

# Agenda

Tandridge  
Local Committee

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

## Discussion

- Review of community safety in Tandridge
- Update on the Flood Risk Management Strategy.
- End of year report from Surrey Highways on their 2016-17 programme of works in Tandridge.



## Venue

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

**Date:** Friday, 3 March 2017

**Time:** 10.15 am



SURREY

# Get involved

## 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.

### ***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](mailto: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 CBE, 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)

Surrey County Council Chief Executive  
**David McNulty**

Tandridge District Council Chief Executive  
**Louise Round**

#### **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.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

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

*Thank you for your co-operation*

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

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

*If you have any queries regarding this, please contact the Community Partnership and Committee Officer.*

## **1 APOLOGIES FOR ABSENCE**

To receive any apologies.

## **2 MINUTES OF PREVIOUS MEETING**

(Pages 1 - 14)

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.

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

## **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 15 - 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 - 26)

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 FORWARD PROGRAMME 2017/18 AND 2018/19 UPDATE (EXECUTIVE FUNCTION FOR DECISION)** (Pages 27 - 30)

In December 2016 the Local Committee agreed a draft programme of highway works in Tandridge for 2017/18 – 2018/19. Whilst the County's budget was agreed by Council on 7 February, the Medium Term Financial Plan and detailed programme of schemes will not be agreed by Cabinet until 28 March 2017. This report seeks delegated authority for the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, to agree a revised programme of highway works should the Local Committee's devolved budget change.

*(Report attached).*

**10 HIGHWAYS SCHEMES 2016/17 - END OF YEAR UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 31 - 44)

To inform the Local Committee on the outcome of the 2016/17 Integrated Transport and highways maintenance programmes in Tandridge.

*(Report and annex attached).*

**11 FLOOD RISK STRATEGY UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 45 - 58)

As Lead Local Flood Authority (LLFA), Surrey County Council (SCC) has a duty to develop, maintain, apply and monitor a Local Flood Risk Management Strategy (LFRMS) for its area. This Strategy was first published in 2014 however much has changed since then. SCC has therefore refreshed its LFRMS in order to bring it up to date with these changes.

This report provides the Local Committee with a draft version of the refreshed strategy and the rationale behind it.

*(Report and Annex attached).*

**12 COMMUNITY SAFETY: REVIEW OF EAST SURREY COMMUNITY SAFETY PARTNERSHIP AND PRIORITIES FOR 2017/18 (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 59 - 64)

This report updates the Local Committee on the priorities and work of the East Surrey Community Safety Partnership (CSP) during 2016 and its priorities for 2017/18.

*(Report attached).*

**13 TRADING STANDARDS ANNUAL REPORT (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 65 - 74)

A report to provide an update on the work of Buckinghamshire and Surrey Trading Standards Service, particularly within the district of Tandridge in 2016.

*(Report attached).*

**14 SURREY FIRE AND RESCUE ANNUAL REPORT (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 75 - 86)

This report outlines the major strands of activity being undertaken within the Tandridge District by the Surrey Fire and Rescue Service (SFRS) teams based at Godstone, Lingfield and Oxted fire Stations.

The report contains information on the various activities undertaken by the District Team to reduce the risk from fire, water and road traffic incidents to the residents of Tandridge District, including direct contact, public education programmes and campaigns.

*(Report and Annex attached).*

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**DRAFT**

Minutes of the meeting of the  
**Tandridge LOCAL COMMITTEE**  
 held at 10.15 am on 9 December 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

**Borough / District Members:**

- \* Mr Chris Botten
- \* Mr Pat Cannon
- \* Mr Michael Cooper
- \* Mr Martin Fisher
- \* Mr Rod Stead
- \* Mrs Lesley Steeds

\* In attendance

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**84/16 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mr David Hodge and Mr John Orrick.  
 Mr Orrick subsequently arrived during Item 14.

As the Chairman was aware that some committee members needed to leave the meeting early, he changed the order of the published agenda to take items 10 and 11 first after item 3.

**85/16 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes of the previous meeting on 23 September 2016 were agreed and signed by the Chairman.

**86/16 DECLARATIONS OF INTEREST [Item 3]**

Mr Chris Botten declared an interest in Item 4 – petition received from Burstow Primary School – as he will be the Chair of Governors from January 2017.

Mr Michael Sydney declared a personal, but not prejudicial, interest in Item 11 – application to divert footpath 415- due to his position on the High Weald Joint Advisory Committee.

## ITEM 2

### **87/16 PETITIONS [Item 4]**

This item was heard following items 10 and 11. Mr Pat Cannon left the meeting during this item.

1 petition was received. A copy of the petition and response, as well as the supporting comments made by signatories, and a letter of support from the Acting Headteacher is annexed to the minutes.

#### **1 – Safer school run for Burstow Primary School.**

Mrs Catherine Coulson, a parent at the school, initiated this petition. As she was unable to attend the meeting, Claire Hodgson, Acting Headteacher at Burstow Primary School, presented the petition on her behalf.

Mrs Hodgson's presentation included the following points:

- The school is by a busy crossroads, with shops on both sides of the road.
- HGVs often come through, and many deliver to the local shops. As a result, many people park on the yellow lines near the corner of the road.
- The current situation is dangerous, and is a daily problem at drop-off and pick-up times.
- The accident that happened in July is typical of the road.
- The school are keen to work with the county council to explore the issues more closely, and look at possible solutions.

Burstow Parish Councillor, Mrs Liz Cutter, also addressed the committee. She agreed that the parking needs to be looked at, but was pleased that the county council was not planning to increase the railings. She asked that the county council look into the issues raised.

The Area Highway Manager acknowledged the concerns, and referred the committee to the observations made by council officers on a visit to the school. Some suggestions have been put forward to improve the situation, as detailed in the response, and Highways want to work with the school and parents going forwards. The officer explained that at this point they cannot promise a larger scheme, but they will work on the suggestions in the petition response, and in the longer term, it could be possible to review the junction.

Members acknowledged the problems outside the school. The divisional member explained he had held a useful meeting with the school, with some positive ideas to discuss further with the Education Department within the county council.

Members were keen to see more enforcement of parking on double yellow lines.

The committee agreed the response provided.

### **88/16 FORMAL PUBLIC QUESTIONS [Item 5]**

1 public question had been received, from Mr Simon Morrow, District Councillor for Warlingham East, Chelsham and Farleigh, and Warlingham

Parish Council Chairman. A copy of the question and the response is annexed to the minutes.

Mr Morrow asked about the county council's plans for the field on Chelsham Road, Warlingham. The site is within the greenbelt. He hoped that next year would see some positive news about this site.

The Chairman referred Mr Morrow to the response.

#### **89/16 MEMBERS QUESTIONS [Item 6]**

1 member question had been received, from county councillor Mr Nick Skellett. A copy of the question and response is annexed to the minutes. Mr Skellett asked about the traffic and parking problems being caused by the closure of Woodhurst Lane and Southlands Lane.

Mr Skellett was pleased to note in the response that the closure of Woodhurst Lane had been lifted.

Mrs Sally Marks asked a question informally. Mrs Marks invited the Caterham Rotary to consider supporting an application for Members Allocations funding to put towards a Christmas party for the residents at Hillcroft Court Caterham. Residents had been forced to leave their homes due to the June 2016 floods. Mr Chris Botten confirmed that Caterham Parish Council has already committed £200. Mr Rod Stead, who sits on the Rotary Club, agreed to discuss this with the Rotary.

#### **90/16 DECISION TRACKER (FOR INFORMATION) [Item 7]**

Members asked for an update on work to redirect HGVs away from villages, and requested that the SCC Traffic Planning Engineer attends a future informal meeting. The Chairman agreed to circulate an update to the newly co-opted district members. The Area Highway Manager agreed to circulate any updated information to the committee.

Mr Michael Cooper, who is also Chairman of the Caterham Town working group that is working on the Caterham Masterplan would be pleased to work with the county council on the issues on Croydon Road, Caterham.

Mr Chris Botten noted the update regarding Le Personne residential home, and suggested that if the feasibility study indicated a high cost, then introducing a 20mph speed limit may be more desirable. The Area Highway Manager noted this request, and Mr Rod Stead's request that the Chair of Trustees at the home are consulted. Members were disappointed that this issue had not yet been resolved.

Members were surprised to see the Whyteleaf gullies had not previously been classified as high priority.

#### **91/16 MEMBERS ALLOCATIONS SUMMARY (FOR INFORMATION) [Item 8]**

The Chairman reminded county council members that the February deadline for funding was approaching, and to speak to the Local Support Assistant about possible projects.

## ITEM 2

### **92/16 HIGHWAYS UPDATE 2016-17 (EXECUTIVE FUNCTION) [Item 9]**

**Officers attending:** Zena Curry, Area Highway Manager, Anne-Marie Hannam, Senior Traffic Engineer

The Chairman referred members to a paper on Horizon 2 he circulated at the meeting. He stated that the number of roads needing attention was high, and therefore to allocate the 20% available to the committee, he had asked the Area Highway Manager to put forward recommendations for the Chairman and Vice-Chairman to agree.

The Area Highway Manager confirmed that there were 74 schemes prioritised on the list. Due to the urgent problems on Titsey Hill, this scheme would be included. This would take up about 1km of the circa 2km that the committee had discretion to agree.

#### **Resolution:**

#### **The Local Committee (Tandridge) resolved to agree 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 31<sup>st</sup> 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 decisions:**

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

### **93/16 HIGHWAYS FORWARD PROGRAMME 2017/18 - 2018/19 (EXECUTIVE FUNCTION) [Item 10]**

As the Chairman was aware of some committee members needing to leave the meeting early due to other engagements, this item was taken after Item 3.

**Officers attending:** Zena Curry, Area Highway Manager, Anne-Marie Hannam, Senior Traffic Engineer

The Area Highway Manager introduced the report, and explained the forward programme is based on the assumed budget, but the actual budget will not be finalised until March. A further report will be brought to the Local Committee in March once the final budgets are known. The Area Highway Manager referred members to table one in the report, which sets out the assumed levels of funding for the committee highway budgets, and to annex 1, which sets out the proposed schemes. There is the opportunity for virement during the year if required. The Chairman explained that there is flexibility within the programme, and the Chairman and Vice-Chairman will always consider suggestions from members.

#### **Member discussion – key points:**

- A22 – Whyteleafe - Members asked for clarification on the ‘anomaly’ listed in annex 1. Officers explained that the traffic order behind the positioning of the signs needed to be amended.
- Members were concerned that the sum for drainage and ditches was inadequate. The officer explained that there are other budgets for capital funding of this held centrally, which are not included within this report. There will be the opportunity for the committee to respond flexibly to local needs with in-year virements of funds.
- Members welcomed the investment at Halliloo Valley Road / Woldingham Road / Bug Hill, and asked that strong negotiations are started with the landowner, so that the works are not delayed.
- Members suggested Community Infrastructure Levy (CIL) funding, where secured, could help to enhance funding for the forward programme.

**The Local Committee (Tandridge) resolved to agree 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)

## ITEM 2

(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 decisions:**

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

### **94/16 APPLICATION TO DIVERT PUBLIC FOOTPATH 415 DORMANSLAND (OTHER COUNTY COUNCIL FUNCTIONS) [Item 11]**

**Officer attending:** Debbie Prismall, Senior Countryside Access Officer, Legal Definition

As the Chairman was aware that some members of the committee needed to leave early he amended the order of the agenda, so this item was taken after items 3 and 10.

### **Public Speakers:**

Mr Eric Richardson, representative of Swites Wood Ltd, had registered to speak in objection to the application. Mr Richardson made the following points:

- The current path goes nowhere.
- It is little used and obsolete.

- The county council's ecologist objects to the proposed diversion, and yet the officer recommendation seeks to override this objection.

Mrs Maureen Young, Chairman of Dormansland Parish Council, had registered to speak in objection to the application. Mrs Young made the following points:

- Concern for the disturbance to wildlife
- Worried that the proposal will increase anti-social behaviour
- Concerned that deer will not be able to jump both fences and may be injured/killed.

Mr Tony Pearson, Local Footpath Secretary, had registered to speak in favour of the application, on behalf of the Ramblers, and arrived during the member discussion. Mr Pearson made the following points:

- The Ramblers were consulted on this proposal in 2015 and indicated their support.
- However since then the Ramblers only support the proposal with reluctance. The Ramblers fully support taking walkers off the roads, however they consider there could be a better solution than the one being proposed.

#### **Member discussion – key points:**

- The local ward member, Mrs Lesley Steeds, asked for the application to be refused. She was not satisfied the proposal met the criteria for a diversion, and was concerned about the ecological impacts of the proposed footpath. She stated they would disadvantage those walking with dogs, and that the overhanging branches, and high stile, made it difficult to negotiate. She was concerned the proposed diversion could lead to an increase in antisocial behaviour from vandals, or motorbikes.
- The divisional member, Mr Michael Sydney, agreed with Mrs Steeds. He commented it was a seemingly expensive request, and he would expect the High Weald AONB Joint Advisory Committee would agree with him.
- Members commented that the footpath seems very little used, and were surprised there was no information on this within the report.
- Concerns were expressed about the steep drop at the entrance, and the presence of culverts and overhanging trees. The exit of the current footpath onto the busy road make this path appear seldom used.
- Members asked the officer to confirm that if the application is refused, the current footpath remains. The Countryside Access Officer confirmed this.

The Countryside Access Officer referred members to the written statement made by the Ramblers, as set out in the report.

The Senior Countryside Access Officer explained that other options have been explored, but this proposal takes walkers off a busy road where there have been past incidences of accidents. The stile would be replaced with a kissing gate to improve access. The land could be stepped to ease the steep bank. There are no counters recording the use of paths.

The committee voted on the proposal:

## ITEM 2

Votes for the recommendation in the report: 0  
Votes against the recommendation in the report: 9  
Abstentions: 1

### **Resolution:**

**The Local Committee (Tandridge) resolved, by 9 votes against, 0 votes in favour and 1 abstention, to REFUSE 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.

### **Reasons for decision:**

**The committee were not satisfied that the criteria for making a diversion order had been met; with particular concern about the ecological implications, ease of navigating the proposed route and potential for vandalism.**

### **95/16 APPLICATION TO DIVERT FOOTPATH 381 LINGFIELD (OTHER COUNTY COUNCIL FUNCTIONS) [Item 12]**

**Officer attending:** Debbie Prismall, Senior Countryside Access Officer, Legal Definition

### **Public speakers:**

Parish Councillor Mrs Liz Lockwood had registered to speak on behalf of Lingfield Parish Council in objection to the application. Mrs Lockwood made the following points:

- The current footpath provides direct, level, and road-free access for walkers.
- Anyone with a buggy, mobility difficulty, or heavy luggage is disadvantaged through this proposal. A lift is needed to enable these residents to access both sides of the platform and the continuing footpath.
- Lingfield has a high proportion of local residents who have mobility difficulties.
- This proposal is a backwards step.

Mr Tony Pearson, Local Footpath Secretary, had registered to speak in objection to the application, on behalf of the Ramblers. Mr Pearson made the following points:

- The footpath was closed on a temporary basis, and residents were led to expect the development of a bridge with lift access. This is what residents want to see.
- The existing route provides a useful link for walkers. The proposed diversion is a large detour.
- The committee should reject this application and ask Network Rail to come up with a better solution.

### **Member discussion – key points:**

- Members confirmed with officers that refusing the diversion application would not cause the existing footpath to be reopened.
- Members commented that this temporary closure has now been going on for a long time. It was felt that there must be a way of making the level crossing safer, perhaps using lights or other warning system. Members noted that Network Rail were working towards a national programme of level crossing closures.
- Members expressed concern about the lack of disabled access being proposed, and concluded that the officer recommendation to refuse the application was correct, as this was an inadequate solution for Lingfield residents.

Members voted on both of the officer recommendations:

Votes in favour of recommendation (i): 9

Votes against recommendation (i): 0

Abstentions: 0.

Votes in favour of recommendation (ii): 9

Votes against recommendation (ii): 0

Abstentions: 0.

The Chairman proposed an additional recommendation to write to Network Rail to express the committee's dissatisfaction with their failure to propose an acceptable solution. Mrs Marks seconded this proposal.

#### **Resolution:**

#### **The Local Committee (Tandridge) resolved 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.

**(iii) The Chairman writes to Network Rail expressing the committee's dissatisfaction with their failure to secure a satisfactory solution for residents.**

#### **Reasons for decision:**

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.

#### **96/16 COMMUNITY SKILLS INITIATIVE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 13]**

**Officer attending:** Keir Schiltz, Team Manager, Commissioning and Prevention, Children, Schools and Families

The officer introduced the report. The initiative aims to bring vulnerable people into the workforce, and this collaboration with Kier Highways is intending to support these vulnerable people, as well as addressing areas of skills shortages in the highways sector. Candidates will receive intensive support and training, with access to the Kier Highways apprenticeship scheme following successful completion of this pre-apprenticeship course.

**Member discussion – key points:**

The Chairman confirmed that the proposal coming to the committee would be secured specifically for Tandridge residents, and that the works they undertook would be within the district. He confirmed that he had seen the results of the scheme and been impressed. Local Committees are being asked to support this initiative, in order for it to progress next year, assuming that suitable candidates will be identified, and an operational base agreed.

Mrs Marks asked the Team Manager to make contact with the Community Foundation for Surrey, who may be able to assist with transport costs for the candidates.

The Team Manager confirmed that the candidates will be identified through the youth service and wider Early Help service. Case workers will be asked to identify candidates, and this could include those in looked after care, homeless, or in the criminal justice system.

**Resolution:**

**The Local Committee (Tandridge) resolved to agree 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 decisions:**

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.

**97/16 CATERHAM FLOODING - SECTION 19 REPORT (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 14]**

**Officer attending:** Tor Peebles, Flood Risk Management Strategy and Partnerships Team Leader

Mr John Orrick arrived during this item.

The Team Leader introduced the report. He confirmed that there had been a positive first meeting of the Caterham Flood Action Group in early December. All gullies in the area are due to be cleared during January and February. Every single gully in Caterham on the Hill has been visually inspected. The Flood Action Group are being invited to identify blocked gullies they have seen. The officer noted the positive community spirit and commitment within the Caterham on the Hill community. The officer confirmed that the county council is working with the other Risk Management Authorities (RMAs) to look at opportunities for mitigating the impact of flooding. Funding has been secured for feasibility studies, and the county council will be seeking further contributions from the other RMAs.

The Area Highway Manager acknowledged past issues with the quality of gully cleansing. The contract has been reviewed and more quality control measures put in to address this. This includes spot checks, and new auditing methods and procedures. There are issues with parked cars blocking access to gullies. The Area Highway Manager confirmed that the council can now suspend parking and enforce this to allow for gully cleansing. However because this is expensive to do, it will only be implemented in roads with a history of problems.

**Member discussion – key points:**

- Members commended the Team Leader for the considerable amount of work that had been undertaken by county council officers and partner agencies.
- Members asked what would happen if there was a repeat of the June rainfall tomorrow- would the consequences be the same? The Team Leader confirmed that the Money Pit is not large enough to take that volume of water. Maintenance has been carried out on the drainage, however the flood risk itself has not changed.
- Park Road in Caterham is one road which could benefit from action to ensure gully clearing is not hampered by parked cars.
- The Atkins report provides crucial information on how water flows through the district and signposts towards possible solutions.
- Mr Botten thanked the Team Leader for attending the Caterham Parish Council public meeting, and commended all the officers who attended. Mr Botten requested that use is made of the Parish Council's knowledge and resources. They could contribute towards the cost of parking suspension, and could use the Parish Warden to help identify blocked gullies. The focus should be to widen the focus on broader resilience to a range of emergency situations, such as power cuts. The Team Leader agreed to take these points forward in discussion with the Parish Council.

## ITEM 2

- Members discussed how Community Infrastructure Levy (CIL) contributions from developers can help support the work to mitigate flooding risk and impact. Mr Martin Fisher confirmed that flooding work was a priority for the district council's use of CIL.
- Members asked for clarification on where overall responsibility for drainage sits. The Team Leader confirmed that DEFRA has overall responsibility, and individual RMAs take on specific responsibilities.
- Members asked that progress is reported back to the committee at regular intervals, and asked for an update on progress with the Caterham Bourne to be brought to a future informal meeting.

Mr John Orrick proposed that further reports come to the Local Committee for monitoring on a 6 monthly, or annual basis. Mr Nick Skellett seconded this proposal.

### **Resolution:**

#### **The Local Committee (Tandridge) resolved to agree 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.

#### **(iv) Receive 6 monthly updates on progress**

### **Reasons for decisions:**

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.

## **98/16 ON-STREET PARKING ENFORCEMENT UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 15]**

**Officers attending:** David Curl, Parking Strategy and Implementation Team Manager, Jackie Joseph, Parking Services Manager Reigate and Banstead Borough Council, Gavin Handford, Head of Corporate Policy, Performance and Parking, Reigate and Banstead Borough Council.

Mrs Sally Marks and Mr Martin Fisher left the meeting during this item.

The Team Manager introduced the report. This is an annual update and summary of the accounts.

The Head of Corporate Policy, Performance and Parking welcomed the committee's feedback on where to increase enforcement activity, and acknowledged the desire to see more enforcement. Temporary workers were being recruited as a trial to see if this would generate sufficient income to cover their costs. At least one of these new officers will be dedicated purely to Tandridge. Reigate and Banstead Borough Council were also looking at their use of vehicles and staff working hours. He invited members to let him know of any roads they felt particularly needed more enforcement.

The Parking Services Manager confirmed that she is meeting with the Police to explore better joint enforcement.

**Member discussion – key points:**

- Members asked that the county council works together with Tandridge District Council on their off-street parking review, to secure the best result for residents and local businesses.
- Members requested the following additions to the list for more enforcement:
  - Croydon Road Caterham opposite the former Adult Education site.
  - Station Avenue, Caterham where cars are often seen parking on double yellow lines.
  - Redehall Road and Wheelers Lane Smallfield and Burstow School
- Members asked whether the Caterham Business Improvement District (BiD) could provide funding for greater enforcement. Increasing churn in small town centres is a key concern for businesses. Mr Michael Cooper asked that officers engage with the BiD on this. The Head of Corporate Policy, Performance and Parking agreed to send a member of his parking team to a BiD meeting.
- Members asked that broken pay and display machines are brightly covered so that people can quickly see this.
- Members asked that the officers report back to the committee in March with an update on the impact of the changes.

**Resolution:**

**The Local Committee (Tandridge) resolved to agreed to:**

- (i) Note the contents of the report.

**Reasons for decisions:**

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

ITEM 2

with the enforcement team.

Meeting ended at: 1.00 pm

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**Chairman**

# 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	<b>Public Questions – Question 1</b> 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	Area Highway Manager	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 and whether a speed limit reduction to 20mph complies with Surrey's Speed Limit Policy. Chair of Trustees at the home will be consulted in due course.
23 March 2016	5	<b>Public Questions – Question 1.</b> Parking on Grange Road, Caterham, the Divisional Member felt it would be appropriate to monitor the parking in	March 2017	Green	Parking Manager	Introduced new parking restrictions into Grange Road as part of the 2015/16 Parking Review. These appear to be working satisfactorily and seem to have

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
		one year to assess if there has been an impact.				resolved the residents' problems with obstructive parking near their driveways.
23 March 2016	6	<b>Members Question – Nick Skellett</b> Following a request for rumble strips on Titsey Road, Highways agreed to look at various options to reduce speed.	Sept 2016	Green	Area Highway Manager	Proposals for the introduction of rumble strips on the approach to the 30mph speed limit have been designed and shared with the divisional Member. Works to be ordered for implementation this financial year.  Improvements to the existing gateway south of Sandy Lane could also be considered in a future financial year, subject to the allocation of funding.
24 June 2016	4	<b>Hurst Green Road petition</b> 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	Area Highway Manager	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 installed.
24 June 2016	5	<b>Public question – speed limit on Rockshaw Road</b> Highways agreed to arrange a site visit with the divisional member to look at the issues	September 2016	Green	Area Highway Manager	Site visit completed. Speed survey has been carried out and results have been received. Concern has been expressed by the Police as to whether these results are representative of traffic speeds on the entire length of the section of Rockshaw Road in Tandridge. It is proposed to carry out another survey in

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
						Spring 2017 to collect additional speed data.
23 September 2016	4	<p><b>Petition – Ray Lane with Eastbourne Road junction</b></p> <p>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.</p>	December 2016	Amber	Area Highway Manager	Awaiting outcome of the Police investigation.
23 September 2016	5	<p><b>Public Question – Wolfs Hill</b></p> <p>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.</p>	December 2016	Amber	Area Highway Manager	Road safety audit has been received and forwarded to the Chairman for his consideration. Informal consultation to be carried out with adjacent land owners to gauge level of support for localised carriageway widening.
23 September 2016	5	<p><b>Public Question – Croydon Road Caterham</b></p> <p>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.</p>	November 2016	Green	Parking Manager	Road to be included within next parking review in Autumn 2017 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	<p><b>Informal public question – Rook Lane Chaldon speeds</b></p> <p>Highways agreed to undertake a speed survey on this road and to share the results with District Councillor Pat Cannon.</p>	December 2016	Green	Area Highway Manager	Speed survey added to the speed survey request log.

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
23 September 2016	6	<b>Member question – speeds on Woodhurst Lane, Oxted</b> Chairman requested consideration be given to Woodhurst Lane for future scheme in 2017-18	March 2017	Green	Area Highway Manager	Speed survey scheduled for Spring 2017
9 December 2016	4	<b>Petition: Safer school run for Burstow Primary School</b> The committee agreed the recommendations in the petition response to refresh the yellow lines, request more parking enforcement, promote use of school crossing patrol and review signage.			Area Highway Manager	Yellow lines scheduled to be refreshed early 2017/18. Signs to be reviewed early 2017/18. Reigate & Banstead Borough Council Parking Enforcement Team have been asked for additional parking enforcement in the vicinity of the school.

**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (TANDRIDGE)**

**DATE: 3 MARCH 2017**



**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

## ITEM 8

- 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:

#### **Oxted Band Room Re-Cladding**

Councillor Nick Skellett gave £2000 to the Oxted Band Room. An arson attack on the back of the wood cladded rehearsal room gave rise to the opportunity to re-clad the whole building as part of the repairs, using modern fireproof and maintenance free materials.

The Oxted Band support the performances of the Royal British Legion, local schools, local fairs and the Church, as well as further afield. They also provide training facilities through the provision of instruments and tuition to young players in the area and have a thriving training band, who have members aged 7 to any age (no restriction on age or ability).

#### **Caterham Carnival Committee**

Councillors Sally Marks and John Orrick gave £838.80 each for four members of the Carnival Committee to attend Institute of Occupational Safety and Health (IOSH) training.

The course helps to improve health and safety standards for events. The syllabus covered issues such as risk identification, responsibilities, accident investigation and reporting. Its aim is to standardise risk assessments, making sure as much is covered as possible. Other local groups will benefit from this training, including Caterham Festival and Caterham Pumas FC.

**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

## ITEM 8

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

### **10. CONCLUSION AND RECOMMENDATIONS:**

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

### **11. WHAT HAPPENS NEXT:**

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

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**Contact:** Diana Ambrose Local Support Assistant  
([diana.ambrose@surreycc.gov.uk](mailto: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
-

**Annex 1**

**Tandridge Members Allocations Expenditure - Balance Remaining 2016-2017**  
County Councillors have £10,296 to spend on projects to benefit the local community

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 Horticultural Society Community	Tatsfield in Bloom 2017	£1,000.00	02/11/2016
	EF700375019	Composting Group Tatsfield Horticultural Society Community	Purchase and fitting of part for shredder	£522.00	19/12/2016
	EF700375019	Composting Group	Plaque	£8.00	19/12/2016
	EF700380551	Warlingham Parish Council	Warlingham War Memorial Refurbishment	£6,000.00	
	EF800302113	Chelsham and Farleigh Parish Council	Repair the barrier on Footpath 92	£150.00	
	EF800302113	Chelsham and Farleigh Parish Council	Plaque	£8.00	
			<b>BALANCE REMAINING</b>	<b>£1,628.00</b>	

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
	EF700377696	SCC Highways	Replacement Grit Bin - Burntwood Lane	£957.00	09/01/2017
	EF400268217	Surrey Youth Support Service	The Farm 2017 (formerly Farm Buddies)	£1,300.00	
	EF800302499	Soper Hall Community Centre Ltd	Soper Hall East Wing Function Hall	£1,250.00	
	EF800302499	Soper Hall Community Centre Ltd	Plaque	£8.00	
	EF800302486	Caterham Town Design Statement Group	Caterham Town Consultation Workshops Phase 2	£1,000.00	
			<b>BALANCE REMAINING</b>	<b>£1,974.20</b>	

Please speak to your local Councillor before applying as there may be applications under discussion that are not reflected in the balances above.  
33% of submitted bids have been processed within 14 days

## Annex 1

**Tandridge Members Allocations Expenditure - Balance Remaining 2016-2017**  
County Councillors have £10,296 to spend on projects to benefit the local community

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
	EF400268217	Surrey Youth Support Service	The Farm 2017 (formerly Farm Buddies)	£1,000.00	
	EF700378149	Ridge Radio	Ridge Radio Move	£1,500.00	
	EF700378149	Ridge Radio	Plaque	£8.00	
	EF700381539	Chaldon Village Hall	Chaldon Village Hall Kitchen Renovation Fund	£1,500.00	
	EF700381539	Chaldon Village Hall	Plaque	£8.00	
	EF800303170	Chaldon W.I.	Chaldon W.I. Centenary Book	£300.00	
	EF800304808	Surrey County Council, Children's Service	Looked After Children Celebratory Events	£500.00	
			<b>BALANCE REMAINING</b>	<b>£449.20</b>	

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
	EF700377801	The Oxted Band	Oxted Band Room Re-Cladding	£2,000.00	11/01/2017
	EF400268217	Surrey Youth Support Service	The Farm 2017 (formerly Farm Buddies)	£1,400.00	
	EF700380303	Peer Productions	High: a play about illegal drugs and psychoactive substances	£650.00	02/02/2017
	EF800304619	Oxted District Guide Association	Oxted Guide Hut Refurbishment Phase 1	£1,500.00	
	EF800304619	Oxted District Guide Association	Plaque	£8.00	
				<b>£574.00</b>	

Please speak to your local Councillor before applying as there may be applications under discussion that are not reflected in the balances above.  
33% of submitted bids have been processed within 14 days

**Annex 1**

**Tandridge Members Allocations Expenditure - Balance Remaining 2016-2017**  
County Councillors have £10,296 to spend on projects to benefit the local community

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Michael Sydney</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£10,296.00</b>	
	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
	EF700335104	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
	EF400268217	Surrey Youth Support Service	The Farm 2017 (formerly Farm Buddies)	£1,000.00	
	EF700380411	Lingfield Parish Council	Lingfest 2017 - A community party in the park	£1,000.00	26/01/2017
		Lingfield and Dormansland Meals on Wheels			
	EF700380764	Wheels	Lingfield and Dormansland Meals on Wheels Oven Replacement	£4,000.00	
	EF800302040	Dormans Park residents	Pig Lane Bridge Repair (Rejected)		
	EF800304142	Young Epilepsy	Catering Project	£1,699.00	
		<b>BALANCE REMAINING</b>	<b>£450.00</b>		

				<b>REVENUE</b>	<b>DATE PAID</b>
<b>Helena Windsor</b>	<b>REFERENCE</b>	<b>ORGANISATION</b>	<b>PROJECT DESCRIPTION</b>	<b>£10,296.00</b>	
	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
	EF400268217	Surrey Youth Support Service	The Farm 2017 (formerly Farm Buddies)	£1,000.00	
	EF700380690	The Charles Maw Trust	Nutfield Memorial Hall safety funding	£1,767.00	
	EF700380690	The Charles Maw Trust	Plaque	£8.00	
			<b>BALANCE REMAINING</b>	<b>£0.00</b>	

Please speak to your local Councillor before applying as there may be applications under discussion that are not reflected in the balances above.  
33% of submitted bids have been processed within 14 days

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (TANDRIDGE)**

**DATE: 3 MARCH 2017**

**LEAD OFFICER: ZENA CURRY, AREA HIGHWAY MANAGER**

**SUBJECT: HIGHWAYS FORWARD PROGRAMME  
2017/18 – 2018/19 - UPDATE**

**DIVISION: ALL TANDRIDGE**



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

In December 2016 the Local Committee agreed a draft programme of highway works in Tandridge for 2017/18 – 2018/19. Whilst the County's budget was agreed by Council on 7 February, the Medium Term Financial Plan and detailed programme of schemes will not be agreed by Cabinet until 28 March 2017. This report seeks delegated authority for the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, to agree a revised programme of highway works should the Local Committee's devolved budget change.

#### **RECOMMENDATIONS:**

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

- (i) Note the contents of the report; and
- (ii) Authorise delegation of authority to the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, to agree a revised programme of highway works for 2017/18 if there is a change in the Local Committee's devolved budget.

#### **REASONS FOR RECOMMENDATIONS:**

To enable delivery of the Local Committee's 2017/18 programme of highway works to commence without delay at the start of the financial year if there is a change in the devolved budget.

#### **1. INTRODUCTION AND BACKGROUND:**

- 1.1 In December 2016, the Local Committee agreed the draft programme of capital Integrated Transport Schemes (ITS) and revenue maintenance expenditure for 2017/18 – 2018/19. The capital funding was based on the budget set out in the Medium Term Financial Plan (MTFP) 2015-20 and the revenue budget assumed the same level of funding as received this financial year.

## ITEM 9

- 1.2 The County's revenue and capital budget was agreed by Council on 7 February 2017. Council noted that the detailed programme of schemes would be agreed by Cabinet at the 28 March 2017 as part of the Medium Term Financial Plan.

### **2. ANALYSIS:**

- 2.1 The decision on the Local Committee's devolved highway budget will not be made until the Cabinet meeting on 28 March 2017. In order to progress the Local Committee's programme of highway works without delay at the start of the new financial year, delegated authority is being sought to enable the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, to agree a revised programme of highway works for 2017/18 should there be a change in the Local Committee's devolved budget.
- 2.2 If a change to the capital forward programme is required, officers would suggest that the Local Committee's outstanding Integrated Transport Scheme commitments are prioritised. Any change in the revenue budget would require amendment to the funding allocated under the various headings to ensure that minor works of priority to Members can be carried out.

### **3. OPTIONS:**

- 3.1 The Local Committee is being asked to authorise delegated authority to enable a revised highway works programme to be agreed should there be a change in the Local Committee's devolved budget.

### **4. CONSULTATIONS:**

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

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 Whilst the County's budget was agreed by Council on 7 February, the Medium Term Financial Plan and detailed programme of schemes will not be agreed by Cabinet until 28 March 2017. This includes the Local Committee's devolved highways budget.
- 5.2 A number of virements were agreed by the Local Committee in December 2016 which enables the budget to be managed and the programme 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.

**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 Local Committee's devolved highway budget will not be agreed by Cabinet until 28 March 2017. This report seeks delegated authority to enable the Area Highway Manager, in consultation with the Local Committee Chairman and Vice-Chairman, to agree a revised programme of highway works for 2017/18 should there be a change in the Local Committee's devolved budget. This will enable delivery of the programme to commence in April 2017.

**10. WHAT HAPPENS NEXT:**

10.1 The Area Highway Manager will meet with the Local Committee Chairman and Vice-Chairman to agree a revised highway works programme should there be a change in the Local Committee's devolved highway budget following the Cabinet meeting on 28 March 2017. Members will be updated accordingly.

**Contact Officer:**

Anita Guy, Principal Engineer, South East Area Team, 03456 009 009

**Consulted:** Chairman and Vice-Chairman of the Local Committee

**Annexes:** None

**Sources/background papers:**

Report to Tandridge Local Committee 9<sup>th</sup> December 2016: Highways Forward Programme 2017/18 – 2018/19.

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**SURREY COUNTY COUNCIL****LOCAL COMMITTEE (TANDRIDGE)**

**DATE:** 3 MARCH 2017  
**LEAD OFFICER:** ZENA CURRY, AREA HIGHWAY MANAGER  
**SUBJECT:** HIGHWAY SCHEMES 2016/17 – END OF YEAR UPDATE  
**DIVISION:** ALL

**SUMMARY OF ISSUE:**

To inform the Local Committee on the outcome of the 2016/17 Integrated Transport and highways maintenance programmes in Tandridge.

**RECOMMENDATIONS:**

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

- (i) Note the contents of the report.

**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, revised in March 2016, Tandridge Local Committee agreed a programme of capital Integrated Transport Schemes (ITS) and revenue maintenance expenditure for 2016/17 in Tandridge to be funded from the Local Committee's devolved budget. The £317,676 ITS capital budget was divided equally between improvement schemes and maintenance (local structural repair - LSR) schemes. The Local Committee agreed that the LSR schemes were to be divided equitably between divisional Members for work in their areas. The revenue maintenance budget was set at £195,303, which included an allocation for localism/community enhancement works.
- 1.2 In addition to the Local Committee's devolved budget, Countywide budgets have been used over the past year to fund major maintenance (Operation Horizon), drainage works and other capital highway schemes. Countywide revenue budgets are used to carry out both reactive and routine planned maintenance works.
- 1.3 Developer contributions can be used to fund, either wholly or in part, highway improvement schemes to mitigate the impact of developments on the highway network.

## **2. ANALYSIS:**

### **Capital Programme**

2.1 **Annex 1** provides an end of year update of the 2016/17 capital programme of Local Committee funded highway works in Tandridge. It also provides an update on schemes funded by the Road Safety Working Group and those being progressed using developer contributions.

2.2 A number of ITS improvement schemes have been progressed in 2016/17, as summarised below and set out in detail in Annex 1.

- Station Road East, Oxted: completion of works to install dropped kerbs and tactile paving to the east of the junction with Amy Road.
- Speed limit reductions:
  - Dayseys Hill
  - Rookery Hill
  - Prince of Wales Road
  - Chapel Road
  - Brickfield RoadAll to be completed by end of March 2017.
- Woldingham Road/Station Road, Woldingham – junction improvement works, including new kerb line and chevron signs, carried out to improve safety.
- Farleigh Road/Harrow Road, Warlingham: 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.
- Design of schemes for implementation in 2017/18.

2.3 The Local Committee ITS capital maintenance budget has been used to fund seven Local Structural Repair schemes this financial year.

### **Revenue Programme**

2.4 **Table 1** below shows the revenue maintenance allocations for 2016/17, together with examples of the works carried out. This budget has been spent in full.

2.5 The Highways Localism Initiative was set up to allow Parish Councils and Residents' Associations to bid to the Local Committee for funding of local revenue projects. £5000 per County Member was allocated for localism initiative works in their divisions, with the proviso that if any of the funding had not been allocated by the end of May 2016, the money would revert to the relevant Member to fund Community Enhancement works. A number of Community Enhancement works have been funded, within Caterham on the Hill Parish Council, Chaldon Parish Council, and Burstow Parish Council.

Item	Allocation	Works Carried Out
Drainage / ditching works	£28,913	Works carried out include hire of additional jetting resource for the District, and ditching works.
Tree works and flailing	£10,000	Various hedging works carried out across the District
Footway patching works	£10,000	Works carried out include footway works in Station Road East and Church Hill as well as kerb improvement works on A25 Godstone Road.
Parking	£10,000	Contribution towards parking review in Tandridge
Signs and Road markings	£5,000	Provision of new signs at various locations across the District.
Speed Limit Assessment	£2,500	Speed limit surveys carried out at various locations across the District
Localism Initiative	£30,000	Community Enhancement Works have been carried out in a number of areas, including Caterham on the Hill Parish Council, Chaldon Parish Council and Burstow Parish Council.
Revenue Maintenance Gang	£98,890	Hire of Revenue Maintenance Gang to carry out minor works throughout the District
<b>TOTAL</b>	<b>£195,303</b>	

**Table 1 – Revenue Maintenance 2016/17**

### Wider Network Benefits

- 2.6 There have been some slight delays in programme delivery across each component element of the project as each specialise Contractor has mobilised and liaised with Surrey's own Street Lighting Contractor and Traffic Signals Contractor, in order to ensure installation of new equipment can proceed in the locations specified. In the final quarter of 2016/17 installation of Automatic Number Plate Recognition (ANPR) Cameras, CCTV Cameras and Variable Message Signs (VMS) will all commence. ANPR and CCTV installation should be completed by April, with completion of VMS installation in May/June.
- 2.7 As each phase of equipment is installed the associated links and support systems are being installed in Surrey's NMIC in Leatherhead.
- 2.8 Throughout 2017/18, upon completion of the ANPR, CCTV and VMS equipment, delivery will move to installing "Dial Up Signal Control" (DUSC) on traffic signals across the network, allowing them to be preconfigured to operate alternate signal strategies when network conditions dictate.

### Customer Enquiries

- 2.9 **Table 2** shows the number of enquiries received during 2016. The total number of enquiries received in the calendar year 2016 is 136,629 and average of 11,386 per month, an increase of approximately 12% on 2015. The current figures indicate that despite no major incidents (such as the

ITEM 10

floods in 2014) customer contact continues to increase and customer expectation continues to grow.

2.10 All enquiries are categorised at the point of logging, either automatically through the website or by officers. Safety defects are passed to Kier to deal with and the remainder are passed to the SCC local office for further investigation. During 2015 the average split was 39% SCC and 61% Kier; for 2016 this has seen a shift to 45% SCC/55% Kier. This may be as a result of the proactive patching and resurfacing work.

2.11 For Tandridge specifically, 14,523 enquiries were received between January and December 2016, of which 6,319 were directed to the local area office for action, of these 94% has been resolved. This is slightly below the Highways countywide average of 96%.

Period	Surrey Highways: Total enquiries (no.)	Tandridge: Total enquiries (no.)	Local Area Office: Total enquiries (no.)
Jan – Dec 2015	121,578	10,768	4,198
Jan – Dec 2016	136,629	14,523	6,319

**Table 2: Customer Enquiries**

2.12 **Table 3** shows the number of complaints received in 2016 by Surrey Highways and the South East area, which includes Tandridge. For Tandridge, there were 34 Stage 1 and 9 Stage 2 complaints in 2016. The main reasons for these complaints were service delivery, communication and service quality. Following independent investigation, the service was found to be at fault in two of the Stage 2 complaints. Surrey Highways continue to work closely with the corporate customer relations team and have created action plans for all outstanding actions. In addition any remedial action identified at Stage 1 is now monitored more closely to ensure compliance and reduce escalation to Stage 2. Five of the complaints were also directed to the Local Government Ombudsmen, none of which were upheld.

Period	Surrey Highways: Complaints (no.)	South East Area: Stage 1 Complaints (no.)
Jan – Dec 2015	513	105
Jan – Dec 2016	462	132

**Table 3: Complaints**

2.13 Recent surveys conducted with the Highways Customer Panel showed that 75% of those surveyed were either satisfied or very satisfied with the customer service they received.

**On-street parking enforcement**

2.14 Following discussions at the local committee last autumn about parking enforcement in the district, Reigate and Banstead Borough Council (who enforce on street for Surrey County Council) have agreed to take on two more Civil Enforcement Officers (CEO's) for a 3 month trial. The aim of the

trial is to improve compliance of the existing parking restrictions particularly in the main town centres. Increased enforcement of the waiting restrictions and parking bays should help keep traffic moving and improve access to shops and facilities by improving turnover of the bays.

- 2.15 Two CEO's were recruited in January and following an induction and training period have been operating in a number of locations highlighted by the committee, primarily Oxted and Caterham. In their first three weeks approximately 120 Penalty Charge Notices (PCN's) were issued by the new CEO's, 'hotspots' being Croydon Road in Caterham and Station Road West in Oxted. It is also planned to carry out some evening enforcement during February. A further update will be provided at the meeting.

### **3. OPTIONS:**

- 3.1 Not applicable.

### **4. CONSULTATIONS:**

- 4.1 Not applicable

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 The key objective with regard to the 2016/17 budgets has been to manage to a neutral position.

### **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.

### **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)	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	Set out below

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 This report sets out highway works carried out in Tandridge in 2016/17, for Members' information.

**10. WHAT HAPPENS NEXT:**

10.1 The remaining budget for 2016/17 will be spent and the end of year outturn figures will be finalised.

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**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, 11<sup>th</sup> December 2015
  - Report to Tandridge Local Committee, 23<sup>rd</sup> March 2016
-

<b>CAPITAL ITS IMPROVEMENT SCHEMES</b>		
<b>Project: Woldingham Road/Station Road, Woldingham</b>		
<b>Detail:</b> Junction improvement	<b>Division:</b> Warlingham	<b>Allocation:</b> 22,626
<b>Progress:</b> Scheme to improve safety at the junction of Woldingham Road/Station Road. Works to construct scheme have been completed and Stage 3 carried out. Additional marker posts and extra arrow marking to be installed following outcome of Stage 3.		
<b>Project: A25 Westerham Road, Limpsfield</b>		
<b>Detail:</b> Measures to support speed limit reduction	<b>Division:</b> Oxted	<b>Allocation:</b> 20,000
<b>Progress:</b> 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 have been installed and the 2 vehicle activated signs have been ordered, these signs will be installed by the end of March 2017.		
<b>Project: Farleigh Road/Harrow Road, Warlingham</b>		
<b>Detail:</b> Junction improvement	<b>Division:</b> Warlingham	<b>Allocation:</b> £25,000
<b>Progress:</b> 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.		

<b>CAPITAL ITS IMPROVEMENT SCHEMES</b>			
<b>Project: Outwood – various roads</b>			
<b>Detail:</b> Speed Management	<b>Division:</b> Godstone	<b>Allocation:</b> £8,000	
<b>Progress:</b> 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 31 <sup>st</sup> March 2017.			
<b>Project: High Lane, Waringham</b>			
<b>Detail:</b> Vehicle restriction	<b>Division:</b> Waringham	<b>Allocation:</b> £10,000	
<b>Progress:</b> 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.			
<b>Project: Redehall Road, Smallfield</b>			
<b>Detail:</b> Alternative Traffic Calming Measures	<b>Division:</b> Lingfield	<b>Allocation:</b> £15,000	
<b>Progress:</b> 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.			

## 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 in Stanstead Road is being progressed for implementation this financial year. Consultation with residents and the school have been completed and works have been programmed to begin on site before the end of February 2017.

**Project:** Station Road East, Oxted

**Detail:** Pedestrian Crossing Improvements

**Division:** Oxted

**Allocation:** £5,000

**Progress:**

Dropped kerbs and tactile paving installed on Station Road East, to the east of Amy Road. Works complete.

**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.

<b>CAPITAL ITS IMPROVEMENT SCHEMES</b>		
<b>Project: Small Safety Schemes</b>		
<b>Detail:</b> As below	<b>Division:</b> As below	<b>Allocation:</b> £5,000
<b>Titsey Road, Oxted – Measures to reduce vehicle speeds</b> 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.		
<b>Project: Signs and Road Markings</b>		
<b>Detail:</b> To be identified	<b>Division:</b> All	<b>Allocation:</b> £3,000
Pedestrian crossing signs installed in Tilburstow Hill Road and the A22 Eastbourne Road.		
<b>Project: Stage 3 Road Safety Audits</b>		
<b>Detail:</b> To be carried out as required	<b>Division:</b> All	<b>Allocation:</b> £2,000
Farleigh Road/Harrow Road – see above. Woldingham Road/Station Road, Woldingham		

**CAPITAL ITS MAINTENANCE SCHEMES (LSR/FOOTWAYS)**

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

<b>Project</b>	<b>Division</b>	<b>Update</b>
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	Complete
Wilderwick Road, East Grinstead	Lingfield	Complete
Home Park, Hurst Green	Oxted	Complete
Limpsfield Road/Clarks Lane, Titsey	Warlingham	Complete

<b>POTENTIAL DEVELOPER FUNDED SCHEMES</b>
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<b>Project:</b> Oak Grove (Oaklands Hospital Site)
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<b>Detail:</b> Pedestrian Crossing Improvements	<b>Division:</b> Caterham Hill
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**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.

<b>Project:</b> High Street/Plough Road/Dormans Road, Dormansland
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<b>Detail:</b> Junction Improvement	<b>Division:</b> Lingfield
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**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. Funding has therefore been allocated from the 2017/18 Integrated Transport Scheme budget to enable construction of this scheme in 2017/18.

## PARKING

### **Progress:**

The report for the 2016 review went to the local committee on 24 June, where some extra locations were added. Advertisement of the proposals was delayed due to some local Tandridge District Council elections, but took place in October / November. Comments and objections have been collated and currently with members for final decisions.

**Note:** Information correct at time of writing (07/02/17)

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (TANDRIDGE)**

**DATE: 3 MARCH 2017**



**SURREY**

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

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

**DIVISION: ALL TANDRIDGE**

**SUMMARY OF ISSUE:**

As Lead Local Flood Authority (LLFA), Surrey County Council (SCC) has a duty to develop, maintain, apply and monitor a Local Flood Risk Management Strategy (LFRMS) for its area. This Strategy was first published in 2014 however much has changed since then. SCC has therefore refreshed its LFRMS in order to bring it up to date with these changes.

This report provides the Local Committee with a draft version of the refreshed strategy and the rationale behind it.

**RECOMMENDATIONS:**

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

- (i) Note and comment on the Local Flood Risk Management Strategy's approach which sets out a more holistic set of objectives to flood risk across the County
- (ii) Support the Strategy as it goes to the Surrey County Council's Cabinet on the 28 March 2017.

**REASONS FOR RECOMMENDATIONS:**

The refreshed Local Flood Risk Management Strategy sets out a series of updates and changes to the Risk Management Authorities (RMAs) business as usual activities to reduce the impact of flooding in the County. The long term benefits will include improved maintenance of watercourses and drains, clearer targeting of high risk areas for investment and effective flood risk management through the planning process. The broad understanding of delivering these outputs and support for the strategy will ensure its successful delivery.

**INTRODUCTION AND BACKGROUND:**

1. SCC is designated as 'Lead Local Flood Authority' under the Flood and Water Management Act (2010). This brings with it a number of responsibilities, including the duty for SCC to "develop maintain, apply and monitor a strategy for local flood risk management in its area".

## ITEM 11

2. Surrey's LFRMS was first published in December 2014. However, much has changed since then and it is important for the Strategy to take these changes into account and remain up to date.
3. Key factors driving the need for the Strategy to be updated include:
  - Amendments to legislation that have placed more responsibilities on Risk Management Authorities (RMAs)
  - Significant national and local flood events that have required Local Authorities to learn lessons and adapt their approach to managing flood risk
  - Increasing demand for new development that has heightened the need for SCC to ensure that local drainage solutions are sustainable and do not increase the risk of flooding.
4. There is also a need to make the Strategy more public facing. The previous document was very technical, overly detailed and did not clearly set out the RMA's objectives and ambitions for flood risk management. Therefore, a refreshed version of the document (**Annex A**) summarises the goals of the Strategy in ten pages, making it much more accessible and easier to understand for the public. Details such as action plans, flood maps and explanations of associated legislation will be attached to the final version as appendices.

### **ANALYSIS:**

5. Using the feedback already obtained from partners, eight core objectives have been developed for the Strategy:
  - Improving information sharing between authorities
  - Establishing robust maintenance processes for flood risk assets
  - Clearly defining RMA responsibilities
  - Increasing riparian awareness
  - Supporting communities to be more resilient
  - Using planning policy to reduce flood risk
  - Investing in flood alleviation schemes
  - Investigating and learning from flood events
6. Further details regarding these objectives can be found in the attached draft strategy. Action plans setting out how these objectives will be achieved and measured have been developed and will be included as appendices to the Strategy.

### **CONSULTATIONS:**

7. The Strategy has been updated in consultation with a number of partners, including the Surrey Flood Risk Partnership Board (a partnership of RMAs in Surrey that take strategic decisions on flood risk management across the County). The views of these partners have been captured through a variety of activities including workshops, face to face meetings and written submissions. People approached to contribute to the refreshed Strategy include:
  - Districts and Boroughs

- Thames Water
  - Environment Agency
  - Natural England
  - Network Rail
  - Historic England
8. The views of these partners have been incorporated into the document wherever possible and as a result, the Strategy has the support of a variety of RMAs.

#### **Member and Public consultation**

9. The Economic Prosperity, Environment and Highways Board, Local Committee Chairmen's Group and Local Committees have all been invited to comment on the Strategy. SCC's Resident Experience Board will also shortly comment on the proposals.
10. The Strategy has been approved by the Surrey Chief Executive's Group. All Chief Executives have been given the opportunity to seek approval of the Strategy from their District/Borough's relevant scrutiny committee.
11. A public consultation is currently underway that seeks to capture the views of residents and anyone else who has not yet had the opportunity to submit their feedback. This is available to view online via the following link <https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/surrey-local-flood-risk-management-strategy> .
12. As has been the case with consultation with partners to date, all views submitted will be considered and incorporated into the Strategy where appropriate.
13. The LFRMS has been developed in partnership through the Flood Risk Partnership Board and consultations with the public on the strategy ran from 6 January 2017 until 24 February 2017. The results of this consultation are being implemented at the time of this committee.

#### **FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

14. The overall financial and value for money implications of the Strategy will be positive, as its objectives and proposed ways of working will allow for the provision of a more efficient approach to flood risk management.
15. The LFRMS seeks to use existing officer resource to implement the changes the strategy sets out. This will rely heavily on partnership working. Short term implementation should be delivered with in current budgets and staffing plots.
16. A detailed financial commentary will be provided in the Strategy's final report to SCC's Cabinet.

#### **EQUALITIES AND DIVERSITY IMPLICATIONS:**

17. This report does not require an equalities impact assessment. The final version of the LFRMS will include an Equality and Diversity Impact Assessment.

**LOCALISM:**

18. Objective 5 of the LFRMS sets out the RMA's localism aspirations. This objective details the plan to support communities, set out methods of engagement and development of a network of self-supporting groups who are partners on the Flood Risk Partnership Board as well as implementing resilience measures at the individual and community level.

**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

**CONCLUSION AND RECOMMENDATIONS:**

19. There is a need to refresh and update Surrey's LFRMS in order for it to take account of amendments to UK legislation and to reflect changing Council priorities.
20. The refreshed LFRMS has been developed and updated in partnership with other RMAs and stakeholders with an interest in flooding. It therefore closely represents the priorities of a wide range of RMAs and other organisations.
21. The Committee are asked to comment on and note the vision and objectives of the LFRMS support submission of the strategy to the Surrey County Council Cabinet.

**WHAT HAPPENS NEXT:**

22. The LFRMS will be presented at the next Surrey County Council Cabinet on the 28 March 2017 for approval. Assuming approval is granted, implementation of the action plans will then take place starting from 1 April 2017.

**Contact Officer:**

Tor Peebles Flood Risk Management Strategy and Partnerships Team Leader  
02085417546.

**Consulted:**

N/A

**Annexes:**

Annex A: Local Flood Risk Management Strategy



# DRAFT LOCAL FLOOD RISK MANAGEMENT STRATEGY 2017-2032

**Surrey County Council** as  
**Lead Local Flood Authority**

in partnership with

**The Surrey Flood Risk  
Partnership Board**

# Summary

This Strategy has been produced to inform individuals, communities and businesses of the steps Surrey County Council (SCC) and its partners are taking to manage the impact of flooding in Surrey.

Flooding from rivers, ground and surface water poses a high risk in parts of the County and such incidents can have a great human and financial cost. SCC and its partners recognise this and are committed to doing what they can to reduce these impacts. However, it is important to understand that flooding is a natural occurrence. While SCC and its partners will work hard to reduce the risk of flooding and its impact, flooding cannot be prevented entirely.

The best way to tackle this issue is to support residents and businesses to be prepared and resilient and to support flood defence work where it is appropriate. As we saw in Surrey in 2013/14, it is an incredibly stressful and upsetting experience to suffer the consequences of flooding. But through careful preparation, education and working in partnership, the impacts of flooding can be managed as efficiently as possible.

SCC and its partners aim to do this by investing in appropriate flood alleviation schemes, influencing policy where possible and supporting residents in a variety of ways. This will be challenging as Local Authorities have limited financial resources and multiple competing priorities. However, we are confident that this Strategy sets a strong foundation for the County Council and its partners to effectively manage and respond to the impacts of flooding.



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# Introduction

## Context

Surrey is a County at high risk of flooding. It has experienced several major flood incidents in the last ten years, with much of this occurring in the floodplain of the lower River Thames and its tributaries. There are also many localised areas prone to surface water flooding or the emergence of groundwater.

[The Flood and Water Management Act \(2010\)](#) (FWMA) places a number of responsibilities on SCC in relation to flood risk. It designates SCC as Lead Local Flood Authority (LLFA) and outlines a number of roles that the Council must undertake. One of these is the duty to develop, maintain, apply and monitor a strategy for local flood risk management in its area. This document is that Strategy.

## Roles and Responsibilities

It is not SCC alone that is responsible for the management of flood risk - it is important to note that multiple organisations and individuals also have roles to play in the alleviation of flooding. The Environment Agency (EA) has strategic oversight for national flood risk management and is responsible for managing the risk of flooding from main rivers and the sea. SCC, in its capacity as LLFA, has responsibility for managing the risk of flooding from ordinary watercourses, surface water and ground water. Borough and District Councils also have powers to manage ordinary watercourses, while water companies are responsible for managing their water and sewage systems. With varying, equally important responsibilities all parties must therefore work together to effectively manage flood risk.

In Surrey these Risk Management Authorities (RMAs) have formed a partnership board to coordinate flood risk management activities. This board is known as the [Surrey Flood Risk Partnership Board \(SFRPB\)](#). The Board oversees cross-Authority flood work in the County and it has set the priorities outlined in this Strategy. Therefore, this document is owned by the SFRPB and is written from its perspective, with all of its members committed to achieving the agreed objectives. To this end, use of the term 'we' in the Strategy refers to all RMAs working in partnership.

Private landowners have responsibilities too – people who have a watercourse running through or adjacent to their land have [riparian duties](#) to maintain it. Residents should also take steps to protect their property from the risk of flooding, be this just knowing what to do in a flood event or installing property level protection, for example.

With this in mind, SCC is consulting on this Strategy to seek the views of everyone involved in the alleviation of flooding. This document will aim to closely align with the priorities of partners and residents through consultation and incorporating the responses submitted wherever possible.

## Supporting Joint Priorities

The Surrey Local Flood Risk Management Strategy (LFRMS) supports the wider ambitions of SCC. Its objectives play their part in delivering the Council's strategic goals of wellbeing, economic prosperity and resident experience. It also supports the Highways and Transport Service's Strategic Business Plan and Asset Management Strategy.

Most importantly, the needs of residents must be recognised. The effective management of flood risk involves a two-way interaction between the authorities that manage flooding and the people that may suffer from its consequences. Working together and sharing information with one another is essential if the joint goal of reducing the impacts of flooding across the County is to be achieved.

## Why a Refreshed Flood Risk Management Strategy?

A LFRMS for Surrey was first published in December 2014. Since that time the landscape of local flood risk management has changed. These changes include:

- Amendments to legislation that have placed more responsibilities on RMAs.

## ITEM 11

- Significant national and local flood events have required Local Authorities to learn lessons and adapt their approach to managing flood risk.
- Increasing demand for new development has heightened the need to ensure that local drainage solutions are sustainable and do not increase the risk of flooding.

These policy-led factors have partially driven the need for the LFRMS to adapt to the changing environment of flood risk management. However, the Strategy also needs to change in order to become a more accessible document. Feedback received following publication of the original LFRMS stated that it was too long, overly technical and did not clearly set out our objectives. In response to this we have made the refreshed Strategy much shorter, with our aims clearly set out in just ten pages and accompanying technical information contained in appendices.

A further change is a shift to a longer-term vision of 15 years. This is because effective flood risk management requires significant foresight – it often takes years to obtain funding for a scheme, design it, and then construct it. Furthermore, this long term approach mirrors that of the planning and funding cycle for flooding now followed by Central Government. The Strategy needs to be proactive, not reactive, and a longer-term vision allows it to do this.

Therefore this document represents a change from the previous Strategy. However, it is a change that enables us to adapt to the moving landscape of flood risk management and to deliver an effective service to residents.

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# The Local Flood Risk Management Strategy for Surrey

## 1. Structure and content

Section 9 of the FWMA (2010) specifies what a LFRMS Strategy must contain. This includes objectives as to how flood risk will be managed, when these objectives will be achieved, and which authorities will help to achieve them. All requirements of the Act have been embedded within this Strategy.

The Strategy consists of four main elements:

- **Vision:** this is the main goal that will be achieved over the lifetime of the Strategy
- **Purpose:** this summarises who will be involved in achieving the Vision and how it will be done
- **Principles:** these provide context for the Vision, and are important concepts that are considered as part of all of the objectives
- **Objectives:** these are the specific activities will be undertaken to achieve the Vision

## 2. Vision

The Vision is the main goal that will be achieved as a result of the Strategy. This is the point upon which all of the objectives and principles of the Strategy are based. The Vision for Surrey is as follows:

***To reduce the impact of flooding in Surrey on a long-term, sustainable basis through a co-ordinated approach with partners***

## 3. Purpose

The Purpose sets out why a Strategy has been written and who will play a part in achieving the Vision. The Purpose is as follows:

***For all partners with flood risk management duties to work together through the Surrey Flood Risk Partnership Board to mitigate the effects of flooding***

## 4. Principles

The Strategy has seven principles which support the Vision. These set the context within which the Strategy has been developed and provide the foundation for delivering the objectives. They can be regarded as the core values of the Strategy, while the objectives specify what is going to be achieved.

- **A long-term vision:** we will reduce the impact of flooding in Surrey and future-proof project outcomes on a sustainable, long-term basis
- **A catchment-based approach:** we will use a holistic catchment-based approach to assess and manage the integrated flood risk within Surrey and upstream/downstream river catchments

- **Partnership working:** we will work in co-operation with other risk management authorities to mitigate the risk of flooding for everyone in the County while achieving cross-cutting corporate goals
- **Community resilience:** we will equip residents to be more prepared, aware and resilient to flooding
- **Enhancing growth and wellbeing:** we will ensure that efforts to reduce flood risk in Surrey will enhance and protect the social, environmental and economic wellbeing of Surrey
- **Sustainable flood risk management through planning and development:** we will use the opportunities presented by new development and regeneration to make communities more resilient to flooding
- **Capital investment:** we will invest in flood alleviation schemes that reduce the risk of flooding to people, property and the natural environment where a robust business case indicates that this will provide value for money and wider social, environmental and economic benefits

## 5. Objectives of the Strategy

The objectives provide detail around what specific actions will be undertaken in order to achieve the Vision. They are informed by the principles of the Strategy and set out what is going to be done in order to reduce flood risk for the people of Surrey. These are tangible and are what success will be measured against.

Each of these objectives has a clear **action plan** detailing how it will be achieved, and each action has a timescale setting out when it will be delivered. These action plans can be found in the Strategy's appendices (*TBC*). Each objective also supports the risk based approach to flood risk management, which prioritises those communities at greatest risk as per the [National Flood and Coastal Erosion Risk Management Strategy](#) (Environment Agency, 2011).

The term 'we' in these objectives refers to all partner RMAs. The Strategy's action plans detail which specific organisations are responsible for working towards the delivery of each objective.

### Objective 1: Information

Our understanding of local and strategic flood risk will be improved through clear data management and sharing between risk management authorities to ensure partnership delivery of works to high risk areas.

***To achieve this we will:***

- a. Improve the use and quality of flood data to maximise the value it provides
- b. Collect and share flood data with partner RMAs and the public in an open and accessible way
- c. Improve the assessment of flood risk using data analysis and modelling to prioritise flood risk management activities

## Objective 2: Maintenance

Risk Management Authorities will reduce flood risk by delivering an effective maintenance regime for their drainage assets and managing their estates across the County in a sustainable manner.

***To achieve this we will:***

- a. Promote best practice approaches in delivering statutory maintenance duties with partner RMAs
- b. Improve and update records of our drainage assets
- c. Deliver an effective maintenance regime for our assets
- d. Ensure maintenance of flood risk management assets is considered at design stage and that this is documented and implemented through a maintenance plan

## Objective 3: Risk Management Authority Responsibility

We will agree with partners who the Risk Management Authorities in Surrey are, jointly define their responsibilities and establish clear lines of communication with them to support the delivery of partnership-based flood alleviation projects.

***To achieve this we will:***

- a. Define the roles of RMAs with our partners
- b. Develop a communications plan for strategic and operational communications between partners
- c. Review opportunities for future devolution of powers and budgets to RMAs

## Objective 4: Landowner Responsibility

Private owners will be made aware of their riparian responsibilities to maintain their drainage assets and watercourses. We will support, promote and enforce these responsibilities.

***To achieve this we will:***

- a. Develop our knowledge of riparian assets in high risk areas by recording these assets on a reactive basis
- b. Review and improve enforcement and consenting principles, policies and processes
- c. Promote standards, consenting and enforcement processes to the public, Members and RMAs, and encourage implementation of these on a community-wide basis.

## Objective 5: Resilience

The residents of Surrey will be supported to improve community resilience. Local people will be empowered to reduce the risk of flooding on both an individual and community level.

### *To achieve this we will:*

- a. Assess and prioritise flood action group locations and encourage communities to establish such groups in areas of need
- b. Develop and improve RMA engagement methods with Flood Action Groups, including training and public facing information/materials
- c. Develop a governance structure for a new cross-District/Borough 'Surrey Flood Action Group Forum'
- d. Promote resilience planning as a core tool for community groups and supporting them with response and recovery following a flood event

## Objective 6: Planning

We will reduce the risk of flooding to and from new and existing development through local planning policy and processes.

### *To achieve this we will:*

- a. Undertake a robust statutory consultee role on flood risk management through influencing policy and advising Local Planning Authorities
- b. Take all viable opportunities to utilise existing and new development to reduce flood risk
- c. Educate planning officers, Members and developers on flood risk and drainage (in particular SuDS and environmentally beneficial measures)

## Objective 7: Investment

We will reduce flood risk from local sources via a programme of capital works, which will be integrated with the activities of other Risk Management Authorities.

### *To achieve this we will:*

- a. Establish and implement best practice on integrating flood risk reduction into all feasible SCC capital highway schemes
- b. Establish and implement best practice for integrating flood risk reduction into all feasible capital schemes across all RMAs via a single, joint programme
- c. Identify new funding sources and innovative methods for securing funding for flood alleviation schemes
- d. Ensure all drainage assets, wherever feasible, are retrofitted or replaced with SuDS to manage the quantity and quality of water in a more sustainable way

## Objective 8: Investigation

We will investigate significant flooding incidents in order to make recommendations that help to reduce flood risk.

***To achieve this we will:***

- a. Review our [Section 19](#) investigation procedures to maximise the efficiency of the process and the value gained from it
- b. Use new data obtained from Section 19 investigations to inform the prioritisation process for flood risk management or resilience works

For further details around the context of each objective and the steps that will be taken to achieve them, please refer to the Strategy's appendices *(TBC)*.

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (TANDRIDGE)**

**DATE: 3 MARCH 2017**



**LEAD OFFICER: GORDON FALCONER, SENIOR MANAGER - COMMUNITY SAFETY**

**SUBJECT: REVIEW OF EAST SURREY COMMUNITY SAFETY PARTNERSHIP AND PRIORITIES FOR 2017/18**

**DIVISION: ALL TANDRIDGE**

**SUMMARY OF ISSUE:**

This report updates the Local Committee on the priorities and work of the East Surrey Community Safety Partnership (CSP) during 2016 and its priorities for 2017/18.

**RECOMMENDATIONS:**

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

- (i) The range of work the East Surrey CSP has been delivering since the last update report in December 2015.
- (ii) That a further report will be brought to the committee within 6 months on the results of the project at the Arc in Caterham.

**REASONS FOR RECOMMENDATIONS:**

To ensure that the Local Committee is aware of the priorities and work of the East Surrey CSP.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1. CSPs were set up under the Crime and Disorder Act 1998 and are statutorily responsible for reducing crime and disorder, substance misuse and anti-social behaviour in their area.
- 1.2. The East Surrey Community Safety Partnership (ESCSP) covering Tandridge, Mole Valley and Reigate & Banstead was established in June 2014 to build on existing collaborative work and provide a more effective and productive method for joint working.
- 1.3. In the summer of 2016 the Epsom & Ewell Community Safety Partnership applied to become a member of the ESCSP, following local discussion with statutory partners an application was made to the Office of Police & Crime Commissioner (OPCC) seeking agreement to this merger. Formal confirmation of this application is awaited from the OPCC.

- 1.4. The ESCSP provides an excellent opportunity to identify shared priorities and work collaboratively across East Surrey where appropriate, whilst still maintaining the ability for individual districts and boroughs to develop bespoke responses to address any emerging issues within the local community.
- 1.5. The current shared priorities for the ESCSP are:
  - Rural crime
  - Domestic abuse
  - Substance misuse
  - Anti-social behaviour
- 1.6. The CSP also has oversight of, and receives regular updates on Serious Organised Crime (SOC), Child Sexual Exploitation (CSE) and the Prevent agendas, together with any other important emerging issue that require a collaborative or partnership response.
- 1.7. The ESCSP works collaboratively with the countywide Community Safety Board (CSB) and other county groups to ensure effective strategic join up and also provides East Surrey with a greater ability to influence the countywide community safety agenda.
- 1.8. Louise Round, Tandridge District Council Chief Executive, chairs the ESCSP and also represents East Surrey on the Surrey Community Safety Board.

## **2. ANALYSIS:**

### **Recent Activity**

- 2.1. Anti-Social Behaviour: Fly-tipping has been raised as a concern by residents, businesses and public agencies, and as a direct result of this closer collaboration enabled by the ESCSP, a fly-tipping campaign has been implemented across East Surrey.

A successful funding bid was made to the Office of the Police and Crime Commissioner (OPCC) for covert CCTV cameras and signage. The cameras are routinely placed in numerous locations across the area to assist with evidence gathering on illegal flytippers.

Additionally, in conjunction with partners, roadside 'stop and check' operations have taken place, aimed at identifying illegal waste carriers and sending out a clear message that 'fly-tippers' were not tolerated in the area. Further operations will take place in each district/borough on a quarterly basis across East Surrey.

Due to the success of these East Surrey multi-agency operations, a similar model to address fly-tipping is likely to be rolled out across Surrey.

- 2.2. Domestic Abuse: The East Surrey Domestic Abuse Working Group initiated the launch of an IRIS (Identification and Referral to Improve Safety) project in East Surrey, the first area in Surrey to implement this project. IRIS is a General Practice-based domestic abuse training, support and referral programme. Working with ES CCG, IRIS has been introduced to all

Tandridge GP practices and has resulted in a five-fold increase in the number of referrals made to the ES DA Abuse Service (ESDAS) by the GP practices and in excess of 50 women have received help, advice and support. IRIS is acknowledged as a model of best-practice and has also been listed as a key recommendation following recent Domestic Homicide Reviews (DHR's) in Surrey.

- 2.3. Additionally the ESCSP is involved in a key piece of work that impacts on both East Surrey and the county as a whole. The first element is the commissioning of the domestic abuse outreach services for the county, which involves ESDAS (East Surrey Domestic Abuse Service), who have the lead role on behalf of all the domestic abuse outreach providers in the county. The second element is in developing the specification for the proposed new countywide service. Hilary New, Community Safety Manager for TDC represents ES on these pieces of work.
- 2.4. Rural crime: An external communications campaign was launched in April 2016. Over 30 police officers have received training in relation to rural crime, and the definition for rural crime has now been formally 'signed off'. The definition of Rural Crime is: Any crime of an agricultural, equine, wildlife or heritage nature:
- Agricultural – working farms, farm machinery, farm buildings, smallholdings
  - Equine – working stables, tack thefts, equestrian centres
  - Wildlife – illegal hare coursing, poaching, interference with protected species
  - Heritage – lead theft from churches, ancient monuments, illegal metal detecting.
- 2.5. Data from the National Rural Crime Network highlights that a large proportion of rural crime goes unreported and much work is taking place to increase confidence amongst the rural community to encourage reporting. Since November 2016, a targeted communication campaign has been in place across Tandridge to improve engagement between police and the rural community as well as improving the visible police presence to increase reassurance.
- 2.6. Community Incident Action Groups (CIAGs) & Joint Action Groups (JAGs): These multi-agency groups meet monthly to discuss individuals and places of concern due to associated anti-social behaviour (ASB).

Legislation and guidance on ASB from the last government has provided a greater focus on victims and the provision of services and support for them. Against this backdrop, a county-wide review of CIAGs has taken place.

It is proposed to move to a harm reduction approach and in conjunction with partners to re-launch CIAGs as Community Harm and Risk Management Meetings (CHaRMM). This group will remain as a district or borough based multi-agency problem solving group where professionals share information on high risk cases, issues or incidents, and put in place appropriate risk management plan. The plans will address the impact on the victim and/or the wider community as well as agreeing actions to reduce the negative community impact that the perpetrators are causing.

In Tandridge, the CIAG also acts as a District wide 'oversight group', receiving updates and briefings on other key topics such as CSE, SOC, Prevent etc to ensure partners are aware of the wider community safety agenda and the priorities of the ES CSP.

2.7. Emerging Issues: During 2016 the focus for CSPs continued to shift towards a Safeguarding / Public Protection agenda, reflecting the reduction in crime over recent years and recent legislation and guidance on areas such as Prevent (Counter Terrorism), Child Sexual Exploitation (CSE), Modern Slavery and Serious Organised Crime. The expectation is that these, often inter-related agendas, along with a greater victim focus will increasingly become the mainstay of the CSP.

## **Local Committee Community Safety Funding**

### **Background**

2.8. The Local Committee has a delegated budget of £3,000 for community safety projects. At the Local Committee meeting on 23 September 2016, the Local Committee agreed to a new process for allocating these funds, with the aim of giving the committee greater oversight of the expenditure and ensuring better value for money for projects that help to achieve the county's community safety priorities.

### **Project Proposal**

2.9. A needs assessment conducted in discussion with the Manager at the Arc Centre in Caterham indicated local concern about anti-social behaviour around the Arc and surrounding area. The Arc is owned by the Caterham Barracks Community Trust and its task is to work with those 'whose voices are the quietest'.

2.10. The manager at the Arc has formed a small committee of residents who are keen to set up a weekly youth club at the arc to tackle the anti-social behaviour which they believe is caused by boredom and a lack of activities in Caterham on the hill.

2.11. This weekly youth club would have the following expected benefits:

- Reduce anti-social behaviour
- Provide engaging activities for youth people that are educational and fun, and build their life skills.
- Encourage young people to become respectable and valued members of the local community
- Provide positive role models for younger children.
- The Arc being able to engage and work with some of the hardest to reach young people from Caterham on the hill

2.12. The funding will therefore provide a weekly youth club from 6pm-9pm at the Arc in Caterham on the Hill, with a total estimated cost of £2,325 for 12 weeks. Costs include soft play hire, arts and crafts resources, specialist providers brought in once a month for sessions on music, dance, and a

graffiti workshop, funding for DBS clearance for volunteers, and staff costs for the Arc.

- 2.13. This proposal was supported by Tandridge CIAG and endorsed by the Chairman and Vice-Chairman of the Local Committee.

### Getting underway

- 2.14. Surrey's Youth Services have been working with the managers at the Arc to support them to get started.

- 2.15. The Arc will monitor the success of the youth club through:

- Number of people attending (through registers)
- Impact on young people (photos, videos, feedback from young people)
- Impact on community (fewer complaints and fewer police callouts)

- 2.16. A report will be prepared for the Local Committee outlining the actual moneys spent, and the actual impact, benefits and outcomes for residents.

### **3. OPTIONS:**

- 3.1 Not applicable – report is for information.

### **4. CONSULTATIONS:**

- 4.1 The Chairman and Vice-Chairman of the Local Committee were consulted on the proposal for the Arc in December 2016.

### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 Not applicable – report is for information.

### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 Not applicable – report is for information

### **7. LOCALISM:**

- 7.1 Not applicable – report is for information

### **8. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	The work of the East Surrey Community Safety Partnership detailed in section 2 of this report will have a positive impact on crime and disorder within Tandridge.
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:**

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

- (i) The range of work the East Surrey CSP has been delivering since the last update report in December 2015
- (ii) That a further report will be brought to the committee within 6 months on the results of the project at the Arc in Caterham.

**REASONS FOR RECOMMENDATIONS:**

To ensure that the Local Committee is aware of the priorities and work of the East Surrey CSP.

**10. WHAT HAPPENS NEXT:**

10.1 A further report will be brought to the Local Committee within 6 months to report on the impact of the youth club at the Arc.

**Contact Officer:**

Gordon Falconer, Senior Manager – Community Safety 020 8541 7296

**Consulted:**

Louise Round, Chief Executive Officer, Tandridge District Council  
 Hilary New, Community Safety Manager, Tandridge District Council

**Annexes:** None

**Sources/background papers:**

- East Surrey CSP – Terms of Reference
- Minutes of the East Surrey CSP

**SURREY COUNTY COUNCIL**  
**LOCAL COMMITTEE (TANDRIDGE)**



**DATE: 3 MARCH 2017**

**LEAD OFFICER: CHARLOTTE KEENE, SENIOR TRADING STANDARDS OFFICER**

**SUBJECT: BUCKINGHAMSHIRE AND SURREY TRADING STANDARDS WORK IN TANDRIDGE IN 2016 (01/01/2016 – 31/12/2016)**

**DIVISION: ALL TANDRIDGE**

**SUMMARY OF ISSUE:**

A report to provide an update on the work of Buckinghamshire and Surrey Trading Standards Service, particularly within the district of Tandridge in 2016.

**RECOMMENDATIONS:**

The Local Committee (Tandridge) is asked to note that Buckinghamshire and Surrey Trading Standards Service:

- (i) Reacts to any local issues specifically drawn to Buckinghamshire and Surrey Trading Standards in respect of Tandridge consumer issues.
- (ii) Responds to any Trading Standards and consumer issues highlighted by intelligence gathering and reporting. This routinely includes Tandridge local area in any project and routine undertakings including test purchasing and sampling as appropriate.
- (iii) Responds to business enquiries and bespoke/chargeable requests from businesses based in Tandridge focusing on Small/Medium Enterprises (SME) and national businesses. Buckinghamshire and Surrey Trading Standards actively promotes membership to the Better Regulation Delivery Office Primary Authority Partnership scheme.
- (iv) The following is for information. Please note the report content which is for information and not recommendation.

**REASONS FOR RECOMMENDATIONS:**

To enable local committee scrutiny of the Trading Standards service.

**1. INTRODUCTION AND BACKGROUND:**

**Buckinghamshire and Surrey Trading Standards - an update on the Joint Service:**

1.1 Our Trading Standards service exists to:

## ITEM 13

- protect individuals, communities and businesses from harm and financial loss,
- help business to thrive by maintaining a fair trading environment,
- improve the health and wellbeing of people and communities, and
- fulfil the council's statutory responsibilities to deliver consumer and public protection services.

1.2 Since the formation of the joint service in April 2015 the service has continued to perform well and deliver excellent results against key performance indicators. The service is achieving all the savings projected in the business case and is exceeding income generation targets for the year.

1.3 The service has six key performance indicators and these are:

- Increase the financial savings for residents as a result of our interventions and investigations.
- Protect residents by stopping rogue traders operating in Buckinghamshire and Surrey
- Prevent residents becoming victims through expanding the use and reach of social media alerts, TSAAlerts, volunteers and other preventative initiatives to raise awareness of scams, rogue traders and unsafe products
- To increase the number of Primary Authority Partnerships
- Increase membership of trade approval schemes.
- Work with partners to tackle illegal sales of age restricted products; to explore new ways to reduce harm from the use and consumption of unsafe products; and to tackle poor food quality and nutrition

### **Trading Standards Approved Trader Schemes:**

1.4 Buckinghamshire and Surrey Trading Standards Service is continuing to work with Checkatrade to ensure residents can easily find reputable traders in their area. We have over 2000 Checkatrade/Trading Standards Approved members in Surrey. Businesses are removed from the scheme where intelligence suggests that they are not suitable to receive our approval.

1.5 To become a Checkatrade/Trading Standards Approved trader and to obtain our new 'double' accreditation, businesses must meet set standards and pass rigorous background checks. The minimum standards we set will be maintained for any future partnerships we may enter into with any other trade approval scheme operators.

1.6 We have been exploring options for developing similar partnerships with other trade approval schemes and we will be launching a similar option for Trustmark scheme members in the new-year. TrustMark is the only government endorsed accreditation scheme listing traders who work in and around the home. Working in partnership with Trading Standards will add local assurance to this national recognition.

### **Volunteering Scheme:**

1.7 Trading Standards aims to create an environment of "Confident Consumers and Trusted Traders" through advice and enforcement. Our volunteers will be an integral part of this purpose; increasing the consumer knowledge and confidence



of residents and helping us to improve customers' experience of using businesses in Buckinghamshire and Surrey.

- 1.8 We offer our volunteers an exciting and enjoyable experience, a chance to do something completely different with new people from a variety of backgrounds. It also gives volunteers an opportunity of learning new skills and gaining practical work experience; most importantly, volunteers will have the satisfaction of being able to make a real difference in their local communities.
- 1.9 Volunteers enable Trading Standards to do more. For example, one Volunteer has visited more than 300 food businesses to provide guidance leaflets about allergen labelling and see what information is already given to the public by each business about this issue. Our volunteer Product Safety Market Surveyors look in their local shops for items that might not comply with safety requirements and we also have Volunteers who are available to give talks within their communities about Trading Standards issues.
- 1.10 Details of our current Volunteering opportunities are available at <https://do-it.org/organisations/surrey-trading-standards-vams>

### **Work on scams and protecting the vulnerable**

- 1.11 Protecting the vulnerable and tackling scams continues to be a key priority for our service. We are continuing to work closely with the National Trading Standards Scams Team (NTSST) and we receive details from them of potential scam victims based in Surrey who we will go and visit to provide advice and support. On 25<sup>th</sup> January 2017 we ran a Scams Conference at Epsom Downs Race Course which was aimed at existing and potential partner organisations that can have a role to play in reducing the impact of scams.
- 1.12 In 2016 we contacted about 300 scam victims whose details were sent to us via the NTSST and they have all been sent a scams pack and we estimate that we have saved over £300,000 through our interventions and by stopping people responding to scam mail.
- 1.13 Trading Standards and Adult Services are concerned about the effect that nuisance calls have on local residents. To reduce these problems we are arranging to programme and fit devices on vulnerable resident's landline telephones to stop them receiving scam and nuisance telephone calls.
- 1.14 We are loaning these trueCall Care devices to selected residents free of charge. Units installed in Tandridge are being funded by money we have recovered from criminals using the Proceeds of Crime Act.
- 1.15 On average, 44% of the calls made to participants are nuisance calls. This initiative, as a whole, has now blocked almost 25000 scam and nuisance calls. So far there are 3 participants in our trueCall project who live in Tandridge.

Residents have said,

"I feel safer now knowing that the call is unlikely to be a nuisance call"

"The new apparatus is absolutely marvellous. I have had no nuisance calls since it was installed."

## ITEM 13

"Since having the truecall device I feel much safer answering the phone"

"Really pleased. Has eliminated so much aggravation. Anyone not on my list who gets through seems to have a genuine reason for wanting to speak to me."

"Since the Truecall device has been installed we have not had a single nuisance/cold call. We are now so much more relaxed when answering the phone. The device has blocked all nuisance calls and it is simple to add trusted callers. Excellent device. Hopefully we will be able to keep it"

- 1.16 Information for residents is available at <https://www.surreycc.gov.uk/business-and-consumers/trading-standards/finding-the-right-trader/rogue-traders-scams-and-cold-callers/phone-fraud-and-nuisance-callers>.

### **Social media:**

- 1.17 Buckinghamshire and Surrey Trading Standards issue regular information about our service on Facebook, Twitter, Instagram, LinkedIn and through TS @lerts.
- 1.18 TS @lerts is a weekly email news bulletin that contains information and alerts about rogue traders, frauds, the latest scams, prosecutions taken, product safety recalls, new legislation and much more. We currently have around 2700 subscribers to TS@lerts, however, the actual number of recipients is far higher as it links with the National Trading Standards Scams Team and cybersafe surrey, neighbourhood watch and local police beats. It also gets posted on social media. Residents and businesses can subscribe to the news bulletin via <http://scc.newsweaver.co.uk/trading-standards> and clicking subscribe.
- 1.19 We currently have over 3500 twitter followers and one recent tweet reached over 6000 people. We have 724 'likes' on our Facebook page and popular posts reach over 2000 people, the most popular being in May that reached approximately 10,000 + people. We have over 500 connections on LinkedIn with colleagues, partners and businesses. We also have a separate Primary Authority group set up on LinkedIn.

### **Eat Out Eat Well:**

- 1.20 The Eat Out Eat Well Award has been developed to reward caterers who make it easier for their customers to make healthy choices when eating out. It has three levels – Bronze, Silver, and Gold, and is symbolised by an apple logo in the shape of a heart. The level of award is based on a scoring system that takes into account the type of food on offer, cooking methods, and how the meals are promoted to customers. This scheme benefits both caterers, by promoting their businesses, and consumers, by helping them make healthier choices when eating out.
- 1.21 The Eat Out Eat Well award is assessed and managed by Buckinghamshire and Surrey Trading Standards Service and the local Environmental Health Service.
- 1.22 In 2016 we were highly commended in the Regulatory Delivery Primary Authority Awards 2016 for helping to support 33 branches of Sports and Leisure

Management Ltd T/A Everyone Active leisure centres to achieve Gold assessments in the Eat Out Eat Well healthy eating award. The judges described it as “An innovative example of Primary Authority improving public health enabling consumers to make healthy eating choices.”

1.23 There are currently 4 Eat Out Eat Well members in Tandridge out of 222 in Surrey. Members are:

- Bette & John Denham, 109 Whyteleafe Road, Caterham, Surrey, CR3 5EJ
- Coffee Bay, Caterham Railway Station, 20 Station Road, Caterham, CR3 6GR
- Seasons, Chelsham Place, Limpsfield Road, Warlingham, Surrey, CR6 9DZ
- India Dining, 6 The Green Warlingham, Surrey, CR6 9NA

#### **Business Advice Service:**

1.24 Buckinghamshire and Surrey Trading Standards Service has extensive experience of advising a variety of businesses from small family companies to international blue-chip corporations. Our Trading Standards Officers provide advice to businesses to ensure that a business is fair, competitive and legal.

1.25 Our chargeable business advice service continues to be successful. There are 68 businesses in Tandridge that have registered with us for business advice out of 907 throughout Surrey. We also continue to promote the Better Regulation Delivery Office (BRDO) Primary Authority Partnership (PAP) scheme to businesses, which offers them the choice of more protection from inconsistent advice or even prosecution by other Authorities from around the country. In 2015 the service was a finalist at the BRDO Primary Authority of the Year Awards and an officer was nominated for Primary Authority Officer of the year.

1.26 In Tandridge 1 business has entered into a Primary Authority Partnership with us. Within Buckinghamshire and Surrey there are a total of 84 Primary Authority Partnerships. We tailor each PAP to the needs of the business and we can be required to provide a wide range of advice and support. We recently provided support to some PAP's to work more effectively with OFCOM and the ASA.

#### **Reported Complaints:**

1.27 There were 676 complaints reported to Buckinghamshire and Surrey Trading Standards Service by Tandridge residents between 1<sup>st</sup> January 2016 and 31<sup>st</sup> December 2016 and during the same period 412 complaints were made about businesses based within Tandridge.

1.28 Details of our latest court action against rogue traders, the selling of counterfeit goods and other unlawful trading practices in Buckinghamshire and Surrey can be found on our website by visiting: <http://www.surreycc.gov.uk/business-and-consumers/trading-standards/news-from-trading-standards/prosecutions-and-other-court-actions>

**Doorstep Crime/Rogue Trading:**

- 1.29 We are committed to protecting residents from being taken advantage of by rogue traders and also from feeling pressured on their doorsteps to make decisions that they would not otherwise make.
- 1.30 We have a Rapid Action Team made up of dedicated officers who respond to calls for help from consumers by attending the scene of doorstep crime incidents. We work closely with Surrey Police and other agencies to help reduce incidents of distraction burglary and rogue trading in Surrey. Our Rapid Action Team are on duty Monday to Friday from 9am until 5pm, and can offer residents a range of support from providing information and assistance, to intervening, disrupting activities and taking enforcement action against doorstep callers.
- 1.31 Buckinghamshire and Surrey Trading Standards Service have received 13 doorstep crime complaints from Tandridge residents between 1<sup>st</sup> January 2016 and 31<sup>st</sup> December 2016.

**Food Quality Standards:**

- 1.32 Buckinghamshire and Surrey Trading Standards Service is responsible for enforcing food standards, for example the labelling and quality of food, to ensure consumers are not misled. We carry out this function in partnership with our colleagues in Environmental Health who are responsible for food hygiene and safety. As well as giving advice and dealing with enquires and complaints we also visit food businesses to ensure they are trading fairly.
- 1.33 Trading Standards and representatives of each of the 11 District and Borough Environmental Health Services meet quarterly to discuss issues of joint interest and to ensure consistency of approach. Included in this are areas such as Eat Out Eat Well, Food Hygiene Rating Scheme and Primary Authority. Public Health England and the Food Standards Agency (FSA) are also represented on the Group.
- 1.34 Matters which arise on a day to day basis requiring joint working or where we hope to assist each other are dealt with by officers making direct contact. We also worked with Environmental Health Officers (EHOs) across the County to develop and deliver an allergens training package to business and EHOs.
- 1.35 We are currently undertaking an allergens project focusing on caterers and are sampling food from caterers to ensure they are providing accurate allergen information and that the food sampled is free of the requested allergen. This project is focused on all areas of the county, including Tandridge.

**Animal Health:**

- 1.36 Animal health legislation exists to protect both human, through the food chain, and animal health. This prevents the introduction of serious diseases such as Foot and Mouth and includes requirements for maintaining records and ensuring livestock are identified. Measures also exist to protect the welfare of livestock, whether on farms, in transit or at abattoirs. The county of Surrey is currently designated as 'TB free' and we play a role in maintaining this designation by ensuring TB testing is done on any 'high risk' cattle entering the county and through a 4 yearly TB testing programme for all holdings with cattle.

- 1.37 Trading Standards have a contingency plan with the Local Resilience Forum for exotic disease in livestock e.g. Foot and Mouth and Avian Influenza and we work closely with Emergency Planning.
- 1.38 We have seen an increase in the sale of 'illegal puppies' in recent years. We enforce the Rabies Act and are responsible for ensuring that all dogs have a rabies vaccination prior to entering the UK and this should be recorded in an approved 'Pet Passport'.
- 1.39 In Tandridge we have a record of 234 livestock keepers, many of whom may just have a few pigs, sheep or goats as 'pets'.
- 1.40 In November 2016 we ran a free session for livestock owners on complying with animal health legislation.
- 1.41 A Tandridge farmer who unlawfully castrated six bulls has been handed a suspended jail term. James Goffin, 36, of Tandridge Lane, Lingfield, admitted causing unnecessary suffering to cattle. He pleaded guilty to six charges of animal cruelty under the Animal Welfare Act following an investigation by Surrey County Council's trading standards officers.

#### **Underage Sales:**

- 1.42 Historically the focus of trading standards work was on test purchasing and enforcement, however since early 2013 we have increased the number of advice visits carried out at retail premises.
- 1.43 Premises are targeted for advice visits on the basis of intelligence and risk assessment. We aim to work closely with local businesses providing advice and support to assist them to comply with their legal responsibilities in relation to age restricted products. In addition, intelligence led test purchasing is carried out in partnership with Surrey Police in accordance with the Code of Practice for Regulatory Delivery for Age Restricted Products.

#### **Preventing the sale and consumption of illicit tobacco**

- 1.44 Operation Henry 2 is a national operation funded by the Department of Health and coordinated by the Trading Standards South East (TSSE) Regional Tasking Group. The operation is aimed at disrupting the storage, supply and retailing of counterfeit or illicit tobacco products from retail premises. 2 businesses in Tandridge were visited as part of this operation.

#### **Fireworks:**

- 1.45 Any business storing or selling fireworks is required to hold a fireworks license. The licenses are issued by Trading Standards. In Tandridge in the lead up to November 2016, 20 businesses renewed their fireworks licenses. Tandridge has 1 business licensed to sell fireworks all year round.

#### **Petroleum:**

- 1.46 Buckinghamshire and Surrey Trading Standards is responsible for ensuring that sites that store petrol for dispensing are storing it in accordance with legislation designed to prevent a risk of fire and explosion.

1.47 There are currently 16 licensed petrol sites in the Tandridge area, all retail petrol forecourts. We have carried out 2 forecourt visits in the course of 2016.

**Ensuring the safety of goods entering the EU**

1.48 The EU Regulation on Accreditation and Market Surveillance (commonly referred to as RAMS) came into force in 2008. This has introduced a duty on Member States to check the safety of products as they enter the EU from third countries. Consignments of goods arriving at ports of entry are processed through Enhanced Remote Transit Sheds (ERTS). Heathrow airport has a number of ERTS located near it and 12 of these fall within the boundaries of Surrey. As part of a regional project supported by the National Trading Standards Board we regularly receive notifications about potentially unsafe consignments of goods in the ERTS and we will inspect the consignments to ascertain if they are safe before Customs release them.

1.49 Since we began these checks various products identified as posing a risk to public safety have been prevented from entering the UK marketplace. Early on in 2016 we intercepted and seized 500Kg of powdered tobacco product in the form of oral snuff. We secured a court order for the forfeiture and destruction of the product.

**Investment in staff:**

1.50 All relevant staff are now members of the Chartered Trading Standards Institute and are registered for their Continued Personal & Professional Development (CPPD) scheme. Eligible staff are also supported to achieve Chartered Trading Standards Practitioner status. This helps us to ensure the continued competence of staff and enables us to demonstrate this competence to businesses, consumers and other key stake holders. All staff are required to complete a minimum number of hours of training each year to receive their CPPD certification.

**Local Liaison and joint working:**

1.51 In 2016 officers from Buckinghamshire and Surrey Trading Standards participated in a joint roadside stop operation in Tandridge organised by the Joint Enforcement Team and brought together a range of partner organisations. We also took part in mobile patrols with Surrey Police on national Rogue Trader Day and this included patrols in Tandridge.

1.52 Buckinghamshire and Surrey Trading Standards Service liaise with the Tandridge Police Teams and we work in partnership with them.

1.53 In recent months we have been working with the Fire Service to implement partnership working. We are assisting them in the production of community packs to be provided to vulnerable residents. The Fire Service are now actively looking to identify potential scam victims and they will notify us of any concerns. We also now give out the Fire Service "Safe and Well" cards when we visit victims of scams and doorstep crime.

1.54 One of our officers works closely with Adult Social Care, attending local safeguarding adult groups and we are represented on the Surrey Safeguarding Adults Board. We provided a presentation to the Adults Social Care Summit

Conference at Dorking Halls and delivered talks to the Older People's Forum and CAB Volunteers in 2016.

## **2. ANALYSIS:**

2.1 This report is for information only

## **3. OPTIONS:**

3.1 This report is for information only

## **4. CONSULTATIONS:**

4.1 This report is for information only

## **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 There are no financial implications in this report

## **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 There are no equality and diversity implications in this report

## **7. LOCALISM:**

7.1 The purpose of this report is to update the Local Committee on our work taking Tandridge.

## **8. OTHER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	The main areas that impact on community safety are age restricted sales and tackling doorstep crime and deception. We protect local residents in a range of ways and help to reduce the fear of crime
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	We have a dedicated vulnerable person's officer based in Surrey who works in partnership with the Adult Social Care Multi-Agency Safeguarding Hub.
Public Health	The main areas that impact on public health are age restricted sales, tackling doorstep crime and deception and promotion of the 'Eat Out Eat Well' healthy eating scheme. An officer also represents our joint service at Smoke Free Surrey and we carry out initiatives to tackle the supply of illicit tobacco.

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The Local Committee (Tandridge) is asked to note that Buckinghamshire and Surrey Trading Standards Service:

- (i) Reacts to any local issues specifically drawn to Buckinghamshire and Surrey Trading Standards in respect of Tandridge consumer issues.
- (ii) Responds to any Trading Standards and consumer issues highlighted by intelligence gathering and reporting. This routinely includes Tandridge local area in any project and routine undertakings including test purchasing and sampling as appropriate.
- (iii) Responds to business enquiries and bespoke/chargeable requests from businesses based in Tandridge focusing on Small/Medium Enterprises (SME) and national businesses. Buckinghamshire and Surrey Trading Standards actively promotes membership to the Better Regulation Delivery Office Primary Authority Partnership scheme.
- (iv) The following is for information. Please note the report content which is for information and not recommendation.

**10. WHAT HAPPENS NEXT:**

10.1 This report is for information only.

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**Contact Officer:**

Charlotte Keene  
Senior Trading Standards Officer  
01372 832275

**Consulted:**

Officers of Buckinghamshire and Surrey Trading Standards Service.

**Annexes:**

None

**Sources/background papers:**

None

**SURREY COUNTY COUNCIL**  
**LOCAL COMMITTEE (TANDRIDGE)**



**DATE: 3 MARCH 2017**

**LEAD OFFICER: STUART DE FRAINE FORD, BOROUGH COMMANDER, TANDRIDGE**

**SUBJECT: ANNUAL REPORT 2015-16**

**DIVISION: ALL TANDRIDGE**

**SUMMARY OF ISSUE:**

This report outlines the major strands of activity being undertaken within the Tandridge District by the Surrey Fire and Rescue Service (SFRS) teams based at Godstone, Lingfield and Oxted fire Stations.

The report contains information on the various activities undertaken by the District Team to reduce the risk from fire, water and road traffic incidents to the residents of Tandridge District, including direct contact, public education programmes and campaigns.

**RECOMMENDATIONS:**

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

- (i) Recognise the achievements of the District teams within Tandridge District and support their commitment to improve initiatives to reduce risk and make Tandridge District safer through the delivery of the District/station plan.
- (ii) Note the targets and initiatives set within the Tandridge District plan for 2015/16 and support the Fire and Rescue Service in the delivery of this plan.
- (iii) Support the achievements of the all personnel at Godstone, Lingfield and Oxted and acknowledge the availability offered by employers who release staff, and those who are self-employed.
- (iv) Note that from 28th September 2015 to 31st March 2016 SFRS attended 285 co-responding incidents. These were detailed as Red 1 incidents, i.e. chest pains etc. This project won the 'Gold' Working Together Improvement and Efficiency Awards as well as being shortlisted for the Guardian Public Services Award.

**REASONS FOR RECOMMENDATIONS:**

To update the Local Committee (Tandridge) on the work carried out by Surrey Fire and Rescue Service teams within the District.

**1. INTRODUCTION AND BACKGROUND:**

1.1 All fire stations within Surrey produce a Station/Borough plan which sets out its targets for the forthcoming year. This is known as the Station Plan. The service is committed to reducing community risk in order to save lives, relieve suffering, and protect property and the environment. It is through the Station Plan that they achieve that aim. The borough teams have borough and service targets to meet and these are identified in this report. Please refer to **Annex One**.

**2. ANALYSIS:**

2.1 Please see annex one.

**3. OPTIONS:**

3.1 This report is for information.

**4. CONSULTATIONS:**

4.1 Not applicable.

**5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 Surrey Fire and Rescue Service is committed to operating as efficiently and effectively as possible.

5.2 As per the 2016 – 2021 refresh of the Public Safety Plan, the service has already saved £4.8m between 2010/11 and 2015/16, and plans to save a further £5.9m by 2020/21. This will create total savings of £10.7 million between 2010/11 and 2020/21.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 Please refer to annex one.

**7. LOCALISM:**

7.1 Please refer to annex one.

**8. OTHER IMPLICATIONS:**

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

### 8.1 Crime and Disorder implications

See annex one.

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

See annex one.

## **9. CONCLUSION AND RECOMMENDATIONS:**

### 9.1 The Local Committee (Tandridge) is asked to:

- (i) Recognise the achievements of the District teams within Tandridge District and support their commitment to improve initiatives to reduce risk and make Tandridge District safer through the delivery of the District/station plan.
- (ii) Note the targets and initiatives set within the Tandridge District plan for 2015/16 and support the Fire and Rescue Service in the delivery of this plan.
- (iii) Support the achievements of the all personnel at Godstone, Lingfield and Oxted and acknowledge the availability offered by employers who release staff, and those who are self-employed.
- (iv) Note that from 28th September 2015 to 31st March 2016 SFRS attended 285 co-responding incidents. These were detailed as Red 1 incidents, i.e. chest pains etc. This project won the 'Gold' Working Together Improvement and Efficiency Awards as well as being shortlisted for the Guardian Public Services Award.

### **REASONS FOR RECOMMENDATIONS:**

9.2 To update the Local Committee (Tandridge) on the work carried out by Surrey Fire and Rescue Service teams within the District.

## **10. WHAT HAPPENS NEXT:**

10.1 Surrey Fire and Rescue will provide annual updates to the Local Committee.

### **Contact Officer:**

Stuart De Fraine Ford, Borough Commander, Tandridge District.

### **Consulted:**

N/A

### **Annexes:**

**Annex One** – 2015-16 annual performance report

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

Surrey Fire and Rescue Public Safety Plan 2016-2021

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## MISSION

**To provide a professional and well supported Fire and Rescue Service which reduces community risk in order to save lives, relieve suffering, protect property and the environment**

*Surrey Fire and Rescue  
Local Committee Report  
April 2015 – March 2016*

*Completed by  
Assistant Group Commander Stuart de Fraine Ford  
Borough Commander  
Tandridge District*

## Contents

TANDRIDGE STATISTICS .....	3
REPORTING AGAINST TARGETS NOT ACHIEVED .....	4
COMMUNITY FIRE PREVENTION.....	5
SAFEGUARDING REFERRALS .....	5
VOLUNTEERS SERVICE .....	6
COMMUNITY ENGAGEMENT.....	6
WHAT HAPPENS NEXT .....	7

## TANDRIDGE STATISTICS

Within Service/District Target		
Close to Service/District Target		
Above Service/District Target - Action Required		
<b>Key Performance Indicators for 2015/16</b>	<b>2015/2016</b>	<b>2014/2015</b>
Percentage of Fires attended in dwellings with no smoke detection fitted	Service Target: <24% <b>28</b>	Service Target: <24% <b>42</b>
No of fatalities due to primary fires	Service Target: 7 <b>2</b>	Service Target: 7 <b>0</b>
No of injuries arising from accidental dwelling fires	Service Target: 44 <b>2</b>	District Target: 6 <b>0</b>
No of false alarms caused by AFA's (automatic fire alarms)	District Target: 108 <b>71</b>	District Target: 108 <b>95</b>
No of calls to malicious false alarms attended	District Target: 6 <b>23</b>	District Target: 6 <b>7</b>
No of deliberate Primary & Secondary Fires (excluding vehicles)	District Target: 60 <b>48</b>	District Target: 60 <b>41</b>
No of deliberate & Secondary vehicle fires	District Target: 30 <b>26</b>	District Target: 30 <b>24</b>
No of calls to fires attended - primary	District Target: 142 <b>129</b>	District Target: 142 <b>110</b>
No of calls to fires attended - Accidental fires in dwellings	District Target: 41 <b>37</b>	District Target: 30 <b>24</b>
Percentage of accidental dwelling fires confined to room of origin	District Target: >91% <b>81%</b>	District Target: >91% <b>86.11%</b>
No of fires in non domestic premises	District Target: 15 <b>11</b>	District Target: 15 <b>14</b>
No of HFSVs (Home Fire Safety Visits) Visits to Risk Households	Service Target % at Risk >60% <b>61.62 ( %)</b>	Service Target % at Risk >60% <b>53 (64)</b>
Total Visits	<b>141</b>	<b>82</b>

## REPORTING AGAINST TARGETS NOT ACHIEVED

### 1.1 Tandridge

#### 1.2 Percentage of Fires attended in dwellings with no smoke detection fitted

2015/2016	2014/2015
Service Target: <24%	Service Target: <24%
28	42

- 1.3 This number does appear to be high, it is valuable to add some context to these numbers. If you attend only one incident and the house does not contain a smoke detector, then the percentage equates to 100%. In this regard we are talking about a small number of incidents. However this figure is higher, than the Service Standard and crews from Tandridge will work to reduce this number, especially with our targeted campaigns. It should also be noted that this figure is much reduced on that of last year, out of 129 Primary fires, this means it equated to 37 actual incidents.

#### 1.4 Number of Malicious False Alarms attended.

2015/2016	2014/2015
District Target 6	District Target 6
Actual 23	Actual 7

- 1.5 Within Tandridge, there has been an increase in Malicious Calls this year and the figure is also greater than last year. This is mainly due to one individual in the early part of the Financial year in the Oxted area and through intervention by our Safeguarding Team.

#### 1.6 Percentage of accidental dwelling fires confined to room of origin

2015/2016	2014/2015
District Target >91%	District Target >91%
Actual 81%	Actual 86.11%

- 1.7 It is the Service's desire that in the unlikely event of a fire that this hopefully would be contained to the room of origin. The target is for this to be true in over 91% of all primary fires. Unfortunately we have

not achieved this, this year and though we have had fewer primary fires. By Tandridge's crews targeted campaign of Safe and Wellbeing Visits to the most vulnerable sections of our community and the continued fitting of smoke alarms to provide early detection, we continue to strive to reduce this figure.

## COMMUNITY FIRE PREVENTION

1.8 We will undertake intelligence-based Home Fire Safety Visits (HFSV), in the areas most in need of this service, using the provided data and local knowledge to target this work. Currently a target of 60% is expected for our crews to reach vulnerable people and the most at risk from fire in our communities. SFRS will work closely with Adult and Social Care teams to ensure the following are targeted.

- Adults over the age of 65 (Worse at 75)
- Individuals who live alone
- Individuals with Mental Health illnesses, including Dementia & Memory Loss
- Individuals with disability and mobility difficulties
- Individuals who are either Alcohol or Drug dependant
- Individuals who smoke (The above will be compounded if coupled with smoking)

1.9

2015/2016	2014/2015
Service Target % at Risk >60%	Service Target % at Risk >60%
141	82
Actual 87 (61.62%)	Actual 53 (64%)

Whilst in this reporting year the number of HFSV's has remained the same, our target of visiting Risk Households ( see above guidance ) has dropped. Tandridge crews will look to identify and visit households most at risk, to reduce the number and severity of fires that may occur. Each Borough station will be running a local targeted campaign during the last two quarters of this current year, working with our partner agencies and our own volunteers.

## SAFEGUARDING REFERRALS

1.10 The Service works in collaboration with Social Services to ensure vulnerable adults/children are identified and care action plan is formulated.

2015/2016	2014/2015
Totals	Totals
43	35

## VOLUNTEERS SERVICE

### 1.11 Tandridge

Within Tandridge, Surrey Fire and Rescue Volunteers were successful in completing 40 Home Fire Safety Visits to members of the travelling community on The Plantation site.

If you know of anyone who would be interested in becoming a volunteer for the service please can you provide this link for them which gives you all the information you need to know about being a [Surrey Fire Volunteer](http://www.surreyfirevolunteer.org). ([www.surreyfirevolunteer.org](http://www.surreyfirevolunteer.org))

## COMMUNITY ENGAGEMENT

### 1.19 Education

The Services education team currently attends Special Educational Needs schools to deliver fire safety advice.

Number of Schools	Number of Pupils
1	37

### 1.20 Junior Citizens

Number of Days	Number of Pupils
0	0

### 1.21 Firewise Scheme

I.E. The Service has a successful referral scheme aimed at young people, who have shown an interest in fire setting.

Tandridge District	
Number of Referrals	0

### 1.22 Youth Engagement Scheme

Tandridge District	
Total Number of Referrals	0
Total Number Offered Taster Session	0
Total Number Started	0
Total Number Graduated	0

### 1.23 Safe Drive Stay Alive

The main aim of the Service has always been to reduce the injuries and deaths of young people aged 16-25. This is achieved through various activities, mainly Safe Drive Stay Alive.

Tandridge District	
Number of Pupils	670

## WHAT HAPPENS NEXT

Surrey Fire and Rescue will provide an annual update to the Local Committee.

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<b>BACKGROUND PAPERS:</b>	Tandridge Plan 2015/2016 SFRS Public Safety Plan. Web: <a href="http://www.surrey-fire.gov.uk">www.surrey-fire.gov.uk</a>

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