vehicles losing control and coming off the road and the other involved a car hitting a pedestrian.

Reasons for officer recommendation:

- 1.13 Consideration of the application and the objections received has been a balancing exercise between biodiversity issues and highway issues including public safety. The proposed diversion meets both the criteria under the Highways Act and county policy. It would benefit the landowner as well as providing a more useful, wider, safer link in the rights of way network and therefore the recommendation is that a diversion order should be made.

2. ANALYSIS:

- 2.1. Section 119 of the Highways Act 1980 enables the County Council to divert a public footpath either in the interests of the landowner, lessee or occupier of the land or of the public. In doing so, regard must be had to the enjoyment of the public and the effect that the diversion would have on the land. Furthermore the alternative route must not be substantially less convenient to the public than the current definitive route.
- 2.2. In addition to the criteria set out in the Highways Act 1980 the County Council's policy states that, except in exceptional circumstances, diversion orders will only be made where they result in an improvement to the existing rights of way network for the public. The needs of less able users must also be taken into account.
- 2.3. The proposed diversion would meet 2 of the 5 main objectives in the Surrey Rights of Way Improvement Plan, which is a statutory document. These are: to improve connectivity of rights of way and reduce severance; and to improve accessibility to services, facilities and the wider countryside along rights of way.
- 2.4. The NERC Act 2006 places a duty on the County Council to have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.
- 2.5. Under the Equality Act 2010 the Council must consider the needs of those with mobility impairments when managing rights of way and access.

3. OPTIONS:

- 3.1. Make a Diversion Order and advertise it in accordance with the statutory procedures. If any objections are received and maintained, submit the order with the objections to the Secretary of State for determination. This is the Officer's preferred option.
- 3.2. Reject the application and the definitive route will remain where it is.

4. CONSULTATIONS:

- 4.1. All interested parties were consulted. The Ramblers responded saying "We have no objection to the proposal. Assuming the new path will be created in accordance with the usual standards required by Surrey County Council for a public footpath, it will – despite being longer than the path it will replace – make a significant contribution to improving the network of public rights of way in this area." Tandridge District Council officer response is that they have no objection "subject to the proposed new route being satisfactorily surfaced and clearly waymarked."

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 The applicants have agreed to meet the costs of making an order and to undertake the works for creating the proposed route on the ground. If an order were made and objected to it would have to be submitted to the Secretary of State for determination. If it was decided to hold a Public Inquiry or Hearing the

County Council would be liable for costs in the region of £1,000, which would be met from the Countryside Access budget.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 The existing route currently has 3 stiles on it, whereas the proposed route would have 2 kissing gates making access easier for less able walkers.

7. LOCALISM:

- 7.1 Public Footpath No. 415 is used purely as a recreational route. It does not provide access to an amenity such as a railway station, church, shop or school and therefore any increase in walking distance is seen as a benefit particularly as it would remove the need to walk on the road thus improving safety for local residents. The diversion would introduce a new off-road link, creating a new circuit with public rights of way to the west and into West Sussex.

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	N/a
Safeguarding responsibilities for vulnerable children and adults	N/a
Public Health	N/a

8.1 Crime and Disorder implications

The proposed diversion would reduce the incidents of trespass and the risks of dog attacks on sheep.

8.2 The Human Rights Act 1998

Under Section 6 (1) of the Human Rights Act 1998, local authorities are required to act, as far as possible, in a way that does not breach rights contained in the European Convention on Human Rights. This includes the right to property, under Article 1 of the First Protocol to the Convention. In the officer's view this proposal has no human rights implications.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Officer's recommendation is that a diversion order should be made.

The Local Committee (Tandridge) is asked to agree that:

A Diversion Order is made under section 119 of the Highways Act 1980, to divert Public Footpath No. 415, Dormansland onto the line shown A – D – E – F on Drg. No. 3/1/129/H13 and that if any objections are received and maintained to the Order that it is submitted to the Secretary of State for the Environment, Food and Rural Affairs for determination.

10. WHAT HAPPENS NEXT:

10.1 All interested parties will be informed about the decision.

Contact Officer:

Debbie Prismall, Senior Countryside Access Officer Tel. 020 85419343

Consulted:

Advisory notices were placed on site, Tandridge District Council, Dormansland Parish Council, Open Spaces Society, The Ramblers, Legal Services, County Ecologist, Surrey Highways, Michael Sydney County Councillor, Swites Ltd, statutory utility companies.

Annexes:

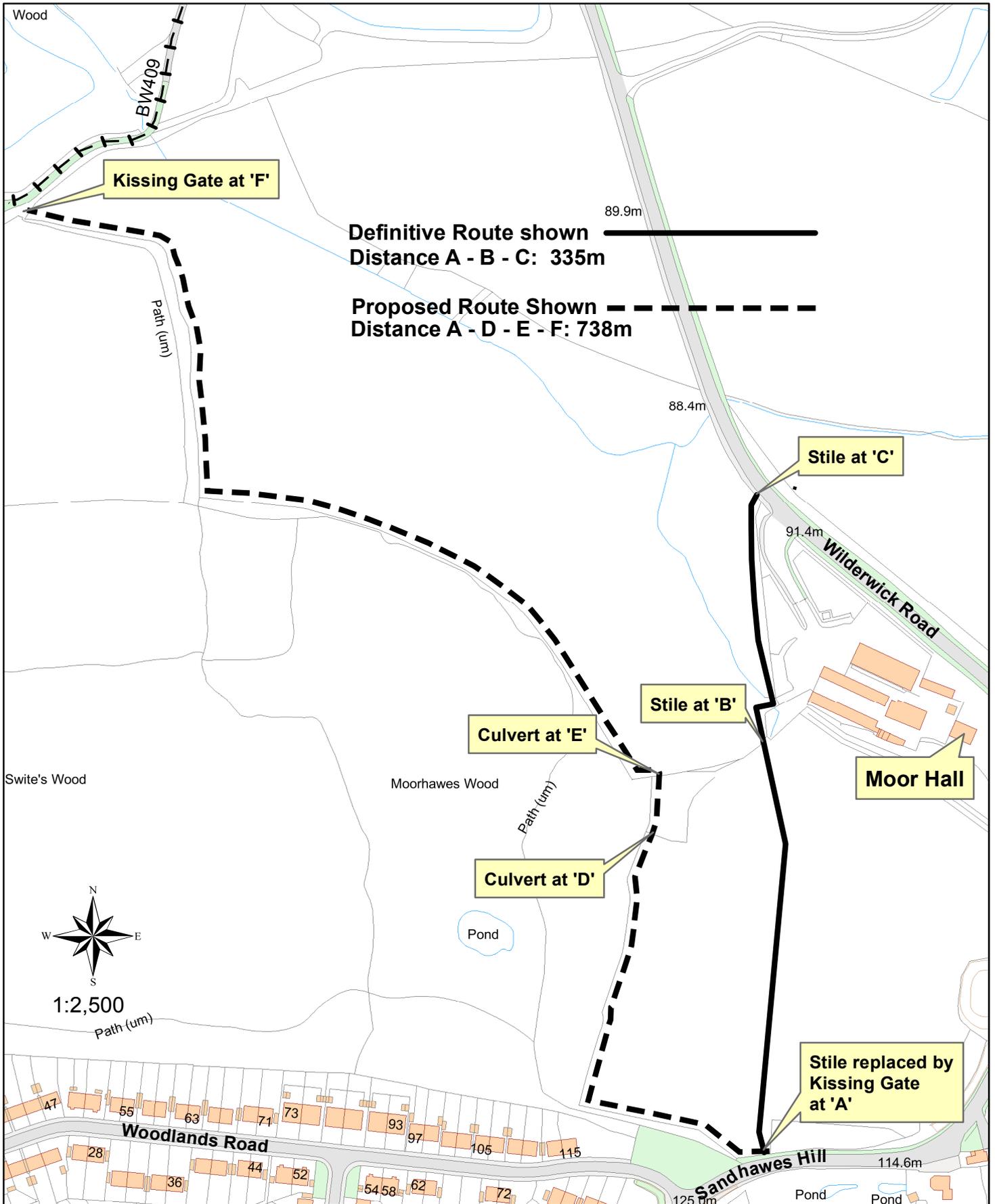
Annex A – Drg. No. 3/1/129/H13
Annex B - Location plan
Annex C – Objection from Swites Ltd
Annex D - Objection from Dormansland Parish Council

Sources/background papers:

Papers contained in file 3/1/129 Dormansland FP 415

PUBLIC FOOTPATH 415 DORMANSLAND PROPOSED DIVERSION

ITEM 11



**District of Tandridge
Parish of Dormansland**

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Grid Ref at 'A'
540000 139668

Date: 20/01/2015
Printed by: AW 01/15

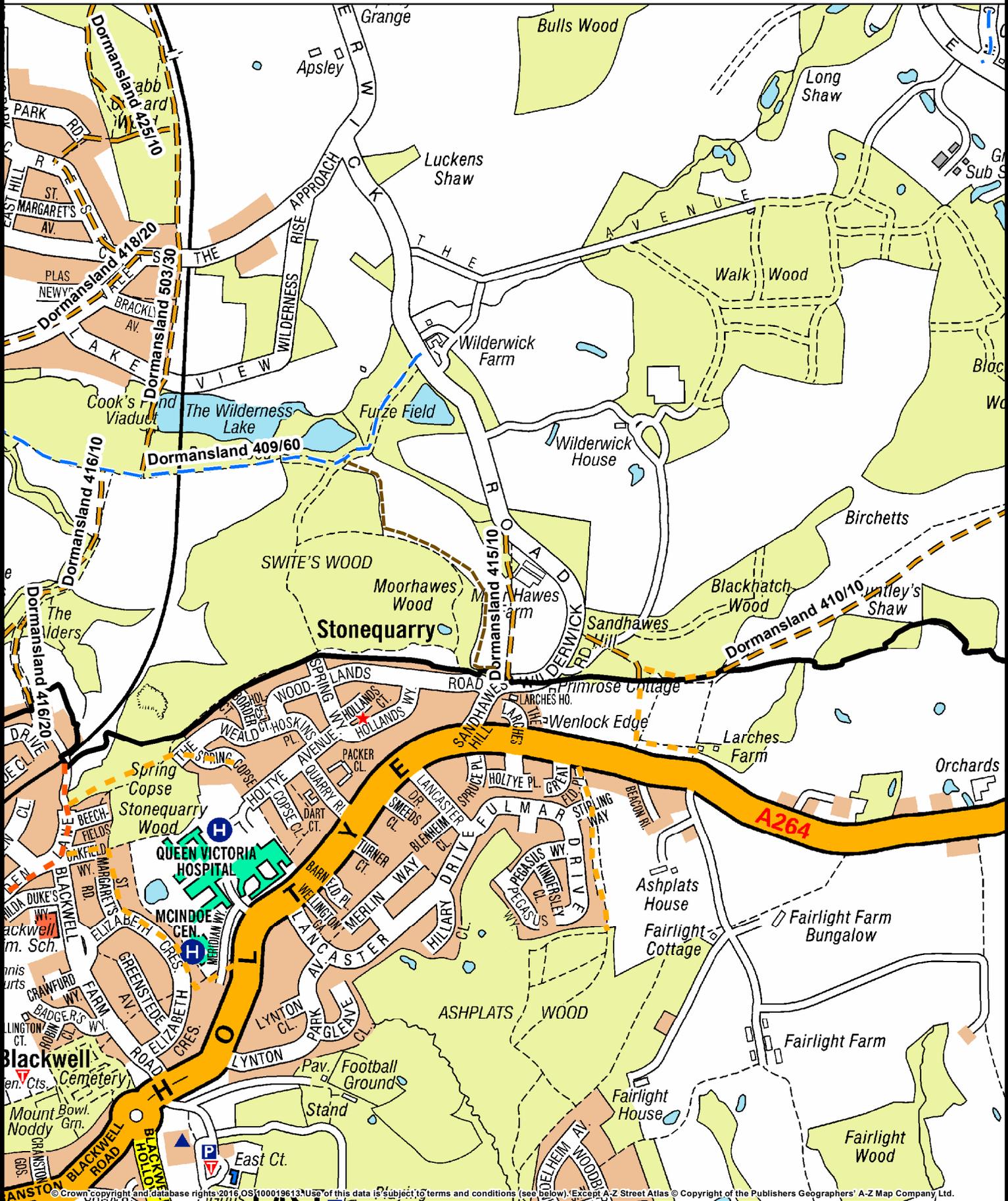
Drawing No.:3/1/129/H13

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Annex B

Rights of way network

ITEM 11



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1:10,703

Proposed Diversion

RIGHTS OF WAY	
	Footpath
	Bridleway
	BOAT
	Restricted byway

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Swites Ltd.

Swites Limited Wylder Lodge Dormans Park East Grinstead Sussex RH19 2LR

Telephone : 01342 870459 or 01342 870262

Registered in England No. 3396965 Registered Office 21 St Thomas Street Bristol BS1 6JS
VAT registration no. 680 2024 66

To whom it may concern.

Objection and observations to proposed diversion of footpath 415

The existing footpath runs between Sand Hawes Hill (Wilderwick Road) and returns to Wilderwick Road near to the entrance drive of Moorhawes Farm Business Centre. Its purpose is to offer a short cut from the top of Sandhawes Hill to lower down the Wilderwick Road.

The proposed footpath runs between Sandhawes Hill (Wilderwick Road and Bridleway 409.

It is my opinion this is not a request to divert an existing footpath but an application for a new footpath and, for all practical purposes, closure of footpath 415.

The length of the existing footpath is 335m. Proposed footpath 738m; more than double the distance. However this assumes the user wishes to join bridleway 409. If the user's intention is to rejoin Wilderwick Road, which is what FP415 was designed to do, the diversion is increased to 1,053m. Over three times the length of existing FP415. **This application is for a new footpath.**

The landowners contend users of FP415 do so with the intention of joining BW409. They do not wish to rejoin Wilderwick Road. **Have the landowners provided reliable evidence to support this claim and in particular how many users over what period of time?**

The landowners express concern for the safety of pedestrians joining Wilderwick Road. Where FP415 exits to the north the road is straight affording good sight lines although the verges are very narrow. However, I am not aware of any accident involving pedestrians over the past 40 years.

There already exists convenient access to BW409.

Assuming users of FP 415 intention is to gain access to BW409 there already exists FP416. This path commences at Hackenden Lane to the west of the Stonequarry Estate. (FP415 commences at Woodlands Road to the east of the Stonequarry Estate) *See SCC maps showing diverted FP415 and existing FP415, FP416, FP503 and BW409 .*

FP416 joins BW409 at a convenient point just 62m from FP503. This path, across the dam of Wilderness Lake (Cook's Pond), gives walking access through Dormans Park to Dormanland exiting at The Platt. The combination of FP416, BW409 and FP503 is a safe, scenic, varied route well away from traffic. It can be joined from either side of the railway line and is convenient for a greater number of East Grinstead residents than FP415. FP416 is clearly a well used footpath albeit somewhat muddy at this time of year.

In contrast existing FP415 is little used as evidenced by the ground close to stiles A, and C. and between stiles A and B. The footpath shows little signs of use particularly where it runs north downhill through the middle of the field. In fact it is difficult to be sure of its precise route because the land shows no obviously trodden track even though the field is very soft and wet. This is unusual for a path that has existed for over 80 years. *(photos February 2015)*

Stile A is to be replaced by a kissing gate. This will be difficult to construct due to the steep slope of the land immediately beside the entrance point and will need steps for safe access. *(photo Feb 2015)*

The landowner is concerned walker's dogs may worry sheep.

To solve the problem the landowner intends to fence both sides of the diverted path (one side already fenced to contain sheep). Users will therefore be restricted to a fenced corridor alongside dense woodland. This will **adversely effect the public's enjoyment of the path** and does not compare with walking through the centre of a very beautiful field with views either side. *(See photograph attached)*

No requests were ever made by the owners of the Wilderwick Estate to divert FP415 during the 47 years from 1937 to 1984. The 'long field', as it is known, was part of a working farm within the Wilderwick Estate. Moor Hall was the estate manager's family house. Sheep and cattle were grazed. Hay was cropped from the northern end. The footpath was not fenced.

The current landowners were aware of FP415 when they purchased the property in October 1985. What has now changed to initiate this request? *(See copy of title deed plan showing almost identical footpath route 30 years ago)*

Disturbance to important wildlife corridor.

In woodland the highest concentration of wildlife is alongside ride verges and woodland edges. **The proposed diversion to FP415 would run the entire length of the east boundary of Moorhawes and Swites wood.** This is an important wildlife corridor for nesting birds, small mammals including dormice, insects, reptiles (grass snakes) and amphibians including frogs, toads, great-crested and smooth newts. The latter using the area to travel overland after breeding in the nearby pond in Moorhawes wood close to Long Field. Diversion of FP415 to closely follow the woodland edge would inevitably cause disturbance to wildlife by people and their accompanying dogs.

This company, Swites Limited, is incorporated specifically for ownership, stewardship and conservation of Moorhawes, Swites and Furzefield woods together with two small adjoining wild flower and native grassland meadows to the west. This area of approximately 60 acres supports a large area of ancient semi-natural and ancient replanted woodland. Its current ecological status is a Site of Nature Conservation Importance (SNCI) and it is hoped will achieve national acceptance as a Site of Special Scientific Importance (SSSI) in the near future. *(Photographs woodland interior/ ancient coppiced beech)*

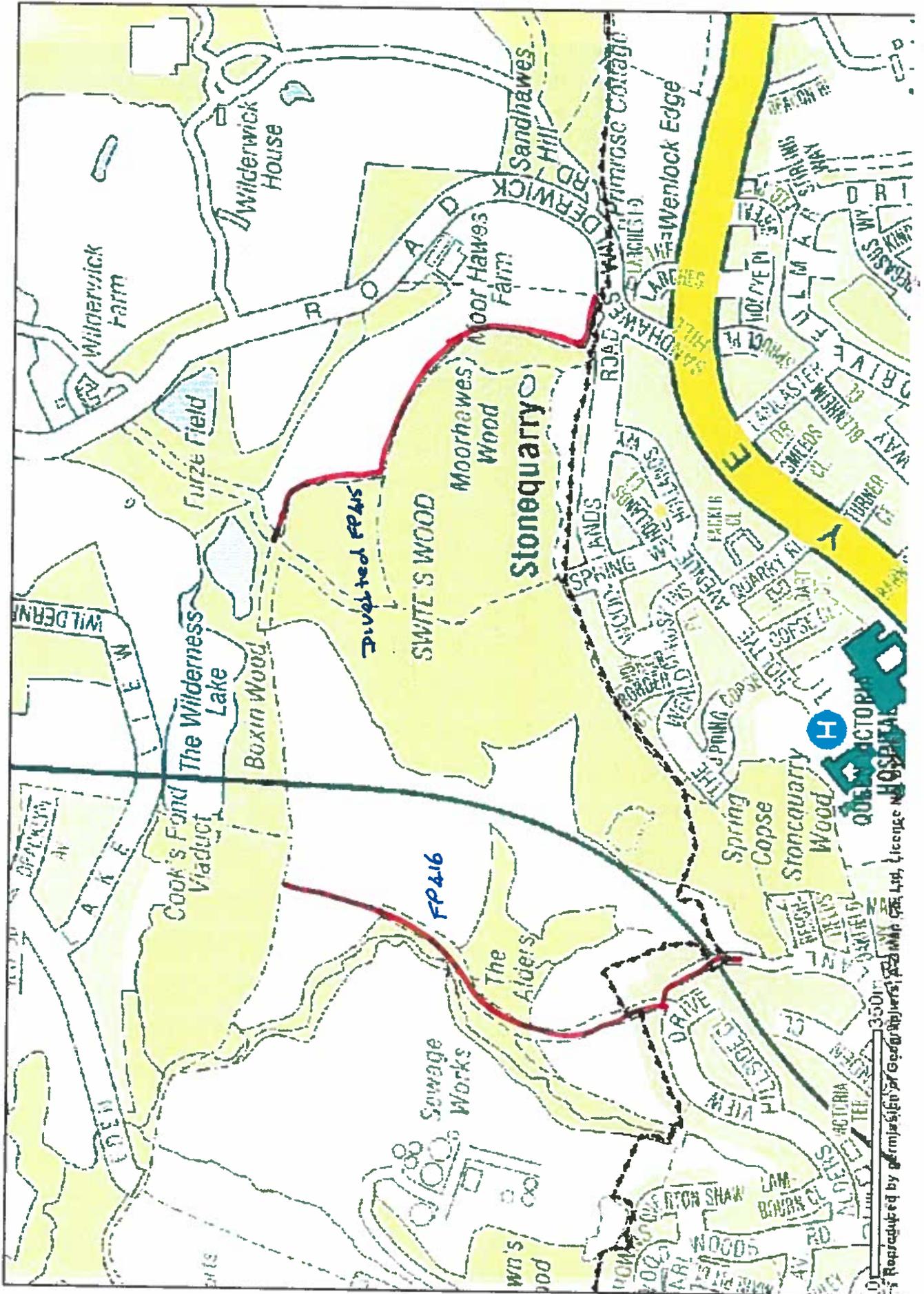
Swites and Moorhaves woods were surveyed in 1997 by ecologist Charles Groome of Surrey Wildlife Trust to confirm SSCI status for Tandridge District Council. More recently in May 2012 an extensive survey was made by the Surrey Botanical Society. Results are on the Surrey database and also the national botanical record. *(Attached is a copy of the latest survey results)*

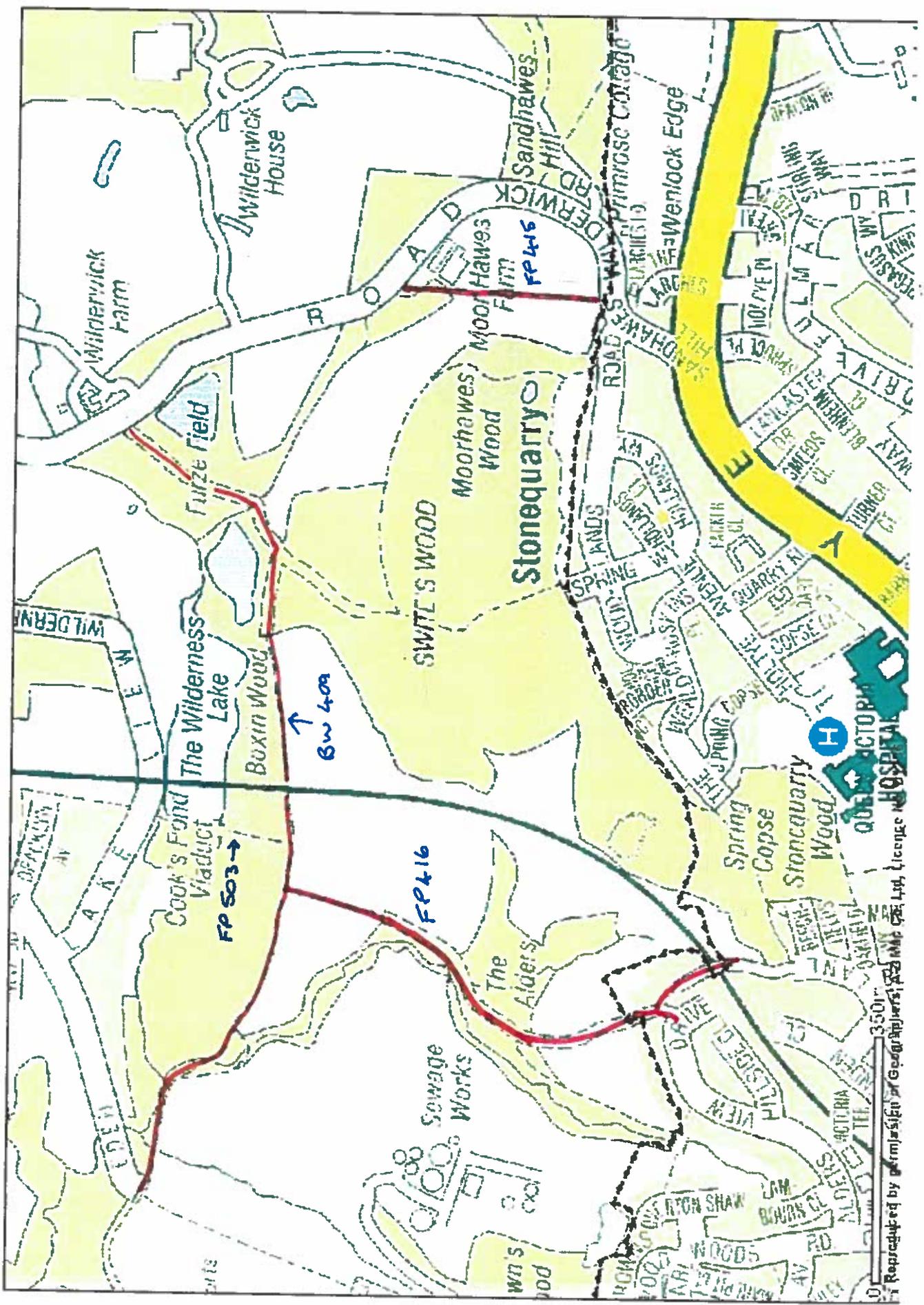
In summary objections/observations to the diversion are:-

- Inevitable disturbance to wildlife along the woodland edge corridor by people and their dogs being forced to use this diverted footpath.
- A double fenced corridor beside dense woodland with kissing gates at each end is out of place and will detract from the unspoiled natural beauty of this open field walk situated in an Area of Outstanding Natural Beauty. *(See photo)*
- A new access to BW409 is not necessary due to existence of FP416.
- The diversion is unnecessary because FP415 is little used. *(see photos of footpath track as indication of usage)*
- On the rare occasions when FP415 is used walkers would need to travel 1053m instead of 335m to return to the Wilderwick Road.
- FP415 has been moved on a previous occasion at the landowners' request to a position to the side of the entrance to Moorhaves Business Centre. Why was this major re-routing not proposed at that time?
- The landowners were aware of FP415 when the property was purchased 30 years ago.
- If double fencing is required to avoid disturbance to sheep the problem can be resolved by double fencing existing FP415. The cost compares favourably with single fencing the much longer diversion route.
- In summary – Access to bridleway 409 can be via FP416; double fencing existing FP415 protects the sheep and people can still enjoy a short walk through a beautiful open field.
There is no compelling need for this major diversion.

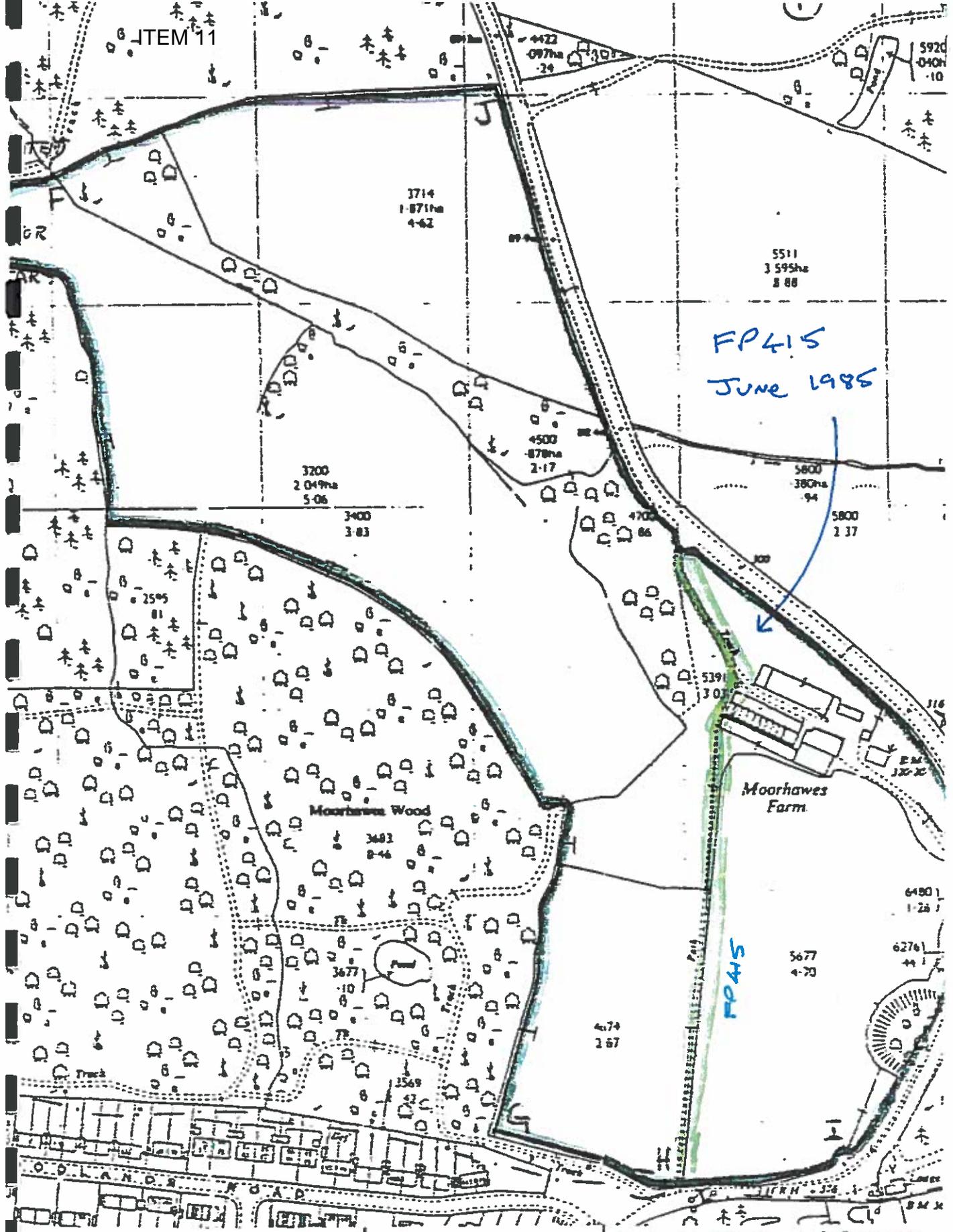
Eric B Richardson
Company secretary
On behalf of Swites Ltd.

4th March 2015





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This plan is for identification purposes
 its accuracy can in no way be guaranteed
 based upon the Ordnance Survey Map

Scale: 1:2500
 Date: June 1985

Strutt & Parker
 201 High Street, Lewes, Sussex

Copy of title plan given to present landowners for purchase of Moorhawes Farm October 1985. FP415 highlighted in green

Re: Swites wood

FROM ERIC RICHARDSON TO 1 recipient

[Show Details](#)

From

- [ERIC RICHARDSON](#)

-

To

- [JACKIE HICKS](#)

Thank you for prompt reply

Much appreciated.

From: Jackie Hicks <JHicks@tandridge.gov.uk>

To: "erich7@btinternet.com" <erich7@btinternet.com>

Sent: Monday, 23 February 2015, 15:00

Subject: Swites wood

Good afternoon

I am writing this email as requested

I can confirm that Swites wood is covered by an SNCI the area can be viewed on the website maps

If you need any more information or assistance please do not hesitate to contact us on 01883 722 000 or e-mail customerservices@tandridge.gov.uk

Regards

Jackie

Customer Services

Tandridge District Council

01883 722 000

www.tandridge.gov.uk

ITEM 11

On existing footpath
near to stile (A).
Difficult to be sure
we are on path due
lack of use.



Stile at 'C'. There
is no clearly defined
track



Existing footpath from 'C'. Path follows close to fence but there is no clearly defined track.



Existing footpath from (A) to (B) is near to telegraph poles but track is not obvious. A very pleasant walk through centre of Long Field going north.



Stile (A) site for construction of diverted footpath kissing gate. Due slope of land steps will probably be needed.



On existing foot path from (A) to (B) towards first telegraph pole. Track is not obvious. A very pleasant walk.



Diverted path would run beside wire fence in foreground, then along the edge of Moorhaves Wood going north.



Long Field seen from bridleway looking south towards Sandhaves hill. Diverted footpath would be double-fenced following edge of Swites and Moorhaves Woods on right of picture to the top.





Swites Wood field-edge boundary. The two metre wide diverted footpath would run the length of this stock fence to the top of Sandhaves Hill a distance of 738 metres.

Beech stand in Swites Wood fringing edge of central glade, beside east/west ride.



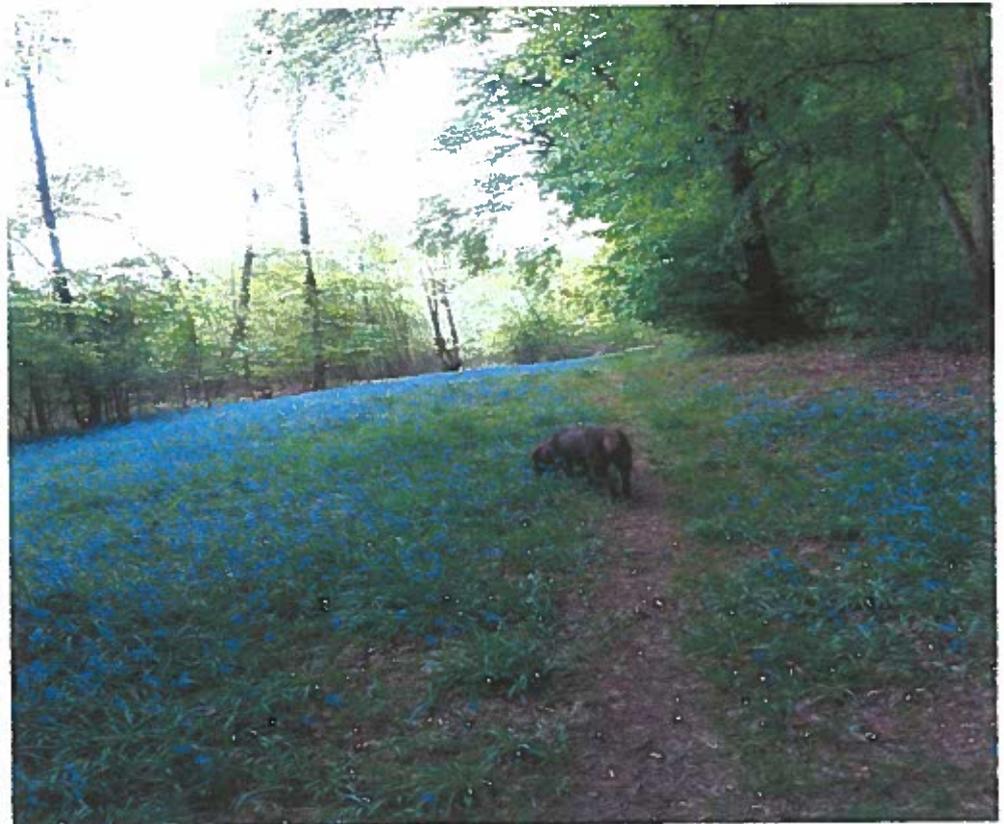
Spring in Swites Wood at eastern end of main ride.



Moorhawes Wood
bluebell glade



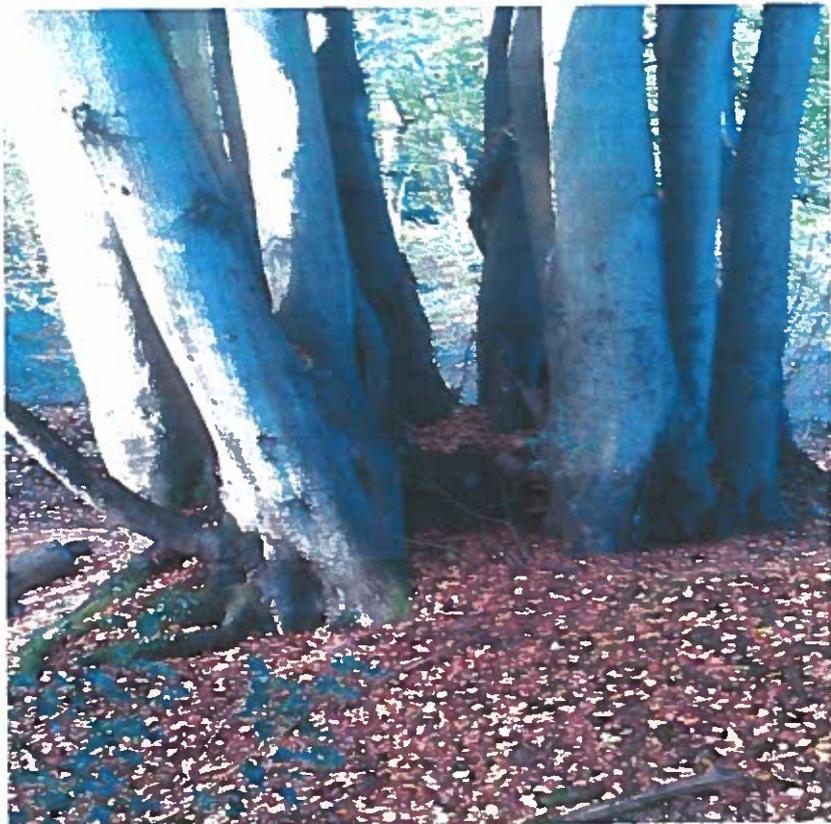
Swites Wood at
western end of
main ride.



Swites beeches
beside old
clay-pit workings.



Swites Wood
c300 year old
coppiced beech.
One tree with
eleven trunks
from one
root bole



ITEM 11

**Swite's Wood**

Friday, 8 June, 2012 20:59

From: "Caroline Bateman" <c.m.bateman@ntlworld.com>
To: erich7@btinternet.com
Cc: "Anthony Anderson" <anthony.anderson@talktalk.net>
1 File (228KB)



Swites W...

Dear Eric

It's taken me rather longer to process these records than I had hoped but here, at last, is a list of the species we found on 23 May. As the wood falls into 3 squares on the OS map, we have made a separate list for each square (TQ4040, TQ4039, TQ3939). As I think we mentioned at the time, this is so that we have accurate mapping of records not only for the Surrey database but also the national one to which we forward all the records we make. As well as the species found in Swite's Wood, I have also included the list we made for the woodland and bridle path to the SE of Wylder Lodge. These are listed under TQ4040 Furze Field.

As you can see, we saw a lot of interesting species and were delighted to find the *Carex pallescens*, a first for most of us. It was a very pleasant day spent in a very pleasant place and we would all like to thank you again for welcoming us. I am sure that Tony would be interested in seeing our lists so I have included him in this mail.

With good wishes

Caroline

Records made by the Surrey Botanical Society 23 May 2012

Swite's Wood - TQ4040

<i>Pteridium aquilinum</i>	Bracken
<i>Rosa arvensis</i>	Field-rose
<i>Deschampsia cespitosa</i>	Tufted Hair-grass
<i>Corylus avellana</i>	Hazel
<i>Fraxinus excelsior</i>	Ash
<i>Lonicera periclymenum</i>	Honeysuckle
<i>Carex pendula</i>	Pendulous Sedge
<i>Ilex aquifolium</i>	Holly
<i>Quercus robur</i>	Pedunculate Oak
<i>Blechnum spicant</i>	Hard-fern
<i>Acer pseudoplatanus</i>	Sycamore
<i>Crataegus monogyna</i>	Hawthorn
<i>Fagus sylvatica</i>	Beech
<i>Athyrium filix-femina</i>	Lady-fern
<i>Brachypodium sylvaticum</i>	False-brome
<i>Carex flacca</i>	Glaucous Sedge
<i>Veronica chamaedrys</i>	Germander Speedwell
<i>Carex pallescens</i>	Pale Sedge
<i>Veronica beccabunga</i>	Brooklime
<i>Prunus spinosa</i>	Blackthorn
<i>Salix caprea</i>	Goat Willow
<i>Geum urbanum</i>	Wood Avens
<i>Epilobium hirsutum</i>	Great Willowherb
<i>Scrophularia nodosa</i>	Common Figwort
<i>Carex remota</i>	Remote Sedge
<i>Holcus lanatus</i>	Yorkshire-fog
<i>Circaea lutetiana</i>	Enchanter's-nightshade
<i>Festuca gigantea</i>	Giant Fescue
<i>Veronica montana</i>	Wood Speedwell
<i>Chamerion angustifolium</i>	Rosebay Willowherb
<i>Rhododendron ponticum</i>	Rhododendron
<i>Viburnum opulus</i>	Guelder-rose
<i>Dryopteris dilatata</i>	Broad Buckler-fern
<i>Dryopteris filix-mas</i>	Male-fern
<i>Rumex sanguineus</i>	Wood Dock
<i>Geranium robertianum</i>	Herb-Robert
<i>Urtica dioica</i>	Common Nettle
<i>Ajuga reptans</i>	Bugle
<i>Juncus conglomeratus</i>	Compact Rush
<i>Holcus mollis</i>	Creeping Soft-grass
<i>Heracleum sphondylium</i>	Hogweed
<i>Rubus idaeus</i>	Raspberry
<i>Ranunculus ficaria</i>	Lesser Celandine
<i>Anemone nemorosa</i>	Wood Anemone
<i>Scrophularia auriculata</i>	Water Figwort
<i>Lysimachia nummularia</i>	Creeping-Jenny
<i>Stachys sylvatica</i>	Hedge Woundwort

TQ4010740125 with *C flacca* on N of path in extreme N of wood just W of gate

ITEM 11

Rubus fruticosus agg.	Bramble
Hyacinthoides non-scripta	Bluebell
Alnus glutinosa	Alder
Carex sylvatica	Wood-sedge
Hedera helix	Common Ivy
Rumex obtusifolius	Broad-leaved Dock
Galium palustre	Marsh-bedstraw
Ranunculus repens	Creeping Buttercup
Stellaria holostea	Greater Stitchwort
Plantago major	Greater Plantain
Lysimachia nemorum	Yellow Pimpernel
Veronica serpyllifolia	Thyme-leaved Speedwell
Cirsium palustre	Marsh Thistle
Glyceria fluitans	Floating Sweet-grass
Mentha aquatica	Water Mint
Angelica sylvestris	Wild Angelica
Galium aparine	Cleavers
Equisetum arvense	Field Horsetail
Anthriscus sylvestris	Cow Parsley

TQ4039 - Swite's Wood (including Moorhawes Wood)

Scrophularia nodosa	Common Figwort	
Carex pendula	Pendulous Sedge	
Circaea lutetiana	Enchanter's-nightshade	
Ilex aquifolium	Holly	
Rumex obtusifolius	Broad-leaved Dock	
Rubus fruticosus agg.	Bramble	
Luzula pilosa	Hairy Wood-rush	Scattered through woodland. Some clearly ssp congesta.
Quercus robur	Pedunculate Oak	
Quercus petraea	Sessile Oak	
Quercus x rosacea	Q. petraea x robur	
Carex sylvatica	Wood-sedge	
Pteridium aquilinum	Bracken	
Fagus sylvatica	Beech	
Castanea sativa	Sweet Chestnut	
Lonicera periclymenum	Honeysuckle	
Betula pendula	Silver Birch	
Betula pubescens	Downy Birch	
Veronica montana	Wood Speedwell	
Anemone nemorosa	Wood Anemone	
Lysimachia nemorum	Yellow Pimpernel	
Corylus avellana	Hazel	
Holcus lanatus	Yorkshire-fog	
Viburnum opulus	Guelder-rose	
Urtica dioica	Common Nettle	
Epilobium parviflorum	Hoary Willowherb	
Taxus baccata	Yew	
Luzula multiflora	Heath Wood-rush	Scattered along tracksides

Prunus avium	Wild Cherry	
Crataegus monogyna	Hawthorn	
Dryopteris filix-mas	Male-fern	
Arum maculatum	Lords-and-Ladies	
Dryopteris dilatata	Broad Buckler-fern	
Ajuga reptans	Bugle	
Ranunculus flammula	Lesser Spearwort	
Cardamine flexuosa	Wavy Bitter-cress	
Dryopteris affinis subsp. borrieri	Scaly Male-fern	
Carex remota	Remote Sedge	
Viola reichenbachiana	Early Dog-violet	
Deschampsia cespitosa	Tufted Hair-grass	
Potentilla erecta	Tormentil	
Acer pseudoplatanus	Sycamore	
Oxalis acetosella	Wood-sorrel	
Prunus laurocerasus	Cherry Laurel	
Malus sylvestris	Crab Apple	
Holcus mollis	Creeping Soft-grass	
Poa trivialis	Rough Meadow-grass	
Epilobium montanum	Broad-leaved Willowherb	
Rosa arvensis	Field-rose	
Juncus effusus	Soft-rush	
Veronica chamaedrys	Germander Speedwell	
Stachys sylvatica	Hedge Woundwort	
Rumex sanguineus	Wood Dock	
Digitalis purpurea	Foxglove	
Hypericum androsaemum	Tutsan	
Salix caprea	Goat Willow	
Galium aparine	Cleavers	
Cirsium palustre	Marsh Thistle	
Alnus glutinosa	Alder	
Hypericum pulchrum	Slender St John's-wort	
Hedera helix	Common Ivy	
Taraxacum agg.	Dandelion	
Primula vulgaris	Primrose	
Blechnum spicant	Hard-fern	Along shady tracks
Veronica officinalis	Heath Speedwell	
Carex pilulifera	Pill Sedge	
Callitriche agg.	Water-starwort	
Glyceria fluitans	Floating Sweet-grass	
Quercus rubra	Red Oak	
Quercus cerris	Turkey Oak	
Viola riviniana	Common Dog-violet	
Stellaria uliginosa	Bog Stitchwort	
Ribes rubrum	Red Currant	
Luzula multiflora subsp. congesta	Heath Wood-rush	Scattered through woodland
Lamiastrum galeobdolon	Yellow Archangel	
Ranunculus ficaria subsp. ficaria	Lesser Celandine	
Angelica sylvestris	Wild Angelica	
Vinca minor	Lesser Periwinkle	
Athyrium filix-femina	Lady-fern	
Veronica serpyllifolia	Thyme-leaved Speedwell	

ITEM 11

Prunella vulgaris
Dryopteris affinis subsp. *affinis*
Hyacinthoides non-scripta

Selfheal
 Scaly Male-fern
 Bluebell

Swite's Wood - TQ3939

Potentilla anserina
Ranunculus repens
Potamogeton natans

Silverweed
 Creeping Buttercup
 Broad-leaved Pondweed

In small pond on SW margin of wood

Filipendula ulmaria

Meadowsweet

By small pond on SW margin of wood

Lychnis flos-cuculi

Ragged-Robin

TQ39823995 by small pond on SW margin of wood

Carex viridula subsp. *oedocarpa*

Common Yellow-sedge

TQ39823995 by small pond on SW margin of wood

Juncus acutiflorus

Sharp-flowered Rush

TQ39823995 by small pond on SW margin of wood

Juncus acutiflorus

Sharp-flowered Rush

TQ39823995 by small pond on SW margin of wood

Equisetum arvense

Field Horsetail

Juncus effusus

Soft-rush

Carex pendula

Pendulous Sedge

Luzula multiflora subsp. *congesta*

Heath Wood-rush

Ajuga reptans

Bugle

Dactylorhiza fuchsii

Common Spotted-orchid

In sown grassland on SW border of wood. Owner reports that in some years there have been 1000+ flowering spikes

Fagus sylvatica
Pteridium aquilinum
Rubus fruticosus agg.
Lonicera periclymenum
Castanea sativa
Betula pubescens
Salix caprea
Carex sylvatica
Lysimachia nemorum
Poa annua
Carex hirta
Dryopteris carthusiana
Ilex aquifolium
Hyacinthoides non-scripta
Holcus mollis
Quercus robur
Lotus pedunculatus
Heracleum sphondylium
Ranunculus acris
Holcus lanatus

Beech
 Bracken
 Bramble
 Honeysuckle
 Sweet Chestnut
 Downy Birch
 Goat Willow
 Wood-sedge
 Yellow Pimpernel
 Annual Meadow-grass
 Hairy Sedge
 Narrow Buckler-Fern
 Holly
 Bluebell
 Creeping Soft-grass
 Pedunculate Oak
 Greater Bird's-foot-trefoil
 Hogweed
 Meadow Buttercup
 Yorkshire-fog

Re: Public Footpath 415 Dormansland - Proposed Diversion

Lynn Blake to: Anne Woods 09/03/2015 12:30

From: Lynn Blake <dormansclerk@btinternet.com>

To: Anne Woods <anne.woods@surreycc.gov.uk>,

Dear Ms Woods

Dormansland Parish Council has considered the application to divert Public Footpath No 415 Dormansland and objects to the proposal on the following grounds:

The proposed footpath would effectively create a new footpath rather than a diversion of the original one. A diversion starts and ends at the same places as the original, just taking a slightly different route: this is not the case in the current proposal.

The landowner's intention to fence both sides of the diverted path will adversely effect the public's enjoyment of the countryside. There are many footpaths in the area crossing or edging fields where sheep or cattle are kept and, in these instances, dog owners are respectfully requested to ensure that their dogs are kept on leads.

The Parish Council has also been alerted to the inevitable disturbance to the wildlife which would result if the proposals were carried out.

In conclusion, Dormansland Parish Council feels that the arguments for diverting the footpath are not justified.

Kind regards

Lynn Blake
Parish Clerk

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9 DECEMBER 2016



LEAD OFFICER: DEBBIE PRISMALL
SENIOR COUNTRYSIDE ACCESS OFFICER

SUBJECT: PUBLIC FOOTPATH No.381, LINGFIELD – PROPOSED
DIVERSION

DIVISION: LINGFIELD

SUMMARY OF ISSUE:

An application has been received from Network Rail to divert Public Footpath No. 381, Lingfield onto the existing Lingfield station footbridge on safety grounds under section 119a of the Highways Act 1980. A number of objections have been received. This report seeks a decision on whether to make a legal order to divert the footpath.

The officer's view is that the application should be refused.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to agree that:

- (i) The application from Network Rail dated 3 November 2016 to divert Public Footpath No. 381, Lingfield onto the existing station footbridge, shown A – C – E – F – G – B on Drg. No. 3/1/29/H60a is refused.
- (ii) Network Rail is asked to explore other options for a diversion onto an alternative route accessible for those with mobility difficulties and pushchairs, including a new footbridge with lifts or improving the level crossing.

REASONS FOR RECOMMENDATIONS:

The application seeks to divert the at-level crossing onto an existing stepped footbridge. The footbridge is not accessible for those with mobility difficulties and those with young children in pushchairs and also involves a 360 metre detour if travelling in a west to east direction or vice versa.

1. INTRODUCTION AND BACKGROUND:

The Application

- 1.1 Network Rail (NR) has applied to divert Public Footpath No. 381, Lingfield under section 119a of the Highways Act 1980 on safety grounds. The proposal is shown on Drg. No. 3/1/29/H60a at **Annex A**. Their application is at **Annex B**. The footpath commences on Station Road between 'Brook House' and 'Court End' and runs in a north-easterly direction to a level crossing over the railway line at Lingfield Station. It continues in an easterly direction across fields. The

footpath provides access from the train station to Lingfield Racecourse to the west. There are also two schools nearby; Notre Dame and Young Epilepsy whose students and staff use the station and footpath.

- 1.2 The proposal is to divert a 19m section of the footpath from across the level crossing, between points A – B, to run in a north westerly direction along a path running parallel with the station over the existing stepped footbridge and back along the platform on the eastern side in a south-easterly direction, between points A – C – E – F – G – B, for a total distance of 360m to rejoin its definitive line.

Safety concerns

- 1.3 Network Rail is currently running an investment programme to improve safety and reduce the risk wherever the public highway meets the railway. Part of the campaign is to seek the opportunity to completely remove the risk to members of the public from coming into contact with high speed trains through the closure or diversion of level crossings.
- 1.4 Network Rail uses a complex quantitative process called the 'All Level Crossing Risk Model' (ALCRM), to assess all risks at all of its level crossings. These risk assessments help in the decision making process; to then pursue closure or to invest in additional safety measures if closure cannot be achieved, such as on a public road or where there are no suitable alternatives available. This risk assessment process was independently reviewed for accuracy before it was introduced in 2007 and it has been audited internally and by the Office of Rail Regulation (ORR). The ORR is the independent safety and economic regulator for Britain's railways. Their policy for level crossings states that "...Risk control should, where practicable, be achieved through the elimination of level crossings...."
- 1.5 The assessment process considers amongst other things the type of crossing, how many people use it, available sighting for users, whether there are vulnerable and or infrequent users, the frequency and speed, and different speeds of train services. The resulting score provides a normalised figure for risk and consists of a letter and a number. The letter represents the level of risk of a fatality to an individual crossing user, where A is the highest risk and M is the lowest risk. The number represents the collective level of risk that may include, for example, train crew and or passengers, as well as those using the crossing. The highest risk crossings are those which score A, B or C for individual risk and 1, 2 or 3 for collective risk.
- 1.6 The last risk assessment for Footpath No. 381 crossing was carried out on 19 November 2009. The crossing scored a rating of C4, making it high risk. The key risk drivers are:
 - Proximity to station
 - Large number of users
 - Fast and frequent trains
 - Sun glare
- 1.7 The line speed on all four lines over the crossing is 50mph with 97 trains scheduled to pass over the crossing per day; this includes both passenger and freight services. It is estimated that an average person would require approximately 8 seconds to pass safely over the crossing. An allowance of 50%

additional crossing time would be added for use by vulnerable users (children, elderly, or encumbered users with dogs, bicycles, carrying bags etc.) who would require 12 seconds crossing time.

Alternatives to the diversion application

- 1.8 Visual/audible warning system – NR have stated it would not be possible to install a warning system at this location due to its proximity to the station. Due to the triggering systems, the red light and audible sound would be on for a long time meaning that they would then get ignored. Noise complaints could also be received from nearby residents. Leaving the crossing in place would mean the risk would still be present. This particular system would cost in the region of £1 million and far exceed this if the signalling infrastructure had to be amended.
- 1.9 Locking gates – these would not be possible due to the risk of users becoming trapped on the line. Interlocking gates are only possible at crossings which are manned or monitored by CCTV. These would cost in excess of £500,000 and if a crossing keeper were required increase to £165,000 per annum. Different forms of barriers would pose the same problems.
- 1.10 Stepped footbridge closer to the crossing (shown C- D – G) – NR feel that as users have been using the existing bridge since 2011 to install another one would not be a good use of public funds. Residents in Station Road may also raise concerns about privacy issues. There are also concerns an additional footbridge may encourage anti-social behaviour. A new stepped footbridge would cost a minimum of £600,000.
- 1.11 Footbridge with ramps between C – D – G – although this had previously been proposed by NR as the only affordable, fully accessible solution, this was rejected by local residents. It would not be possible for NR to pursue an accessible solution at this location given landownership (both for siting of the structure and land to enable construction) and funding constraints.
- 1.12 Stepped footbridge at the existing level crossing – Although this is possible, NR do not own all of the land required. Whilst the landowner to the east is receptive, no response has been received from the third party landowner to the west and therefore NR is unable to pursue this as an option. Additionally a bridge would require full planning permission, which would increase costs and timescales and is likely to be objected to by local residents.
- 1.13 Further signage – NR say they are unable to erect any further signage at the level crossing as the present signage is as required and has been confirmed as such by the ORR. It is also felt that the provision of extra signage would be of little benefit as too many signs would not be read or could cause confusion. Furthermore, additional signs would not prevent the misuse and the risk would remain.
- 1.14 In conclusion, NR have already installed CCTV, given talks at local schools, erected whistle boards, gated the crossing, improved sightlines by cutting back vegetation, put up additional signs and made on board announcements as trains approach the station. They say that none of the above has reduced the risk to a satisfactory level and the only option is to remove the risk by diverting the footpath.

ITEM 12

- 1.15 Lifts – NR have stated that a new footbridge with steps and lifts would cost in the region of £1.9 million; if a new power supply was required, this would add an additional £0.1 million to the cost. Funding at this level is not available to them. NR approached the Department of Transport under their 'Access for All Scheme' for additional funding to enable installation of lifts; however this was refused due to the low footfall at Lingfield Station. They are in any case unable to bid for such funding but Tandridge District Council could and NR would support them in making any such application.

Temporary Closure

- 1.16 At the request of Network Rail, the level crossing has been temporarily closed on safety grounds, under the Road Traffic Regulation Act 1984, since July 2011. The alternative route has been the station footbridge. Network Rail cited at that time their reasons for applying was because of a recent near miss when two girls crossed the railway on the level crossing in front of an oncoming train. The time stamp on the CCTV stills indicated there was only 3 seconds between the second girl clearing the track and the arrival of the train. It was agreed to put a temporary closure in place to give Network Rail time to consider all the options for a long-term solution.

Objections

- 1.17 There have been a number of consultations and public meetings to discuss different proposals since the crossing was temporarily closed in 2011. Thirty-two letters/ emails from members of the public have been received. Nearly all of these have been against the closure of the crossing with particular reference being made to the difficulty that those with mobility difficulties or with young children with pushchairs have with using the alternative route (i.e. the existing bridge on the station platform). Many of those who made representations also suggested that, in their opinion, the crossing was perfectly safe and/or that other changes could be made to improve safety without closing the crossing for example, by installing lights. Possibly the most common suggestion was the installation of gates, which automatically lock as a train approaches.
- 1.18 In 2012, the County Council consulted on a proposal to divert onto a new ramped bridge half-way along the platform, shown C – D – G on **Annex A**. At that time no formal designs for the bridge had been produced and so the consultation was on the principle of a diversion rather than the precise route. Nine responses were received with all of them supporting a diversion, although most stipulated that their support was dependent upon the new bridge having ramps. At that time, Tandridge District Council had indicated to NR that any planning application to construct a ramped bridge would be refused.
- 1.19 Lingfield Parish Council has objected to the diversion. They wish to retain the current temporary diversion until a sensible solution is found. In the past they have stated that 'Action for Life' used to take 30 or more walkers across the section of footpath regularly on Monday mornings and access through the station and over the footbridge is difficult for some walkers and especially those with sight impairment. The closure disenfranchises many in the community, from local walkers, Notre Dame pupils and staff, staff who use the footpath to walk to and from Young Epilepsy and many hundreds of race-goers who use Lingfield station. They feel there must be a simpler alternative that Network Rail could consider including a flashing light or automatic lockable

gates when trains are approaching or in the station, similar to those alternatives advertised on the Network Rail website.

- 1.20 One of the objectors has pointed out that now the level crossing is closed those travelling in the East Grinstead direction in wheelchairs, or parents with pushchairs, have to continue to East Grinstead and return to Lingfield in order to emerge on the western side and access the road. They point out that at Oxted station a lift has been installed to enable people with disabilities to access the down line.

Works

- 1.21 If a diversion order were made and confirmed NR have confirmed they would remove the level crossing furniture, signs and gates. They would secure their boundary in order to prevent unauthorised access and trespass onto the railway. New signs will be provided to notify users of the diversion.

2. ANALYSIS:

Highways Act 1980, section 119a

- 2.1 This section applies where it appears to a council expedient in the interests of the safety of members of the public using it or likely to use it that a footpath in their area which crosses a railway, otherwise than by a tunnel or bridge, should be diverted (whether on to land of the same or of another owner, lessee or occupier).
- 2.2 The Council may by order made by them and submitted to and confirmed by the Secretary of State, or confirmed as an unopposed order-
- (a) create, as from such date as may be specified in the order, any such new path or way as appears to the council requisite for effecting the diversion, and
 - (b) extinguish, as from such date as may be specified in the order or determined the public right of way over the crossing and over so much of the path or way of which the crossing and over so much of the path or way of which the crossing forms part as appears to the council requisite.
- 2.3 The Secretary of State shall not confirm a rail crossing diversion order, and the council shall not confirm such an order as an unopposed order, unless he or they are satisfied that it is expedient to do so having regard to all the circumstances, and in particular to-
- (a) whether it is reasonably practicable to make the crossing safe for use by the public, and
 - (b) what arrangements have been made for ensuring that, if the order is confirmed, any appropriate barriers and signs are erected and maintained.
- 2.4 A rail crossing diversion order may make provision requiring the operator of the railway to maintain all or part of the footpath created by the order.

Expediency

- 2.5 The requirement in the legislation is for the County Council to be satisfied as to the expediency of making the order in the interests of safety of members of the public. There is a duty to consider alternative options. These alternatives must be considered with regards to the needs of users of the routes and within the requirements of the Equalities Act. In this instance, NR has identified the level crossing as high risk. Although the County Council has made a temporary closure order this was made on the understanding that a long-term solution needed to be found, which includes disabled access.

Public Rights of Way Priority Statement

- 2.6 The County Council's Public Rights of Way Priority Statement lists the processing of Rail Crossing Orders to improve public safety as priority 2 of 8. The highest priority 1 relates to the statutory duty to keep the definitive Map and Statement up-to-date.

3. OPTIONS:

- 3.1 Reject the application and request Network Rail to explore other options for an alternative route accessible for those with mobility difficulties and pushchairs, including a new footbridge with lifts at points C – D – G on Drg. No. 3/1/29/H60a, or to improve the level crossing. This is the officer's preferred option.
- 3.2 Make a diversion order and advertise it in accordance with the statutory procedures. If any objections are received and maintained, submit the order with the objections to the Secretary of State for determination. An independent inspector would then be appointed to examine all the evidence, usually by way of a public inquiry, and decide whether or not to confirm the order.
- 3.3 Re-open the level crossing. Network Rail would resist this on safety grounds.

4. CONSULTATIONS:

- 4.1 Notices were placed on site and statutory bodies and other interested parties including Tandridge District Council, Lingfield Parish Council, Legal Services, local member, The Ramblers, Open Spaces Society and all utility companies were consulted.
- 4.2 A public meeting, which had been arranged by Sam Gyimah MP was held on 11 April 2014. Sixty members of the public attended. A number of people wished to see the level crossing re-opened but others accepted the reasons and began to look at alternative routes.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 Network Rail has agreed to meet the costs of making an order and to undertake the works to erect and maintain barriers and signs at the location should the crossing be removed.
- 5.2 If an order were made and objected to it would have to be submitted to the Secretary of State for determination. If it was decided to hold a Public Inquiry or Hearing the County Council would be liable for costs in the region of £4,000,

which would have to be met from the Countryside Access budget. Current legislation does not allow the recovery of Public Inquiry costs from the applicant.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 The County Council gives high priority to consideration of equality and diversity issues in its rights of way network. The Rights of Way Improvement Plan for Surrey specifically addresses how the rights of way network can be improved for those who are blind, partially sighted and those with mobility difficulties. The Plan proposes that all improvements should comply with the principle of least restrictive access.

7. LOCALISM:

- 7.1 The proposed diversion means an increase of 360 metres. This increase has an impact on walkers as well as train commuters and those arriving by train to go to Lingfield race course or local schools.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	See separate heading 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 Incident Log attached at **Annex C** contains reported incidents of children playing on the crossing, youths trespassing, the placing of stones/ concrete and the gates vandalised. The closing of the level crossing would presumably lead to a decrease in such incidents.

8.2 The Human Rights Act 1998

Under section 6(1) of the Human Rights Act 1998, local authorities are required to act, as far as possible, in a way that does not breach rights contained in the European Convention on Human Rights. This includes the right to property, under Article 1 of the First Protocol to the Convention. In the officer's view this proposal has no human rights implications.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Officer's recommendation is that the application should be refused and other options explored that are more accessible.

The Local Committee (Tandridge) is asked to agree that:

- (i) The application from Network Rail dated 3 November 2016 to divert Public Footpath No. 381, Lingfield onto the existing station footbridge, shown A – C – E – F – G – B on Drg. No. 3/1/29/H60a is refused.
- (ii) Network Rail is asked to explore other options for a diversion onto an alternative route accessible for those with mobility difficulties and pushchairs, including a new footbridge with lifts or improving the level crossing.

10. WHAT HAPPENS NEXT:

10.1 All interested parties will be informed about the decision and negotiations continued with Network Rail to seek an acceptable solution.

Contact Officer:

Debbie Prismall, Senior Countryside Access Officer
Tel 020 85419343 debbie.prismall@surreycc.gov.uk

Consulted:

Tandridge District Council, Lingfield Parish Council, Dormansland Parish Council, The Ramblers, Open Spaces Society, Police, Utility companies, Legal Services, Michael Sydney County Councillor and advisory notices were placed on site.

Annexes:

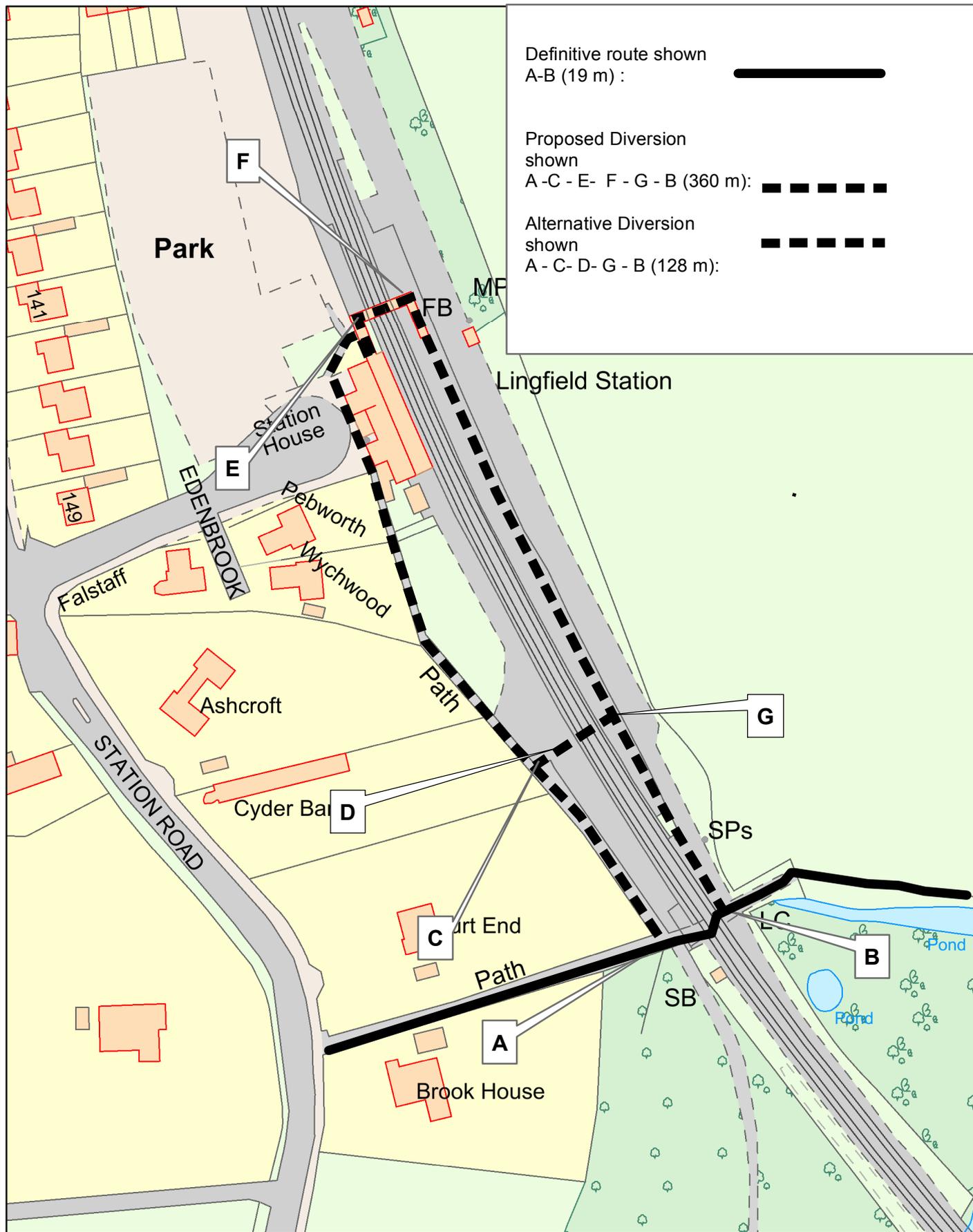
Annex A – Drg. No. 3/1/29/H60a
Annex B – Application form
Annex C – Incident log

Sources/background papers:

File 3/1/29/H60 Diversion File and all its contents including the application, all correspondence and objections, responses to consultations and reports and mapping can be viewed by appointment.

**Public Footpath No.381 (Lingfield)
District of Tandridge
Proposed Diversion**

ITEM 12



Definitive route shown
A-B (19 m) :



Proposed Diversion
shown

A - C - E - F - G - B (360 m):



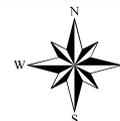
Alternative Diversion
shown

A - C - D - G - B (128 m):



Grid Ref at A: 539466 143675
Date: 21/11/2016
Drawn by AKW
Drawing No. 3/1/29/H60a

Page 01
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REQUEST FOR A RAIL CROSSING DIVERSION ORDER TO BE MADE UNDER SECTION 119A OF THE HIGHWAYS ACT 1980 (INSERTED BY THE TRANSPORT AND WORKS ACT 1992)

The following questions are to be answered and the information and maps requested to be supplied by the applicant to the council which is to be requested to make the order. Tick the relevant box shown in some questions.

FOR AUTHORITY'S USE ONLY

File Ref: / /

Date acknowledged:

1. RAIL CROSSING TO BE EXTINGUISHED BY THE DIVERSION ORDER

- (a) Name and location of rail crossing (including grid reference and parish or district in which it is located).

Name: Racecourse Level Crossing
Nearest station: Lingfield
ELR & Mileage: HGG1 @ 26 miles 28 chains
NGR: TQ395437
Parish: Dormansland
District: Tandridge
County: Surrey

- (b) Name(s) and number(s) of any footpaths and/or bridleways leading to the crossing to be extinguished. (Indicate whether footpath or bridleway.)

FP No: 381 (Lingfield) and 381 (Dormansland)

- (c) Length in metres of any path or way to be extinguished.

15 metres

- (d) Description of any length of path or way to be extinguished by reference to terminal points shown on attached map which must be to a scale of not less than 1:2500 or, if no such map is available, on the largest scale readily available.

The solid line on the attached plan.

- (e) List the name(s) and address(es) of the owners, lessees and occupiers of the land on either side of any path or way to be extinguished.

Mr R Young	Lingfield Park Limited
Barrow Green Farm	Lingfield Park Racecourse
Haxted Road	Lingfield
Lingfield	Surrey
Surrey	RH7 6PQ
RH7 6DE	

- (f) Have you obtained the written consent of every person having an interest in the land over which any path or way to be extinguished passes, in so far as such consent is needed?

The Applicant is the owner of all relevant land.

- (g) Is the crossing, or any path or way to be extinguished, subject to any limitations or conditions?

Yes

There are wicket gates leading up to the level crossing surface from both sides.

Whilst not on the route of the public footpath, there are also steps leading to platform 2 at Lingfield Station.

2. NEW PATHS OR WAYS TO BE CREATED

- (a) Describe type: Bridleway or Footpath

Footpath

- (b) Give description: width, length, terminal points (indicating any sections which run over existing paths or ways) by reference to the accompanying map at paragraph 1(d) above.

The diversion route is shown by a dashed line on the attached plan. The length of the proposed diversion is approximately 360 metres. The width of the route will be 2 metres.

- (c) List the name(s) and address(es) of the owners, lessees or occupiers of the land over which the new path(s) or way(s) would pass.

The Applicant is the owner of all relevant land.

- (d) Have you obtained the written consent of every person having an interest in the land over which the path or way to be created passes, to this land being dedicated for this purpose, in so far as such consent is needed?

The Applicant is the owner of all other land affected, as shown by the attached plan.

The Train Operating Company (TOC) has been asked to complete a written consent form, which will be forwarded to the Council in due course.

- (e) Are you prepared to maintain all or part of the path or way to be created?

Yes.

- (f) Will the highway authority accept responsibility for that part of the path or way to be created which does not pass over the applicant's land?

N/A

- (g) Are you prepared to enter into an agreement with the council in accordance with section 119A(8)?

Yes.

- (h) Will the new path or way connect with a trunk road?

No.

- (i) Give reasons for the proposed rail crossing diversion order. Include information about:

- i. The use currently made of the existing path, including numbers and types of users, and whether there are significant seasonal variations, giving the source for this information, together with details of any survey carried out (any circumstances preventing or inhibiting such use must also be mentioned);

Whilst the footpath is considered to be a leisure route only due to its location and the surrounding area its proximity to the station and platforms makes it likely that commuters use the level crossing to access platform 2.

Further, given the proximity to Lingfield Racecourse, it is known that visitors to the Racecourse use the level crossing when exiting the station, and upon return to gain access to platform 2.

As the level crossing leads onto surrounding fields the crossing deck may become muddy and slippery; a non-slip decking surface would not prevent this.

The level crossing is accessed via wicket gates with a set of steps leading to platform 2.

- ii. The risk to the public of continuing to use the present crossing, and the circumstances that have given rise to the need to make the proposed order;

The last risk assessment was carried out on 19th November 2009. On Network Rail's All Level Crossing Risk Model, which assigns a relative risk to each level crossing, the crossing scored a rating of C4, making it high risk (risk is ranked from A-M and 1-13, with A and 1 being the highest risk score).

The key risk drivers are:

- Proximity to station
- Large number of users
- Fast and frequent trains
- Sun glare

The line speed on all four lines over the crossing is 50 mph with 97 trains scheduled to pass over the crossing per day; this includes both passenger and freight services.

It is estimated that an average person would require approximately 8 seconds to safely pass over the crossing. An allowance of 50% additional crossing time would be added for use by vulnerable users (children, elderly, or encumbered users with dogs, bicycles, carrying bags etc.) who would require longer to safely pass over the crossing. Due to the presence of known vulnerable users an allowance of 12 seconds crossing time would be allocated at this crossing.

The sighting available at the level crossing provided insufficient warning time of an approaching train.

When crossing in both directions and looking towards Lingfield station, the sighting lines for users is obstructed by the station and station features; as these are permanent structures the sighting cannot be improved. The sighting is further reduced when trains are stopped at the station platforms.

When looking away from the station; sighting is limited due to track curvature; this could not be improved.

In order to mitigate the insufficient sighting distances available to users whistle boards are present on both approaches; this requires train drivers to sound their horns on approaching the level crossing. This system relies on the individual actions of drivers and the residual risk remains that users of the level crossing may not hear or appreciate the significance of the train horn. There is also a risk that drivers will fail to sound their horn as required thus providing no warning of approach to users. Following the Temporary Closure the whistle boards were removed.

It is likely that the level crossing is used at night or during dark/dusk hours and it should be noted that due to 'dark hours' regulations train drivers are not permitted to sound their horn between the hours of 23.00 and 07.00; therefore anyone using the crossing between these hours will have no warning of an approaching train.

Given the proximity to Lingfield station there are concerns that users become complacent when using the crossing with 'regular' users assuming they know which trains are stopping and non-stopping services; thus they might think it is safe to cross even when a train is approaching, incorrectly thinking it is due to stop at the platform.

It is also possible that the station itself creates a distraction to users; this can be by way of announcements and commuters on the platforms. There is potential for people standing on the platforms to obscure the available sighting further, encouraging users to cross over and take unnecessary risks. Announcements made at the station can also mask the sound of the train horn, so users may cross having failed to hear the warning from the approaching train.

Further, as the level crossing is on the Gatwick flight path it is possible that the ambient noise from airplanes will mask the sound of approaching trains.

A further issue, given its proximity to the station, is users are seen to be lulled into a false sense of security when a train is stopped at the platforms. A situation can occur whereby a user will see a train stopped at the station and assume it is safe to cross, not anticipating the passage of a second train. Lingfield Station has both stopping and non-stopping services passing through it and it is known that trains are scheduled to pass one another to the south of Lingfield Station. This creates a situation whereby there is a high risk of a second train passing over the level crossing at the same time or immediately after the first train. Users may also believe that an approaching train is due to stop at the station and thus cross, when in fact it is a non-stopping service.

Given the timetabling of trains passing over the crossing it is extremely likely that a second train will pass over the crossing at the same time, or immediately after, the first train. This situation is known to lead users to take risks when passing over the crossing as they may otherwise be waiting for longer to cross over than anticipated. It is common for approaching/passing trains to block the view of another approaching train, with sighting obscured further when a train is stopped at the station.

In April 2011 whilst on site, the Route Level Crossing Manager witnessed a near miss involving two school girls; the girls crossed over the level crossing whilst a train was stopped at the station causing the second approaching train to apply the emergency brake. It was this incident that led Network Rail to close the level crossing through fear of danger to the public.

Further incidents of recorded misuse at this location are detailed in the attached Incident Log. As can be seen from the Log there are numerous reported incidents of persons crossing behind trains stopped at the station; it is probable that there are many more occurrences of this type of action which are not recorded.

The near miss detailed in the Incident Log on 10th February 2009 occurred in spite of cameras erected to deter such misuse. The photos below were taken from the footage and show that the pedestrian not only

had a hood up, but crossed only 6 seconds before the approaching train reached the level crossing.



In addition to the attached Incident Log, we have also received concerns from outside third parties in regards to the level crossing:

The following observation was received from the Southern (TOC) Head of Safety and Environment on 7th August 2008:

“The 2 near misses we have had with school children have both occurred when the down train was running a couple of minutes late and overlapped with the up train approaching Lingfield country side of the station. In both cases, the approaching up train is obscured by the departing down train and, children being children, they do not pay attention when they cross the line directly behind the departing down train.”

We also received the following email from Cllr. Michael Sydney on 15th March 2009:

*Dear Nuala, Guy and David,
I met with senior managers from Southern Trains, Network Rail, and the Railway Inspectorate last week at Lingfield Station. Their concern is the safety of pedestrians, particularly young people and those at school, who use this crossing. The recent installation of a CCTV camera has highlighted the risks, as they demonstrated in a video. They are considering a number of possible ways to increase safety, many of which are capital sensitive. I suggested to them that an immediate step would be to organise presentations at the schools whose pupils are known to use this crossing. While we were at the crossing, and there were at least ten people, the majority in high viz jackets, present, half a dozen pupils crossed the railway without a glance left or right. To spare any blushes I will not identify the school!*

The idea was accepted with enthusiasm, and I am copying this to Clive Robey, the Level Crossing Risk Control Coordinator at Network Rail, with the request that he contact you direct.

David, I know that your young people are always accompanied when out and about and probably don't use the crossing anyway. However you may feel that some of your younger support staff who are less familiar with the workings of the railway would benefit from a presentation.

I hope this meets with your approval.

Yours,

Michael

Cllr. Michael Sydney

Tandridge District Council -m Dormansland and Felcourt

A further email from Southern's Head of Safety and Operational Services was also received on 5th October 2011:

Hi Clive,

I can confirm that prior to the current closure Southern Railway undertook a risk assessment of the Lingfield crossing and the footpath routes in the platform and station areas, including public access.

Based on this assessment, which included a review of the number, type and risk level of the near miss events and crossing abuse it was clear that the crossing as it was posed a high risk to members of the public and to the train driver community.

This risk included the likelihood of persons being struck by a train and the likely fatality, the serious effects on train crew that result from such an event, including the loss of employment brought on by trauma and the effects on other connected with or witnessing an event.

The mitigations in place at the crossing including warnings, supported by on board announcements, vegetation clearance to maintain safe lines of sight, whistle boards and train warning signals were failing to prevent footpath users from being exposed to the high level of risk.

Peak use of the crossing and the condition of the users was also considered and it was not uncommon on race days for many users to be under the influence of alcohol and to act in ways that gave serious concern for their safety.

Since the crossing was closed and the alternative footpath routes made available there have been no reports of near miss events by train crew and the safety of the public has been significantly enhanced. The station operation has not reported any rise in passenger risk associated with the closure.

Regards.

Steve.

Steve Enright

Head of Safety and Operational Standards

Southern

It is clear from these third party concerns that misuse at the level crossing is widespread and common in occurrence even when a highly visible presence is on site.

As mentioned above it is known that visitors to the Racecourse will use the level crossing to access the station and/or the racecourse both before and after their attendance; these users are considered to be 'irregular' and may not be familiar with the correct use of the level crossing (despite relevant signage being in place).

It has been known for users both accessing and leaving the racecourse to 'queue' over the level crossing whilst a train is stopped at the station. It is also common for race-goers to return intoxicated from the racecourse. This risk is unacceptable to Network Rail.

It is possible that the line speed and number of train services (passenger and freight) will increase at this location in line with government policies to reduce passenger journey times, increase passenger numbers on the railway and move the transport of goods from road to rail; this would only serve to increase any risk at the level crossing.

It is Network Rail's view that the level crossing poses a risk of danger to the public and should be closed with users diverted to the station footbridge.

- iii. The effect of the extinguishment of the crossing and the creation of the proposed new path(s) or way(s) having regard to the convenience to users and the effect on any connecting rights of way and the network as a whole;

The footpath will be diverted to a stepped footbridge located approximately 156 metres to the north of the level crossing.

The proposed diversion route will take approximately 6 minutes to walk, based on an average walking speed of 1.5m per second, this allows for ascent and descent of the footbridge.

Whilst Network Rail previously proposed an accessible solution via the installation of a footbridge with ramps, this was rejected by local residents. It would not be possible for Network Rail to pursue an accessible solution at this location given land ownership (both for siting of the structure and land to enable construction) and funding constraints.

Whilst convenience to users will be impacted it is noted that this application is made on the grounds of public safety and the proposed diversion will maintain its current links to the land on both sides of the crossing and also maintains the existing links to the footpath network in the area.

It is Network Rail's view that as the proposed diversion route has been in use since 2011, residents and users of the footpath have become accustomed to the route and thus any immediate inconvenience has already been experienced and the proposed diversion is now the 'normal' route taken by users.

- iv. The opportunity for taking alternative action to remedy the problem such as a bridge or tunnel in place of the existing crossing or the carrying out of safety improvements to the existing crossing;

The footpath will be diverted to the existing station footbridge situated approximately 156 metres to the north of the existing level crossing.

It would not be possible to install a visual/audible warning system at this location due to the proximity to Lingfield Station. Due to the triggering systems used by these warning systems they would be at red with the alarm sounding for a considerable amount of time; this would result in users ignoring the system and crossing at risk. It is also likely that noise complaints would be received due to the length of time any audible warning would be sounding. Installation of this system would also leave the level crossing in situ and thus the risk would still be present with the likelihood of an incident occurring.

It would also not be possible to install locking gates at the crossing due to the risk of users becoming trapped on the railway line upon a train approaching. Interlocking gates are only possible at crossings which are manned or monitored by CCTV.

A different form of barriers would also not be possible at this location, as they would need to be interlocked with the signalling and would also pose the same issues as interlocking gates above.

Whilst a stepped footbridge closer to the existing location of the level crossing is possible, it is felt that as users have been using the proposed diversion since July 2011 installation of a footbridge closer to the level crossing would not be a good use of public funds. Further, it is likely that a footbridge closer to the level crossing would raise concerns for the residents of Station Road in regards to privacy. It would also have a negative impact on the general visual amenity of the area and the station itself.

There are also concerns that an additional footbridge at the station may encourage anti-social behaviour in that it would provide a second area for youths to congregate at the station; this could potentially cause problems for local residents, users of the public footpath, commuters and station staff.

Whilst a stepped footbridge at the existing location of the level crossing is possible Network Rail do not own the land required for the erection of

the footbridge. Whilst the landowner to the east of the crossing has been receptive to the sale of this land, we have been unable to obtain a response from the third party landowner to the west. We are therefore unable to pursue this option further.

Additionally, a footbridge at this location would require full planning permission, which would increase costs and timescales for Network Rail. It is also likely that any planning application would be heavily objected to by local residents.

Vegetation management has been undertaken, and is maintained to ensure the required sighting distances remain; no other improvements could be made to available sighting.

We are unable to erect any further signage at the level crossing; the signage present is as required and has been confirmed as such by the ORR. It is also felt that the provision of extra signage would be of little benefit as the view is that too many signs would not be read or may lead to confusion. Further, given the level of misuse at the crossing additional signage would not prevent this; thus the entirety of the risk would still remain.

Further education by way of school visits has taken place, as have on board train announcements; but again these do not reduce the level of risk at the crossing or prevent misuse.

No other works can be undertaken to improve safety of the level crossing and the only option to Network Rail to remove the risk this level crossing poses is via closure.

- v. The estimated cost of any practicable measures identified under (iv) above;

Installation of a visual and audible warning system would likely cost in excess of £1 million; it is possible that signalling infrastructure would need to be amended due to the crossing's proximity to the station and thus costs could far exceed £1 million.

Interlocking gates with CCTV/barriers would cost in excess of £500,000 and would leave the risk at the crossing. If a crossing keeper were required this would cost in the region of £165,000 per annum.

A stepped footbridge closer to the level crossing would cost a minimum of £600,000.

A stepped footbridge at the existing location of the level crossing would similarly cost in the region of £600,000; we are unable to quantify how much the required third party land would cost to purchase. Costs would also be increased given the necessary planning application, and legal

ITEM 12

fees in relation to the purchase of land. This scheme could therefore easily require funding over £1 million.

- vi. The barriers and/or signs that would need to be erected at the crossing and the points from which any path or way is to be extinguished or created, assuming the order is confirmed; and

The existing level crossing will be securely fenced off in order to prevent unauthorised access to the railway. Any signage required by the Council at the crossing (and any other points) will be provided.

- vii. The safety of the alternative right of way to be created by the order relative to the existing rail crossing.

The diverted footpath, utilising the footbridge, will remove the need for users to pass directly over the railway via a level crossing. Users will also no longer have to wait for trains to pass and will enjoy free flowing passage over the railway line.

Drivers will also no longer have to sound their horns upon approach to the level crossing, thus improving the amenity of the area and removing any noise nuisance.

3. NAMES AND ADDRESSES OF PUBLIC UTILITY UNDERTAKERS IN AREA (whether or not their apparatus is likely to be affected):

- (a) Public gas supplier

Southern Gas Networks Ltd
Inveralmond House
200 Dunkeld Road
Perth
PH1 3AQ

- (b) Public electricity supplier

UK Power Networks plc
Newington House
237 Southwark Bridge Road
London SE1 6NP

- (c) Water undertaker

Sutton & East Surrey Water
London Road
Redhill
Surrey

RH1 1LJ

- (d) Sewerage undertaker (if different)

Thames Water Utilities Ltd
Clearwater Court
Vastern Road
Reading
RG1 8DB

- (e) Public telecommunications operator

BT Openreach
National Notice Handling Centre
PP 3WW18
Telecom House
Trinity Street
Hanley
Stoke-on-Trent ST1 5ND

- (f) Others (specify).

N/A

4. MAPS AND PLANS

List below all maps and plans accompanying this request, giving details of their scale and content. In addition to the map mentioned in paragraph 1(d), this must include a map of a scale not less than 1:25,000 or, if no such map is available, on the largest scale readily available, showing the crossing and any paths or ways to be extinguished or created, and any connecting paths or ways.

The route of the public footpath to be extinguished is shown on the attached plan in a solid line. The route of the proposed diversion is shown in a dashed line. The route of any unaffected public footpaths is shown in a dotted line.

5. OTHER INFORMATION

Give any other information you consider relevant.

Network Rail is aware that it is the local residents desire to obtain lifts at the station to make Lingfield Station fully accessible to all. The installation of a new footbridge with steps and lifts would cost in the region of £1.9 million; if a new power supply was required, this would add an additional £0.1 million to the cost.

As has been discussed with Surrey County Council funding of this level is not available to Network Rail. Approaches were made to the Department for Transport Access for All Scheme for additional funding to enable installation of lifts; however this was refused due to the low footfall at Lingfield Station.

Network Rail have made it clear that the funding under 'Access for All' is outside of their control and as such are unable to state whether funding for lifts at the station will ever be available. Network Rail are also unable to 'bid' for any funding from the Access for All Scheme and any such bidding would need to be undertaken by the local council; Network Rail would support any such application made by Tandridge Council.

The only affordable fully accessible solution at this location is a footbridge with ramps; this proposal was rejected by local residents and Network Rail withdrew these plans in January 2014.

The number of trains passing over this level crossing cannot be decreased, and in fact is likely to increase in the future in line with government policy.

The only realistic option available to Network Rail in order to remove the risk of this level crossing at this location is via closure and diversion to the station footbridge as proposed.

DECLARATION

I/We

- (a) Understand that no authority for the extinguishment, obstruction or creation of any path or way in this request is conferred unless or until a Rail Crossing Diversion Order has been confirmed and come into force;
- (b) request that a Rail Crossing Diversion Order be made and confirmed relating to the crossing and paths or ways described in Sections 1 and 2 above; and
- (c) declare that, to the best of my/our knowledge and belief, all of the factual information included in this form is true and accurate.

Signed

Name in capitals NICOLA MEE

On behalf of Network Rail
Address Floor 2 Suite 1A
 Waterloo Station
 London
 SE1 8SW

Position held Liability Negotiations Adviser
Date 3rd November 2016

Date	SMIS Ref	Incident Details
03/05/1991	NSC/OP529/91/0503B	The M.O.M. from Croydon went to Lingfield Station and found two youths who were suspected to have placed stones on the line. B.T. Police advised.
01/06/1992	NSCVMM/OP515/920601A	It was reported by the Driver of the 16 24 Victoria to East Grinstead that he had a near miss at Lingfield. Traction Inspector will meet the Driver on arrival back at Victoria as the Driver was already working the return journey. It transpired that the customer involved crossed in front of his train from behind a stationary train on the up line. This person used the crossing south end of the station and wanted to catch the 16 24 Victoria to East Grinstead service.
03/06/1992	NSCVMM/OP515/920603A	The driver of the 18 15 London Bridge to East Grinstead was just about to depart from Lingfield station when a male person ran across then public footpath crossing in front of his train.
19/09/1992	NSCVMM/OP515/920919B	<p>First advice at 16.28 from a Mr Tring, (0342 - 835477, via Waterloo SWB), that a down train approx 30' before had narrowly missed a party of children in the charge of an adult, using the public foot crossing north of Lingfield Station. Enquiries to Oxted Box confirmed that 14.54 Victoria - East Grinstead had been involved in the incident. They had tried to tell Control but had not been able to get through. By this time Driver working 16.08 East Grinstead - Victoria. TCS Victoria arranged for ATI to meet driver, 3516 Victoria duty. Seen at Victoria and fit to continue duty. Pway Supervisor advised and checking gate, (swing gate variety on public footpath). NSE Control, BTP advised.</p> <p>Pway reported 18.25 that both gates are in need of renewal. Also reported children holding broom and bicycle and something was struck.</p> <p>BTP advised, asked for Building Manager to be alerted. Building Dept Manger advised and arranging attendance to gates ASAP. ATI advised and will see driver again. Driver seen and quite emphatic he had not hit either child and he stopped and remonstrated with them.</p> <p>Foot Crossing concerned is at present being kept under observation, and plans are being made for some alterations to be carried out to the crossing in order to try to eliminate incidents of this nature.</p>

05/11/1994	QSO/R127/94/801V	REPORTED BY THE DRIVER OF THE 1024 OF PERSONS ON THE LINE IN THE LINGFIELD AREA. ALL TRAINS CAUTIONED.
24/01/1995	QSO/R124/94/221B	REPORTED BY OXTED SIGNALMAN AT 2046 THAT THE DRIVER OF 2L61 2038 EAST GRINSTEAD TO VICTORIA HAD RUN OVER DETONATORS ON THE LINE AT LINGFIELD. BTP INFORMED.
07/02/1995	QSO/R127/94/1030B	REPORTED BY OXTED BOX AT 1630 AT 1630 THAT THE DRIVER OF 2L84 1608 EAST GRINSTEAD TO LONDON BRIDGE HAD OBSERVED CHILDREN PLAYING ON THE FOOTCROSSING AT LINGFIELD. 2142 1554 VICTORIA TO EAST GRINSTEAD AND 2L86 1638 EAST GRINSTEAD TO VICTORIA CAUTIONED AND NOTHING SEEN.
14/06/1995	QSOOMV/R127/95/0427B	REPORTED BY OXTED SIGNALMAN AT 1534 THAT THERE WERE YOUTHS PUTTING CONCRETE ON THE LINE AT LINGFIELD ON THE RACECOURSE CROSSING. REDHILL ZPA ATTENDED AND ALL CLEAR AT 1600.
09/05/1996	QSOOMV/RS27/95/253V	At 1900 driver of 2L87 1750 London Bridge - East Grinstead had a near miss with a passenger who had detrained at Lingfield station from 2L51 1816 East Grinstead to Victoria. The passenger walked to the end of the station platform and crossed the occupation crossing in front of the train. Driver was OK. FM Three Bridges attended to check signing. SCTrains and RNCC adv.
01/07/1996	QSOOMV/RS27/96/498V	Reported by Oxted panel at 16.15 that the driver of 2L40 15.24 Victoria to East Grinstead had reported that at Lingfield there had been 6 youths loitering on the side of the track at the racecourse crossing. Four of the youths ran across the track as he approached and he wished to report a near miss. SouthCentral TOC advised.
13/07/1996	QSOOMV/RS27/96/579V	Reported by Oxted Signaller at 13.48hrs. Driver working 2L33 1338 East Grinstead to Victoria reported a near miss with a group of approx. 20 persons on racecourse crossing at Lingfield. Network SouthCentral advised. Reports on previous occasions of customers alighting from down trains at Lingfield and walking off platform to cross lines over crossing. This problem appears to have worsened since the removal of the cattle grids from between the end of the platform and the crossing.

08/08/1996	QSOOMV/RW27/96/732V	19.46 Reported by Oxted box that the driver of the 18.53 London Bridge - East Grinstead that as he was approaching Lingfield Station he spotted two youngsters in the four foot with bike s, the driver stated that he was OK to continue, although a bit shaken. 2007 Field Manager on site. 2012 Field Manager reported all clear.
12/11/1998	QSR/1998/08/1033	12/11/57 PASSENGERS WALKED ACROSS TRACK - LINGFIELD Action: CSC Reported by Oxted Signaller at 12:13- At 12:10 the driver of 2L24 11:23 Victoria to East Grinstead reported that passengers walked off the end of the platform and across the cattle grid (towards the racecourse) in front of his train. Not reported as a near miss. Connex South Central advised and arranging for staff to guide racecourse passengers in correct direction.
17/11/1998	QSR/1998/09/124	17/11/64 LINGFIELD 2L09 REPORTED A NEAR MISS T 409881 Action: RAILTRACK Reported by Oxted Signaller at 08:26 hrs The driver of 2L09 08:17 East Grinstead to Victoria reported a near miss with school children on Race Course Crossing at Lingfield. Driver reported schoolchildren on crossing as he approached, sounded horn but children slow in clearing and giving driver the two finger salute. Driver OK to continue but requested a D.S.M. meet him at Victoria Connex South Central advised. Railtrack National Control Centre advised.
15/10/1999	QSR/1999/07/915	A youth walked off the end of the platform onto the line
29/12/1999	QSR/1999/10/443	20:03 Oxted Signaller advises that the driver of 5Z41 19+48 East Grinstead to Selhurst Depot has reported 5 youths on the line at Lingfield. Not a near miss but driver was slightly shaken. Connex South Central advised. Oxted ZPA advised and attended. 20:43 Signaller advises that ZPA found the youths still on the line, looking for a lost ring. ZPA ensuring that they leave site. 20:48 Signaller advises kids clear at Lingfield-joined 2L61.

02/04/2000	QSR/2000/01/20	2 Youths reported to be on the lineside
31/12/2000	QSR/2000/10/669	Report received from BTP of youths running across the tracks at Lingfield.
16/07/2001	QSR/2001/04/1108	2L51 reported youths messing around at Race Course Occ. Xing. 2L87 cautioned and reported all clear at 18.36.
31/10/2001	QSR/2001/08/634	Reported by Oxted Signaller that the Driver of 2L84 16.08 East Grinstead to London Bridge reported that as he approached Lingfield racecourse crossing, a youth was on the crossing and jumped clear. The driver made a sharp application on the brakes and classed the incident as a near miss. The Driver was okay to continue.
31/10/2001	QSR/2001/08/634	Reported by Oxted Signaller that the Driver of 2L84 16.08 East Grinstead to London Bridge reported that as he approached Lingfield racecourse crossing, a youth was on the crossing and jumped clear. The driver made a sharp application on the brakes and classed the incident as a near miss. The Driver was okay to continue.
16/05/2002	QSR/2002/02/259	The Driver of 2L10 0753 Victoria to East Grinstead person walked off the platform with their dog.
12/07/2002	QSR/2002/04/966	Reported by Oxted signaller 16.45 2L86 16.38 East Grinstead to London Bridge, the driver reported a near miss at Racecourse Occupation Crossing at Lingfield. A youth ran in front of his train and then got on it. Driver okay to continue. South Central Service Centre advised. Railtrack National Control Centre advised.

09/11/2002	QSR/2002/08/1199	<p>Driver of 2L67 22.38 East Grinstead - victoria reported a near miss with five girls on foot crossing at Lingfield Race Course.</p> <p>Train stopped short and drive admonished them and they then joined his train.</p> <p>Driver fit to continue.</p>
18/07/2003	QSR/2003/04/1259	<p>Reported by Oxted Signaller.</p> <p>That the driver of 2L27 12.07 East Grinstead to Victoria reported that as his train was arriving at Lingfield Station he was stopped by the British Transport Police who advised him that they had detained a youth who they had caught wandering on the railway line.</p> <p>Redhill Mobile Operations Manager advised and arranged for the lineside fencing on the county side of Lingfield Station to be examined. MOm did not attend.</p>
12/01/2004	QSR/2004/11/998	<p>At 14:42 the driver of 2L34 13:53 Victoria to East Grinstead reported that there was a trespasser on the line the country side of Lingfield</p> <p>At 14:55 the driver of 2L37 14:37 East grinstead to Victoria reported that he had spoken to the person who said that he "had walked off the ramp and got lost" He was advised to return to the platform and no further problems reported.</p>
18/05/2004	QSR/2004/02/1074	<p>Reported by Oxted Signaller that the driver of 2L53 (1838 East Grinstead – Victoria) has reported youths on the line at Rushford crossing, London side of Lingfield. 2L93 (1812 London Bridge - East Grinstead) will be cautioned.</p> <p>18.58 Reported by Oxted Signaller that there is now a large group of youths at Racecourse crossing.</p> <p>Drivers will be advised until youths have dispersed.</p> <p>19.20 Normal working resumed.</p>

10/03/2005	QSE/2005/13/227	<p>22.12 Reported by Oxted Signaller that at 22.10 the driver of 2L60 21.23 Victoria – East Grinstead reported a person on the track approx. 100 yards country side of OD25 signal. Signaller spoken to driver a second time (at Dormans and confirmed incident as not a near miss).</p> <p>22.23 Southern report that the driver of 2L67 2207 East Grinstead – Victoria is now classing the incident as a near miss.</p> <p>Southern investigating accordingly.</p>
02/04/2005	QSE/2005/01/101	<p>Reported by Network Rail helpline that a report was received that a damaged public gate on the downside at Lingfield, which has been damaged by vandals.</p> <p>This could cause sheep from his farm to stray onto the line, although reports he doesn't use this field all the time.</p> <p>Mobile Operations Manager attended and reported the foot-crossing gate needs fixing so it swings closed.</p>
16/07/2005	QSE/2005/04/1196	<p>Reported by the Network Rail Helpline that a local farmer observed that the Wicket gates at Lingfield (Racecourse crossing- immediately country side of station) were damaged and could allow his sheep access to the railway.</p> <p>Redhill Mobile Operations Manager advised and attending.</p> <p>Mobile Operations Manager confirms that gates are damaged on both the down and upsides.</p> <p>This passed to Network Rail Asset Response.</p> <p>Asset response attended and renewed damaged gate springs and missing mechanisms</p> <p>Caused by vandalism.</p>

24/10/2005	QSE/2005/08/414	Oxtd signaller advised that the driver of 2L31 13:07 East Grinstead to Victoria, had reported a near miss at Lingfield Racecourse foot xing with two people who not appearing to pay due care and attention. The driver sounded the horn and people jumped back clear. Southern were advised that their driver was fit to continue duty.
18/03/2006	QSE/2006/MAR/782	The driver of 2L29 12:31 East Grinstead - Victoria reported a near miss with a person who crossed over the Linfield Racecourse Level Crossing in front of 2L29, after alighting from 2L26 service from Victoria (11:53 Victoria - East Grinstead)
27/07/2006	QSE/2006/JUL/1541	British Transport Police reported 8 youths aged between 8 and 11 running across railway at Lingfield Redhill Mobile Operations Manager attended Oxtd signaller cautioned trains. The drivers of 2L58 20.23 Victoria to East Grinstead (Down) 2L63 21.07 East Grinstead to Victoria (up line) reported nothing seen. No further reports received.
06/10/2006	QSE/2006/OCT/335	At 2000 BT Police reported that there eight youths crossing the line at Lingfield station in fancy dress. The Mobile operating Manager attended and reported that the youths were going to a fancy dress party but did not know the address. MOM remained on site to ensure that the youths did not trespass again on the line at Lingfield.
02/04/2007	QSE/2007/APR/584	At 1430 the Mobile Operating Manager was advised that the gate a Lingfield was not closing properly and there was risk of sheep getting on to the railway. The Down side wicket gate had defective spring. The Mobile Operating Manager made a temporary repair and secured the gate.
14/09/2007	QSE/2007/SEP/603	At 0828 the Oxtd Signaller advised that the Driver of 2L09 0817 East Grinstead to Victoria reported a near miss with a small group of children at Lingfield Racecourse footpath crossing. The Driver sounded the horn and performed an emergency brake application the children got clear until very late. The Driver was slightly shaken and considers himself fit to continue. He did not know how close he came to the children. The Mobile Operating Manager attended at 0830 and found the crossing to be in order.

13/03/2008	QSE/2008/MAR/642	<p>At 1610 there was a report that Racecours Level Crossing at Lingfield the wicket gate had been left open. Trains were cautioned and the Redhill MOM attended.</p> <p>Normal working was resumed after staff had checked the wicket gate. Line reported clear no sign of animals.</p> <p>MOM reported gate padlocked.</p>
15/04/2008	QSE/2008/APR/745	<p>Oxted Signaller advised that the driver of Southern service 2L53 1837 East Grinstead to Victoria reported that there were children on the line at Lingfield. Trains cautioned but no one seen. No further reports received.</p>
02/05/2008	QSE/2008/MAY/65	<p>At 1620 British Transport Police reference P08 8143741.youths on the tracks between Lingfield and Dormans. 2L40 1253 Victoria to East Grinstead cautioned and confirmed youths clear on the embankment.</p> <p>Normal working resumed at 1647.</p> <p>Redhill Mobile Operating Manager attended and reported no fencing issues..</p>
29/07/2008	QSE/2008/JUL/1357	<p>At 1832 the Driver of 2L51 18.12 East Grinstead to Victoria (Unit:377) reported a near miss on Lingfield Occupation Crossing, two children with bikes, 1 on the down side and 1 on the up side who crossed in front of the train. The driver made a full emergency brake application and stated to the signaller, okay to continue but slightly shaken. Redhill MOM on route. 2L97 service in rear will be cautioned.</p> <p>At 1834 the Driver of 2L51 confirmed okay to continue and fit for the rest of his duties. Driver Standards Manager will meet the driver in due course. NOC advised.</p> <p>At 1844 the MOM checked the area and signage etc.</p> <p>At 1909 the MOM reported that signage is okay and the children have gone. Down side gate hinge at the bottom broken and will not self close, this is the second gate. Fault no: 38185</p>

10/02/2009	QSE/2009/FEB/291	<p>At 0654 the Driver of 2L70 0636 East Grinstead to London Bridge reported a near miss on the country end of Lingfield station on the Race course crossing. The Driver reported that he was one coach length away from hitting the person.</p> <p>Redhill Mobile Operating Manager attended and reported sign age and equipment all correct.</p>
12/02/2010	QSE/2010/FEB/434	<p>Oxted Signaller advised that the driver of 2L55 1907 East Grinstead to Victoria reported that he had to make an emergency brake application at Racecourse foot crossing at Lingfield as passengers were crossing the track. The driver did not classify this incident as a near miss and was fit to continue.</p> <p>Network Rail Risk Control Coordinator was advised and Network Rail Operation staff attended and checked the crossing signage.</p>
21/04/2011	QSE/2011/APR/1051	<p>Oxted Signaller advised that the driver of 2L43 1607 East Grinstead to Victoria reported a near miss at Lingfield Racecourse Occupation Crossing. Two girls crossed behind a Down train in front of his Up train causing the driver to make an emergency brake application. The driver sounded his horn at the warning board. The driver was a little shaken but stated on several occasions that he was fit to continue. Trains were cautioned and British Transport Police advised.</p> <p>Network Rail Operation staff checked the crossing, all the signage was present and sighting distances good. Both the gates were working correctly.</p> <p>Normal running resumed at 1653.</p>

02/06/2011	QSE/2011/JUN/68	<p>Oxted Signaller reported that members of public were crossing the track to get to the race track at Lingfield Foot Crossing, the crossing was locked and out of use and formally closed. British Transport Police and Network Rail Risk Co-ordinator advised.</p> <p>Network Rail Operation staff inspected the fencing, it is was found to be secure, the crossing gates were locked and also secure.</p> <p>Drivers were requested that they announce to passengers to use the footbridge vice the foot crossing.</p> <p>Network Rail asked to have a presence at Lingfield on Monday as this was the first day back to school after half term.</p> <p>Operations Risk Control Coordinator advised that the Operations Risk Advisor would be on site on Monday morning to assess the situation.</p>
30/06/2011	QSE/2011/JUN/1774	<p>Oxted Signaller reported that a trespasser had jumped over the fence at the station and walked towards Dormans. Trains were cautioned and British Transport Police advised.</p> <p>The driver of 2L42 1553 Victoria to East Grinstead reported no sign of the miscreant. Normal running resumed.</p> <p>Network Rail Operation staff attended and checked that the fencing was secure.</p>
19/04/2012	QSE/2012/APR/926	<p>At 2225 Oxted Signaller advised that British Transport Police (ref 668) reported that four youths had been observed line side near a white plant building.</p> <p>Network Rail Operation staff and British Transport Police inspected the area but there was no trace of the miscreants. Normal running resumed at 2345.</p>

09/07/2012	QSE/2012/JUL/399	<p>At 2215 the driver of 2L64 2123 Victoria to East Grinstead reported to the Signaller that there were 10 to 12 youths fighting on the track on the Up side at Lingfield Station. The Signaller stopped 2L67 2207 East Grinstead to Victoria at Dormans. British Transport Police (ref 705) advised.</p> <p>At 2220 the guard on 2L64 advised Southern Control that the youths had run off but he could still hear them, he was on the move at 2216. The driver of 2L67 was cautioned through the station and reported that there was no one to be seen. British Transport Police updated.</p>
18/07/2012	QSE/2012/JUL/919	<p>Oxted Signaller advised that the driver of 2L83 1715 London Bridge to East Grinstead reported that a member of the public crossed over the foot crossing at Lingfield (26m 28ch) which was out of use. The train was stationary at the time and not a near miss. Southern advised. There was no description of the person other than the person was a male. British Transport Police (ref 500) advised.</p> <p>Network Rail Operation staff attended to check if the correct signage was in place. All signs were in place and the gates were padlocked. Network Rail Risk Co-ordinator advised.</p>
29/12/2012	QSE/2012/DEC/1181	<p>Surrey Police (Ref; P12381049) advised that a member of public has called them and reported a group of children messing around at Lingfield station, one of whom had gone on the track and was walking away from the race course. Redhill MOM advised. Oxted signaller advised and cautioning next trains.</p> <p>Signaller advises the group of children got on 2L03 at Lingfield.</p> <p>Redhill MOM attended and confirmed all clear.</p>

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9 DECEMBER 2016



SURREY

LEAD OFFICER: KEIR SCHILTZ, COMMUNITY SKILLS DEVELOPMENT MANAGER, YOUTH SUPPORT SERVICE

SUBJECT: COMMUNITY SKILLS FOR HIGHWAYS - SCC/KIER S-SKILLS INITIATIVE

DIVISION: ALL TANDRIDGE

SUMMARY OF ISSUE:

This Community Skills initiative developed in partnership with Kier Highways, seeks to address 3 key issues within Local Authority service areas:

1. Address skills shortages within the Highways Service through the targeted selection and training of local people who would not normally be able to access this employment;
2. Provide vulnerable people with a supported route to employment that improves their economic wellbeing and reduces their reliance on statutory services;
3. Provide enhanced service and social value within existing highways contracts and in so doing support the local authority's overall performance under the Social Value Act.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to:

- (i) Endorse the development of the S-Skills initiative in Tandridge;
- (ii) Invite members to consider allocating a proportionate contribution towards the expected total cost of £3750 to sponsor 1-3 Tandridge participants on this initiative, from their Localism Initiative/Community Enhancement Fund.

REASONS FOR RECOMMENDATIONS:

Vulnerable young people and adults within our communities often require different routes to employment. It is particularly important to find sectors where their inherent and latent skills can be developed and valued by the employer and where the employer has the necessary incentives to supply the extra support necessary.

The highways sector is one such area where their ageing workforce, who are primarily resident outside of the county, needs to be replaced and therefore there is a real desire to diversify the approach to recruitment and training.

Surrey County Council is committed to maximising the Social Value gained from every pound it spends through its contracted and directly delivered services.

The Local Committee's Youth Task Group, (comprising county and district councillors and officers) have discussed the proposals and indicated their support for the initiative.

1. INTRODUCTION AND BACKGROUND:

- 1.1. Surrey Youth Support Service (YSS) works with some of the most vulnerable young people in our communities. The Community Skills initiative recognises the strengths of YSS service delivery in engaging and building relationships with vulnerable people, and seeks to address the barriers that stop our most vulnerable people from engaging in, contributing to, and benefitting from the economic wellbeing of the local area.
- 1.2. The Community Skills initiative utilises the challenges of one sector to provide solutions to another. Vulnerable people who not previously have been shortlisted to participate in a developmental training and recruitment programme will benefit from the opportunity to build their skills and experience, with the chance to gain a place on Kier Highways' subsequent 12 week apprenticeship. A summary of the project is attached at **Annex 1**.
- 1.3. The initiative addresses Kier Highways' contractual requirement to deliver enhanced social value within a competitive recruitment environment.

2. ANALYSIS:

- 2.1 The specific problem that this initiative addresses within the Youth Support Service is the delivery of sustainable models that enable the most vulnerable and challenging young people on our caseloads to access and thrive within suitable employment. The initiative will reduce pressure on our borough teams as the training and work placements are delivered through private sector partners.
- 2.2 A pilot of the proposed programme was undertaken at Brooklands Motor Circuit near Woking over the summer, with extremely positive results.
- 2.3 The proposed cost to the committee is £1250 per person to access the training with no further cost to the committee if they are successful in gaining a place on the 12 week fixed term apprenticeship.

3. OPTIONS:

- 3.1 The Local Committee (Tandridge) agrees to support the development of a programme in Tandridge. The YSS will work to source a suitable base for the programme, and to identify the vulnerable people who will benefit. Participants will carry out works to the benefit of Tandridge residents. This is the officer's preferred recommendation.
- 3.2 The Local Committee (Tandridge) may decide that in the context of reducing budgets, it is unable to support the initiative at this present time.

4. CONSULTATION:

- 4.1 The S-Skills for highways is one of a number of initiatives commencing within the wider Community Skills programme, which has been developed by SCC as a cross service initiative over the last 18 months. The consultation has been through a year long process of work stream meetings with a membership from SCC itself, Surrey Choices, Surrey and Borders Health Partnership, the voluntary and private sectors. These then led to the creation of a number of models specific to each sector which have been further tested through two pilot programmes.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1. The pilot in Woking initially offered participants a one week programme. However learning from the pilot has seen the proposals revised and a two-week programme developed. This has the benefits of better preparing candidates for moving onto the Kier Highways apprenticeship, and allows them to deliver a greater benefit for the charity where they will be based.
- 5.2. The programme will be evaluated after the first year.
- 5.3. Funding is requested for year one only (starting 2017-18).

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 The S-Skills for Highways actively targets the most vulnerable people and as such supports widening the diversity of the workforce within the highways sector and through this process supports Surrey county councils equality and

7. LOCALISM:

- 7.1 Funding from the Tandridge local committee will be ring fenced for participants from the communities of Tandridge.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
Corporate Parenting/Looked After Children	Set out below.
Safeguarding responsibilities for vulnerable children and adults	Set out below.
Public Health	Set out below.

Crime and Disorder implications

- 8.1. Young people within the criminal justice system will benefit from this initiative through direct targeted recruitment and as a result we can expect participants from this group to show a further reduction in repeat offending.

Sustainability implications

8.2. The S-Skills for highways will be self-funded from 2018.

Corporate Parenting/Looked After Children implications

8.3. Young people who are or have been looked after will be directly targeted for recruitment

Safeguarding responsibilities for vulnerable children and adults implications

8.4. The recruitment, training and initial 3 months fixed term apprenticeship will be overseen by SCC officers with the appropriate Risk and Safeguarding assessments in place.

Public Health implications

8.5. The S-Skills initiative will support the health and well being of the individual participants, their families and the local community through the provision of supported access to economic well being

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The consultation process to this point suggests that the outcomes predicted offer significant return on financial investment.

The Local Committee (Tandridge) is asked to:

- (i) Endorse the development of the S-Skills initiative in Tandridge;
- (ii) Invite members to consider allocating a proportionate contribution towards the expected total cost of £3750 to sponsor 1-3 Tandridge participants on this initiative, from their Localism Initiative/Community Enhancement Fund.

10. WHAT HAPPENS NEXT:

10.1 Should funding be agreed, officers will work within the YSS to identify participants and create the support packages necessary for them to reach their potential within the programme.

Contact Officer:

Keir Schiltz Community Skills Development Manager 07968832401

Consulted:

The initiative has been to the Economic Prosperity, Environment and Highways Board, and was discussed at a meeting of the Tandridge Local Committee Youth Task Group in November.

Annexes:

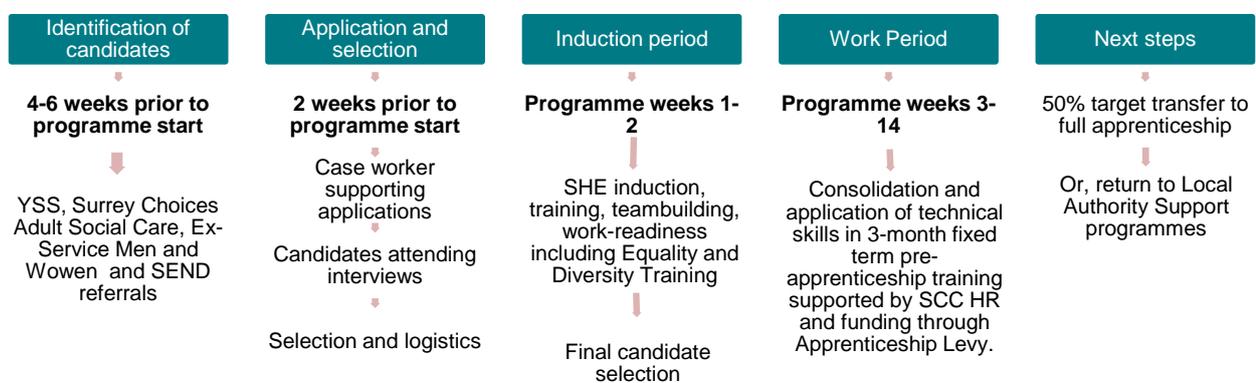
Annex 1: S-Skills project summary

S-Skills Social Enterprise for Highways

S-Skills for Highways is an innovative partnership between Surrey County Council and Kier Highways that brings vulnerable people furthest from employment into the workplace through a supported programme. S-Skills for Highways will engage candidates not engaged in education, employment or training (NEETs) or those with special educational needs, with an intention of carrying out basic highway works in the community.

Our current model supports 24 candidates per year, in three cohorts, engaged in meaningful work, giving the right balance of sustainability, throughput and benefit for the local authority.

These candidates will be generally in the care of SCC Youth Support Service, Adult Social Care and Surrey Choices, so during their time working within S-Skills for Highways, Case workers and managers can prioritise and support their highest-need individuals. This is a high Social Value initiative, with a target of 50% of entry to mainstream employment. Social value is created within the individual, the local authority and the wider society.



The top priority will be the safety of our candidates; with a 2 week induction phase to provide full Health and Safety training including use of tools and equipment. Following that phase, students who demonstrate the correct attitude and reliability will be placed within a gang, supported at all times by a SCC case worker, for a 12-week paid work placement. This gives students valuable work experience, and Kier the option to develop relationships prior to offering a full apprenticeship.

The initiative is funded through the work that it delivers, combined with funds for training drawn down from the Apprenticeship Levy. This creates a sustainable programme, delivering both value for money and social value.

S-Skills for Highways Pilot Induction Week

A pilot induction week was hosted at Brooklands Motor Museum, providing a controlled environment, where students can learn real highway maintenance tasks without the risks of the live highway. The week was managed by both Kier and Surrey staff and included a full safety induction, small tools training, team-building activities and training on basic skills such as pothole repair, patching and grass cutting.



Brian Blazejewski, a ganger for Kier during the pilot commented *"We were really surprised by the positive attitude, capability and work ethic of the candidates. Give me 4-5 weeks and I'll turn them into a half-decent patching gang!"*

Keir Schiltz, Community Skills Development Manager said *"This pilot has inspired real belief in our most vulnerable people becoming assets to their community through work related learning."*

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 9 DECEMBER 2016



SURREY

LEAD OFFICER: TOR PEEBLES, FLOOD RISK MANAGEMENT STRATEGY AND PARTNERSHIPS TEAM LEADER

SUBJECT: CATERHAM SECTION 19 FLOOD INVESTIGATION

DIVISION: CATERHAM ON THE HILL

SUMMARY OF ISSUE:

This report is to provide an update of activities and plans following the flooding in Caterham on the Hill and Coulsdon on the 7 June 2016. Although a number of flood resilience activities have taken place since the event, further work will be required to provide the most effective methods of mitigating the impact of future flood incidents.

This report details the findings of the section 19 flood investigation in relation to the flood event that took place in Caterham on the Hill and Coulsdon on 7 June 2016 and lists the ongoing actions being taken by the Risk Management Authorities in this area.

Members are asked to note the findings of the investigation and the suite of ongoing work by relevant authorities.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to:

- (i) Note the findings of the section 19 investigation.
- (ii) Note the current, future and completed work by the Risk Management Authorities.
- (iii) Support the activities of the Flood Action Group.

REASONS FOR RECOMMENDATIONS:

The impact of flooding to its victims reaches far beyond the physical impact on property and possessions; it can also affect the physical and mental health of individuals and communities. The approach to mitigating the impact of flooding is therefore holistic in nature, with the method taken in Caterham and the rest of Surrey being resident-led through Flood Action Groups and concurrent Risk Management Authority (RMA) collaboration. This places residents at the heart of the work that will be carried out in the Caterham on the Hill catchment and will enable the relevant authorities to deliver an approach to flood risk management that will best serve the needs of its residents.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Surrey County Council as Lead Local Flood Authority has a duty under section 19 of the Flood And Water Management Act 2010 to investigate flood incidents with the objective of establishing “*which Risk Management Authorities have flood risk management functions and if they have or are proposing to exercise those functions*”. This report summarises the findings of this investigation and actions taken during and after the flood event in question. (The full set of findings are attached in **Annex 1** – Section 19 Flood Investigation Report Caterham on the Hill – 11 November 2016).
- 1.2 The RMAs in this case include: Surrey County Council as Lead Local Flood Authority, Highway Authority and having responsibilities for Emergency Management; Tandridge District Council and the London Borough of Croydon as drainage authorities and authorities with responsibilities for Emergency Management and Thames Water as having responsibility for operating the foul and parts of the surface water network. The Environment Agency has a key role as the strategic flood risk management authority.
- 1.3 On the 7 June 2016, Caterham on the Hill and its’ environs were flooded following a severe storm. The flood affected over 140 properties, 40 highways and 5 schools. The investigation established that during the afternoon of the 7 June 2016 between 1230 and 1500 hours 77.62mm of rain fell over the Caterham on the Hill catchment. This volume of rainfall exceeded the monthly average by 24.2mm. The resulting surface water inundated the drainage systems of the affected properties, highway and public surface water and foul networks. Over 86 properties were flooded internally and a further 62 reported to have flooded externally.

2. FINDINGS AND ONGOING WORK:

- 2.1 Since 7 June 2016 RMAs have been engaged in a number of recovery activities to return the area’s assets to normal working order and to support residents with their recovery. Completed work includes:
- Held three public engagement meetings, with specific purposes: two were set out to gather information to ascertain the order of magnitude of the event and gather data for the investigation. The other was at the invitation of the Parish Council to hold a public question and answer session.
 - Meetings with specific residents to target specific concerns (primarily replacement of damaged drains).
 - Requested grants from DEFRA similar to the repair and renew grant of 2014. (This was unfortunately unsuccessful).
 - Responded to detailed individual questions from residents.
 - Cleared the majority of the highway drainage network.
 - Cleaned and repaired the Thames Water network
 - Cleared and further surveyed the Money Pit structure (at approx. cost of £135,000)
 - Submitted a bid for Grant in Aid funding to develop potential schemes to improve the risk of flooding.
- 2.2 Ongoing work includes:
- Continuing to troubleshoot defects on the highway drainage network

- Completing the maintenance and making safe work on the Money Pit.
- Continuing to establish the ownership of the main surface water carrier through Caterham on the Hill.
- Supporting the National Flood Forum in developing a Flood Action Group and its role in the community.
- Responding to new enquiries

Looking Ahead

- 2.3 Significant work is required if the impact of a future event is to be mitigated against. The Section 19 investigation found that the responsibility for this mitigation crosses a number of RMA and resident areas of responsibility. To achieve this there are three main streams of work to be carried out in the future:
- a) Providing multi-agency support to the Flood Action Group and its action plan that will enable residents to grow confidence in their own resilience and in the authorities' activities for mitigating the impact of future floods.
 - b) The formation of an officer Project Board to steer the feasibility study examine capital scheme options and to address the recommendations of the section 19 investigation. This Board and the officers from this group will also be the correct forum to address the Action Plan from the Flood Action Group. (The initial meeting of the officer group took place on the 16 November 2016.)
 - c) Continuing work with residents to maintain the existing drainage systems and improve the individual and community resilience.
- 2.4 The three courses of action set out above have been used in other areas of the County to good effect. It aims to put the resident at the core of the work and also maintain their active involvement in flood resilience activities. The Flood Action Group's multi-agency meetings will be the primary vehicle for communicating with residents and for them to bring issues back to the RMAs. The officer group will serve to ensure that all RMA and resident interests are served by the feasibility study and also that all authorities are engaged in looking for contributions for capital works at the earliest stage.

3. OPTIONS:

- 3.1 The section 19 investigation sets out a series of recommendations for the RMAs, residents and the Nation Flood Forum to action. It is the intention of Surrey County Council to see these recommendations to their conclusion and report to this Committee and the residents on the outcomes achieved.
- 3.2 Members are asked to interrogate the courses of action detailed above to ensure they are objective and results-focused in the interests of the community of the Caterham on the Hill catchment.

4. CONSULTATIONS:

- 4.1 The RMAs who were subject to the investigation have been consulted on the draft report, as was the Divisional Member for Caterham on the Hill, Councillor John Orrick. This was to ensure the details were accurate and the recommendations robust. Surrey County Council's Legal Team have been

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consulted on the legality of publishing the full investigation report and have approved its publication.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 The recommendation of the Section 19 report to develop a flood resilience scheme for Caterham on the Hill will incur financial and value for money implications. These costs will be shared across RMAs and will be agreed via a comprehensive report from the officer group or project board as development of the scheme progresses.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 There are no equality or diversity issues identified with the section 19 investigation or the recommendations of this report.

7. LOCALISM:

7.1 The proposed courses of action are specifically set out in order to support the community’s resilience, to empower the community and encourage self reliance in-line with the core focus of Localism. The method of delivering this will be through the Flood Action Group whose action plan sets out the residents’ priorities. The Flood Action Group will be supported by a multi-agency officer group.

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 (Tandridge) is asked to:

- (i) Note the findings of the section 19 investigation.
- (ii) Note the current, future and completed work by the Risk Management Authorities
- (iii) Support the activities of the Flood Action Group

10. WHAT HAPPENS NEXT:

- 10.1 The comments and recommendation of this Committee will be included in courses of action and communicated to the residents through the Flood Action Group and to the officers of the multi-agency group.
-

Contact Officer:

Tor Peebles,
Flood Risk Management Strategy and Partnerships Team Leader

Consulted:

N/A

Annexes:

Annex 1 - Section 19 Flood Investigation Report Caterham on the Hill – 11
November 2016.

Sources/background papers:

N/A

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**Section 19 Flood
Investigation Report
Caterham on the Hill
Incident: 7th June 2016
Published: 11th November 2016**



Section 19 Report

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Purpose

This document has been prepared specifically for the purpose of meeting the requirements of Section 19 of the Flood and Water Management Act 2010. This report should be read in conjunction with the SCC commissioned report “Caterham on the Hill Surface Water Management Study” carried out by Atkins (see references).

The purpose of this report is to investigate which Risk Management Authorities (RMAs) had relevant flood risk management functions during the flooding that took place in the Caterham on the Hill and Caterham Valley surface water catchment on 7th June 2016, and whether the relevant RMAs have exercised, or propose to exercise, their risk management functions (as per section 19(1) of the Flood and Water Management Act 2010). It does not address wider issues beyond that remit.

The supporting data has been put together based on records of internal property flooding and road closure information from a variety of sources. While every effort has been made to verify the locations of the Section 19s identified, the nature of the data and the methods used to collate this information mean that it does not include every occurrence of flooding. This data only identifies where flooding has been reported and is indicative only.

1.Executive Summary

A flash flood occurred in north Tandridge on Tuesday 7th June, 2016 from 12.30 to 15.00. The areas affected included Caterham on the Hill, Caterham Valley and Whyteleafe. Surface water flooding also affected areas to the north in the London Borough of Croydon (LBC) including Coulsdon Common and Caterham Drive. This report is focused on the Caterham on the Hill catchment. Neighbouring areas to the catchment that were also affected by the same storm event e.g. Chaldon are not part of this Section 19. These areas can be investigated as a separate flood enquiry. The areas affected in Croydon will be addressed by a Section 19 report written by Croydon Council (CC).

The rainfall event was localised and one and a half times the total June average rainfall fell over a 2 hour period in the Caterham on the Hill area. The flooding event was therefore primarily a result of flash surface water flooding. The flooding was not caused from fluvial sources. The groundwater levels for June were “above normal”¹. While it is unknown if any groundwater contributed to the flooding event, it is considered unlikely that groundwater played a significant part.

The flooding incident overwhelmed the local road and drainage infrastructure resulting in over 86 internal property floods (this includes flats) and 63 external property floods. Many of the internal property floods included sewage. The property flood data is based on information recorded by the risk management authorities (RMAs) following resident engagement during the incident response. 40 roads/road sections were affected by the flooding with seven road closures carried out by the Police and one by Surrey County Council Highways during the incident. Many of the flooded roads were impassable resulting in traffic grid-lock during the height of the flooding. During the incident Surrey County Council (SCC), Tandridge District Council (TDC), Thames Water (TW) and emergency services attended the area.

In the recovery phase, SCC and TDC carried out gully and road surface cleaning. SCC arranged for the National Flood Forum to conduct follow up events to engage with residents in Caterham on the Hill. This was attended by officers from SCC, TDC, the Environment Agency (EA) and Thames Water in order to provide advice and information. The National Flood Forum has facilitated the setup of a flood action group in Caterham on the Hill to provide a mechanism for residents to improve communications with risk management authorities (RMAs).

CC are working on a separate Section 19 investigation covering the cross administration border area of the Caterham on the Hill catchment focused on Caterham Drive.

The EA is the lead RMA for incidents of fluvial flooding from Main Rivers. SCC is the lead RMA for incidents of surface water and groundwater flooding. TW and TDC also performed other functions during the event, some of which were under different legislation including the Civil Contingencies Act (2004), the Water industry Act (1991), and the Water Resources Act (1991). The actions of all authorities involved in the flooding event are summarised in chapter 4.

2. Introduction

2.1. Section 19 Flood Investigation Requirement

Under the Flood and Water Management Act (2010) the Lead Local Flood Authority (LLFA) must (to the extent that it considers it necessary or appropriate) undertake an investigation on becoming aware of a flood incident within its area.

A LLFA is defined under Section 6(7) of the Flood and Water Management Act as being the County Council for that area. Section 19(1) requires that the investigation determines the RMAs that have relevant flood risk management functions and whether each of those authorities have exercised or is proposing to exercise those functions in response to the flood.

Section 19(2) requires that the LLFA publishes the results of its investigation and notifies the relevant risk management authorities accordingly.

2.2. Trigger for Section 19 Report

The Caterham on the Hill catchment area is the focus of this Section 19 investigation. There were over 86 internal property floods (this includes flats) and 63 external floods. Many of the internal property floods included sewage. This property flood data is based on information recorded by RMAs following resident engagement during and after the incident.

Forty roads/road sections were affected by the flooding with seven road closures carried out by the Police and SCC Highways. Many of the flooded roads were impassable resulting in traffic grid-lock during the height of the flooding.

The number of internally flooded properties and road closures exceeded the threshold for a Section 19 investigation. The threshold for a Section 19 is six internal property floods.

2.3. Location of this investigation

The area affected covered the north west of Tandridge. The Caterham on the Hill catchment is the main focus of this investigation (Figure 1). There was also surface water flooding in Caterham Valley and Whyteleafe. There were smaller flooding events around Tandridge including Smallfield and Godstone.

Details of the flooding to the north of the county boundary will be outlined in the CC Section 19 report (due for publication in Autumn 2016). The northern downslope section of the Caterham on the Hill catchment was affected. Caterham Drive which is located just north of the Croydon / Tandridge boundary was badly flooded.

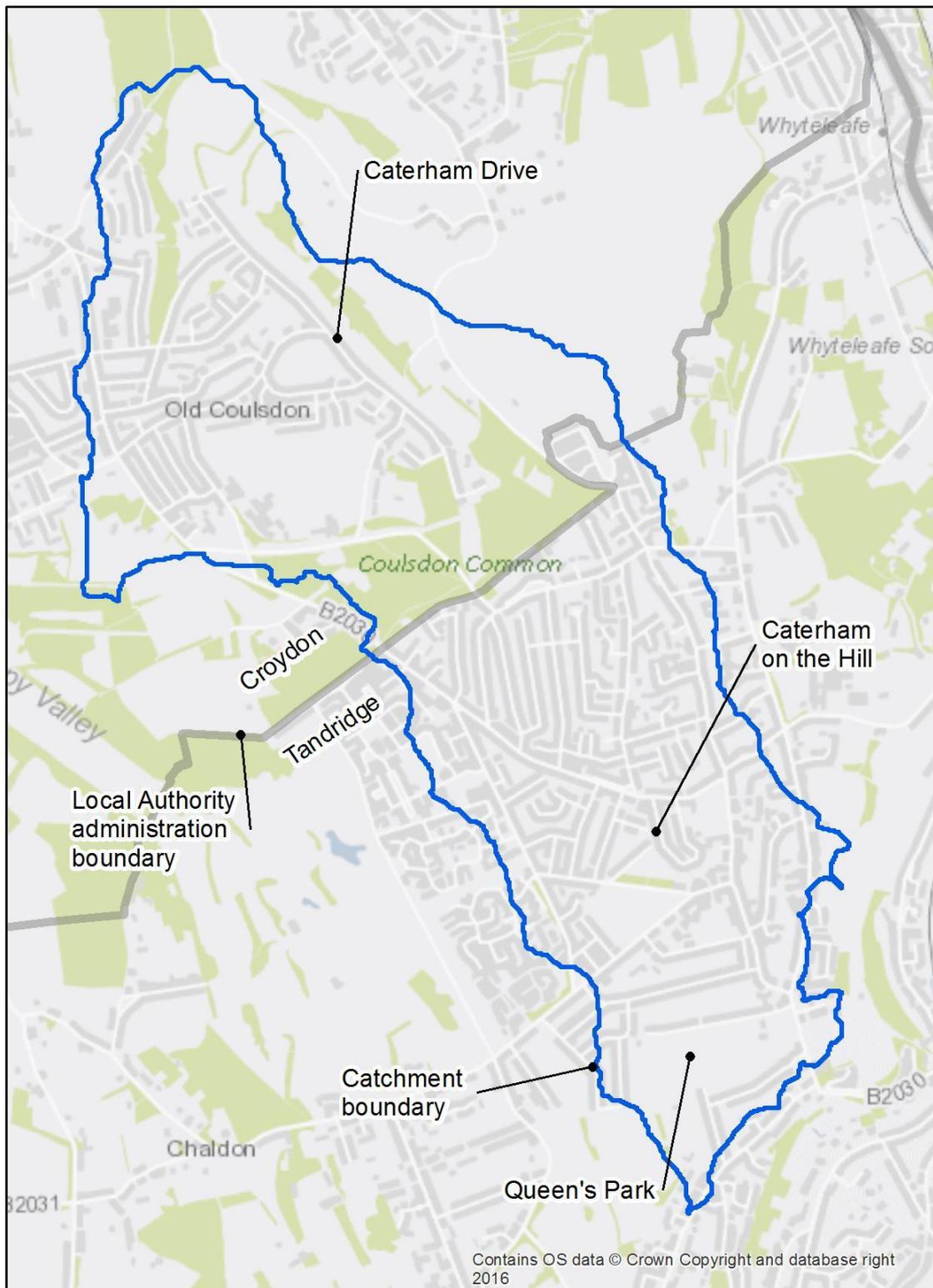


Figure 1. Location of the Caterham on the Hill catchment and parts of the catchment located in Croydon. Catchment/drainage divide has been extracted from digital elevation starting at a location just north of Caterham Drive, Croydon.

3. Flooding Incident

3.1. Weather Conditions

The South London area including the North Downs area of Tandridge was dominated by a series of low pressure weather systems that resulted in intense rainfall events and thunderstorms during June 2016 (EA water situation report¹). The intense storm event that caused the flooding within the Caterham on the Hill catchment occurred on 7th June 2016, during a time period between 12.30 and 15.30.

Key points:

- The Kent and South London region received 198% of the long term average rainfall for June.
- The South London catchment rainfall total indicates that this area was the wettest June on record.
- The Mitcham weather station located to the North of Tandridge recorded its highest monthly June average since records began (EA water situation report¹).
- The surface water flooding resulting from the rainfall events was localised. The response to the river telemetry network was small and no fluvial flood alerts were issued.

The radar image in Fig. 2 shows the storm intensity and extent at 14.00 on the 7th June. The red and light pink tones indicate relatively high rainfall intensity across the region with the highest values located in the north Tandridge area.

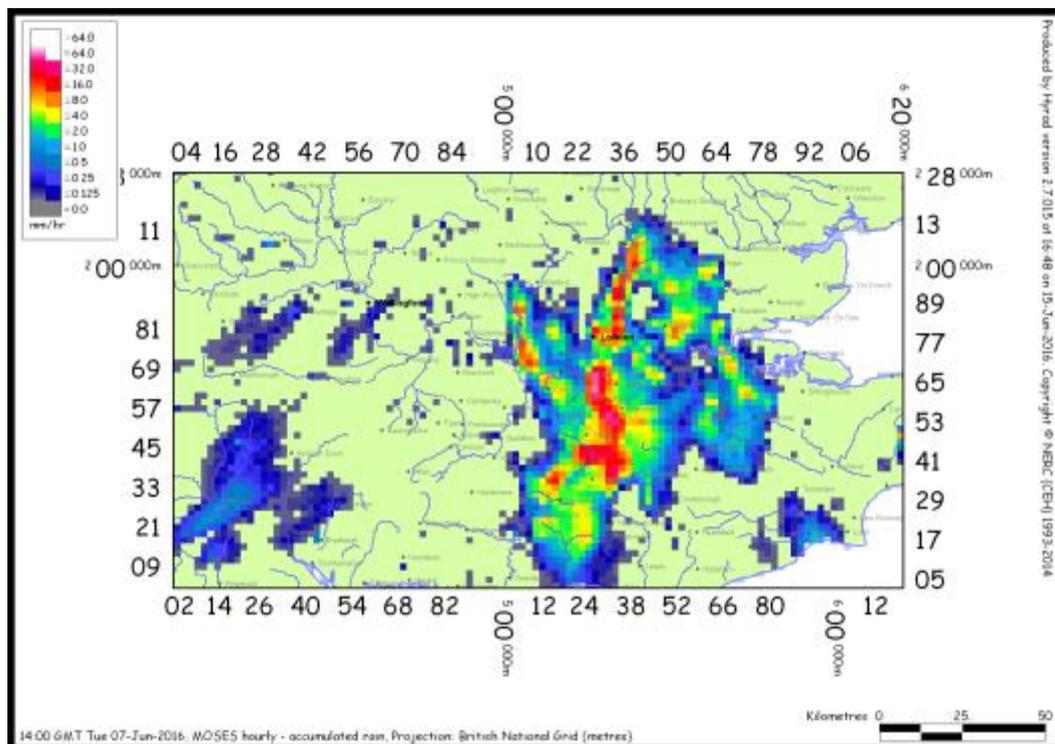


Figure 2. Rainfall Intensity map on the 7th June at 14.00 showing the storm location. (Image supplied by the Environment Agency).

The observed radar rainfall map, showing the variation in rainfall totals (from 12.30 – 14.00), indicates localised variation in the total rainfall during this time period. Relatively high rainfall totals are shown to the west of the catchment.

3.2. Rainfall data

The Mitcham Weather Station recorded a total of 41mm of rainfall accumulated in a 75 minute period from 12.30 to 13.45 on the 7th June. The EA have supplied estimated radar-observed rainfall data at 15 minute intervals for the Caterham on the Hill catchment (5.5km² area). Between 12.30 and 15.00, a 2.5hr period, 77.62 mm accumulated average rainfall occurred in the Caterham on the Hill catchment (Figure 3). This average rainfall for the catchment contrasts with the average June rainfall for the Caterham area. The average June rainfall for the Caterham area, based on the Kenley Weather Station, is 53.4mm (source: Met Office ²). Just under 1.5 times the monthly June average rainfall fell on the Caterham on the Hill catchment in 2 hours.

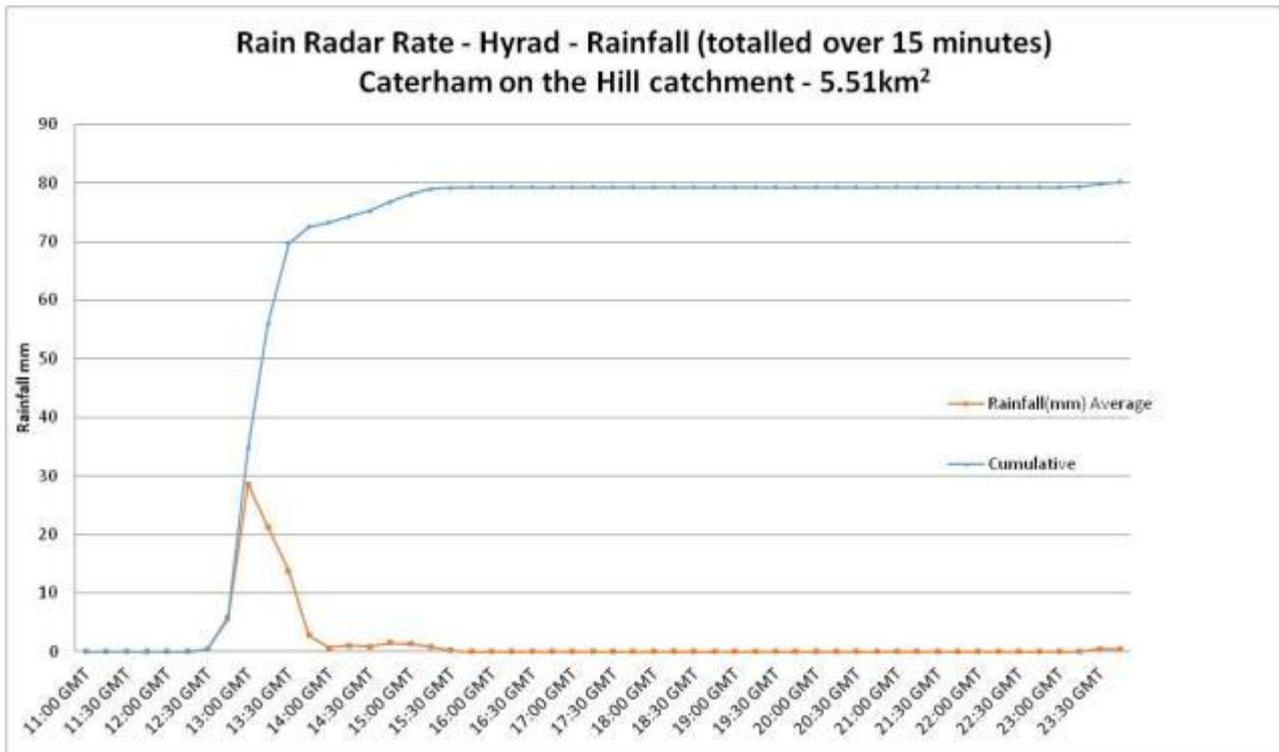


Figure 3. Cumulative average rainfall intensity graph for the Caterham on the Hill catchment (5.5km²). EA have supplied the radar observed rainfall data. The catchment extent used to calculate the average rainfall totals for the area are shown in Figure 6, Appendix 2.

There is a local weather station located in the upper part of the Caterham on the Hill catchment (see ref. ³). The accumulated rainfall for this station is 72.6mm in 2 hours, recorded between 13.00 and 15.00. This supports the observed radar accumulated rainfall values for the same time period.

3.3. Catchment Description

Caterham on the Hill is located in the north of Tandridge just south of the Croydon – Tandridge administration boundary (Figure 4). This catchment and two other south to north oriented catchments dissect the terrain located between two main valleys; the river dominated Caterham Bourne valley to the east and the Brighton Road A23 Valley further to the west (Figure 4).

The Caterham on the Hill catchment is a watercourse ⁴ that is piped along its course into Croydon.

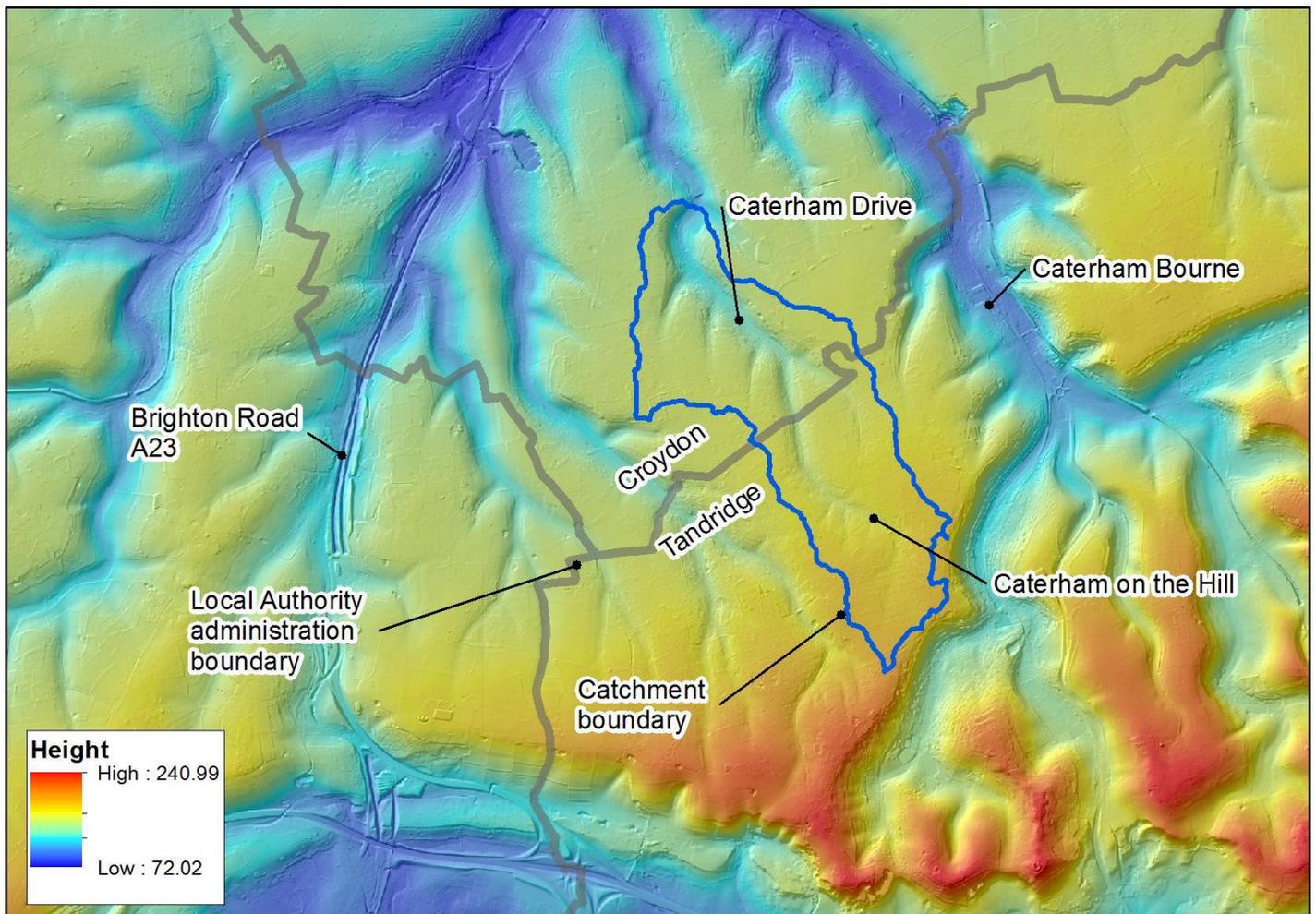


Figure 4. Regional geomorphology of the area showing surface watercourse routes. The blue outline indicates the Caterham on the Hill and cross administration boundary drainage divide area. Height data source: Environment Agency LiDAR derived DTM 1m. The red colour tones indicate relatively high elevation and blue tones relatively low elevation.

Caterham on the Hill is located in the upper reach of the catchment to the west of the Bourne valley. This section of the catchment decreases in elevation northwards towards the Tandridge border on Coulsdon Common. The catchment continues northwards into Croydon and joins the Bourne southwest of Purley.

There are no watercourses listed on the Environment Agency and Ordnance Survey mapping data. However, the generalised geomorphology indicates a surface watercourse draining to the north (Figure 4). The surface water flow route and piped watercourse/surface water sewer is described in detail in the Caterham on the Hill Surface Water Management Study (Figure 1-1⁴) and follows a decrease in terrain to the north into Croydon. The size of the catchment is 1.2 km². The elevation range for the Caterham on the Hill section of the catchment ranges from a minimum of 152m AOD to maximum of 196m AOD⁴. A map of the modelled surface water flow route is shown in Figure 5, **Appendix 2**.

The area is mainly residential with businesses located along the High Street and Westway. There are five areas of open space including Coulsdon Common and Queens Park recreation ground located at the top of the catchment.

3.4. Flood Risk and History of Flooding

The flood risk and history of flooding is summarised in the SCC Highways commissioned report “Caterham on the Hill, Surface Water Management Study”⁴ carried out by Atkins. The catchment is at a high risk of surface water flooding; see the modelled surface water risk map in Figure 5 and Figure 3-2 ref.⁴ Surface Water Management Study. The EA risk of flooding from surface water modelled risk map clearly delineates the surface water flow route along the catchment. Analysis was carried out to indicate the number of properties that are at risk of surface water flooding (see Table 3-4 in Surface Water Management ref.⁴). The location of historic floods and surface water flooding is shown in Figure 3-2 ref.⁴ of the Surface Water Management Study.

The British Geological Survey “Susceptibility to Groundwater flooding” dataset indicates that the area to the north of Banstead Road has a “very high” susceptibility to groundwater flooding to occur at surface⁴. High ground water levels can indirectly affect the capacity of the surface water sewer where groundwater infiltrates the surface water sewer and can reduce the capacity of the soakaways.

There is historic flooding in the catchment. SCC record historic highway flooding, known as wetspots, located on four roads; Queen’s Park Road, Money Road, Banstead Road and Ninehams Road / Stites Hill Road (see table 3-1 ref.⁴). Within the catchment there have been previous reports of internal flooding in Park Road and Court Road.

3.5. Drainage System

The aim of the Caterham on the Hill Surface Water Management Study⁴ was to survey the piped watercourse/surface water sewer and to investigate surface water flooding in the catchment, assess the surface water infrastructure and to develop options for reducing the current flood risk. The report focused on:

- Drainage asset data review and scoping
- Highway drainage survey
- Flood risk review and economic appraisal
- Conceptual option development

The Caterham on the Hill flow route is a piped watercourse/surface water sewer with a series of surface water and highway drainage assets located along its length. There are two separate sewer systems consisting of a foul and surface water network. The surveyed main storm route is shown in Figure 2-11 of the study⁴. This map also shows the location of the main drainage assets.

The investigation details the drainage assets and sewer network present in the catchment. This section 19 refers to the details outlined in the Surface Water Management Study. The Money Pit is a SCC owned structure and is located on the piped watercourse adjacent to St Michaels Road. There is ongoing work into examining the ownership of the piped watercourse as there is ambiguity over the land ownership and responsibility throughout the catchment. The Money Pit structure was inspected as part of the study⁴ and details on condition is outlined in the report. At the time of going to print, The Money Pit is being further investigated and cleaned by SCC.

Note:

Land Drainage Act 1991 Clarification

Section 72 Land Drainage Act 1991:

“watercourse” includes all rivers and streams and all ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows.

4. Risk Management Functions carried out during the flood event

4.1. RMA Responsibilities

RMA's have defined flood risk management functions under the Flood and Water Management Act (2010). A flood risk management function is a function listed in the Act (or related Acts) which may be exercised by an RMA for a purpose connected with flood risk management. The following section sets out the strategic actions and relevant flood risk management functions that were carried out before, during and after the flooding that occurred in Caterham during the 7th June flood event.

Environment Agency

The EA is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion in England and Wales. They have prepared strategic plans which set out how to manage risk, provide evidence (for example, their online flood maps), and provide advice to the Government. They provide support to the other RMA's through the development of risk management skills and provide a framework to support local delivery. The EA also has operational responsibility for managing the risk of flooding from Main Rivers, reservoirs, estuaries and the sea, as well as being a coastal erosion RMA. Main Rivers are defined through an agreed map which is updated annually. These tend to be the larger rivers in the country.

The EA are Category 1 responders regarding flood risk (Civil Contingencies Act 2004). They are required to warn and inform of flood risk.

Thames Water

Thames Water have flood risk management functions under the Water Resources Act (1991). Relevant actions of water companies include: the inspection, maintenance, repair and any works to their drainage assets which may include watercourses, pipes, ditches or other infrastructure such as pumping stations.

Civil Contingencies Act 2004 (CCA)

- Designates water and wastewater undertakers as statutory Category 2 responders to national disasters and emergencies, placing on them duties to share assured information with other responders in an appropriate manner.

Flood and Water Management Act 2010

- Requires the management of risks associated with assets or processes that may cause or be affected by flooding.
- Requires water companies to share data with other flood risk authorities.

Surrey County Council

Emergency Management

Emergency Management Team / Surrey Local Resilience Forum (SLRF) are Category 1 responders (Civil Contingencies Act 2004).

Surrey County Council Highways

SCC, as LLFA, has flood risk management functions which include (but are not limited to); the provision of a Local Flood Risk Management Strategy (LFRMS – see ref. ⁵), designation and maintenance of a register of structures or features that have a significant effect on flood risk, consenting and enforcement works on Ordinary Watercourses, undertaking works to mitigate surface water and groundwater flooding and undertaking Section 19 investigations. SCC also has responsibilities as a Highway Authority and as an Emergency Responder (under the Land Drainage Act 1991 and the Civil Contingencies Act 2004 respectively) which may relate to flooding. Highway Authorities are responsible for providing and managing highway drainage which may include provision of roadside drains and ditches, and must ensure that road projects do not increase flood risk.

The Highway Authority has a duty under the Highways Act (1980) to maintain highways that are maintainable at public expense. This includes a duty to maintain existing highways drainage. The Highway Authority also has powers to improve drainage systems but no duty to do so.

Highway Drainage Maintenance:

It is the Council's policy that roadside gullies are subject to routine maintenance. The frequency of cleaning is dependent on their categorisation of risk. The level of risk is determined by a number of factors such as location and the amount of silt present at each clean.

Highway drainage systems are designed to take only water from the road surface and not run-off from the surrounding land. These systems are currently designed to take the highway surface water for a 1 in 5 (20%) annual chance rain event (see ref. ⁶). Highway drainage systems do not have the capacity to take the surface water resulting from an extreme flash flood or another event when rainfall volumes are higher. In these events even a drainage system operating at full capacity can be overwhelmed resulting in surcharging and flooding until the water can get into the network.

Tandridge District Council

District and Borough Councils can carry out flood risk management works on minor watercourses, working with the LLFA. Through the planning process they control development in their area, ensuring that flood risks are effectively managed. If they cover part of the coast, then District, Borough and Unitary councils also act as coastal erosion risk management authorities.

The Council will help where it can as a category 1 responder by:

- Providing sandbags to residents and businesses where property is at risk of flooding
- Supporting Emergency Services on request by providing an Incident Liaison Officer
- Providing emergency accommodation – i.e. set up rest centre as required and other welfare provision
- Assisting with arranging transport or evacuation area.
- Participating in a Vulnerable People Search
- Assisting with co-ordination of recovery

Croydon Council

CC is the Lead Local Flood Authority for the LBC and has the same responsibilities as SCC for its area, namely:

- A duty under Section 19 of the Flood and Water Management Act 2010, to investigate a flooding when it is considered necessary or appropriate to do so.
- Responsible for maintenance of the Highway drainage.

All RMAs

All RMAs under the Flood and Water Management Act (2010) have a responsibility to cooperate and coordinate with regards to their flood risk management functions, including raising awareness of flood risk and the sharing of information.

Landowners also have riparian responsibilities under the Flood and Water Management Act (2010) to maintain and undertake any necessary works on assets on their land (with consent from the relevant RMA) which may have an effect on flood risk including watercourses and drainage assets.

Information regarding responsibilities on flood risk and water flow responsibilities is described in the “Living on the Edge”⁷ EA publication. Responsibilities include:

- “You must let water flow through your land without any obstruction, pollution or diversion which affects the rights of others.”
- “You must accept flood flows through your land, even if these are caused by inadequate capacity downstream.”

4.2. Severe Weather Warnings pre-incident

The severe weather group of the Surrey Local Resilience Forum (Category 1 responders in Surrey) carried out a teleconference the day before the event following Met Office warnings of severe weather forecast for the Surrey Area. A yellow rain alert was issued indicating isolated heavy showers and thunderstorms in SE England. The warning indicated that prolonged rainfall from several showers over a short period of time could lead to surface water flooding. The warnings were not location specific and covered the whole of SE England. This Surrey Local Resilience Forum meeting included category 1 responders including SCC Emergency Management.

4.3. Incident Response

The emergency services started to receive phone calls from the public in Caterham on the Hill regarding the severity of the flash flooding in the early afternoon. Blue light category 1 responders (Civil Contingencies Act 2004) reacted to the evolving incident and contacted SCC and TDC emergency management.

The following section outlines the response carried out by each of the RMAs.

Environment Agency

The EA response to the incident was focused on fluvial flooding in the area including critical watercourses. There were no EA operational response staff deployed to Caterham on the Hill as the area is a surface water catchment. The Caterham on the Hill area is not in a fluvial flood alert/warning area.

Surrey Local Resilience Forum

Blue light services attended the flooded area. Surrey Fire and Rescue Service (SFRS) and Police were called out by residents and contacted both SCC and TDC emergency management. Blue light service response details are outlined in the RMA section below.

Surrey County Council

Emergency Management

The Surrey Contact Centre received calls from residents and other agencies during the flood event. An emergency meeting took place at TDC early on into the incident which included the Chief Executive of TDC. This meeting allowed an assessment of the developing situation and provided actions for blue light responders and RMA staff; this included the request for the setup of a rest centre. Adult Social Care were included in the meeting and were able to prioritise response to key locations in Caterham on the Hill during the incident. Adult Social Care together with TDC carried out a vulnerable people search.

Surrey Highways

The Surrey Highways Duty Manager was contacted by Emergency Management early afternoon. The duty manager informed highways emergency crews from SCC contractors Kier and Conways to attend specific enquires. 11 emergency actions were carried out on the 7th June which included an emergency road closure of Ninehams Road. There were 13 Conway tankers in the Caterham area which were co-ordinated by SCC Highways and TDC.

Tandridge District Council

TDC were made aware of the severity of the flooding at an early stage of the incident. Key actions carried out by Tandridge during the response included:

- Emergency management meeting at TDC with the Chief Executive to assess the developing incident and plan response.
- Parks and Open Spaces manager informed TDC Corporate Management Team that a nursing home in Queens Park Road was flooded.
- Tandridge responded to resident calls for sandbags. Deployment of sandbags was difficult in places due to traffic grid-lock.
- TDC worked with SCC to carry out vulnerable people search and worked with Adult Social Care to assess level of high need clients.
- Douglas Brunton Centre was put on standby to set up a rest centre.
- TDC was involved in Surrey Local Resilience Forum incident meeting/teleconferences during the day.
- It was noted that during the height of the incident the mobile phone network in the area was unavailable for part of the afternoon which led to issues with communications.

A more detailed timeline of events and actions carried out during the day are listed in **Appendix 3**.

Thames Water

The main focus during the event was on maintaining customer services, protecting assets vital for the ongoing delivery of service and on ensuring that where there was disruption, normal service was able to resume as soon as possible. The following lists the main actions carried out:

- On the 7th June 2016 the first call from the area was from Station Ave CR3 6 at 14.33; this was following the start of very heavy rainfall in the area. The report was for internal sewer flooding.
- Following this call TW attended a range of locations across the area mostly contained within the CR3 5 and CR3 6 postcode areas. These calls related to flooding from either the surface water system or the foul sewer network.
- Some significant surface water flooding was also attended to by TW staff in Caterham Drive CR3 1, which is in the LBC's part of the catchment.
- Approximately 40 calls were received on the 7th June with a further 40 on the 8th June. Tankers were supplied to pump away flood and foul water and generally support customers and local residents.
- Main sewer routes were inspected to understand where incapacities in the system were located.

TW initial investigations in the area concluded that the sewer network in the area became overloaded due to the very significant surface water that was present across the area. This surface water caused the sewer system to hydraulically overload. In some locations the surface water flooding was in excess of 900mm deep.

Croydon Council

On the 7 June 2016, the Croydon Technical Support Team started receiving telephone calls and emails from residents in the Coulsdon area. CC contractor (Kier) deployed the gully cleansing crew to assist by removing standing water and clearing nearby gullies that may have been blocked. Due to the volume of enquiries that were received on 7th June, the crew were not able to attend Caterham Drive until 8th June at 13.25. When they arrived on site "Lanes for Drains" (TW contractor) was already in attendance as the flooding was reported to relate to TW drainage assets. The Croydon crew left site after five minutes as TW were in attendance.

4.4. RMA response to flooding - recovery

The recovery phase following the incident started on the 8th June. Multi-agency response including category 1 responders and emergency services changed to RMA agency staff responsible for supporting residents and prioritising help. Resources from both SCC and TDC jointly prioritised clean-up operations, identification of vulnerable people and community support. The following section lists the actions taken by the RMAs during the recovery phase.

Environment Agency

The EA supported community engagement in the recovery phase by attending meetings and supplying weather information. They supported both National Flood Forum meetings.

Thames Water

During the recovery phase TW provided customer assistance in providing a basic clean up service either internally or externally as required to customer properties. All TW main sewer assets were inspected throughout the catchment via CCTV and have found no defects. TW provided support at the National Flood Forum trailer. TW have attended the first Section 19 meeting and intend to be an active party in any future meetings or working groups.

Croydon Council

Council Officers and Local Ward Councillors have met with affected residents of Caterham Drive and have taken eye witness accounts of the flooding and damage as well as accounts of similar historical events experienced by residents. They are in the process of appointing a consultant to carry out a flood investigation under Section 19 of the Flood & Water Management Act 2010. The investigation commenced in August 2016 and a first draft report will be available for comments by the end of October 2016.

CC are inspecting/cleaning and CCTV surveying all of the gullies, soakaways and connecting pipes in Caterham Drive to ensure they are fully operational, and carrying out remedial works where defects have been identified. So far, two collapsed gully outlets have been identified but it is not believed these had any contribution to the flooding.

A meeting was held with Thames Water to understand how they had investigated the sewers in the area of Caterham Drive as residents reported that the sewers were surcharging in the road and foul sewage entered their properties. They have concluded that the sewers have significant capacity and surface water has entered the foul sewer during the flood event. A previously unrecorded sewer has been discovered connecting Sites Hill Road in Tandridge to Caterham Drive crossing Coulsdon Common. This may be carrying significant extra flow to Caterham Drive from Caterham.

The next day after the water had subsided the Council received a request from a resident in Caterham Drive regarding road cleaning. A road sweeper was deployed to clear up debris that was washed onto the road and driveway of those that were affected. A gully sucker was also requested and deployed to clean out the roadside gullies. Sandbags were delivered to the residents of affected properties in Caterham Drive to help with any further flooding.

Surrey County Council

Emergency Management

Emergency Management staff attended the National Flood Forum meetings that were held on the 13th and 28th June. Emergency Management also worked with TDC regarding the supply of skips for house cleaning.

Emergency Management arranged several teleconference communication meetings following the incident in order to update partners on the recovery process and to ensure actions had been carried out.

Emergency Management facilitated a debrief meeting with partners on 20th July 2016 to review response and recovery actions. Many of the recommendations form part of section 5 of this report.

SCC Highways

The Local Highways team, emergency response (Kier) and Strategic Network Resilience team identified areas for gulley cleaning and road repairs. This was in addition to flood enquiry requests made by residents following phone calls and information gathered from the public meetings. The key actions carried out were:

- SCC organised the deployment of the National Flood Forum for meeting on 13th June and 28th June.
- Local Highways and Strategic Network Resilience staff attended the Parish Meeting held in the Hillcroft Primary School on Wednesday 13th July.

ITEM 14

- Over 40 roads/road sections were identified as being affected by the flooding. These roads were prioritised for gully cleaning. Local Highways together with Kier planned recovery phase gully jetting. 38 roads had their gullies cleaned. Court Road and Park Road were not cleaned during this recovery period due to parked cars.
- During the gully cleaning operation, park cars hindered cleaning operations.
- Local Highways responded to resident enquires.
- Local Highways worked with TW on damaged road sections in the area including a soakaway surcharge that damaged the road surface in Seymour Avenue.

National Flood Forum

The National Flood Forum, at the request of Surrey County Council, organised a flood surgery meeting on Monday 13th June. This was held at the Douglas Brunton Centre. The National Flood Forum were supported by representatives from SCC (Highways and Emergency Management), SFRS, TDC, Thames Water and the Environment Agency. The meeting started at 12.00 and finished at 20.00. Councillors from SCC, TDC and CC attended.

Another meeting took place on 28th June at Caterham Hill Library and was supported by the RMAs listed above. The National Flood Forum provided advice on flood insurance.

The National Flood Forum are engaged with the residents and have facilitated the development of a flood action group.

Tandridge District Council

TDC carried out several functions during the recovery phase.

- Bulky Waste collections: Sandbags were delivered to affected homes and special bulky waste collections provided to remove flood damaged furniture and rubbish. At least 21 collections were made but some properties were visited on more than one occasion.
- Additional Street Cleaning: The street sweeping team carried out additional street cleaning to remove debris from roads/alleyways to 13 roads.
- Three skips were arranged with SCC for residents who had no insurance or were struggling to remove larger items.
- On the 13th July 2016 TDC Chief Executive attended the Caterham on the Hill Parish Council meeting.
- TDC attended a meeting for residents of Hillcroft Court, Chaldon Road (and their families) on 28th July 2016. The meeting was to provide information on Council Tax discounts and additional information on how the Council could assist the 18 properties that had been impacted.
- Resident Call-backs: Approximately 70 residents contacted the Council directly to ask for assistance. This comprised of requests for sandbags, help with bulky waste collection, Council Tax enquires or flood prevention advice. The majority of requests were actioned in the first contact and approximately 27 residents were called back or emailed to find out if any further assistance could be given.
- Emergency Parking Order: TDC organised with SCC for an Emergency Parking Order to be put in place in Park Road to enable contractors to park outside impacted properties, which allowed the clean-up work to take place.
- Press releases: press release issued to Councillors, parishes, media, posted on website, twitter, Streetlife, newsdirect. For a detailed list of communications please see **Appendix 3**.
- Council Tax discounts: TDC offered Council Tax discounts to those households that had been displaced.

4.5. Ongoing Work

There is an ongoing multi-agency investigation into the effect of flooding on the whole Caterham on the Hill catchment including the cross administration boundary area in LBC. A multi-agency meeting took place on 18th July in the TDC offices and was used to collate RMA responses to the incident and during the recovery phase. Ongoing investigation and surveying in the catchment is being carried out based on flood enquiries and FOI requests from the public. A multi-agency infrastructure and works steering group has been setup to monitor and report on work progress carried out by the joint agencies including SCC, TDC, CC, TW and LBC.

The government published a report⁶ on 8th September 2016 entitled “National Flood Resilience Review” which looks at flood resilience in light of the recent flooding that has occurred over the last two years. The report includes a review on how to improve the resilience of local infrastructure (Chapter 4⁶). The multi-agencies in Surrey are looking at the resilience of the drainage infrastructure in this area.

Thames Water

TW are currently working with the lead local flood authorities in Surrey and Croydon and await the publication of the Section 19 documents to understand the recommendations and any Thames Water actions.

They are reviewing their sewer network in the area to further understand how they could reduce the impact of heavy rain and surface water is having on the network.

Croydon Council

CC intend to engage in a partnership project with TW and SCC to address the wider drainage problems in the area. This should include identifying illegal / legal connections of surface water to the sewer and identifying opportunities for open space sustainable drainage (SuDS) in the parkland areas.

Surrey County Council

Surrey Highways

- To carry out joint investigation of the piped watercourse / surface water sewer including ownership and maintenance.
- Multi agency investigation into the infrastructure in the Caterham on the Hill catchment
- At the time of this Section 19 publication, the Money-Pit has been surveyed and maintenance work is being carried out.
- The outcome of the multi-agency investigation will be reported to the local committee and flood action group.

5. Findings

The Section 19 report for this flood event outlines the incident response and subsequent recovery phase actions carried out by the RMAs.

The storm event that traversed east across SE England on June 7th, 2016 caused localised surface water flooding. One of these localised downpour events, over a period of 2 hours, caused flash flooding along the piped watercourse/surface water sewer in Caterham on the Hill, Caterham Valley, Whyteleafe and Croydon. Over 86 internal property floods occurred in the Caterham on the Hill catchment. There were 63 external property floods. There were seven road closures in the Caterham area with 40 roads affected.

5.1. Incident Response

- Multi-agency emergency management meetings were setup quickly and allowed assessment of the evolving situation and prioritisation of staff deployment to vulnerable locations.
- SCC Adult Social Care officers located at the TDC offices were able to attend the incident.
- TDC and SCC officers were onsite quickly.
- Evacuations of vulnerable people were carried by TDC and SCC staff.
- Roads closed by Police and SCC Highways.
- Five schools were closed.

5.2. Recommendations

The following recommendations will be monitored on progress at the local members committee and the flood action group.

Incident Response

- 5.2.1. Surrey Highways Duty Manager to be included on the Surrey Local Resilience Forum severe weather teleconference if this is not current protocol.
- 5.2.2. SCC to clarify Highways Duty Managers role and Strategic Network Resilience role during a flood incident.
- 5.2.3. For the RMAs to work with residents and parish councils to identify vulnerable people and properties at risk of flooding and develop a community resilience plan.

Recovery phase

- 5.2.4. For RMAs to review and update where necessary response and recovery emergency plans.
- 5.2.5. SCC Highways to internally clarify the reactive maintenance response following an incident of this magnitude.
- 5.2.6. RMAs to examine ways of coordinated maintenance following a flood event.

Drainage network investigation

- 5.2.7. At the time of this report, there are continuing works on the Money Pit structure including an extensive survey and maintenance. Details on completed works will be made available to the Flood Action Group and local members.
- 5.2.8. SCC, TDC and TW to investigate the ownership of the piped watercourse/surface water sewer network connections in-order to clarify maintenance responsibilities.
- 5.2.9. Relevant RMAs to submit a Grant in Aid mandate for works.

- 5.2.10.** SCC to work together with TDC, CC and TW to form a multi-agency group to:
 - 5.2.11.** Review and expand the recommendations of the Caterham on the Hill Surface Water Management Study⁴ with an aim to continue the options appraisal to mitigate flooding.
 - 5.2.12.** To investigate sewer connections to the surface water network and to review options to reduce internal sewer flooding.
 - 5.2.13.** To arrange a multi-agency meeting to review the infrastructure in the Caterham on the Hill catchment.
 - 5.2.14.** To identify funding opportunities to contribute to future feasible schemes.

Resident Engagement

- 5.2.15.** For residents to work with the National Flood Forum to create a Flood Action Group in the Caterham on the Hill area to address areas of ongoing concern and develop resilience for those properties at risk of flooding. This Flood Action Group will be the conduit for the RMAs to communicate to the residents and for the residents to monitor progress on specific issues.

6. Acknowledgements

- The residents and Councillors of Caterham on the Hill, Caterham, Whyteleafe and Croydon for providing information.
- Environment Agency for supplying Radar data, weather situation reports.
- National Flood Forum for setup of recovery phase resident engagement.
- All RMAs for attending National Flood Forum meetings.
- All RMAs for input into this report.

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Appendix 1

Glossary

The table below defines some of the frequently used terminology within the flood risk management industry and within this document.

Acronym/Term	Definition
AMAX	Annual Maximum Flow Series- a series of the maximum river flows each year for use in hydrological estimations.
Annual Probability	Throughout this document, flood events are defined according to their likelihood of occurrence. The term 'annual probability of flooding' is used, meaning the chance of a particular flood occurring in any one year. This can be expressed as a percentage. For example, a flood with an annual probability of 1 in 100 can also be referred to as a flood with a 1% annual probability. This means that every year there is a 1% chance that this magnitude flood could occur.
AOD	Above ordnance datum.
DTM	Digital Terrain Model: computer model of "bare earth" terrain surface with surface features such as trees and houses removed.
EA	Environment Agency
FAS	Flood Alleviation Scheme.
Flooding Asset Register	The register is a record of all structures or features designated by the Environment Agency, the Lead Local Flood Authority, the district and borough councils or the Internal Drainage Board which have an effect on flood risk. More information on the Flooding Asset Register can be found on Surrey County Council's website and in Schedule 2 of the Flood and Water Management Act (2010).
Flood Risk Management Function	A flood risk management function is a function listed in the Act (or related Acts) which may be exercised by a risk management authority for a purpose connected with flood risk management.
Very Low Flood Risk	Area with a very low probability of flooding from rivers (< 1 in 1,000 annual chance of flooding or <0.1%).
Low Flood Risk	Area with a low probability of flooding from rivers (between a 1 in 1000 and 1 in 100 annual chance of flooding or between 0.1% and 1%)
Medium Flood Risk	Area with a medium probability of flooding from rivers (between a 1 in 100 and 1 in 30 annual chance of flooding or between 1% and 3.33%).
High Flood Risk	Area with a high probability of flooding from rivers (> 1 in 30 annual chance of flooding or greater than 3.3%).
LiDAR	Light Detection and Ranging is a surveying method that measures terrain height.
LLFA	Lead Local Flood Authority
Main River	Main Rivers are usually larger streams and rivers, but some of them are smaller watercourses of local significance. Main Rivers indicate those watercourses for which the Environment Agency is the relevant risk management authority.
Ordinary Watercourse	Ordinary Watercourses are displayed in the mapping as the detailed river network. An Ordinary Watercourse is any watercourse (excluding public sewers) that is not a Main River, and the Lead Local Flood Authority, District/Borough Council or Internal Drainage Board are the relevant risk management authority.
RMA	Risk Management Authority
SCC	Surrey County Council
SLRF	Surrey's Local Resilience Forum is a multi-agency partnership made up of representatives from local public services, including the Emergency Services, Local Authorities, NHS England and the Environment Agency, which are all Category 1 responders under the Civil Contingencies Act 2004.
CC	Croydon Council
TDC	Tandridge District Council
TW	Thames Water

Sources of Flooding

The source of the flooding is predominantly pluvial resulting from high rainfall from the storm event. The duration of the flooding indicates that it was mainly a surface water flood through the catchment, however groundwater cannot be totally ruled out. There is no evidence of groundwater contribution to the flooding event.

Source	Description
Surface water flooding	Intense rainfall exceeds the available infiltration capacity and / or the drainage capacity leading to overland flows and surface water flooding. Climate change is expected to increase the risk of surface water flooding in the future. This source is also referred to as pluvial flooding.
Groundwater flooding	Emergence of groundwater at the surface (and subsequent overland flows) or into subsurface voids as a result of abnormally high groundwater flows, the introduction of an obstruction to groundwater flow and / or the rebound of previously depressed groundwater levels.
Sewer flooding	Flooding from sewers is caused by the exceeding of sewer capacity and/or a blockage in the sewer network. In areas with a combined sewer network system there is a risk that land and infrastructure could be flooded with contaminated water. In cases where a separate sewer network is in place, sites are not sensitive to flooding from the foul sewer system.

Flood Risk Data Sources

The following sources of data have been used in preparing this report:

- Fluvial Flood Risk
 - Risk Mapping (Risk of Flooding from Rivers and Sea; EA)
- Surface Water Flood Risk
 - Risk of Flooding from Surface Water (EA)
- Groundwater
 - Susceptibility to Groundwater Flooding (British Geological Survey)
- Historic Flood Evidence
 - Historic Flood Map (EA)
 - Wetspots (SCC)
 - Property Flooding Database (SCC)
 - Historic Flooding Incidents Database (SCC)

If you are aware of any historical flooding in the area which is not highlighted on the mapping please report it, with any evidence you have (for example photos or videos), to flooding.enquiries@surreycc.gov.uk.

Other data sources

The following sources of data have been used in preparing this report and its associated mapping:

- RMA collated information on property flood information
- MetOffice / EA reports / data on the rainfall event.

Appendix 2

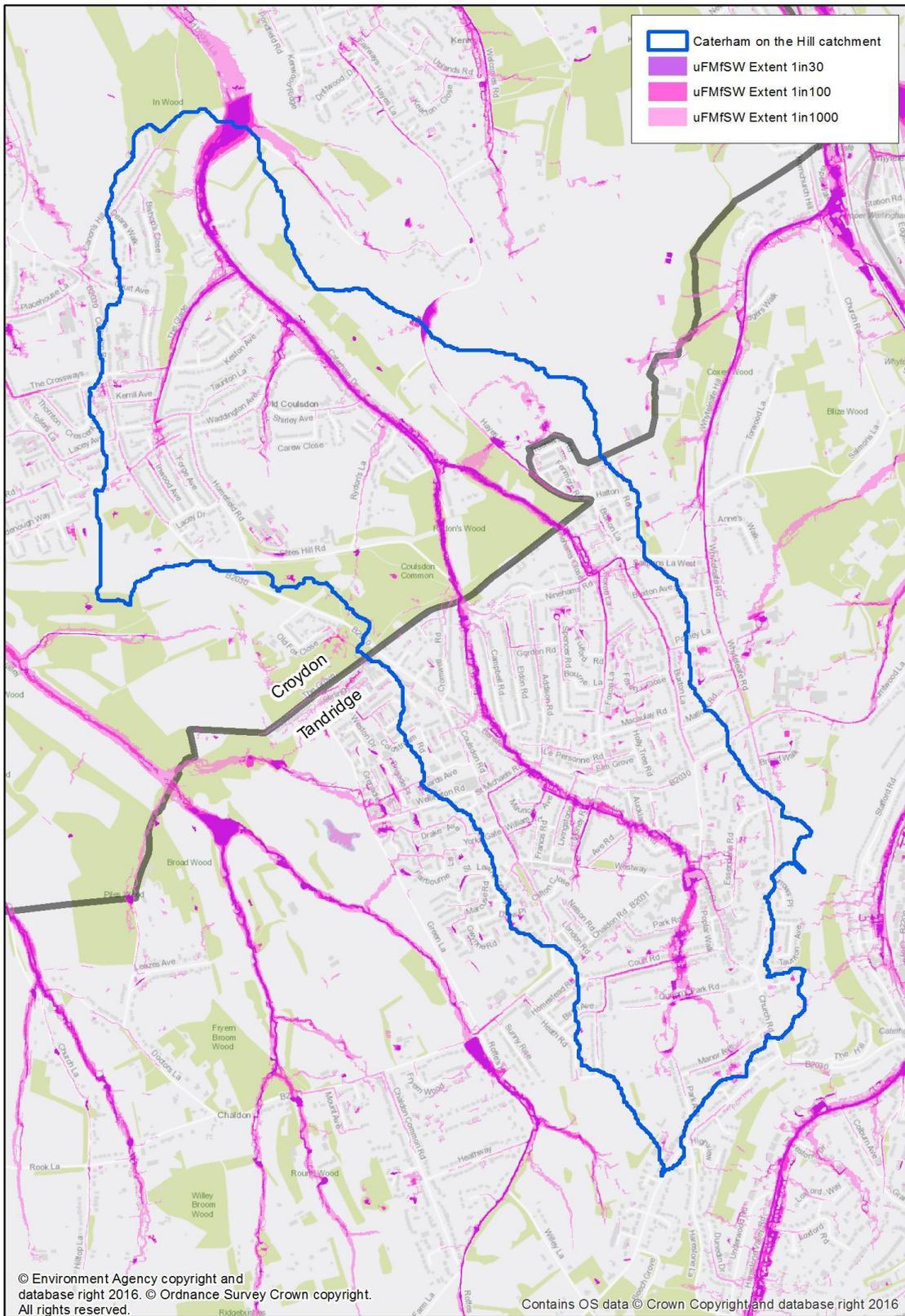


Figure 5. Map showing modelled Risk of Flooding from Surface Water extents (data currency: May 2016) for the Caterham on the Hill catchment.

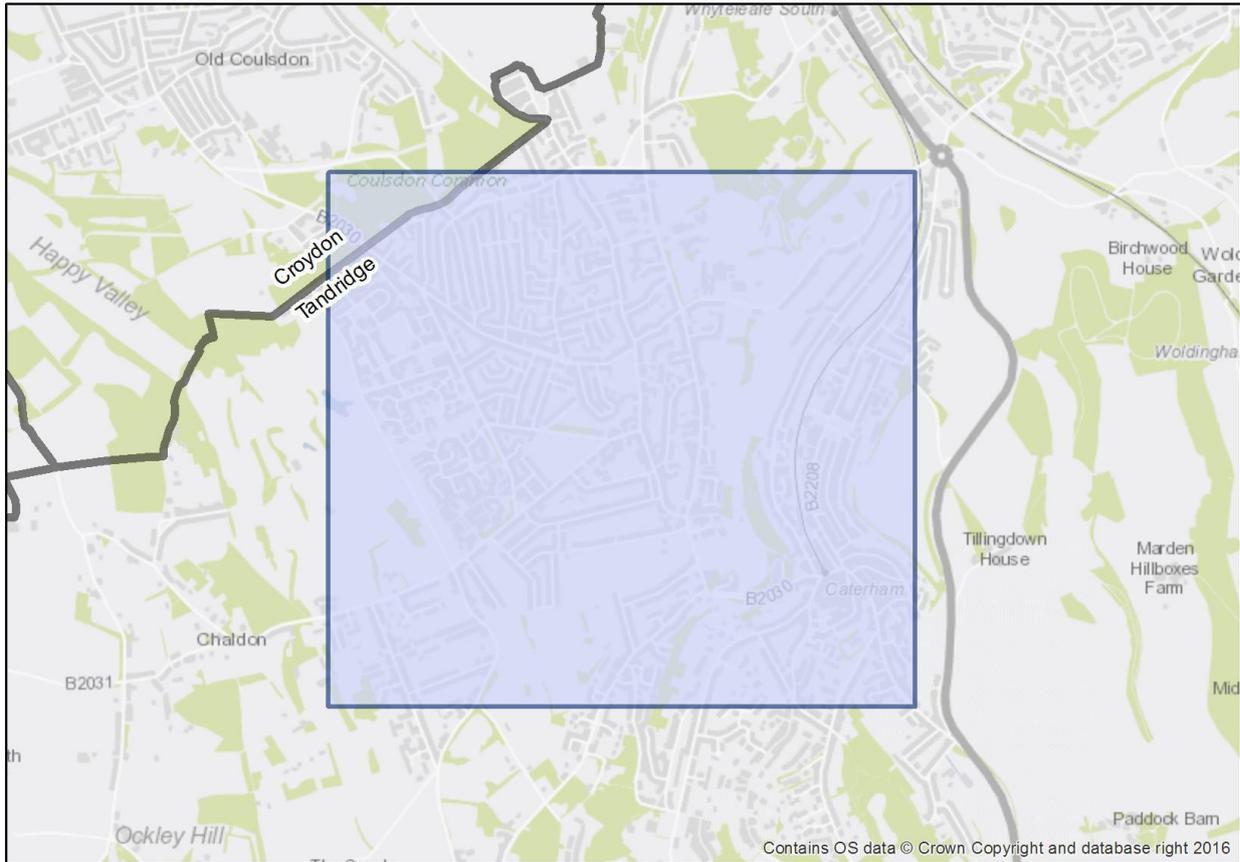


Figure 6. Map showing the extent of the radar rainfall data used to generate the rainfall total graph in Figure 3.

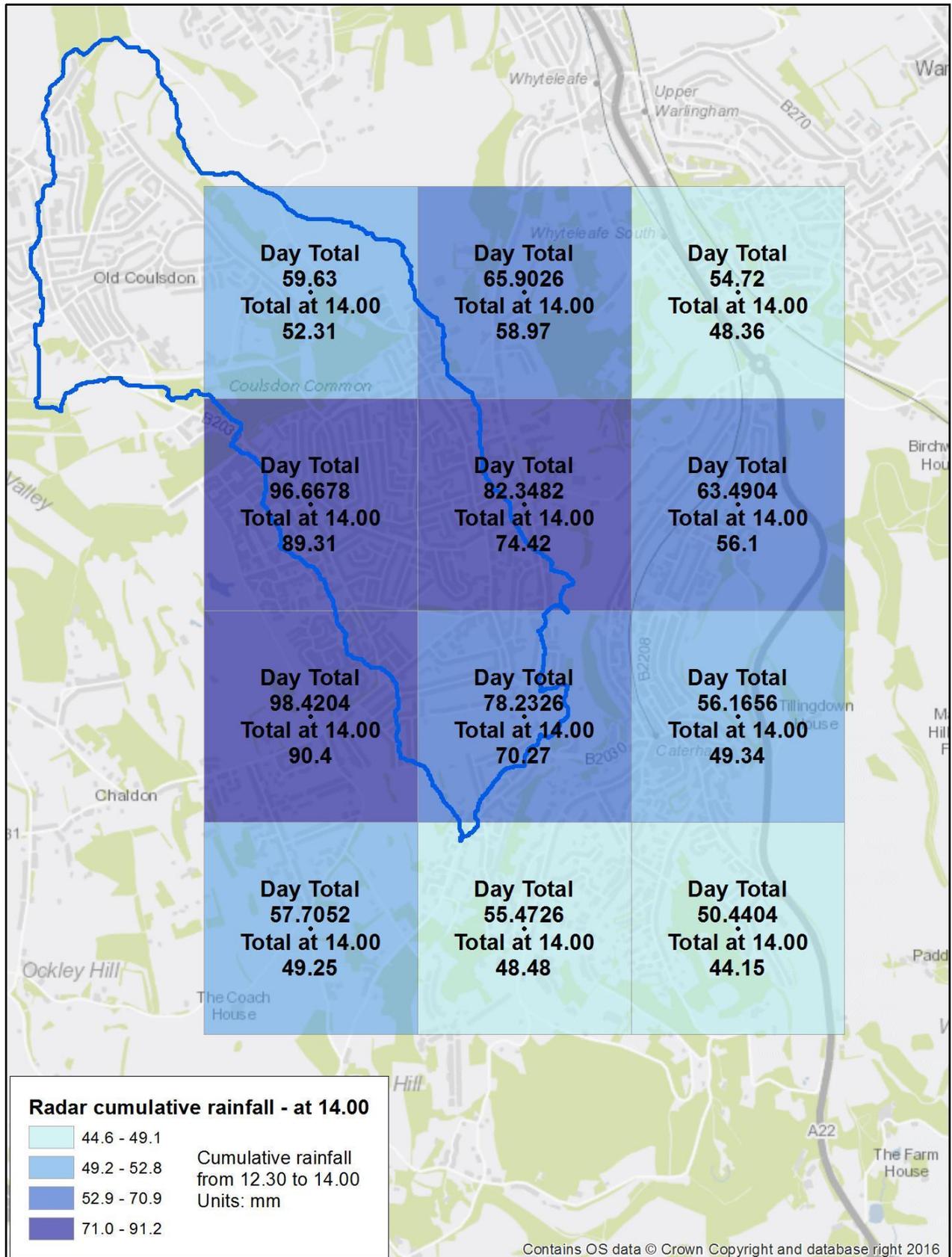


Figure 7. Map showing the radar observed rainfall totals for the Caterham area on 7th June. The blue colour coding of the 1km² radar data shows the rainfall cumulative total from 12.30 to 14.00. This shows localised rainfall variation across the catchment (care must be taken in interpreting individual radar pixel values). The upper label for each 1km² square shows the day total cumulative rainfall. The lower value shows the cumulative rainfall total from 12.30 to 14.00. Data supplied by the Environment Agency.

Appendix 3

This section includes supporting detail to the Response and Recovery section.

Response

Table 1. Timeline of events on the 7th June with details on TDC and SCC responses.

Time	RMA involved	Response
7 th June		
15.07	SFRA, TDC, SCC EMT	SFRS made a call to Surrey EMT to report flooded properties in Caterham. Surrey EMT called TDC to make them aware and request a check on an elderly resident in Coulsdon Road.
15.10	TDC	Parks and Open Spaces manager informed TDC Corporate Management Team that a nursing home in Queens Park Road (Coombe Dingle nursing Home) had been flooded and that Queens Park was flooded.
15.30	TDC	Calls from residents received into TDC to request sandbags.
15.41	TDC	Incident Liaison Officer deployed to Queens Park to assess the damage and liaise with the Emergency Services. This included a site visit to Coombe Dingle Nursing home and Hillcroft Court sheltered accommodation. Seven roads were closed (see below) and flooding on neighbouring roads resulted in difficult driving conditions. The conditions impacted on the delivery of sandbags. <ul style="list-style-type: none"> • Croydon Road • Buxton Lane • Brigade Place • Queens Park Road • Court Road • Ninehams Road • Timberhill Road
15.45	TDC / SCC	TDC worked with SCC to carry out Vulnerable people Search and worked with Adult Social care to assess level of high needs clients.
15.50	TDC / EMT	Douglas Brunton Centre was put on standby to set up a rest centre – Which was later stood down at 9pm.
	Highways (Kier / Conways)	13 tankers in Caterham on the Hill
17.30	SLRF, RMAs	TDC participated in SLRF teleconference
17.30	TDC	Chief Housing Officer & Chief Community Services Officer attended Hillcroft Court to help with the coordination of residents
20.45	TDC	Out of hours duty officer received notification of a sink hole in Raglan Precinct. The officer made the area safe and contacted the Property Management Company. Two further sink holes were later established at Town end – Car Park and York Gate, which were investigated by TDC Officers.
21.00	TDC	Handover given to Out of hours on call Officers.
21.00	TDC	Rest Centre at Douglas Brunton Centre was stood down.
8 th June		

8.15	SLRF, TDC	TDC participated in SLRF teleconference
9.00	TDC	TDC Meals on Wheels van was put on standby to assist with provision of meals for displaced residents.
	TDC	TDC drafted and then released a press release Flood recovery advice was posted on TDC's website.

Recovery

This section contains details on the RMAs response during the recovery phase. SCC EMT arranged several teleconferences following the incident in order to update SCC and TDC officers on recovery phase works and actions. Table 2 shows

Table 2. Main recovery phase meeting and actions.

Date / Time	RMA involved	Response
13/06/2016	NFF, SCC Highways, SCC EMT, SFRS, SCC Community Resilience, TDC, TW, EA,	National Flood Forum meeting at the Douglas Brunton Centre, Caterham on the Hill. Risk Management Authorities attended the meeting.
14/06/2016	Highways	Surrey Highways Area Teams supported by Strategic Network Resilience team to plan gully cleaning in roads affected.
13/07/2016	Parish Meeting	RMAs answered questions from residents.
28/07/2016	NFF, SCC Highways, SCC EMT, SFRS, SCC Community Resilience, TDC, TW, EA,	National Flood Forum meeting at Caterham on the Hill Library. Risk Management Authorities attended the meeting.

Tandridge

Tandridge District Council carried out several functions during the recovery phase.

Bulky Waste collections

Sandbags were delivered to affected homes and special bulky waste collections provided to remove flood damaged furniture and rubbish. At least 21 collections were made but some properties were visited on more than one occasion.

Additional Street Cleaning

The street sweeping team carried out additional street cleaning to remove debris from roads /alleyways this included :-

- Whyteleafe Hill
- Hillbury Rd Wyhteleafe
- Hillside Rd Wyhteleafe
- Waller Lane Caterham Valley
- Ninehams Rd Caterham On The Hill
- Banstead Rd Caterham On The Hill
- Chaldon Rd Caterham On The Hill
- Church Hill Caterham Valley
- Tillingdown Hill Caterham Valley

- Whitehill
- Spring Bottom Lane
- Outwood Lane Bletchingley
- Titsey Hill

Skips (two on Banstead Road and one on Court Road) were arranged with SCC for residents who had no insurance or were struggling to remove larger items.

Two National Flood Forum surgeries took place on 13th and 28th June at the Douglas Brunton Centre and Caterham Hill Library. Flood Forum staff were joined by TDC / SCC Members and Officers, together with representatives from the Environment Agency and Thames Water. 13th July 2016, TDC Chief Executive attended the Caterham on the Hill Parish Council meeting.

TDC attended a meeting for residents of Hillcroft Court, Chaldon Road (and their families) on 28th July 2016. The meeting was to provide information on Council tax discounts and additional information on how the Council could assist the 18 properties which had been impacted.

Resident Call-backs

Approximately 70 residents contacted the Council directly to ask for assistance. This comprised of requests for sandbags, help with bulky waste collection, Council Tax enquires or flood prevention advice.

The majority of requests were actioned in the first contact and approx. 27 residents were called back or emailed to find out if any further assistance could be given.

Emergency Parking Order

TDC Organised with SCC for an Emergency Parking Order to be put in place in Park Road to enable contractors to park outside impacted properties.

Press releases

- 8 June – press release issued to Councillors, parishes, media, posted on website, twitter, Streetlife, newsdirect.
- 10 June - flood forum surgery (13 June 12-7pm) promoted and information circulate to the above contacts and posted online.
- 24 June – flood forum surgery (28 June 3-6pm) promoted and information circulate to the above contacts and posted online.
- 1 July – press release issued as above.
- 12 July – press release re council tax exemption extended issued to the above Various press enquiries from BBC Surrey and Surrey Mirror responded to, radio interview on BBC 22 June re council tax exemptions.
- Leaflet produced on Council tax schemes, flood recover and useful contacts, handed out at Flood forum on 24 June.

Council Tax discounts

TDC offered Council Tax discounts to those households who had been displaced.

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 09 DECEMBER 2016



**LEAD OFFICER: DAVID CURL – PARKING STRATEGY AND IMPLEMENTATION TEAM MANAGER,
JACQUIE JOSEPH, PARKING SERVICES MANAGER, REIGATE AND BANSTEAD BOROUGH COUNCIL**

SUBJECT: ON STREET PARKING ENFORCEMENT UPDATE

DIVISION: ALL TANDRIDGE

SUMMARY OF ISSUE:

Local Committees are responsible for agreeing on-street parking restrictions as part of the parking review process. Committees have a scrutiny role in the enforcement operation and a share of any surplus income generated.

This report sets out the background for these arrangements and provides an update on the enforcement operation in Tandridge.

RECOMMENDATIONS:

The Local Committee (Tandridge) is asked to:

- (i) Note the contents of the report.

REASONS FOR RECOMMENDATIONS:

Waiting and parking restrictions that are suitably/adequately enforced will help to:

- Improve road safety
- Increase access for emergency vehicles
- improve access to shops, facilities and businesses
- Increase access for refuse vehicles and service vehicles
- Ease traffic congestion
- Better regulate parking

The Local Committee can contribute towards these objectives in partnership with the enforcement team.

1. INTRODUCTION AND BACKGROUND:

- 1.1 On the 23 October 2012, Surrey County Council's Cabinet agreed the framework for new on-street parking enforcement agency agreements with the majority of Surrey's District and Borough councils. This followed 2 years of discussion and negotiation about how enforcement could be carried out more efficiently and what should happen to any surplus income.

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- 1.2 In terms of governance and scrutiny, the cabinet agreed that Local Committees would have an oversight role in terms of on-street parking enforcement.
- 1.3 Local Committees already make decisions about new parking restrictions and this will continue. Parking reviews will involve a separate report.
- 1.4 In Tandridge on street enforcement is undertaken by Reigate & Banstead under the agreement with Surrey County Council.
- 1.5 The current agency agreements across the county have been in place for 3 ½ years and we are reviewing their effectiveness with Local Committees, the Surrey Audit Team and other stakeholders.

2. ANALYSIS

- 2.1 The aim of parking enforcement is to achieve compliance with the restrictions that are in place across the district. Restrictions must be enforced fairly and in accordance with the operational guidance for Civil Parking Enforcement contained in the Traffic Management Act 2004.
- 2.2 The enforcement authority and the county council also aim to achieve operational efficiency and value for money. We aim to provide fair and adequate enforcement service to generally achieve compliance but at no cost to the county council. This has been achieved under the agency agreement in place, with no costs met by the county council.
- 2.3 The enforcement team benefits from the efficiencies of operating both on street and off street enforcement activity, as Reigate and Banstead Borough Council also undertakes enforcement in off-street car parks on behalf of Tandridge District Council. In line with the agency agreement between the two Councils, the costs of these two activities are separated, as is the income received from penalty notices.

3. ENFORCEMENT ACTIVITIES

- 3.1 Reigate and Banstead Borough Council undertakes a range of enforcement activities under the agency agreement.
- 3.2 Some restrictions, such as yellow lines and residential permit bays, can be enforced immediately; a vehicle will be in clear violation of a restriction by parking on a yellow line or failing to display a valid parking permit.
- 3.3 Limited waiting bays are usually found in commercial and residential areas to ensure turnover and deter commuter parking. Enforcement cannot be undertaken immediately as no ticket is displayed to show the arrival time for each vehicle. Instead the Civil Enforcement Officer (CEO) is required to log all the vehicles in a particular area and then return later in the day. Only then can they undertake enforcement if it is clear that the vehicle has overstayed the waiting limit. This is a time consuming process for the enforcement officers.
- 3.4 Two enforcement officers are deployed across the district, covering core enforcement hours from 8:30am until 6:00pm. Any enforcement activity outside of these hours is possible through staff overtime, which is at a higher cost.

Town centres (Oxted, Caterham, Whyteleafe, Lingfield, Woldingham)

- 3.5 This is where the majority of enforcement is undertaken. This is because there are a higher proportion of restrictions in the town centres and these consequently require a larger proportion of enforcement resource.
- 3.6 Parking enforcement is carried out in the town centres to achieve compliance with parking and waiting restrictions that will help maintain traffic flows and support access to businesses and services. This service is particularly valued by small business owners, as the restrictions ensure turnover in parking spaces along the main high streets.

Villages or local shopping parades

- 3.7 Parking enforcement in outlying areas and villages is important; however the greater travelling time required means less frequent enforcement is possible.
- 3.8 As these areas do not have the same level of resources as the town centres, it is recognised that there is a perception that they are forgotten. Each area receives regular visits and the times and roads visited are logged by the enforcing officer. Additional targeted enforcement is also undertaken when evidence of any parking issues are reported to the team.
- 3.9 However, it is important that resources are targeted where they are most effective, in order to increase income and minimise the cost of enforcement activities. The ability to deploy staff more easily without having an impact of normal enforcement duties will assist in reducing the perception of lack of enforcement.

Schools

- 3.10 The enforcement team work with Surrey Highways and Surrey Police whenever possible to target parking enforcement outside schools where it is needed.
- 3.11 The team seeks to provide advice and guidance when visiting schools. However, penalty charge notices will be issued where appropriate, particularly where vehicles are parked on zig zag markings.
- 3.12 School enforcement has some unique challenges. The presence of the enforcement officers often disrupts usual parking patterns, which resume when the team is not present. It is not possible to provide enforcement outside every school, every day, due to other enforcement commitments. However, when there are issues that have been highlighted, the enforcement team will work with Surrey County Council to identify wider issues and potential solutions (travel plans, alternative travel transport).

Residential areas

- 3.13 Parking restrictions in residential areas, including permit areas, will be patrolled as required or in response to reported problems. Councillors and residents are encouraged to report any hot spots to the Council.

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- 3.14 Civil Enforcement Officers (CEOs) can enforce obstruction of 'official' drop kerb crossovers and pedestrian crossing points. This will require the permission of the property owner to request enforcement action. If the property owner does not contact the enforcement team to request enforcement action, the Council is unable to take any action. We seek to respond to these requests as soon as possible.
- 3.15 We have also improved communication with residents to ensure that they are clear what can be enforced by the Council and giving them the options to contact the Police where the use greater or immediate powers of enforcement are required.

Suspensions and Waivers

- 3.16 There may be occasions, such as utility works or home improvement schemes, where a company or individual requires an existing parking restriction to be suspended or waived for a fixed period.
- 3.17 Reigate and Banstead Borough Council undertakes all the administration in relation to these requests, including application, payment and issuing of suspensions and waivers. There are fixed charges for this service as set out by the SCC Parking Strategy.
- 3.18 Requests are processed in a timely manner and Reigate and Banstead are continually looking to improve the method in which customers apply, pay and have the approval for suspensions and waivers processed.
- 3.19 In order to operate this process effectively, a notice period is needed. The Council therefore requires a minimum period of 10 working days from request of application to allow processing and cleared payment prior to the suspension period.

Events affecting the highway

- 3.20 Where community events are arranged that will affect parking on the highway, the enforcement team will work with the organiser or highways to assist with traffic management arrangements.
- 3.21 Event organisers may be charged for this assistance if it requires out of hours working or distracts from the normal day to day enforcement activity in the borough. Clear requirements of the time required to assist in this is necessary to ensure adequate staff are available.

Lines and Signs

- 3.22 It is the responsibility of Surrey County Council to ensure that the lines and signs are enforceable. Reigate and Banstead Council will undertake unforeseen emergency work on behalf of Surrey County Council.
- 3.23 Enforcement activity cannot be taken if the lines and signs are not visible (i.e. faded or covered by detritus). This is particularly challenging in the autumn when leaf fall occurs district-wide in a very short space of time.

4. ENFORCEMENT CHALLENGES AND IMPROVEMENTS

- 4.1 The Local Committee has previously expressed the view that there should be a greater enforcement presence in the district, particularly in some shopping centres and in the evenings (or outside normal office hours).
- 4.2 There are a number of challenges that impact on the efficiency and effectiveness of the parking enforcement service. Some of these have been set out above, such as time-limited restrictions and driver behaviours.
- 4.3 The enforcement team has sought to respond to concerns about parking issues across the district. At the beginning of the year, county councillors nominated the most problematic streets within Tandridge. These streets were prioritised in a targeted enforcement programme, with additional enforcement visits and a weekly report sent to Surrey County Council to review and assess non-compliance results.
- 4.4 The Civil Enforcement Officers visited a minimum of twice daily at some locations and enforced where appropriate. A summary was provided and it became clear after 3 months that this was not resulting in additional penalty charge notices. This was because many of the issues raised were not to do with the lack of enforcement, but related to inability to enforce due to driver behaviours, such as moving when the enforcement officers arrive.
- 4.5 The priority locations covered were:
- Woldingham – The Crescent
 - Caterham – Croydon Road (centre, at shops- co-op and Waitrose service Road)
 - Caterham – Parking on roundabout/centre square (outside dry cleaners)
 - Caterham – Railway station (taxi parking)
 - Caterham – Harestone Valley Road (taxi parking)
 - Caterham – Croydon Road (by Wapses Lodge roundabout outside Marden Lodge School)
 - A25 Obstructive parking blocking pedestrian access
 - A22 Obstructive parking blocking pedestrian access
 - A22 Blindley Heath – (between Smith & Western pub and j/w Ray Lane)
 - Godstone – Forge Café on The Green
 - Bletchingley – A25 Barfields junction with Castle St (parked vehicles obstructing sight lines)
- 4.6 In response to the committee's continued concerns Reigate and Banstead parking services have agreed to try further ways of improving the enforcement service across Tandridge District. These include:
- A three month pilot using additional enforcement officers. Temporary staff will be employed to target parking hotspots. At the end of the review we will consider the impact this approach has had, the costs and the benefits, in order to determine whether to permanently increase the size of the enforcement team.
 - Purchasing new vehicle fleet. This may include the introduction of small motorbikes to enable faster, more flexible deployment of enforcement resources.

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- Increasing the enforcement activity undertaken outside of 'normal' operating hours. This is in response to feedback that a number of double yellow line locations require enforcement in the early mornings and more frequently during the evenings. At present the effectiveness of the enforcement during these times are heavily dependent on whether people are willing to volunteer for overtime, but the temporary resource referenced above will mean the service can respond more frequently and flexibly.

- 4.7 A report will be provided to the Local Committee at the end of the 3 month pilot.
- 4.8 Reigate and Banstead are also continuing to review and improve the back office systems to enable a more efficient service. Improved information and guidance has been provided on the website and the wording on penalty charge notices has been reviewed to promote online appeals above other channels. Reigate and Banstead also offer online and automated telephone payments services, which are available 24 hours a day.
- 4.9 The Online Case Management system enables customers to view their cases in real time and appeal on-line. It also enables the customer to appeal on-line. However, this has higher application costs to the service.
- 4.10 The efficiency of the on-street enforcement service would increase significantly if vehicles were required to display a ticket showing their arrival time, in the same way as parking in off-street car parks. This would enable enforcement offers to immediately determine if vehicles had overstayed and carry out enforcement. At present at least two visits are required, and as stated earlier in the report, the process is resource intensive. It is open to the Local Committee to consider this approach, but it would require capital investment.

5. CONSULTATIONS:

- 5.1 District and Borough Councils have been consulted widely in the development of the parking enforcement arrangements.
- 5.2 Feedback and intelligence from local councillors is extremely helpful in identifying enforcement priorities. The fastest way to report illegal or inconsiderate parking, and request enforcement activity, is through the online form, with information sent immediately to the parking enforcement team: http://www.reigate-banstead.gov.uk/info/20150/parking/465/report_inconsiderate_parking

6. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 6.1 The purpose of enforcing waiting restrictions is to help achieve compliance. Similarly parking charges are intended to help enforcement and improve turnover of high demand spaces. Parking enforcement is not intended to raise surplus income; however the agency agreements aim to carry out enforcement without operating at a deficit.
- 6.2 If a surplus is generated on the borough or district parking account it has been agreed that it will be split:
- 60% to the Local Committee
 - 20% to the enforcement authority (District Council)

- 20% to the County Council

- 6.3 Any surplus generated from managing on street parking can only be used as defined under S55 of the Road Traffic Regulation Act 1984 (as amended). This restricts use of any surplus for the maintenance and/or improvement of the Highway including environmental works or additional parking provision.
- 6.4 There was no surplus generated in 2015/16. The outturn summary for the on-street parking account in Tandridge District Council and is shown in **Annex 1**. A summary of key performance indicators is shown in **Annex 2**.
- 6.5 There are a number of challenges that impact on the costs and income of on street enforcement in Tandridge, most significantly it is a large, rural district with towns spread across the district.
- 6.6 The SCC audit service have been involved with the review of parking enforcement agency agreements and made a number of recommendations regarding the financial reports. It has been agreed that there will be greater clarity about how the various charges are built up (e.g. overheads) and that the account will be subject to an internal audit each year.

7. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 7.1 Effective parking restrictions and enforcement can assist accessibility for those with visual or mobility impairment by reducing instances of obstructive parking. Parking restrictions also allow blue badge holders better access to shops and services through the provision and enforcement of disabled bays.

8. LOCALISM:

- 8.1 Communities are represented by local Councillors, who are involved in the decision making process to change or introduce new parking restrictions.

9. CRIME AND DISORDER IMPLICATION:

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 Changes to the use of the highway network, the built environment and society mean that parking behaviour changes. It is necessary for a Highway Authority to carry out

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regular reviews of waiting and parking restrictions on the highway network and provide adequate enforcement. This will help to:

- Improve road safety
- Increase access for emergency vehicles
- improve access to shops, facilities and businesses
- Increase access for refuse vehicles and service vehicles
- Ease traffic congestion
- Better regulate parking
- Increase on-street compliance

10.2 This report provides a summary of the enforcement activities undertaken by Reigate & Banstead Borough Council, under agreement with the County Council. The report focuses on the performance during 2015/16.

10.3 **The Local Committee (Tandridge) is asked to:**

- (i) Note the contents of the report.

11. WHAT HAPPENS NEXT:

11.1 Local Committee can consider these arrangements and set up a further task group to interact with the enforcement team as appropriate.

Contact Officer: Jacquie Joseph, Reigate & Banstead Borough Council
David Curl, Team Manager, SCC Parking Team

Annex 1 – Annual On-Street Parking Return

Annex 2 – On Street Parking Key Performance Indicators

Annex 1: Annual on-street car parking return**Summary**

Authority name	Reigate & Banstead in Tandridge District Council
Financial year	2015/16

REVENUE EXPENDITURE	£119,254.14
REVENUE INCOME	-£93,074.55
NET (SURPLUS)/DEFICIT	£26,179.59

Surplus share:		£
SCC	20%	N/A
Local Area committee	60%	N/A
Local Authority	20%	N/A

Financial Breakdown

<u>DIRECT COSTS</u> ¹		£	£
Staff ²		84,676.53	
Notice processing software and Handheld Computers		4,746.01	
Adjudication and debt registration		2,392.50	
Consumables (printing materials /stationary etc)		2,149.97	
other (PATROL)		994.13	
<u>OVERHEAD COSTS</u> ³	<i>Total Costs</i>	<i>Discount</i>	
Corporate Planning	4,530.43	-4,530.43	
Support Service	3,219.59	-3,219.59	
Customer Services	6,966.40	-6,966.40	
Legal Service	6,696.17	-6,696.17	
Property Services	83,168.13	-68,567.13	14,601.00
Personnel Services	9,344.50	-7,704.50	1,640.00
Finance & Procurement	20,043.17	-16,524.17	3,519.00
Fleet	6,523.40	-6,523.40	
IT	25,833.04	-21,298.04	4,535.00
Internal Audit	904.86	-904.86	
TOTAL EXPENDITURE			119,254.14
INCOME			
Penalties		-87,555.32	
Resident permits		-3,750.06	
Suspensions and Waivers		-1,769.17	
TOTAL INCOME			-93,074.55
NET DEFICIT			26,179.59

NOTES:

1. *Direct costs are attributed to the different elements of the parking service according to the % of CEO time spent (effectively this equates to 2 CEOs on street in Tandridge plus the equipment they need and some back office support).*
2. *This includes CEO resource and back office staff*
3. *Overhead costs are attributed to services according the number of frontline FTE staff. Within parking these costs are then divided between the elements of the service according to the % of PCN income. RBBC applies a discount to these costs because they do not all directly apply to Tandridge.*

Annex 2 – On Street Parking Key Performance Indicators (Reigate & Banstead - Tandridge)

KPI	Details	Result
Total cost to administer the on-street parking service – the overall net cost of operating the on-street enforcement element of the parking service.	As set out in annex 1	£29,679.59
Civil enforcement officer (CEO) deployment efficiency – this measures the number of hours deployed CEO time spent on-street or travelling to sites as a ratio of the total cost of the enforcement operation.	Total enforcement costs Total hours deployed on-street including travelling is estimated at 3,744	£31.85
Penalty charge notices (PCN) issued per deployed hour – total number of PCNs issued as a ratio of the total number of CEO hours on-street.	The number of penalty charge notices issued on-street was 2592 The estimated time deployed was combined including travelling time.	1.4
PCN cancellation rate - the total number of PCNs cancelled as a ratio of the total number of PCNs issued.	2592 PCNs were issued 167 PCNs were cancelled	6.44%
PCN Appeal Rate - the total number of PCNs successfully appealed, as a ratio of the total number of PCNs issued.	Total number of PCNs issued was 2592 5 PCN was successfully appealed at the formal appeal stage.	0.19%
Time taken to issue parking permits/ dispensations/ suspensions – measuring the average number of days taken to deal with general customer requests for service (excluding PCN appeals or comments on parking).		5 working days

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