

# Agenda

Tandridge  
Local Committee

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

## Discussion

- Tandridge Parking Review
- Update on flood alleviation schemes in Tandridge
- Annual performance report from Surrey Fire and Rescue



## Venue

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

**Date:** Friday, 22 September 2017

**Time:** 10.15 am



**SURREY**

# You can get involved in the following ways

## ***Ask a question***

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

## ***Write a question***

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

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

# Get involved

## ***Sign a petition***

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



## Attending the Local Committee meeting

Your Partnership officer is here to help.

*Email:* [victoria.eade@surreycc.gov.uk](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, Partnership Lead (East)** 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 David Hodge CBE, Warlingham  
Mr Chris Botten, Caterham on the Hill  
Mr David Lee, Caterham Valley  
Mrs Lesley Steeds, Lingfield  
Mrs Rose Thorn, Godstone  
Mr Cameron McIntosh, Oxted

### **District Council Appointed Members**

Mr Pat Cannon, Chaldon  
Mr Michael Cooper, Harestone  
Mr Martin Fisher, Oxted North and Tandridge  
Mr Nick Childs, Godstone  
Mrs Maureen Young, Dormansland and Felcourt  
Mr Simon Morrow, Warlingham East, Chelsham, Farleigh

Chief Executive  
**David McNulty**

#### **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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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.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

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*

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**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 Partnership Lead Officer as above.*

## **1 APOLOGIES FOR ABSENCE**

To receive any apologies.

## **2 MINUTES OF PREVIOUS MEETING**

(Pages 1 - 10)

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**

The deadline for receiving a petition was 14 days before 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 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 Partnership and Committee Officer of formal questions by 12.00 noon four working days before the meeting.

## **7 TANDRIDGE PARKING REVIEW (EXECUTIVE FUNCTION FOR DECISION)**

(Pages 11 - 22)

Each year Surrey Highways receives requests to change existing, or introduce new parking restrictions in Tandridge. For greater efficiency, these requests are compiled and reviewed in a district wide process.

To progress the 2017/18 review, the committee is asked to approve statutory consultation for changes to on-street parking restrictions at the locations listed in the report annexes.

*(Report and 2 annexes attached).*

**8 ROAD SAFETY OUTSIDE SCHOOLS - BURSTOW PRIMARY SCHOOL (EXECUTIVE FUNCTION FOR DECISION)** (Pages 23 - 32)

A petition was submitted to the Tandridge Local Committee on 9 December 2016 requesting an improvement to road safety on Wheelers Lane and Redehall Road, Smallfield following an accident which occurred outside of school hours. Since this petition was submitted there has been a subsequent accident in May 2017 involving a child from Burstow Primary School, this has obviously renewed concerns surrounding road safety of the children attending Burstow Primary School. This report makes recommendations for highway improvements and road safety education and training activities to try to tackle the problems identified.

*(Report attached).*

**9 HIGHWAYS SCHEMES 2017/18 UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 33 - 46)

This report summarises progress with the Local Committee's programme of Highways works for the current financial year 2017/18. It also provides information on the major scheme projects and centrally funded maintenance schemes.

*(Report and annex attached).*

**10 UPDATE - FLOOD ALLEVIATION SCHEMES IN TANDRIDGE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 47 - 54)

Tandridge district is at risk of flooding from surface water, ground water and both main and ordinary watercourses. Flooding often occurs in the winter months but has also occurred during intense rainfall events in the summer periods. This report focuses on two flood risk management schemes in Tandridge District.

The Local Flood Risk Management Strategy sets out the activities and priority of activities in the strategy's objectives and can be found on the county council's website.

*(Report and Annex attached).*

**11 ANNUAL PERFORMANCE REPORT 2016/17 - SURREY FIRE AND RESCUE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN)** (Pages 55 - 66)

This report outlines the major strands of activity undertaken within the Tandridge area by the Surrey Fire and Rescue Service (SFRS) teams based at Lingfield Godstone and Oxted Fire Stations during 2016 – 17.

It 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. Relevant County wide

activity is also included.

*(Report and Annex attached).*

**12 DECISION TRACKER (FOR INFORMATION)**

(Pages 67 - 70)

This document provides an update on progress on issues arising from public questions and petitions.

*(Report attached).*

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**DRAFT**

Minutes of the meeting of the  
**Tandridge LOCAL COMMITTEE**  
 held at 10.15 am on 23 June 2017  
 at Council Chamber, Tandridge District Council Offices, Station Road East,  
 Oxted, RH8 0BT.

**Surrey County Council Members:**

- \* Mr David Hodge CBE
- Mr Chris Botten
- \* Mr David Lee
- \* Mrs Lesley Steeds
- \* Mrs Rose Thorn
- \* Mr Cameron McIntosh

**District Members:**

- \* Mr Pat Cannon
- \* Mr Michael Cooper
- \* Mr Martin Fisher
- Cllr Nick Childs
- Cllr Simon Morrow
- Mrs Maureen Young

\* In attendance

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**113/17 APOLOGIES FOR ABSENCE [Item 1]**

Apologies were received from Mr Simon Morrow, Mrs Maureen Young, Mr Nick Childs and Mr Chris Botten.

**114/17 MINUTES OF PREVIOUS MEETING [Item 2]**

The minutes from the previous meeting on 3 March 2017 were agreed as a true record and signed by the Chairman.

**115/17 DECLARATIONS OF INTEREST [Item 3]**

None declared.

**116/17 PETITIONS [Item 4]**

No petitions had been received.

**117/17 FORMAL PUBLIC QUESTIONS [Item 5]**

Two public questions had been received. The responses were tabled at the meeting and a copy is annexed to the minutes.

**1) HGV traffic for Chalkpit Quarry, from Mr Nick Skellett.**

## ITEM 2

Mr Skellett did not attend the meeting.

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

- Members discussed the serious concerns that local residents have about the volume of HGVs travelling around these rural, narrow, residential streets if activity at the quarry is to build up again, after a hiatus of a number of years.
- Members expressed their astonishment and frustration that the Environment Agency has increased the permitted infilling tonnage to 200,000 tonnes per annum, from 100,000 tonnes, without consulting the county council.
- Where there are more than 30-40 HGV movements per day, the HGVs then cannot avoid having to pass each other as one heads to the quarry and one leaves. The road is too narrow for this, resulting in one lorry having to mount the verge. There has been an accident in the past as a result, back in 2008, when the volume of HGVs was high. Work at the quarry typically seems to be compressed into a few months, which exacerbates the HGV issues. There is no bridleway along this route, and no footpath, and yet many horseriders and school children use this route. Mr David Hodge, Leader of the County Council and member for Warlingham, reminded the Local Committee that county councillors have a duty as Corporate Parents to stand up for children's safety.
- Mr Martin Fisher, Ward Councillor for Oxted North and Tandridge, asked the Local Committee to ensure the County Council's Planning and Regulatory Committee are aware of the Local Committee's concerns about the proposed increase in HGV movements as a result of the increase to the infilling tonnage approved by the Environment Agency.

### **Resolution:**

The Local Committee agreed to note the response.

The Local Committee also agreed the following actions, as proposed by Mr Hodge and seconded by Mr McIntosh, and supported by all members present:

- 1) Write to the Environment Agency and demand that a Minister comes to see the site.
- 2) Request the emergency services to undertake a risk assessment.
- 3) Write to the Cabinet Member for Environment and Transport to reflect the local concerns about the proposed increase in HGV volumes and ask for a cap to be implemented.

### **2) Cuts to Highways Localism Funding, Mr Bob Milton, Chaldon Village Council**

Mr Milton attended the meeting.

Mr Milton expressed his disappointment and frustration that the Localism Funding, previously available for Parish Councils, has been cut this year. Parish Councils need to be more involved, and communication from SCC needs to be better. Parishes need more funds and decision making devolved to them, as they are well placed to deliver locally. Mr Milton asked the county council not to abandon localism.

**Member discussion – key points:**

- Mr Cannon, Ward Councillor for Chaldon, supported Mr Milton, and added his disappointment that the funding would be withdrawn, with the late notice leaving the Village Council in a difficult position.
- Mr David Hodge offered his apologies on behalf of the county council. Local Committees had expected that the funding for this would continue, but the reality of the council's financial challenges, meant that it had had to be looked at again, and there could be no guarantee of any funding for future years, at this stage. Mr Hodge confirmed he will be meeting Surrey's MPs in July, and will be clear that the county needs more funding.

The Area Highway Manager confirmed that a letter had gone out to parishes who usually bid for this funding, but it had not been possible to confirm budgets to parishes any earlier, as set out in the response. Some parishes may be able to look at using Community Infrastructure Levy (CIL) for local works, and the central grass cutting contract remains in place, as well as the Lingfield Hub. There is still some revenue funding for a community gang, and each county member can prioritise these locally.

**Resolution:**

The Local Committee agreed to note the response, and to note Mr Cannon's disappointment with it.

**118/17 MEMBERS QUESTIONS [Item 6]**

No members' questions had been received.

**119/17 DECISION TRACKER (FOR INFORMATION) [Item 7]**

Members were asked to note the report.

Mr David Lee, divisional member for Caterham Valley, asked why speeding issues on Burntwood Lane were not referenced on the tracker. The Area Highway Manager agreed to look at this outside of the meeting and go back to Mr Lee.

**120/17 PROPOSED BRIDLEWAY CREATION ON PUBLIC FOOTPATH 120 CATERHAM VALLEY (OTHER COUNTY COUNCIL FUNCTIONS) [Item 8]**

**Officers attending:** Debbie Prismall, Senior Countryside Access Officer, Joanne Porter, Countryside Access Assistant.

**Speaking in support:**

## ITEM 2

Mrs Avril Sleeman, Access Officer, British Horse Society, had registered to speak in support of the proposal. Mrs Sleeman spoke for 3 minutes, during which time she outlined her reasons for supporting the proposals, including:

- Have used the route for many years because there are no barriers to deter horse riders.
- Bridge was designated a bridleway in 2004 and a new bridge built in 2007.
- Horses get frightened by the cars if you take them along the A22 embankment.
- The Horse Society has offered to pay compensation to the landowner.
- The route is an important link and much needed for safety.

The Senior Countryside Access Officer stated that the current route along the A22 embankment is not safe for horses, and is a long way around.

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

- The Divisional Member for Caterham Valley stated that the decision was an obvious one that he fully supports. No signage is required, and the current signage incorrectly indicates it is a cycle route already.
- The Ward Member for Harestone asked about what would happen to the embankment if the recommendation is approved. The Senior Countryside Access Officer confirmed that this would remain as highway verge.
- In response to a question about the reasons why the landowner had objected, the Senior Countryside Access Officer confirmed that the landowner had indicated the reason for objecting to the proposals was that he did not want horseriders to have formal use of the route.
- Mr Hodge proposed an amendment to the recommendation, as detailed below, and this was seconded by Mr McIntosh, and agreed by the committee.

### **Vote:**

The committee held a vote with a show of hands, and all 8 members present voted FOR the officer's recommendation.

### **Resolution:**

#### **The Local Committee (Tandridge) RESOLVED to agree that:**

i. A creation order is made under section 26 of the Highways Act 1980, to create Public Bridleway No.120 (Caterham Valley) onto the line of Public Footpath No. 120 (Caterham Valley), shown A – B on Drg. No. 3/1/325/H5 **as dated 27/10/2016** and that if any objections are received and maintained to the Order that it is submitted to the Secretary of State for the Environment, Food and Rural Affairs for determination.

### **Reasons:**

Officers are of the view that the criteria for making a creation order have been met.

The new route will benefit the public by providing a useful, safer link in the rights of way network for horse riders and cyclists.

**121/17 LOCAL COMMITTEE COMMUNITY SAFETY FUNDING AND REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES (EXECUTIVE FUNCTION FOR DECISION) [Item 9]**

**Officer attending:** Vicki Eade, Partnership Lead (East)

The Partnership Lead introduced the report. The committee was asked to agree the process for approving the expenditure of the community safety budget, and to agree the nomination of Mr Nick Childs, Ward Councillor for Godstone, to be the Local Committee representative on the East Surrey Community Safety Partnership. This was set out in the Supplementary Agenda, tabled at the meeting.

**Resolution:**

**The Local Committee (Tandridge) RESOLVED to agree that:**

(i) The committee's delegated community safety budget of £3000 for 2017/18 be retained by the Community Partnership Team, on behalf of the Local Committee, and that the Community Safety Partnership and/or other local organisations be invited to submit proposals for funding that meet the criteria and principles set out at paragraph 2.4 of this report.

(ii) Authority be delegated to the Community Partnership Manager, in consultation with the Chairman and Vice-Chairman of the Local Committee, to authorise the expenditure of the community safety budget in accordance with the criteria and principles stated at paragraph 2.4 of this report.

(iii) The committee receives updates on the project(s) that was funded, the outcomes and the impact it has achieved.

(iv) The committee approves the nomination to the East Surrey Community Safety Partnership, as set out in paragraphs 2.9 and 2.10.

**Reasons:**

The report sets out a process for allocating the committee's delegated community safety budget of £3000 to local organisations. It also proposes Local Committee representation on the East Surrey Community Safety Partnership for the forthcoming year. The appointment of councillors of the Local Committee to external bodies enables the committee's representation on and input to such bodies.

**122/17 DORMANSLAND ROAD SAFETY SCHEME UPDATE (EXECUTIVE FUNCTION FOR DECISION) [Item 10]**

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

## ITEM 2

The Area Highway Manager introduced the report. The reports seeks the Local Committee's approval as it involves making a material change to the highway.

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

- Members noted that the drawing in Annex 2 is marked 'draft'. The Area Highway Manager confirmed this was an error, and that the drawing in Annex 2 would be remarked 'final'.

### **Resolution:**

#### **The Local Committee (Tandridge) RESOLVED to:**

(i) Approve the traffic calming scheme for High Street, Dormansland as shown in Annex 2 to this report, for construction.

### **Reasons:**

To enable the revised scheme developer funded traffic calming scheme for High Street, Dormansland to be implemented.

## **123/17 HIGHWAYS SCHEMES UPDATE 2017/18 (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 11]**

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

The Area Highway Manager introduced the report.

### **Members discussion – key points:**

In response to a question about the 'anomaly' on Godstone Road, the Area Highway Manager confirmed that the signs on site did not match the legal traffic order, and therefore the traffic order needed to be amended. The signs will remain in place.

### **Resolution:**

**The Local Committee (Tandridge) RESOLVED to note the contents of the report.**

### **Reasons:**

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

## **124/17 HIGHWAYS FORWARD PROGRAMME 2017/18 - 2018/19 (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 12]**

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

The Area Highway Manager introduced the report. The Local Committee has a devolved budget for local highways schemes and maintenance. The report

sets out the agreed programme of works following the reduction to the Local Committee's devolved budget. Additionally, works in Tandridge are also programmed centrally, which do not come under this budget, such as pothole repair, and drainage. The Area Highway Manager acknowledged that the budget reduction is disappointing.

A verbal correction was offered for paragraph 2.5, fourth bullet point, where 'Community groups who have previously bid for funding under the Localism initiative have been advised', should be '*will be advised*'.

It will be possible for the committee to vire money during the year, and this is delegated to the Area Highway Manager in consultation with the Chairman and Vice-Chairman.

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

- In response to a question about drainage works and the new contractor appointed, as detailed in the 3 March minutes, the Area Highway Manager confirmed this is centrally funded. The vast majority of ditches are privately owned. Concern was expressed about the speed and quality of ditch and drainage clearing, and issues not being resolved, i.e. A22. Members were asked to inform the Area Highway Manager of their areas of concern.
- Members expressed their disappointment with the drastically reduced budget. The Chairman proposed to write to the Cabinet Member for Highways to express the committee's dissatisfaction. Mr David Lee seconded this motion. Mr Hodge and Mr Cooper abstained from supporting this motion.
- Mr Hodge proposed that the committee writes to the East Surrey MP, to campaign that the volume of vehicles is made a major factor in determining local funding as opposed to solely road length. Mr David Lee seconded this motion.

#### **Resolution:**

**The Local Committee (Tandridge) RESOLVED to note the contents of the report.**

#### **Reasons:**

To update the Local Committee on the revised Tandridge capital and revenue highways works programmes agreed under delegated authority.

### **125/17 PARKING ENFORCEMENT UPDATE (SERVICE MONITORING AND ISSUES OF LOCAL CONCERN) [Item 13]**

**Officers attending:** David Curl, Parking Strategy and Implementation Team Manager, Jacquie Joseph, Parking Manager Reigate and Banstead Borough Council

The Parking Strategy and Implementation Team Manager introduced the report, and circulated a paper showing the number of Penalty Charge Notices

## ITEM 2

(PCNs) issued per road during 2016-17. A copy of this is annexed to the minutes. This report provides an update on the trial of employing more Civil Enforcement Officers (CEOs) only; a full report on the service will be provided to the Local Committee with a full financial outturn for the Local Committee's September or December meeting. The financial outturn will have been audited.

600 additional PCNs have been issued as a result of the additional CEOs employed. The Parking Review is due to come to the Local Committee in September for a decision. The county council is currently investigating enforcement arrangements, and this includes talking to districts and boroughs and looking at what the private sector could offer. This is expected to be put to the county council's Cabinet over the winter.

### **Members discussion – key points:**

- In response to a number of questions from members about the specific locations in the roads listed in the tabled paper, the Parking Manager agreed to provide greater detail for members, including clarifying the 'unnamed service road', why only 2 PCNs had been issued at Station Road Caterham, and the location of the PCNs on Croydon Road.
- Members were pleased to note that the trial was succeeding.
- Members asked the Parking Strategy and Implementation Team Manager to send on the outstanding PCN data to Tandridge District Council, and asked that Surrey County Council officers work closely with the district as they have a number of changes happening in relation to off-street parking coming up, which will impact on on-street parking.
- Members asked for the financial outturn to include the same information for the previous year, to enable comparisons.

### **Resolution:**

#### **The Local Committee RESOLVED to:**

- (i) Note the contents of the report.

### **Reasons:**

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

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

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



Meeting ended at: 12.03 pm

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**Chairman**

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**SURREY COUNTY COUNCIL****TANDRIDGE LOCAL COMMITTEE****SURREY****DATE: 22 SEPTEMBER 2017****LEAD OFFICER: DAVID CURL, PARKING STRATEGY AND IMPLEMENTATION TEAM MANAGER****SUBJECT: TANDRIDGE ON STREET PARKING REVIEW 2017/18****DIVISION: ALL TANDRIDGE****SUMMARY OF ISSUE:**

Each year Surrey Highways receives requests to change existing, or introduce new parking restrictions in Tandridge. For greater efficiency, these requests are compiled and reviewed in a district wide process.

To progress the 2017/18 review, the committee is asked to approve statutory consultation for changes to on-street parking restrictions at the locations listed in the report annexes.

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

- (i) The proposed changes to parking and waiting restrictions as shown in Annexes 1 and 2 and in paragraph 3.9.
- (ii) That if necessary, adjustments can be made to the proposals agreed at the meeting, by the Parking Team Manager in consultation with the Chairman, Vice-Chairman and local Member prior to statutory consultation.
- (iii) That the intention of the County Council to make Traffic Regulation Orders (TROs) under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Tandridge as shown in the Annexes (and as subsequently modified by ii) is advertised and that if no objections are maintained, the Order is made.
- (iv) That if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the Parking Strategy and Implementation Team Manager, in

consultation with the chairman/vice chairman of this committee and the appropriate county councillor.

- (v) That if necessary the Parking Team Manager will report the objections back to the local committee for resolution.
- (vi) To allocate funding of £5,000 in 2017/18 to implement the parking amendments.

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

Changes to the highway network, the built environment and society mean that parking behaviour changes and consequently it is necessary for a Highway Authority to carry out regular reviews of waiting and parking restrictions on the highway network.

It is recommended that the waiting restrictions in this report are progressed as they 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 and serve communities.

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

- 1.1 Surrey County Council's Parking Team carry out reviews of on-street restrictions across the county typically on a continuous cycle. These are intended to keep on top of changes in travel behaviour and the built environment that can often change on street parking patterns.
- 1.2 Requests for changes to parking restrictions have been made by residents, councillors as well as emergency and public service organisations. These have been collated and used as the basis for this parking review.

#### **2. ANALYSIS:**

- 2.1 As mentioned above, requests for changes to parking restrictions are made by residents, councillors as well as emergency services and public service organisations. These initial requests are assessed following these two stages:

- An initial “desktop” exercise to eliminate requests for restrictions that were clearly not practical or feasible.
  - Site visits to all remaining locations.
- 2.2 Each feasible request was assessed based on several factors including road safety, localised congestion, access to shops and businesses, effect on emergency services and bus operators and Member and public concern/priority.
- 2.3 Following stage two of the review, some suggestions and requests were not progressed due to there being insufficient evidence to suggest there was parking a problem which warranted restrictions, or where no feasible or practical solution was found.
- 2.4 We investigate requests for Access Protection Markings (APMs) and disabled bays on a rolling basis outside of the parking review process.
- 2.5 The locations where officers consider new or amended restrictions may be of benefit (and that require a statutory consultation to amend the traffic regulation orders) are listed in Annex 1 and in the drawing in Annex 2.

### **3. Proposals for Oxted**

- 3.1 In October 2016, Tandridge District Council commenced a review of parking across the district. The review looked at the provision, enforcement and management of on and off-street parking. As part of this work, transportation consultants Systra were commissioned to review parking in Oxted town centre, including carrying out a survey of all Council-owned car parks, private car parks and on-street parking in and around the town to understand traffic flow, occupancy levels, overall parking durations and turnover of spaces.
- 3.2 A key finding from this study was that there is an urgent need for additional parking capacity within Oxted town centre. The study produced by Systra highlighted a number of issues including difficulties for shoppers in finding a parking space at certain peak times of the day which can lead to increased circulation of traffic throughout the town, contributing to congestion. The survey also showed that Oxted was subject to considerable long-stay on-street parking likely attributable to local businesses and commuters.
- 3.3 Increasing parking capacity is one element of Tandridge District Council's Regeneration Oxted programme to revitalise the town centre. Other elements will provide additional town centre housing on the long-derelict gasholder site, help support the town's retail and evening economy through improvements to the public realm, and look at

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opportunities to support new businesses through the provision of affordable business incubation growth space.

- 3.4 On 23 March 2017, the Tandridge District Council Resources Committee agreed to introduce charges to council-owned car parks in the town centre to enable the provision of the additional car parking capacity as well as help facilitate better management of parking. On 6 July 2017, the Resources Committee agreed for officers and professional advisors to draw up proposals for the development of Ellice Road car park to provide approximately an additional 150 parking spaces through an additional one or two floors. It was also agreed that, subject to an appropriate price, Johnsdale car park be either sold or leased to developers St William who require access to the gasholder through the site.
- 3.5 Depending on the amount of preparation required and gaining planning permission, works could start on Ellice Road in the late spring or early summer 2018 with the estimated length of build being 9 months. St William have anticipated that work will begin on the gasholder site from April 2017 so both construction projects will be carried out during the same period. Tandridge District Council are therefore looking for provide alternative parking facilities for residents and businesses during the construction period of Ellice Road to minimise disruption as far as possible.
- 3.6 There are a number of alternative arrangements the council is pursuing. Firstly it is proposed that the majority of the car park to the rear of the Council Offices will be made available for the general public during the construction phase. There are currently 105 spaces, however some of these are occupied by council tenants as part of their lease.
- 3.7 To enable this, a significant number of council staff will be displaced. An out of town provision has been found and the council will run a shuttle service throughout the day. This will be supplemented by a pooled car arrangement. A staff travel plan will be developed to encourage staff to reduce car usage during this period, by promoting the use of public transport and car shares. Incentives will be provided to all staff who use this facility. Officers are also in discussion with the Oxted BID to see if there is any willingness from local businesses to also use this park and ride facility.
- 3.8 In addition, following consultation with SCC Highways, a temporary change to some on street parking restrictions around the town centre is proposed on a temporary basis to provide parking spaces for local businesses. It should be stressed that these will be temporary changes during the construction work and once additional capacity has been provided within Ellice Road, the existing restrictions will be reinstated.
- 3.9 This table lists the proposed temporary changes.

Road	Current restriction	Proposed temporary restriction
Gresham Road	Waiting restriction 08:00 – 09:00 Mon-Fri	Parking restriction 08:30 – 18:00 Mon-Fri 2 hour only – no return within 1 hr
Granville Road	Waiting restriction 08:00 – 09:00 Mon-Fri	Waiting restriction 07:30-08:30 Mon-Fri
Wheeler Avenue	Waiting restriction 07:30 – 09:30 Mon-Fri	Waiting restriction 07:30 – 08:30 Mon-Fri
Peter Avenue	Waiting restriction 07:30 – 09:30 Mon-Fri	Waiting restriction 07:30 – 08:30 Mon-Fri
Park Road	Waiting restriction 08:30 – 09:30 Mon-Fri	Waiting restriction 07:30 – 08:30 Mon-Fri
Detillens Lane	Waiting restriction 08:30 – 10:00 Mon-Fri	Waiting restriction (in part) 07:30 – 08:30 Mon-Fri
Rockfield Road	Waiting restriction 08:30 – 10:00 Mon-Fri	Waiting restriction 07:30 – 08:30 Mon-Fri
Uvedale Road	Waiting restriction 08:30 – 10:00 Mon-Fri	Waiting restriction 07:30 – 08:30 Mon-Fri
Station Approach	Waiting restriction 08:30 – 9:30 Mon-Sat	Parking restriction 08:30 – 18:00 Mon-Sat 2 hour only – no return within 1 hr

### Implications

- 3.10 In light of the impact of the construction works, the temporary reduction of spaces and the new development, it will be crucial to keep local residents and businesses properly informed and to consult with those most affected about the design of the new structure at Ellice Road. TDC Officers are drawing up a communications and engagement plan to ensure this work is coordinated.
- 3.11 It is relatively inexpensive to temporarily change the parking restrictions highlighted in the table above. These roads predominantly have single yellow lines along them so apart from amending the TROs all that is needed is to change time plates on existing posts. The £4,000 estimated costs are minimised by carrying them out with the parking review.
- 3.12 In Granville Road we have been consulting with residents to develop longer term parking proposals to help improve traffic flows, particularly for buses. These will be introduced as soon as the temporary restrictions for the car park works are removed.

## 4. CONSULTATIONS:

- 4.1 The proposed changes to parking restrictions in the annexes will require a traffic regulation order to be advertised as part of a statutory

## ITEM 7

consultation process. When this starts public notices will be displayed in the local press and on streets where changes are planned. The council's website also plays an important part allowing residents to view, download and print plans showing all of the proposals. During the consultation period comments and objections can be submitted online or by letter in response to the proposals and/or the making of the order.

- 4.2 In most cases initial consultation and discussion with Members has taken place. Parking restrictions can affect a great number of highway users, residents and businesses so the recommendations in this report propose that if necessary, further changes to the proposals in Annex 1 can be made after the meeting, however no new locations can be added. Any changes need to be agreed by the Parking Team Manager in consultation with the Chairman, Vice Chairman and Divisional Member. This will help ensure that the proposals meet the needs of the community as closely as possible when the statutory advertisement is made.

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

- 5.1 The cost of carrying out borough/district parking reviews (officer time) is met by the Parking Team. For this review the implementation costs are likely to be £10,000 and are met jointly from the Local Committee and parking team budgets. In this case Tandridge DC will contribute up to £5000 towards the temporary work in Oxted associated with Ellice Rd car park. It is recommended that the Local Committee allocate £5,000 towards the cost of implementing the proposals in Annex 1 from their 2017/18 revenue budget.

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

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

### **7. LOCALISM:**

- 7.1 Many of the proposals in the report have been put forward by members of the community and all will be able to comment and have their say during the statutory consultation process.
- 7.2 Communities are represented by County Councillors and committee members who are involved in the decision making process to change or introduce new parking restrictions.



## **8. CRIME AND DISORDER IMPLICATION:**

- 8.1 There should be fewer instances of obstructive parking as a consequence of the proposals in this report. Surrey Police have been involved in the identification and development of proposals in some locations.

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

- 9.1 The highway network, the built environment and society mean that parking behaviour changes and consequently it is necessary for a highway authority to carry out regular reviews of waiting and parking restrictions on the highway network. It is recommended that the waiting restrictions in this report are progressed as they 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

### **9.2.1 The Local Committee (Tandridge) is asked to agree:**

- (i) The proposed changes to parking and waiting restrictions as shown in Annexes 1 and 2 and in paragraph 3.9.
- (ii) That if necessary, adjustments can be made to the proposals agreed at the meeting, by the Parking Team Manager in consultation with the Chairman, Vice-Chairman and local Member prior to statutory consultation.
- (iii) That the intention of the County Council to make Traffic Regulation Orders (TROs) under the relevant parts of the Road Traffic Regulation Act 1984 to impose the waiting and on street parking restrictions in Tandridge as shown in the Annexes (and as subsequently modified by ii) is advertised and that if no objections are maintained, the Order is made.
- (iv) That if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the Parking Strategy and Implementation Team Manager, in consultation with the chairman/vice chairman of this committee and the appropriate county councillor.
- (v) That if necessary the Parking Team Manager will report the objections back to the local committee for resolution.

## ITEM 7

- (vi) To allocate funding of £5,000 in 2017/18 to implement the parking amendments.

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

- 10.1 Some additional 'fine tuning' of the proposals may be required following the committee meeting and then a Traffic Regulation Order will be advertised and public notices detailing the proposed changes will be displayed in the local press and on site. County Councillors will be involved in the decisions about whether restrictions should go ahead following statutory advertising.
- 10.2 Subject to any objections to the proposals being resolved, a traffic regulation order will then be made and the appropriate signs and lines installed to allow the restrictions to be enforced.

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**Contact Officer:** Rikki Hill, Parking Projects Manager – SCC Parking Team  
David Curl, Team Manager – SCC Parking Team

**Consulted:** The report details locations for consultation.

**Annexes:**

Annex 1: Description of recommended new parking controls and restrictions and the reasons for them

Annex 2: Granville Road

**Sources/background papers:** None

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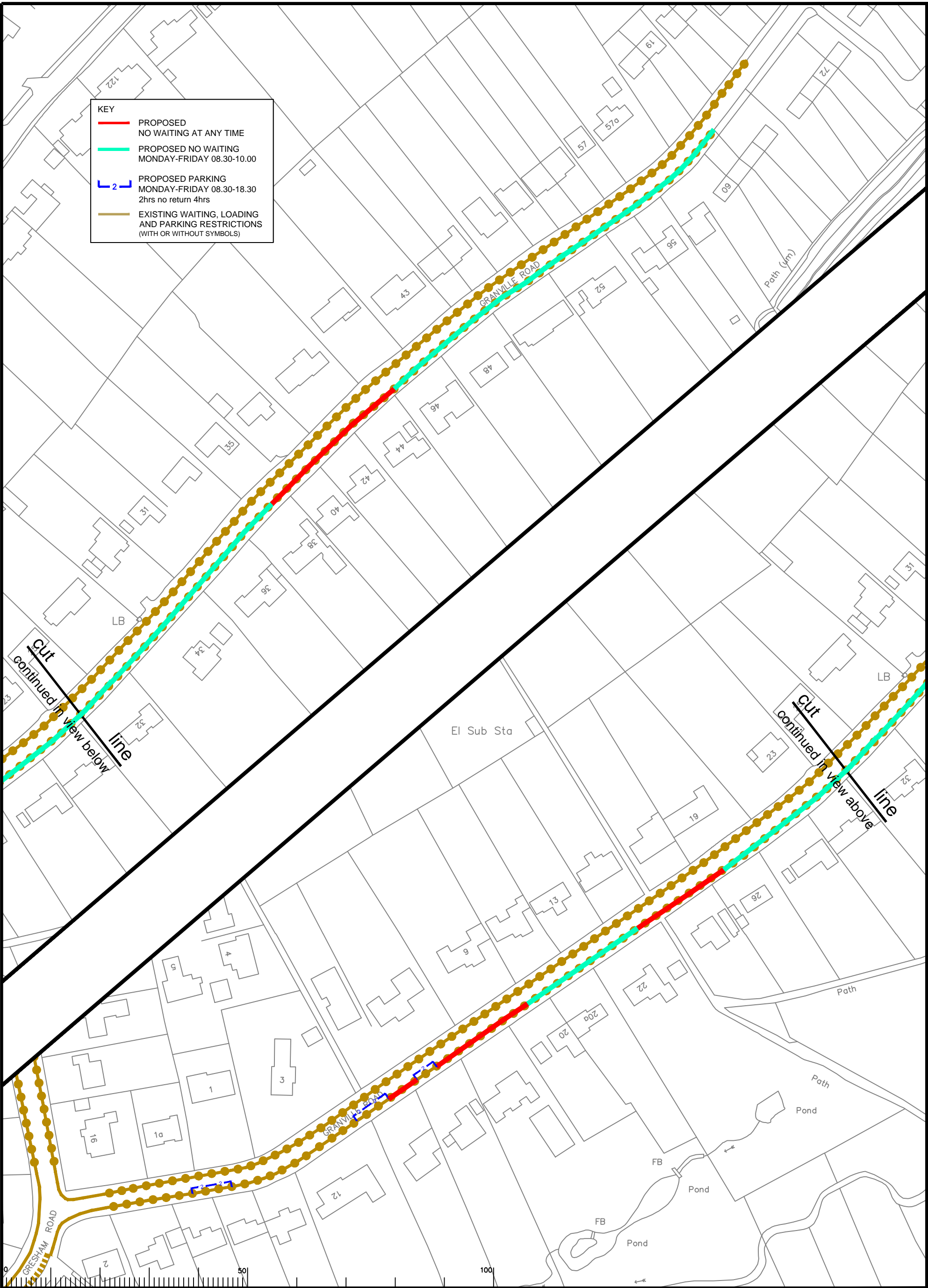
**Tandridge On Street Parking Review 2017/18: Annex 1 - description of recommended new parking controls and restrictions and the reasons for them**

Area	Street	Description (DYL stands for double yellow lines)	Reason	Electoral Division
Caterham	Coulsdon Road	Extend DYL in front of Caterham Arms across the front of Cedar Court up to the boundary of Cedar Court and 89 Coulsdon Road.	Improve sight lines for drivers exiting Cedar Court.	Caterham Hill
Caterham	Whyteleafe Road	Extend DYL across front of Hawthorne Grdens as far as the dropped kerbs of 135 Whyteleafe Road to the south and 141 to the north.	Improve sight lines for drivers exiting Hawthorne Gardens.	Caterham Hill
Caterham	Ninehams Road jn Addison Road	Install DYL at the junction for 10 metres either side on Ninehams Road and into Addison Road on both sides as far as across the dropped kerb of 72 Ninehams Road	Improve sight lines and traffic flow/safety at the junction.	Caterham Hill
Caterham	Salmons Lane West jn Whyteleafe Road	Install DYL at the junction for 10 metres either side on Whyteleafe Road and into Salmons Lane West on both sides as far as the boundary of 24 and 22.	Improve sight lines and traffic flow/safety at the junction.	Caterham Hill
Caterham	Town End	Reinstate DYL from junction with Chaldon Road as far as boundary of The Golden Lion and 31 & 41 Raglan Precinct (the Co-Op building). Already in the traffic regulation order but not on the ground.	Improve traffic flow and safety.	Caterham Hill
Caterham	Colin Road	Install DYL across access road leading to rear of houses on Farningham Road.	Improve access and egress.	Caterham Valley
Caterham	Commonwealth Road	Install DYL from northern boundary of 7 Commonwealth Road to southern boundary of 1 Louise Villas.	Improve safety by stopping vehicles having to drive along the pavement.	Caterham Valley
Caterham	Croydon Road	Install DYL on eastern side from bus stop opposite 215 to southern boundary of 158A.	Improve traffic flow.	Caterham Valley
Caterham	Croydon Road	Install disabled bay in place of last space in limited waiting bay opposite 102 Croyon Road.	Improve amenity for blue badge holding resident.	Caterham Valley
Caterham	Dome Hill	Install two 15 metre lengths of DYL on northern side of Dome Hill opposite numbers 7 and 13.	Provide passing places to improve traffic flow.	Caterham Valley
Caterham	Farningham Road	Install disabled bay outside number 1. There is already an advisory bay, but people without blue badges are parking in it, so we are making it an enforceable bay.	Improve amenity for blue badge holding resident.	Caterham Valley
Caterham	Farningham Road	Extend DYL on western side of the road, alongside 10 Mount Pleasant Road, to rear building line of that property, so matching the DYL on the other side of the road.	Improve access for large vehicles (eg refuse lorries)	Caterham Valley
Caterham	Farningham Road	Install DYL across the front of the flats 10-20 Farningham Road	Prevent obstructive parking.	Caterham Valley
Caterham	Milner Approach jn Milner Road	Install DYL at the junction.	Improve sight lines and traffic flow/safety at the junction.	Caterham Valley
Caterham	Tupwood Lane	Install 20 metres of DYL opposite driveway entrance for 49, 51 and 53 Tupwood Lane.	Improve traffic flow and safety.	Caterham Valley
Caterham	Tupwood Lane	Extend DYL to the south of entrance to Tupwood Gardens by 15 metres.	Improve traffic flow and safety.	Caterham Valley
Caterham	Tupwood lane jn Woolhams	Install DYL across dropped kerb shared by Woolhams and Tupwood Gate Nursing Home, extending 10 metres beyond on either side.	Improve sight lines and safety at the junction.	Caterham Valley
Warlingham	Well Farm Road	Reinstate SYL from junction with A22 Godstone Road as far as the tunnel under the railway. Already in the traffic regulation order but not on the ground.	Improve traffic flow and access.	Caterham Valley
Whyteleafe	Downsway	Install short length of DYL at end of Downsway in front of part of 52 and 50.	Improve access, traffic flow and provide turning space.	Caterham Valley
Godstone	High Street	Install DYL alongside the wall opposite 118 (The Old Parish Hall) and across the entrance to the property behind the village store/post office and a time limited parking bay in front of the store/post office operating from 8.30am - 6.30pm on Monday-Saturday with a maximum stay of 30 minutes and no return within 2 hours	Improve traffic flow and turnover for village store/post office customers.	Godstone
Nutfield	Church Hill	Extend DYL outside Delve Cottage by 5 metres.	Improve traffic flow and safety.	Godstone
Dormansland	High Street	Install DYL on the eastern side from the northern boundary of 73 to the southern boundary of 71 (across entrance of parking area).	Improve sight lines for drivers exiting the Old School Cottages car park.	Lingfield

**Tandridge On Street Parking Review 2017/18: Annex 1 - description of recommended new parking controls and restrictions and the reasons for them**

Area	Street	Description (DYL stands for double yellow lines)	Reason	Electoral Division
Felbridge	Crawley Down Road	Install DYL at the junction with Copthorne Road and extending into Crawley Down Road on the south side up to the western boundary of 11A and on the north side up to opposite the shared boundary of 9 and 11, and from opposite the shared boundary of 11 and 11A up to opposite the western boundary of 11A.	Improve sight lines and traffic flow/safety at the junction.	Lingfield
Lingfield	High Street	Install DYL from western end of bus stop in front of St Christophers Court across entrance to the car park to in line with the eastern building line of 9 High Street (Lingfield Tandoori)	Improve access to and egress from St Christophers Court car park.	Lingfield
Lingfield	Town Hill	Install DYL from the eastern boundary of 8 Town Hill to the entrance to Camden Road.	Improve sight lines for drivers exiting driveways.	Lingfield
Hurst Green	Greenhurst Lane and Paddock Way	Install DYL on both sides of Greenhurst Lane from the access to the station car park to the access to numbers 18-28 and on both sides of Paddcok Way from the entrance to the road up to in line with the boundary of numbers 7 & 9.	Improve sight lines and safety around junction and deter inconsiderate parking.	Oxted
Hurst Green	Roseacre	Install DYL from the junction with Holland Road up to the entrance to the accesses to 1,3 & 5 on the north side and 2,4 & 6 on the south side.	Improve sight lines and traffic flow/safety at the junction and improve access to driveways.	Oxted
Hurst Green	Holland Lane	Install DYL on the northern side from the end of the "lay by" after the bridge to the entrance to the access to Claremont, Bearsden, Heybridge and Valda Hus.	Improve sight lines for drivers exiting driveway.	Oxted
Oxted	Beadles Lane	Install DYL on northeastern side from in line with the southeastern boundary of 8 Beadles Lane (the church hall) to 5 metres past the access to 19, 21A and 21B.	Improve traffic flow and access to and from driveways.	Oxted
Oxted	East Hill Road	Extend DYL from the junction with the A25 on both sides up to in line with the southern building line of 21 & 23 East Hill Road.	Improve traffic flow and safety at the junction.	Oxted
Oxted	Granville Road	See drawing in Annex 2	Improve traffic flow.	Oxted
Old Oxted	High Street	Install DYL across access to flats 28-50 High Street.	Improve access and egress and sight lines for drivers exiting the flats.	Oxted
Warlingham	Albert Road	Reduce length of DYL on western side at entrance to the road to in line with the rear building line of 41 Chelsham Road. Install DYL across the former garage of 41 Chelsham Road and the garden gate next to it and install DYL around the "hammer head" turning area at the bottom of the road.	Improve access for large vehicles (eg refuse lorries) and prevent obstructive parking and provide turning space.	Warlingham
Warlingham	Glebe Road	Extend DYL across whole of dropped kerb between 30 & 32.	Improve access and prevent obstructive parking.	Warlingham
Warlingham	Harrow Road	Install DYL on the northeastern side of the road from the junction with Daniels Lane to the junction with Bramber Way and on the southwestern side on both side of the junction with Green Lane.	Prevent obstructive parking on the pavement and maintain sight lines.	Warlingham
Warlingham	Hillbury Road	On northeastern side extend DYL from in front of 101 up to the dropped kerb of 109 and on the southwestern side extend the DYL from in front of 104 up to the boundary of 110 & 112.	Improve sight lines and safety at the junction with Tithepit Shaw Lane and sight lines for drivers exiting driveways.	Warlingham
Warlingham	Limpsfield Road	Install DYL on north side of the road across the front of 481 & 483 Limpsfield Road and the entrance to the methodist church.	Improve sight lines and safety on the bend.	Warlingham
Warlingham	Shelton Avenue	Install DYL from in line with the garden path leading to the front door of 17 round the inside of the bend to in line with the boundary of 17 and 19.	Improve sight lines and safety on the bend.	Warlingham
Warlingham	Westview Road	Extend DYL at junction with Westhall Road on both sides to in line with the beginning of the driveway of number 39.	Improve traffic flow and safety at the junction.	Warlingham
Woldingham	Station Road	Extend DYL on western side outside property called Roseacre (near junction with Croft Road) up to in line with the boundary of Roseacre and Quince House	Improve sight lines for drivers exiting driveway.	Warlingham

KEY	
<span style="color: red;">—</span>	PROPOSED NO WAITING AT ANY TIME
<span style="color: cyan;">—</span>	PROPOSED NO WAITING MONDAY-FRIDAY 08.30-10.00
<span style="color: blue;">—</span> 2 <span style="color: blue;">—</span>	PROPOSED PARKING MONDAY-FRIDAY 08.30-18.30 2hrs no return 4hrs
<span style="color: gold;">—</span>	EXISTING WAITING, LOADING AND PARKING RESTRICTIONS (WITH OR WITHOUT SYMBOLS)



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



**DATE: 22 SEPTEMBER 2017**

**LEAD OFFICER: REBECCA HARRISON, SAFER TRAVEL TEAM MANAGER**

**SUBJECT: ROAD SAFETY OUTSIDE SCHOOLS REPORT  
 BURSTOW PRIMARY SCHOOL**

**DIVISION: SMALLFIELD**

**SUMMARY OF ISSUE:**

A petition was submitted to the Tandridge Local Committee on 9 December 2016 requesting an improvement to road safety on Wheelers Lane and Redehall Road, Smallfield following an accident which occurred outside of school hours. Since this petition was submitted, there has been a subsequent accident in May 2017 involving a child from Burstow Primary School, this has obviously renewed concerns surrounding road safety of the children attending Burstow Primary School. This report makes recommendations for highway improvements and road safety education and training activities to try to tackle the problems identified.

**RECOMMENDATIONS:**

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

- (i) Note the contents of the report;
- (ii) Agree that the measures set out in paragraph 3.1 of this report be added to the list of possible future highway improvements in Tandridge for prioritisation and consideration for future Local Committee funding;
- (iii) Support the proposal that external funding may be sought for the proposed highway improvements, for example via a bid to Tandridge District Council for Community Infrastructure Levy funding; and;
- (iv) Agree that the Safer Travel Team work with Burstow Primary to take up more of the road safety education and training activities offered by the county council.

**REASONS FOR RECOMMENDATIONS:**

These proposed highway measures would help to reduce risk of collisions and improve the road environment to encourage more walking, cycling and scooting to school. The proposals would also help reduce congestion and driver frustration on Wheelers Lane. However the measures at this site would need to be prioritised alongside other schemes across Tandridge. The recommended school travel plan and road safety education improvements would also help to improve road safety and reduce reliance on the car for the school journey.

## 1. INTRODUCTION AND BACKGROUND:

- 1.1 One of the most frequently expressed road safety concerns is that of the safety of children outside schools. At school drop off and pick up times the roads in the immediate vicinity of schools are especially busy and there is usually a higher level of vehicle, pedestrian, scooter and cyclist activity. This causes slower vehicle speeds and congestion and very often leads to frustration from residents and motorists at the apparent chaos caused by parents and children arriving or leaving the school.
- 1.2 Concerns have been expressed via a petition with 231 signatures submitted to the Local Committee on 9 December 2016 over the safety of children arriving and leaving Burstow Primary School. In particular the petition highlights concerns over dangers children face crossing Wheelers Lane and Redehall Road;

*To consider a petition containing 231 signatures – by Mrs Catherine Coulson.*

*Following on from a recent accident outside Burstow Primary School in which a mum was knocked over. The School Run does at sometimes feel very daunting, the school has over 400 students that makes for a lot of precious lives to look after, getting to and from school. There are measures in place by the school which help but more needs to be done. Railings are needed that reach round the corner of the Wheelers Lane junction onto Redehall Road up to the Lollipop Lady. I also feel a Pedestrian Crossing at the Width Restriction in Wheelers Lane is essential especially as many parents and children visit the local shops after school. I passionately feel that road safety needs to be addressed, before someone else, possibly a child is hurt. School Runs are one of the busiest times of the days for parents and carers and it needs to be safe for all of us.*

- 1.3 Since the above petition was submitted to the Local Committee there has been another collision which involved a young child from the school. A public meeting was held on the 17<sup>th</sup> of May which involved local residents and school community. A subsequent meeting was held with the Head Teacher on the 22<sup>nd</sup> May where feedback from this meeting was used to explore the various options recommended in section three below.
- 1.4 A series of site visits during school drop off and pick up times were conducted during May and June 2017 involving the county council's Road Safety Team, Safer Travel Team, Local Highway Engineers and Surrey Police. Road casualty data recorded by the police has been analysed to inform upon the extent and nature of the issues. The current provision of road safety education and the status of the school's travel plan has also been assessed.

## 2. ANALYSIS:

### Site Description and Existing Infrastructure

- 2.1 Burstow Primary School teaches children from ages 4 to 11 (Reception to year 6). The school is a two-form entry school with over 400 pupils.
- 2.2 Burstow Primary School is located at a crossroads junction, with Redehall Road the main road running through Smallfield running north to south, Plough Road running west and Wheelers Lane running east. Burstow Primary School is accessed via Wheelers Lane.
- 2.3 There are currently two vehicular entrances to the school on Wheelers Lane, one is the main access to the staff car park. The other used to be used as a vehicle access



but is now only used as a pedestrian access. Therefore there is still a junction mouth at road level with footway and pedestrian guard railing on each side.

- 2.4 Wheelers Lane is a wide two lane single carriageway road. There is a 20 mph speed limit at the eastern end starting at a pinch point road narrowing and the remaining length of Wheelers Lane has a 30mph limit. This means that one school entrance is within a 20 mph limit, whereas the other is within a 30 mph limit. There are “School Keep Clear” zig-zag carriageway markings on Wheelers Lane outside the school entrances to deter vehicles from stopping during pick up and drop off times.
- 2.5 There are double yellow line parking restrictions to the east of the school from the end of the “School Keep Clear” zig-zag markings to the junction with Redehall Road. It should be noted that double yellow lines prevent waiting or parking during the times of operation, but loading and unloading (including passengers) is still allowed.
- 2.6 On Wheelers Lane there is a priority give-way pinch point which restricts the carriageway width to a single lane. However vehicles park near to the build out restricting the view of pedestrians when crossing, as shown in Figure 1 below.

**Figure 1: Wheelers Lane priority give way pinch point looking east**



### **Redehall Road**

- 2.7 There is currently a 20mph zone on Redehall Road and a section of Wheelers Lane. This is supported with traffic calming in the form of a raised table at the crossroads junction, speed cushions on Redehall Road on the approaches to the school and a priority give-way pinch point on Wheelers Lane outside the school (as outlined in para.2.6).
- 2.8 There is a School Crossing Patrol on Redehall Road just north of the junction with Wheelers Lane. The patrol officer also helps people to cross Plough Road.

**Figure 2: Redehall Road looking south (The School Crossing Patrol operates from the tactile paving)**



### Analysis of Road Collision Data

2.9 The county council’s database of personal injury collisions recorded by the police has been checked and Table 1 below summarises the data.

**Table 1: Personal injury collisions on Wheelers Lane, Redehall Road and Plough Lane near Burstow School**

Year	Fatal	Serious	Slight	Total
2013	0	0	1	1
2014	0	0	0	0
2015	0	0	0	0
2016	0	1	0	1
2017 (to end of May)	0	1	0	1
Total	0	2	1	3

2.10 This shows that since 2013 there have been three collisions resulting in two serious injuries and one slight injury on the roads in the vicinity of the school. These took place between 15:00 and 16:00 during term times. Although any one collision resulting in road casualties is one too many, the collision history near the school does not represent a concentrated pattern of collisions compared with many other sites across Surrey. (The location and summary information on road collisions can be viewed on [www.crashmap.co.uk](http://www.crashmap.co.uk)). However the fear of poor road safety can deter people from walking, scooting and cycling.

### Road User Behaviour Site Observations

2.11 Several site visits involving county council Highway Engineers, Road Safety Team, Safer Travel Team and Police colleagues were undertaken during the period of February 2016 – June 2017. These include morning and afternoons on different days of the week. The following observations were made:

- A large proportion of parents and pupils parked outside the shops on Redehall Road and crossed Redehall Road away from the existing School Crossing Patrol, on occasion crossing between parked cars.
- A number of drivers, including those using the local shops and parents dropping children off at the school, parked on the existing double yellow lines at the crossroads. A number of these drivers also carried out three point turns in Wheelers Lane outside the school.

- A number of parents and pupils did not use the priority give-way pinch point to cross Wheelers Lane, instead choosing to cross closer to the crossroads junction with Redehall Road.
- Due to the existing traffic calming and congestion during the school peak time vehicle speeds are reduced.
- A large number of vehicles, including HGVs turn right out of Plough Lane on to Redehall Road during the school peak.
- A number of people were observed walking in the road the wrong side of the guard railing to the east of the school entrance as the pavement was very narrow, and this was exacerbated by a hedge encroaching into the footway.
- A number of parents were observed parking on the double yellow lines at the junction with Redehall Road. It was noted during subsequent visits that this had reduced and this was thought to be due to several visits by the local parking enforcement team.
- A large number of parents used the Centenary Hall car park.

### 3. OPTIONS:

- 3.1 The following highway measures are proposed to improve the pedestrian, cycling and scooting facilities. Making these modes more attractive and feel safer may help reduce reliance on the car for school journeys and reduce congestion in the vicinity of the schools.

Proposal	Rationale
Relocate the existing 20mph threshold on Wheelers Lane to a position further to the west.	Extending the 20mph would ensure that both school entrances and the Centenary Hall car park would be within the 20 mph limit. The extended 20 mph speed limit would help encourage slower speeds in the immediate vicinity of the school to support more walking, scooting and cycling. Surrey police have been consulted and support this proposal.
<b>Estimated Cost: £5,000</b>	
<p>Upgrade and enlarge the existing priority give way pinch point crossing location on Wheelers Lane to include a raised road table and kerb realignment on the northern side of the road. The kerb realignment would include the provision of a footway across the eastern school entrance which is no longer used by vehicles. The kerb realignment could also be adjusted on the western side to provide an improved footway and parking bay layout.</p> <p>Review of existing parking control measures in the vicinity of the school.</p>	<p>Providing a raised road table would further reduce speeds along Wheelers Lane and would enhance the safety and attractiveness of the crossing point. The kerb realignment would provide additional space to support pedestrian access to the school and rationalise the parking arrangements.</p> <p>Please see the photograph example in Figure 3 of Loseley Field School in Farncombe, Waverley, which provides an indication of the type of arrangement that could be possible at Burstow.</p> <p>The parking controls should also be reviewed ensure good visibility for pedestrians and reduce congestion in the vicinity of the school alongside the changes to the kerb lines.</p>
<b>Estimated Cost:£100,000</b>	

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- 3.2 Consideration was given to the possibility of implementing a 20 mph limit throughout the whole length of Wheelers Lane. A one week speed survey was carried out near the junction with William Gardens during July 2017 and this showed that the average speed was 27.7 mph in both eastbound and westbound directions. National guidance and Surrey County Council's policy highlights that a new 20 mph speed limit is unlikely to be successful in reducing speeds very much if the existing speeds are greater than 24mph. Therefore a 20 mph speed limit along the whole length of Wheelers Lane would not be viable unless additional supporting traffic calming was introduced. For this reason it is proposed that the 20 mph speed limit be extended as far as to include the entrance to the Centenary Hall car park, but not along the whole of Wheelers Lane.

**Figure 3: Example of priority give way pinch point at Loseley Fields School, Godalming. The pinch point at Burstow School could be enhanced to be similar to this.**



### Road Safety Education and Training

- 3.3 Surrey County Council's "Road Safety Outside Schools" policy highlights that road safety education and training for children is just as important as the infrastructure outside schools. The county council's Safer Travel team provide a range of resources for schools to use. A meeting between an officer from the county council's Safer Travel Team and the Primary school took place 22nd May 2017. Consequently the following opportunities to take up more of the resources offered by the county council Safer Travel Team were identified, summarised below:

- **School Travel Plan:** Burstow Primary School has an updated travel plan which was submitted as part of a planning application to expand the pupil numbers in the school. This travel plan will be monitored by the Safer Travel Team for the next three years.
- **Eco-Schools:** Eco-Schools is an international award programme that guides schools on their sustainable journey, providing a framework to help embed these principles into the heart of school life. Within the programme schools are encouraged to promote more sustainable modes of travel. Burstow are already taking part in this initiative.
- **Pedestrian Training:** The county council offer resources to schools and training of their Teaching Assistants to deliver pedestrian awareness skills to years 1 and 3. Following the visit the Teaching Assistants have been trained by the County

Council's Safer Travel team, and it is expected that the school will now be able to offer pedestrian training to their pupils.

- **Pedals:** The county council offer cycle training for year 2 pupils called "Pedals". Pupils can take part on balance bikes and scooters if they are not yet confident on a pedal bicycle. As well as practicing to control their bicycle or scooter, the training also improves general awareness of road safety, for example stopping at the kerb before crossing. It is recommended that the Primary School start offering the Pedals course to pupils.
- **Bikeability:** The county council provide cycle training for Year 5 and 6 called Bikeability Level 1 and 2. It is recommended that the Primary School start offering Bikeability to their pupils.
- **Park SMART.** A Park SMART initiative could be considered if anti-social parking persists. The initiative involves pupils accompanied by a local police officer outside the school to provide leaflets and advice to any parents who are observed parking inconsiderately. It is recommended that the school could consider undertaking Park SMART if necessary.

#### **4. CONSULTATIONS:**

- 4.1 Site visits have been undertaken during May and June which has included Police colleagues, Local Highway Engineers, Road Safety Team and Sustainable Travel Team. The Divisional member and Schools Leadership Teams have been consulted as part of this process and the School has been informed of the final proposed options.
- 4.2 Surrey Police Road Safety and Traffic Management Team have been consulted and are supportive of the proposal for the change to the position of the 20 mph speed limit signing.

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

- 5.1 There is no funding available to progress the engineering options set out in section 3 of this report in this financial year. The proposals will be added to the list of possible future highway improvement schemes for prioritisation alongside other requests for schemes within Tandridge. This will take into account the likely effect of the proposals on congestion, accessibility, safety, environment and economy (CASEE).
- 5.2 The current level of funding available to the Local Committee is insufficient to fund all the options presented in section 3 of this report. Subject to Local Committee approval and the allocation of funding, the proposed amendment to the speed limit could be progressed in the shorter term. Alternative sources of funding could be sought for the more substantial changes to the priority give way pinch point and kerb line in the longer term. This could include a bid to the Tandridge District Council Community Infrastructure Levy fund.
- 5.3 Any recommended school travel plan and road safety education activities could be delivered using existing staff resources.

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

- 6.1 This report has been created in accordance with the council's "Road Safety Outside Schools" Policy which has been subject to Equality and Diversity Impact Assessment. Highway improvements are subject to independent road safety audit which takes into account the needs of all road users including those with mobility impairment. The

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proposals presented here would create a positive improvement for people with mobility impairment.

### **7. LOCALISM:**

- 7.1 The proposals presented here have been developed following consultation with the school community and Divisional Member. If implemented they would improve road safety and encourage more walking, cycling and scooting to school and would help reduce car journeys, anti-social parking and congestion which have a negative impact on the local community.

### **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	Set out below.

#### 8.1 Crime and Disorder implications

The proposals would contribute to reduce anti-social driving offences. They would also help to reduce anti-social parking and potential confrontations between parents other road users and residents.

#### 8.2 Sustainability implications

The proposals would reduce fear of road danger and encourage more sustainable modes of travel. This would result in fewer carbon emissions and less air pollution.

#### 8.3 Public Health implications

As well as reducing the risk of road collisions the proposals would support active travel which improves the health of the participants.

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

- 9.1 Concern has been expressed by residents through a petition over the safety of children arriving and leaving Burstow Primary School. Investigation has been undertaken in accordance with the county council's "Road Safety Outside Schools" policy. This has included assessment of the history of road collisions, site observations and assessment of the school travel plan and road safety education activities delivered by the schools.
- 9.2 Burstow Primary School already undertake some road safety education and training activities. The schools will be supported by the county council's Safer Travel Team to maintain these and to update their School Travel Plans.
- 9.3 It is recommended that the wider highway measures described within this report are added to the list of possible future highway schemes for Tandridge and prioritised using CASEE. The Local Committee will then decide whether to allocate funding from their future annual budget for highway improvements. Opportunities will also be sought to

identify external funding, e.g. by making a bid to Tandridge District Council for Community Infrastructure Levy funds.

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

- i) Note the contents of the report;
- ii) Agree that the measures set out in paragraph 3.1 of this report be added to the list of possible future highway improvements in Tandridge for prioritisation and consideration for future Local Committee funding;
- iii) Support the proposal that external funding may be sought for the proposed highway improvements, for example via a bid to Tandridge District Council for Community Infrastructure Levy funding; and;
- iv) Agree that the Safer Travel Team work with Burstow Primary to take up more of the road safety education and training activities offered by the county council.

<b>10. WHAT HAPPENS NEXT:</b>
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- 10.1 The Safer Travel Team will work with the school to introduce the recommended additional sustainable travel and road safety education activities.
- 10.2 The local Area Highways Team will add the proposals to the list of possible schemes for prioritisation and possible future Local Committee funding. It may also be possible to seek external funding to cover part or all of the cost of the works, for example through a bid to Tandridge District Council for Community Infrastructure Levy funding.

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Rebecca Harrison	Safer Travel Team Manager 01483 517515
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Duncan Knox	Road Safety Manager 0208 5417443
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**Consulted:**

Surrey Police  
Divisional Members  
School Leadership Teams

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SURREY COUNTY COUNCIL

LOCAL COMMITTEE (TANDRIDGE)

DATE: 22 SEPTEMBER 2017

LEAD OFFICER: ZENA CURRY, AREA HIGHWAY MANAGER

SUBJECT: HIGHWAYS SCHEMES UPDATE - TANDRIDGE

AREA(S) AFFECTED: ALL TANDRIDGE DIVISIONS

**SUMMARY OF ISSUE:**

This report summarises progress with the Local Committee's programme of Highways works for the current financial year 2017/18. It also provides information on the major scheme projects and centrally funded maintenance schemes.

**RECOMMENDATIONS:**

**The Local Committee is asked to:**

- i) Note the contents of this report.

**REASONS FOR RECOMMENDATIONS:**

Programmes of work have been agreed in consultation with the Committee, and the Committee is asked to note the progress of the Integrated Transport Scheme programme and revenue maintenance expenditure. It is also asked to note the work that is being carried out on the major scheme projects and the centrally funded maintenance schemes.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 In December 2016, the Local Committee agreed the draft programme of capital Integrated Transport Schemes (ITS) and capital and revenue maintenance expenditure for 2017/18 – 2018/19, under the "Highways forward programme 2017/18 – 2018/19" report. 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 in 2016/17.
- 1.2 Under the "Highways Forward Programme 2017/18 – 2018/19 - Update" report presented to the Local Committee on 3 March 2017, the Local Committee authorised delegated 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 was a change in the Local Committee's devolved budget.
- 1.3 Following the reductions in the Local Committee's capital and revenue budget, as agreed by Cabinet on 28 March 2017, the Local Committee agreed the revised capital and revenue programme for 2017/18 under the "Highways Forward

[www.surreycc.gov.uk/tandridge](http://www.surreycc.gov.uk/tandridge)

## ITEM 9

Programme 2017/18 – 2018/19” paper that was presented to the 23 June 2017 Local Committee.

1.4 This report provides information to the Local Committee on the progress of the capital and revenue highway works programme. It also provides information to the Local Committee regarding progress on road safety schemes and schemes that could be potentially funded (either wholly or in part) by developer contributions.

1.5 **Annex 1** provides updates on the Integrated Transport Schemes, road safety schemes, developer funded schemes and the parking review.

### **2. ANALYSIS:**

#### **2.1 Local Committee finance**

The Tandridge Local Committee has delegated highway budgets for the current Financial Year 2017-18 as follows:

- Capital: £36,000
- Revenue: £40,910
- **Total: £76,910**

In addition to the delegated highway budgets above, Highway Officers within the local area office are continuing to look for other sources of funding for schemes that have been identified within the Integrated Transport Scheme Programme. As a result funding has been secured from Section 106 developer funding for improvements to pedestrian crossing facilities on Banstead Road, Caterham outside Le Personne retirement housing.

The budgets delegated to Local Committee are in addition to budgets allocated at County level to cover various major highways maintenance and improvement schemes, including footway/carriageway resurfacing, the maintenance of highway structures including bridges, culverts and embankments, and the maintenance of safety barriers.

#### **2.2 Local Committee capital works programme**

Progress on the approved Local Committee funded capital programme of highway works in Tandridge is set out in **Annex 1**. It also provides an update on schemes being progressed using developer contributions, the Road Safety Team and the Parking Review.

#### **2.3 Local Committee revenue works programme**

**Table 1** shows the revenue programme for this financial year.

**Table 1: Agreed Revenue Maintenance Allocation 2017-18**

<b>Item</b>	<b>Allocation (£)</b>	<b>Comment</b>
Drainage / ditching works	£0	

Tree & vegetation works	£0	
Parking	£2,500	Contribution to parking review.
Signs and road markings	£1,500	e.g Weight restriction sign - Holland Lane, Oxted. 20mph repeater signs – St. Piers Lane, Lingfield. “Unsuitable for HGV’s” – Hollow Lane, Dormansland.
Speed Limit Assessments	£1,000	Surveys carried out on A22 Godstone Rd, Whyteleaf. Church Lane, Oxted and Kings Cross Lane, South Nutfield.
Localism Initiative/Community Enhancement	£0	
Minor Maintenance Works (Community Gang)	£35,910	Various minor maintenance work, carried out following enquiries raised by the public/Members. Funding to be divided equitably between six divisions. Schemes identified by the Maintenance Engineer as needing to be carried out for highway safety are prioritised. A gang has been procured on an ad-hoc basis to carry out these works.
<b>TOTAL</b>	<b>£40,910</b>	

The revenue maintenance allocation for Tandridge has been reduced from £195,303 (including Community Enhancement Funding) in 2016/17 to £40,910 in this financial year. As a result it is not possible to allocate Community Enhancements funding as in previous years. An allocation of £35,910 is provided for minor maintenance works such as cutting back hedges/vegetation, siding out verges and clearing trees. This allocation is managed by the Maintenance Engineer and works that are identified as needing to be carried out for highway safety are prioritised.

## 2.4 Parking

An update on the parking review is provided in **Annex 1**.

### Other highway related matters

## 2.5 Customer services

The total number of enquiries received by Surrey Highways between January and June 2017 was 65,281, an average of 10,880 per month. When compared to the same period in 2016, there has been an 11% reduction in the number of enquiries received by Surrey Highways. The Service has been working hard to improve the information available to residents and customers to remove the need for them to contact us about routine matters and this reduction can be partly attributed to this work.

**Table 2** below shows the number of enquiries received between January-June 2017 compared to the number received during the same period in 216.

**Table 2: Customer Enquiries**

Period	Total enquiries (no.)	Average no. of enquiries per month
Jan-June 2016	73,632	12,272
Jan-June 2017	65,281	10,880

For Tandridge specifically, 6014 enquiries have been received since January of which 3235 (44%) were directed to the local area office for action, of these 94% have been resolved. This response rate is in line with the countywide average.

For the first half of 2017, Highways received 197 Stage 1 complaints of which 15 were for the Tandridge area. These complaints were mainly concerned with communication and decision making. In addition, four of these complaints were escalated to stage 2 of the complaints process where the service was found to be partially at fault in one of these. One complaint was referred to the Local Government Ombudsman who chose not to investigate as there was no case to answer.

The Service has recently undergone its annual Customer Service Excellence review. This is undertaken by an independent, external body licensed by the Cabinet Office. This recognised the continued improvements that have been made and has recommended retention of the Customer Service Excellence award for a further three years. The assessment highlighted a number of areas of best practice including *“the investment in time to keep the roadworks information updates. The clarity and customer focused language used has assisted in Surrey being the most accessed area nationally on [www.roadwork.org](http://www.roadwork.org).”* Members can sign up via the website to receive email alerts for works in their area. Surrey Highways and Transport is using two schemes; Runnymede Roundabout and drainage scheme on the A22 to trial the use of proactive messaging. Customers can register to receive updates during the course of the works rather than having to contact Surrey Highways direct or check the website for the latest position. If successful it is intended to roll this out to all major schemes.

## 2.6 Major schemes

As well as the work being carried out under the delegated budget, a major scheme has also been carried out on the A22 Eastbourne Road, north of South Godstone, to improve highway drainage. This location was subject to regular flooding, which posed a danger to road users. The reason for the flooding was due to a blocked culvert.

The work included the installation of a larger culvert with a trash screen, to prevent large objects from entering the new culvert and blocking it. A new retaining structure was also constructed to support the existing road and footway, in order to ensure that the road does not suffer further damage and subsidence. This work is now complete.

## 2.7 Centrally funded maintenance

The Operation Horizon Team programmes of major maintenance works for 2017-18 for the Tandridge area are now published on Surrey County Council's website here: <https://www.surreycc.gov.uk/roads-and-transport/highways-information-online/horizon-highway-maintenance-investment-programme>

The major maintenance works to be carried out in Tandridge in 2017-18 include footway/carriageway resurfacing, the maintenance of highway structures including bridges, culverts and embankments, and the maintenance of safety barriers.

## 2.8 Road safety

The Road Safety Working Group meets every 6 months to review personal injury collision data provided by Surrey Police. The Road Safety Working Group is attended by Surrey County Council Road Safety Engineers, Surrey County Council Highway Engineers and Surrey Police. An update on road safety schemes that have been identified by the Road Safety Working Group and are being progressed by the Road Safety Team is provided in **Annex 1**.

## 2.9 Passenger Transport

There are no Integrated Transport Schemes that directly contribute to improvements in passenger transport. However the provision of improved pedestrian crossing facilities in Banstead Road, Caterham, which is a scheme being funded through developer contributions, will help improve pedestrian access to local bus stops.

## 2.10 Other key information, strategy and policy development

Tandridge District Council attended the Informal Local Committee meeting on 8 September 2017, to update the Local Committee on the revised governance structure for CIL decision-making, to include Local Committee consultation.

### **3. OPTIONS:**

- 3.1 No options to consider at this stage. Officers will revert to the Chairman, Vice Chairman and Divisional Member or indeed the Committee as appropriate, whenever preferred options need to be identified.

### **4. CONSULTATIONS:**

- 4.1 None at his stage. Officers will consult the Chairman, Vice Chairman and Divisional members as appropriate in the delivery of the programmes detailed above.

### **5. FINANCIAL IMPLICATIONS:**

- 5.1 The financial implications, in regards to the delegated budgets are detailed in section 2.1 to 2.3 above.
- 5.2 Delegated budgets are closely monitored throughout the financial year and monthly updates are provided to the Local Committee Chairman and Vice-

## ITEM 9

Chairman. The Local Committee has put in place arrangements whereby monies can be vired between different schemes and budget headings.

### **6. WIDER IMPLICATIONS:**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	No significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	No significant implications
Sustainability (including Climate Change and Carbon Emissions)	No significant implications
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications
Public Health	No significant implications

### **7. CONCLUSION AND RECOMMENDATIONS:**

- 7.1 Progress on the programme of Integrated Transport Schemes, the revenue works programme, road safety schemes, developer funded schemes and the parking review is set out in section 2 and **Annex 1** of this report.
- 7.2 Section 2 also summarises the customer enquiries that have been received, major scheme projects and centrally funded maintenance schemes.
- 7.3 The Local Committee is asked to:
- Note the contents of this report.

### **8. WHAT HAPPENS NEXT:**

- 8.1 The Area Team Manager will work with Divisional Members, the Chairman and Vice-Chairman to deliver this Financial Year's Divisional Programmes, as set out under section 2.1 to 2.3 of this report and detailed under Annex 1.

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#### **Contact Officer:**

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

#### **Consulted:**

Not applicable.

#### **Annexes:**

Annex 1 – Summary of progress

#### **Background papers:**

- Report to Tandridge Local Committee 9 December, "Highways Forward Programme 2017/18 – 2018/19"

- Report to Tandridge Local Committee, 3 March 2017, “Highways Forward Programme 2017/18 – 2018/19 – Update”.
  - Report to Tandridge Local Committee 23 June 2017 “Highways Forward Programme 2017/18 – 2018/19”.
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<b>CAPITAL ITS IMPROVEMENT SCHEMES</b>		
<b>Project: Tandridge Lane, Tandridge</b>		
<b>Detail:</b> School safety measures	<b>Division:</b> Oxted	<b>Allocation:</b> 8,000 (2017/18)
<b>Progress:</b> Vehicle activated signs are to be installed in Tandridge Lane this financial year, in the vicinity of St Peter's Church of England Infant School.		
<b>Project: A25 Westerham Road, Limpsfield</b>		
<b>Detail:</b> Speed limit reduction	<b>Division:</b> Oxted	<b>Allocation:</b> 4,000 (2017/18)
<b>Progress:</b> A petition was presented to Tandridge Local Committee in March 2015 to reduce the speed limit from the Kent/Surrey boundary eastwards from derestricted to 50mph. Speed surveys have been carried out and the survey results comply with Surrey's Policy for a speed limit reduction to 50mph. Kent County Council has been consulted and are not proposing to progress a speed limit reduction on the section of the A25 between the Kent/Surrey boundary and the 30mph speed limit terminals west of Westerham. A reduction in the speed limit of the Surrey section of the A25 east of the Kent/Surrey boundary is to be implemented in Quarter 3 or Quarter 4 of this financial year.		

<b>CAPITAL ITS IMPROVEMENT SCHEMES</b>		
<b>Project: Farleigh Road/Harrow Road, Warlingham</b>		
<b>Detail:</b> Junction improvement remedial works	<b>Division:</b> Warlingham	<b>Allocation:</b> £4,000 (207/18)
<p><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 were carried out in 2016/17. Following a Stage 3 Safety Audit, remedial works to include additional bollards and signing adjustments are to be carried out on this scheme in Quarter 3 or Quarter 4 of this financial year.</p>		
<b>Project: High Street, Dormansland</b>		
<b>Detail:</b> Pedestrian crossing points	<b>Division:</b> Lingfield	<b>Allocation:</b> £,3,000 (2017/18)
<p><b>Progress:</b> Following a petition that was submitted to the June 2016 Local Committee, pedestrian crossing points are to be constructed on High Street, Dormansland. The scheme design has been finalised, and the works ordered, but not yet programmed. The majority of this scheme is being funded by the developer funding acquired from the Mulberry Mews development.</p>		
<b>Project: High Lane, Warlingham</b>		
<b>Detail:</b> Vehicle restriction	<b>Division:</b> Warlingham	<b>Allocation:</b> £10,000 (2016/17)
<p><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. Work completed.</p>		

## CAPITAL ITS IMPROVEMENT SCHEMES

**Project:** Redehall Road, Smallfield

**Detail:** Alternative Traffic Calming Measures

**Division:** Lingfield

**Allocation:**

**Progress:**

Five options for alternative traffic calming measures in Redehall Road have been developed. Agreement has been reached with Burstow Parish Council to progress Option 2A, should funding become available. It should be noted that there is currently no funding available to progress this scheme, which remains on the ITS list for consideration for future funding. It is proposed to submit a bid to Tandridge District Council for Community Infrastructure Levy funding in order to progress this scheme.

**Project:** Godstone Road, Whyteleafe

**Detail:** Speed limit amendment

**Division:** Caterham Valley

**Allocation:** £2,000  
(2017/18)

**Progress:**

An anomaly between the Speed Limit Order and the location of the existing terminal speed limit signs has been discovered. It is proposed to amend the existing Speed Limit Order this financial year in order to resolve this anomaly.

**Project:** Tithepit Shaw Lane, Hamsey Green

**Detail:** Hamsey Green Infants Safer Routes to School

**Division:** Warlingham

**Allocation:**

**Progress:**

Design works were completed during 2016/17 for the provision a kerb build out outside Hamsey Green Infant School and alterations to the existing lining in Tithepit Shaw Lane. It should be noted that currently there is no funding available to progress this scheme.

<b>CAPITAL ITS IMPROVEMENT SCHEMES</b>		
<b>Project: Halliloo Valley Road/Woldingham Road/Bug Hill</b>		
<b>Detail:</b> Junction improvement	<b>Division:</b> Warlingham	<b>Allocation:</b> £4,500 (2017/18)
<b>Progress:</b> Initial design work is to be carried out in the 2017/18 financial year, on improvements to this junction.		
<b>Project: Pendell Road/Bletchingley Road</b>		
<b>Detail:</b> Speed limit reduction	<b>Division:</b> Godstone	<b>Allocation:</b> £3,500
<b>Progress:</b> A petition that was submitted to the Local Committee in June 2016 requesting that the derestricted speed limit in Pendell Road be reduced. Speed surveys have been carried out and the survey results comply with Surrey's Policy for a speed limit reduction to 40mph. A reduction in this speed limit is to be implemented in Quarter 3 or Quarter 4 of this financial year.		
<b>Project: Small Safety Schemes</b>		
<b>Detail:</b> As below	<b>Division:</b> As below	<b>Allocation:</b> £5,000 (2016/17)
Schemes to be identified.		

### POTENTIAL DEVELOPER FUNDED SCHEMES

**Project:** Oak Grove (Oaklands Hospital Site)

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

**Progress:**

Section 106 funding was collected from the Oak Grove (Oaklands Hospital) site to provide improvements to pedestrian crossing facilities in the immediate vicinity of the development. A meeting was held with the divisional Member to look at a number of locations where improvements to pedestrian crossing facilities have been requested. Following this meeting the provision of a pedestrian crossing facility in Banstead Road is being designed, 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.

### ROAD SAFETY TEAM SCHEMES

**Project:** Newchapel Road, Lingfield

**Detail:** New yellow-backed chevron signs | **Division:** Lingfield

**Progress:**

This scheme is currently with the road safety team to progress and complete by the end of this financial year.

**PARKING****Progress:**

The 2016 review works have been ordered and are being implemented. The 2017 Parking Review site visits and assessments are currently taking place, with the outcome of these site visits and assessment to be presented to this Local Committee.

**Note:** Information correct at time of writing (05/09/17)

**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (TANDRIDGE)**

**DATE: 22 SEPTEMBER 2017**



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

**SUBJECT: UPDATE – FLOOD ALLEVIATION SCHEMES IN TANDRIDGE**

**DIVISION: ALL TANDRIDGE**

**SUMMARY OF ISSUE:**

Tandridge district is at risk of flooding from surface water, ground water and both main and ordinary watercourses. Flooding often occurs in the winter months but has also occurred during intense rainfall events in the summer periods. This report focuses on two flood risk management schemes in Tandridge District.

The Local Flood Risk Management Strategy sets out the activities and priority of activities in the strategy's objectives and can be found on the county council's website<sup>1</sup>.

**RECOMMENDATIONS:**

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

- (i) Note the work being carried out by the authorities on the Project Board for Caterham on the Hill and Smallfield reported in this paper.
- (ii) Note the submission by Tandridge District Council for a catchment study on both areas and the appetite for holistic management of flood risk through this approach.
- (iii) Be prepared to receive and review the recommendations of the studies.

**REASONS FOR RECOMMENDATIONS:**

The project boards for both locations are working with consultants to develop options for reducing the risk of flooding. These studies are due to be completed by the end of October. Therefore the recommendation is to note the content of this report and be prepared to receive and review the recommendations of the studies at a future meeting.

<sup>1</sup> [https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0005/136724/Surrey-Local-Flood-Risk-Management-Strategy-FINAL\\_v2.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/136724/Surrey-Local-Flood-Risk-Management-Strategy-FINAL_v2.pdf)

<b>1. INTRODUCTION AND BACKGROUND:</b>
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### **Caterham on the Hill**

- 1.1 On the 7 June 2016, over 90 properties in Caterham on the Hill were flooded by a severe storm event which exceeded the capacity of the private and publically owned drainage systems within the catchment. The flood followed the pattern indicated by the surface water flood risk model (published by the Environment Agency - <https://flood-warning-information.service.gov.uk/long-term-flood-risk/map> ).
- 1.2 Initial maintenance of the highway drainage network and the Thames Water network was carried out prior to December 2016. At the same time clearance of the soakaway and storage chamber known as the Money Pit situated on a small part of the site of a large pond took place.
- 1.3 A Project Board of Risk Management Authorities and consultants was formed in the autumn of 2016 to develop options for managing flood risk in Caterham on the Hill and ensure all aspects of flood risk are considered.
- 1.4 A Flood Action Group was formed from affected residents with the support of the National Flood Forum; they held their first multi-agency meeting in December 2016. The Group have been the mechanism for the Authorities communicating with the community. In May 2017 the Group held a successful information and data capturing event in the village to support the study.
- 1.5 The project's consultant is currently refining the potential flood scheme options and at the time of writing this report Surrey County Council (SCC) are hopeful to have a published study that analyses the viability of these options by the 26 September 2017.

### **Smallfield Flood Alleviation Scheme**

- 1.6 Smallfield has been affected by minor and significant flooding linked to ground water, surface water and flooding from watercourses on a number of occasions in recent years and most notably in the winter of 2014. These floods have affected properties (both internally and externally), the highway and the sewage network. A Smallfield Flood Alleviation Scheme is currently in development and a briefing on this can be found in **Annex A**.
- 1.7 Aside from the capital scheme in Smallfield there are a significant number of local issues regarding maintenance in the catchment. This includes ditches and piped sections of watercourse, much of which are the responsibility of the adjoining land owners.
- 1.8 The creation of a project board for Smallfield sets the conditions for addressing the other aspects of the flood risk in this area, such as maintenance of watercourses. To integrate the community into this flood risk management work, the National Flood Forum is establishing a Flood Action Group to facilitate the Authorities' communication with residents. It is through this group that the authorities will promote maintenance on the privately owned watercourses.



**2. ANALYSIS:**

- 2.1 The actions being taken by the risk management authorities are in line with the principles and objectives of the Surrey Local Flood Risk Management Strategy.
- 2.2 The aim of the authorities' actions is to reduce the risk of flooding where possible and the impact of flooding where reducing the risk is not possible.

**3. OPTIONS:**

- 3.1 Options from both schemes will be reported to the responsible authorities on completion of each phase of work by the consultants. Detailed options will be presented to the Local Committee at a future meeting.

**4. CONSULTATIONS:**

- 4.1 All Risk Management Authorities are members of the project board for both projects. The officers on the project boards are tasked to communicate progress and additional tasks to the relevant officers with their authority.
- 4.2 For both studies the reports will be discussed and any recommendations agreed by the project board prior to requesting additional grant funding from the Environment Agency (Grant in Aid funding) and from the partner authorities.
- 4.3 Work not forming part of the Smallfield study has been circulated in the form of a third party works list and the next project board meeting will set out the approach the authorities will take with these individuals or organisations.

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

- 5.1 Flood and Coastal Erosion Grant in Aid funding is covering the development of initial assessments and outline business cases for both schemes.
- 5.2 Grant in Aid funding does not cover incidental or maintenance work carried out by the authorities.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 There are no equality or diversity matters associated with this report.

**7. LOCALISM:**

- 7.1 The activities being carried out by these two project boards actively promote community engagement by all authorities and seek to reduce the impact of flooding. Engagement with the community is being channelled through the community groups where possible in order to promote self-reliance and community resilience.

**8. OTHER IMPLICATIONS:**

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

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

**9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 The projects boards for Caterham on the Hill and Smallfield are progressing works in line with the Flood Risk Management Strategy.
- 9.2 **The Local Committee (Tandridge) is asked to:**
- (i) Note the work being carried out by the authorities on the Project board for the two areas reported in this report.
  - (ii) Note the submission by Tandridge District Council for a catchment study on both areas and the appetite for holistic management of flood risk through this approach.
  - (iii) Be prepared to receive and review the recommendations of the studies.

**10. WHAT HAPPENS NEXT:**

- 10.1 The next milestone in the Caterham on the Hill and Smallfield projects are the presentation of the feasibility study at the end of September and October respectively.

**Contact Officer:**

Tor Peebles  
 Flood Risk Management Strategy and Partnerships Team Leader  
 tor.peebles@surrey.gov.uk

**Annexes:**

Annex A Smallfield Flood Alleviation Scheme report.

**Sources/background papers:**

None.

## Background

Smallfield, along with much of Surrey, experienced very high levels of rainfall during the winter of 2013/14 and subsequently was subject to severe instances of both surface water and foul sewage flooding. As a result of this, a number of roads were closed and many residents suffered water ingress within their properties [approximately 150], the majority of which were located in central Smallfield along Woodside Crescent and Wheelers Lane.

At the time a number of reactive works were carried out by each of the relevant Risk Management Authorities [RMAs] to alleviate the situation and keep the flood water moving. This included jetting of pipes, removal of debris within ditches and pumping of foul water.

Surrey County Council [SCC], as the designated Lead Local Flood Authority [LLFA] for Surrey, was required to produce a Section 19 report for the purpose of determining whether each RMA fulfilled their specific duties in response to the flooding. This report, published in August 2017, is available online and highlights the key aspects of the flood event along with the consequent responses.

**S19 Investigation link:** <https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/surrey-s19-flood-investigations>

## Flood Forum

A local community flood forum was formed by Parish Councillor Liz Cutter, with the aim of bringing each of the relevant RMAs together to identify and solve the causes of flooding. This included representatives from Surrey County Council, the Environment Agency and Thames Water.

From this, and using data gathered during the flooding, an action plan was compiled listing the key issues and whose responsibility each was to manage.

## Surrey County Council Drainage Works

Following the immediate response by SCC to clear blockages within the drainage network, a list of all the issues within the surface water system was compiled with a number of blockages and defects identified along Wheelers Lane in particular.

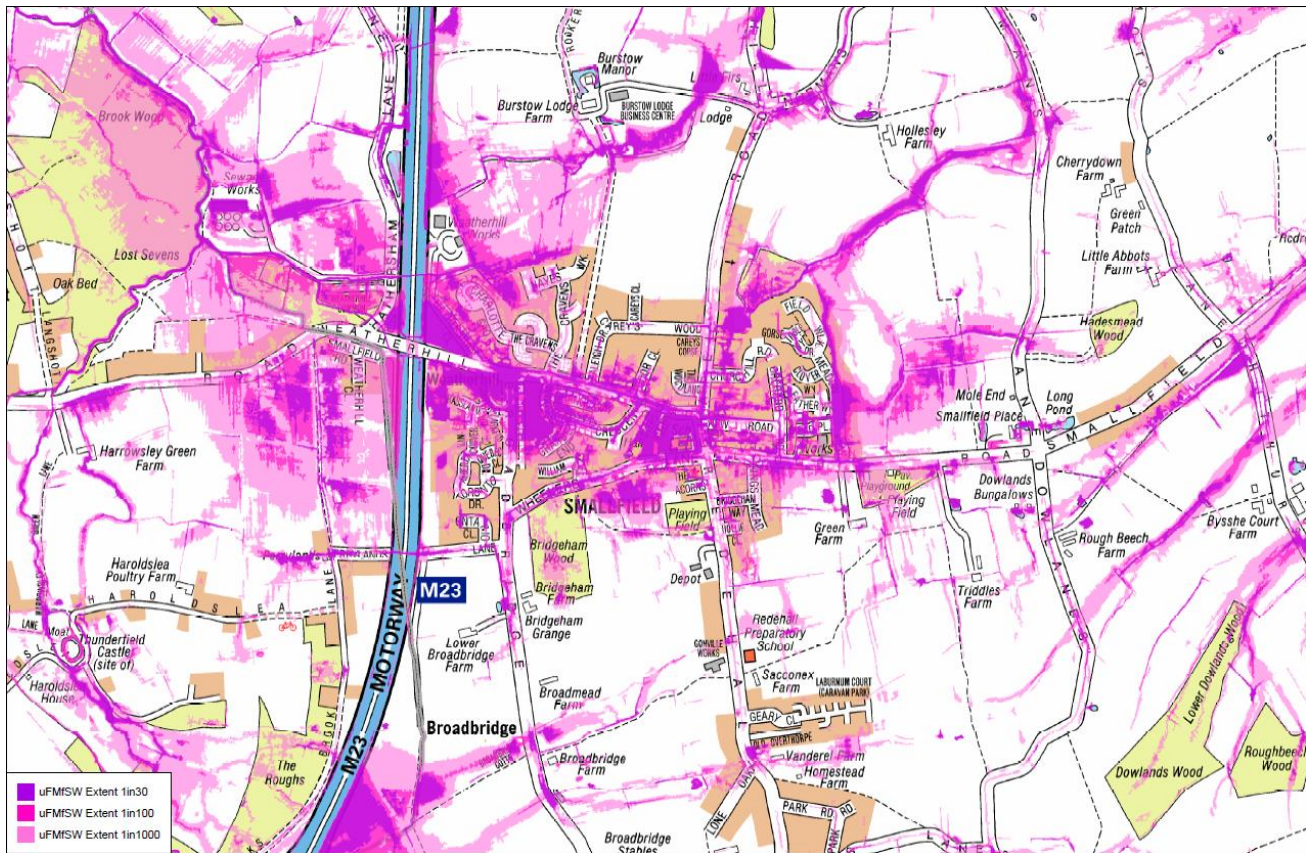
As a result of this, SCC undertook a programme of works in 2016 to restore and upgrade the Wheelers Lane / Broadbridge Road network. The scheme totaled in the region of £60k and also involved the replacement of open ditches with a piped network. These works are still being monitored, however recent heavy rains suggest they have been successful and are working as intended.

## Smallfield Flood Alleviation Scheme

Through our experience on site and in discussions with residents it became clear that maintaining the existing drainage system, whilst beneficial, would not be sufficient to mitigate flood risk in the area to an

## ITEM 10

acceptable level. As shown in the map below, a large segment of the Smallfield community is at risk of surface water flooding.



**Smallfield: Risk of flooding from surface water.**

Surrey County Council, having identified Smallfield as a high priority area, submitted a bid to the Environment Agency for Grant in Aid funding, the purpose of which was to complete a flood risk study and explore the economic and technical feasibility of flood risk management options.

A sum of £15k was allocated for the completion of an Initial Assessment which has since been expanded to allow for the creation a Strategic Outline Case [SOC] - including the provision of an additional £25k. This report is scheduled to be published in October 2017.

Providing the SOC displays the appropriate benefits to make a scheme both financially and technically viable, SCC will then request further funding in order to progress through the EA Grant in Aid process; this will include an Outline Business Case, a Final Business Case, and then should a scheme be proven viable, design and construction.

Before any scheme can be given the go ahead, it must have a 'partnership funding' score of 100%. This number is calculated by the EA and is dependent upon the cost/benefit ratio and properties protected, as evidenced in the business case. The partnership funding score represents the percentage of funding the scheme will receive from Grant in Aid, with the shortfall needing to be secured from other sources including local councils, organisations and even residents.

In anticipation of this, the EA submitted a bid to Tandridge District Council [TDC] for the purpose of obtaining CIL funding for the eventual design and construction of the scheme. This was consequently successful and a total sum of £300k was approved to be paid in two instalments; £150k in 2017/18 and £150k in 2018/19.

As the Smallfield FAS is currently within study phase, no contributions are required at present as the costs are fully met by Grant in Aid funding. It is likely however that, should a viable scheme be identified, contributions will be necessary for detailed design and construction starting from 2018/19. SCC have discussed with Tandridge District Council, who are partners on the Smallfield FAS Project board, as to how the CIL money can be spent and whether payment can be deferred until next financial year.

**Stefan Jankowski**

Smallfield Flood Alleviation Scheme Project Manager [SCC]

August 2017

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**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (TANDRIDGE)**

**DATE: 22 SEPTEMBER 2017**



**SURREY**

**LEAD OFFICER: STUART DE FRAINE FORD, ASSISTANT GROUP COMMANDER, DISTRICT COMMANDER TANDRIDGE, SURREY FIRE AND RESCUE SERVICE**

**SUBJECT: SURREY FIRE AND RESCUE SERVICE ANNUAL REPORT 2016-17**

**DIVISION: ALL TANDRIDGE**

**SUMMARY OF ISSUE:**

This report outlines the major strands of activity undertaken within the Tandridge area by the Surrey Fire and Rescue Service (SFRS) teams based at Lingfield Godstone and Oxted Fire Stations during 2016 – 17.

It 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. Relevant County wide activity is also included.

**RECOMMENDATIONS:**

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

- (i) Recognise the achievements of SFRS teams both within Tandridge and across the County this year, support their commitment in further identifying and improving initiatives to reduce risk and make the District of Tandridge safer especially for those more vulnerable within the community.
- (ii) Recognise the standard achieved in District Key Performance Indicators (Annex 1).

**REASONS FOR RECOMMENDATIONS:**

Surrey Fire and Rescue Service dedicates a great deal of time in supporting the safety of members of Tandridge's Communities. It is important to appreciate that the requirement for, and themes of initiatives will change to meet identified needs within the community, for which continued support throughout the year and into the future is essential to allow maximum effect.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Surrey Fire and Rescue Service report annually to the Tandridge Local Committee. The annual report for 2016/17 for Tandridge is appended as **Annex 1**.

1.2 Surrey Fire and Rescue's Service Delivery Report can be found at <https://www.surreycc.gov.uk/people-and-community/surrey-fire-and-rescue/about-surrey-fire-and-rescue/surrey-fire-and-rescues-aims-plans-and-governance/surrey-fire-and-rescues-priorities-plans-and-governance/how-surrey-fire-and-rescue-review-their-progress>

1.3 SFRS as part of The Emergency Services Collaboration Programme with Surrey and Sussex Police, East and West Sussex Fire and Rescue and South East Coast Ambulance, has continued to work on a range of outcome-focused projects with the joint aims of sustainably improving service to the public, reducing costs and increasing resilience, reducing overlap in service provision and responding to the changing patterns in demand:

The National Joint Council (NJC) Emergency Medical Response (EMR) Trials commenced on 23<sup>rd</sup> September 2015, under which SFRS respond to some types of medical emergency in support of South East Coast Ambulance, was extended to 21 March 2017 and has since been extended again to be reviewed in November 2017. Officers are currently working to understand the expected impact on the trial, South East Coast Ambulance Service's response and our residents. Officers are working, through the Emergency Services Collaboration Partnership, to support future arrangements and how/if the service is able to support co-responding albeit with reduced capacity.

SFRS has taken on responsibility from Surrey Police to respond to calls from SECamb to **gain entry** to properties where there is a concern for the safety of the occupant. As a result, SFRS has freed up Police time and is able to respond within 10 minutes on average and generally can gain access with less damage to property.

Arrangements have been put in place for SFRS and SECamb to provide assistance to the Police in searching for certain types of high risk **missing people** (i.e. those where the person is deemed to be at significant risk of harm, often the very young, very old or those with a potential mental capacity issue).

1.3 SFRS continue to provide several Community initiatives which are available to all Boroughs and Districts, with the aim to reduce road traffic collisions, fire setting and anti-social behaviour – and improve fire safety awareness. A brief report on activity in this area for Tandridge is included in the analysis below.

**2. ANALYSIS:**

**Key Performance Indicators and Targets**

2.1. Annex 1 reports on the Key Performance Indicators and targets for SFRS and Tandridge. The report shows that Tandridge has seen an increase in domestic and primary fires and this has been partly linked to criminals burning cans after removing their gear boxes and engines. We are working with the Police to try and identify culprits. The target for Safe and Well Visits was successfully completed.

2.2. It is positive to note that despite an increase in the number of accidental dwelling fires occurring in the district, 82% of these fires attended were confined to room of origin. Direct and rapid intervention by SFRS fire-fighting teams have prevented the spread of these fires and further loss and damage to properties.



- 2.3. There is a decrease in the number of false alarms attended caused by automatic fire alarms (AFAs) and this is on target.
- 2.4. Quarter 4 saw the introduction of new SFRS policy, changing how we respond to AFAs at shops, schools, workplaces, factories, warehouses, hostels, hotels, public buildings, licensed premises and other premises open to the public. We now call challenge night and day, to establish if there is a genuine emergency or in fact a false alarm. If a false alarm is confirmed, we will no longer automatically send a fire engine. However, if we are in any doubt at all, we will always attend. Subsequently there was a drop in calls of this nature in quarter 4. Further reductions are expected for 2017-18 ensuring SFRS appliances are available for genuine emergencies, and reduce unnecessary blue light journeys putting public and staff at increased risk.
- 2.5. A positive for the district, we are continuing to see a decline in deliberate fires and Hoax calls. Though above the set target, this is lower than last year.
- 2.6. Due to difficulties recognised and identified within the report we have been unable to meet our response standard to all critical incidents being under the target of 1 fire appliance in 10 minutes 80% of the time.

#### **Attendance to SFRS countywide initiatives available to Tandridge District:**

- 2.7. There are no specific targets for Co-responding trial, Gaining Entry, Missing Persons, it should be noted that the commencement of the co-responding trial was upon completion of extensive arrangements providing Immediate Emergency Care Responder Training (IECR) and equipping each front line vehicle with a trauma bag and defibrillator. (Defibrillators are also at all fire stations in the county). This trial is still in development with discussion ongoing between NJC, FRS and FBU nationally.
- 2.9 During the year, Tandridge-based personnel have undertaken numerous visits with community groups of all ages – key fire safety awareness work is continually undertaken with school children, local activity groups such as cubs, Brownies, Sea-cadets and Youth Clubs in many parishes. Key fire safety work on a daily basis is ongoing to identify and assist those in the community more vulnerable to fire and deliver Safe and Well Visits.

#### **3. OPTIONS:**

- 3.1 This report is for information.

#### **4. CONSULTATIONS:**

- 4.1 The internal management team of Surrey Fire and Rescue are consulted on the Station Plan.

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

- 5.1 Collaboration work funded via Fire and Rescue Authority Transformation Fund.

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

- 6.1 SFRS will always support the Equalities Act 2010

[http://snet.surreycc.gov.uk/snet/core/sccwspages.nsf/LookupWebPagesByTITLE\\_RTF/Equalities+impact+assessment+guidance?opendocument](http://snet.surreycc.gov.uk/snet/core/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Equalities+impact+assessment+guidance?opendocument).

### **7. LOCALISM:**

- 7.1 SFRS will continue to analyse historical data and work with partner agencies to identify areas of vulnerable people, carrying out Safe and Well Visits with the aim of reducing fires and increasing awareness of actions to take in the event of fire and providing information to assist in all areas of living well.
- 7.2 We will continue to work with community leaders and partners to improve our awareness of cultural needs, improving partnership working and increasing the use of the SFRS volunteer service.
- 7.3 We will continue to attend and contribute to the East Surrey Community Safety Partnership terms of reference to address community safety issues within our remit.

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

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

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

- 9.1 There has been continued positive work by the Surrey Fire and Rescue Service in Tandridge. The Local Committee (Tandridge) is asked to:
- i) Recognise the achievements of SFRS teams both within Tandridge and across the County this year, support their commitment in further identifying and improving initiatives to reduce risk and make the District of Tandridge safer especially for those more vulnerable within the community.
  - ii) Recognise the standard achieved in District Key Performance Indicators (Annex 1)

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

- 10.1 Surrey Fire and Rescue Service will continue to keep Members regularly updated on future progress through the Community Safety Task Group and will attend/report on related matters at East Surrey Community Safety Partnership meetings.

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**Contact Officer:**

Stuart de Fraine Ford, Tandridge Borough Commander: 07968834506

**Consulted:**

Surrey Fire and Rescue Senior Management Team

**Annexes:**

End of year report 2016-17 – Annex 1

**Background papers: N/A**

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## Surrey Fire and Rescue Service

### Tandridge Performance

### 2016-17



Community risk reduction Keeping people safe			
1. Operational data gathering	Annual target	Performance to date	Status (Red/Green)
Safe and well visits	300	417	Green
Ips & Operational Premises Surveys(OPS)	244	107	Red
<p>Commentary</p> <p><b>Safe &amp; Well Visits</b></p> <ul style="list-style-type: none"> <li>A very good effort from Tandridge crew who have exceeded the projected target by a considerable margin. Out of the 417 visits unfortunately 252 were declined and 165 were completed. These equates to 40% of the total visits were completed.</li> <li>Tandridge and Lingfield also supported the volunteers by jointly completing visits and assisting them to achieve their targets and adding to the Service's overall Volunteer results.</li> </ul> <p><b>Initial Premises Survey (IPS) &amp; Operational Premises Surveys (OPS)</b></p> <ul style="list-style-type: none"> <li>Thought the target of 244 has not been completed. Steady progress is being made and each watch apart from one have completed 24 IPS/OPS that has been set as a Watch Target for Godstone Firestation.</li> <li>Personnel within Tandridge have received additional training from WC Gibbs and are now all able to add and update Initial Premises Surveys (IPS) and Operational Premises Surveys (OPS).</li> <li>Non-ops personnel are being utilised in completing Initial Premises Surveys (IPS) / Operational Premises Surveys (OPS) and will also be targeting Mobile Data Information and Alerts (MDIAs).</li> </ul>			

<b>Community risk reduction</b> <b>Keeping people safe</b>			
<b>2. Reducing the number and severity of fires</b>	Performance measure	Performance to date	Status (Red/Green)
142ii Number of calls to primary fires	131	158	Red
142iii Number of calls to accidental dwelling fires	39	35	Green
143ii Number of deaths arising from accidental dwelling fires	2	2	Green
143iii Number of injuries arising from accidental dwelling fires	39	35	Green
144 Percentage of accidental dwelling fires confined to room of origin	91%	82%	Red
209iii The percentage of fires attended in dwellings where no smoke detector was fitted by borough	24%	21%	Green
149i Number of false alarms caused by automatic fire detection by borough	90	73	Green
207 Number of fires in non-domestic premises	11	9	Green
<p>Commentary</p> <ul style="list-style-type: none"> <li>142ii unfortunately we are over our projected target at 120%. Out of these 91 incidents are vehicle fires equate to 58% of these incidents. Out of these 91 incidents 41 were deliberate. This equates to 45% of all the vehicle fires and 26% of the total primary fires. As previously reported we have identified an issue with vehicles being stolen and dumped in the district and set light too. I has been taken forward to the East Surrey Community Safety Partnership as an Agenda item and it was agreed that all areas would share any intelligence or similar incidents. I have also had meeting with the Tandridge Inspector and his teams are fully briefed and on heightened alert to look for the low-loader type vehicles within the area as we believe this is how they are being transported into the District. Looking at 2015/16 the amount of incidents have increased by 2 and on the 2014/15 we are 21 incidents up which is showing a yearly upward trend but many of these incidents are related to the issues identified above.</li> <li>143ii this figure is the same as the previous reporting year and I have detailed the instances in previous reports and is on target. We will continue to monitor</li> <li>143ii this is below target but may increase/decrease when FI complete their authentication process.</li> <li>144 Tandridge has had 34 accidental dwelling fires for this year and 7 of them have not been confined to the room of origin. 3 of them (43%) are linked to faulty appliances or faulty electricity supply. Out of these 7 incidents 5 of them (71%) had a smoke detector fitted, out</li> </ul>			

of these the fire alarm the alarm activated and alerted the occupants in 4 (80%) of occasions. It has improved by 1% on last year's figures.

- 209iii this is on target and shows an improvement on the reporting periods for the past two years. In 2014/15 it stood at 42% and in 2015/16 stood at 24% so this is the 3<sup>rd</sup> year showing a downward trend.
- 149i this is on target and shows a downward trend from 2015/16 where it stood at 95 Incidents. I believe though this reduction is most likely to be related to the Service's Call Challenge Process.
- 207 this again is on target and following a downward trend over the past 3 years. In 2014/15 the figure stood at 14 and in 2015/16 this fell to 11. This equates to a 40% reduction over these 3 years.

## Community risk reduction Keeping people safe

### Other community risk reduction initiatives

Commentary (include wildfire initiatives, RTC initiatives, water safety (winter/summer/flooding), Station events and Open days, seasonal campaigns, community events, co-responding)

- Visits by various Scout and cub units
- School and nursery visits
- Attendance at firework displays as part of community reassurance.
- Have attended various fetes, charity football event in Lingfield
- Oxted and Lingfield worked with the volunteers mainly in February to help them to achieve their Safe and Well Visit targets. They either did the visits on their behalf or tandem crewed with the volunteers and this was very successful

#### Co-responding

- Godstone 4 watches are corresponding.
- Lingfield co-responding
- Oxted co-responding
- Borough Commander co-responding

#### Going Forward

- The Tandridge Open Day will be the 2<sup>nd</sup> September which will be at Godstone and will be supported by all three stations. We have already secured Highways, the Police, Crimestoppers and SECAMB. I have also extended an invite to Surrey 4x4 and we have secured the services of the volunteers to support the event.
- Through my work with the ESCSP I have applied to become a White Ribbon Ambassador and represent the Service within the County's priority initiative of tackling Domestic Violence. If accepted I will work to gaining accreditation for the Service and the associated recognition.

- To utilise our non-operational personnel to increase the IPS/OPS completion rate and the rationalisation of MDIAs.
- To work with and support the Police in their Child Sexual Exploitation initiatives.

<b>Community risk reduction</b> <b>Keeping people safe</b>			
<b>4 Arson and anti-social behaviour</b>		Performance to date	Status (Red/Green)
146ii Number of calls to malicious false alarms	6	7	Red
206i + iii Number of deliberate fires (excluding vehicles) by borough	60	32	Green
206ii +iv Number of deliberate fires in vehicles by borough	30	41	Red
Commentary <ul style="list-style-type: none"> <li>• 146ii this is one above the projected target which equates to an approximately 20% increase. However on reviewing the data we have found no obvious patterns and is a vast improvement on the figure for 2015-16 where the figure stood at 23.</li> <li>• 206i +ii this is on track and shows a fall from 2015/16 where it stood at 48 and 2014/15 of 41</li> <li>• 206ii + iv this is showing an upward trend over the past 3 years with a marked increase in this year's figures. Since 2014/5 to now the figure as nearly doubled from 24 incidents to 41. In 2015/6 it was a comparable figure of 26. However this increase in incidents is linked to the identified issue already highlighted.</li> </ul>			

<b>Response activity</b> <b>Keeping people safe</b>			
<b>5 Turn-out times</b>	Performance measure	Performance to date	Status (Red/Green)
Whole-time	1.5	1.23	Green
On-call	5.00	5.09	Red
Commentary (include reasons why on-call failed to turn out) <b>Godstone</b>			



- This is pleasing to see that this is now on target for the service.
- Year to Date (YTD): were mobilised on 739 occasions to incidents and failed to achieve the turn out time on 273 occasions, which equates to 37% of all turn outs. This is 1% down on the last quarter. Reviewing this crews highlight that it takes longer than 90 seconds to progress to the appliance, be in the proper kit and seat belted before the appliance progresses.

#### Oxted

- This is 0.02 seconds up on the last reporting quarter for the Service
- YTD were mobilised on 178 occasions to incidents and failed to achieve the turn out time on 108 occasions which equates to 61% of all turn outs. Oxted highlight issues of increasing traffic on the roads as they are travelling to the station, as a major factor in preventing them achieving their required times.

#### Lingfield

- This is 0.02 seconds up on the last reporting quarter for the Service
- YTD were mobilised on 107 occasions to incidents and failed to achieve the turn out time on 89 occasions which equates to 89% of all turn outs. It is known and was accepted that one of the JOs lives outside the area and this adds time to their turn out time. However he plays a vital role in running the station and keeping the appliance on the run.

Response standard	Performance measure	Performance to date	Status (Red/Green)
Critical incidents	Brigade 80% Tandridge 80%	79.14% 69.93%	Red

#### Commentary

- Year to date there have been 642 critical calls and did not meet the standard in 193 occasions which equates to 30.06%.
- On most occasions this is due to the predicted time to turn and reach the incident is not achievable 46%
- For the on call incidents it is the turn out time above is primarily affected by the delay in turn out times as above
- Traffic and various road works across Tandridge have been the largest factors approximately 20%

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# Local Committee Decision Tracker

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

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

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

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

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

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
11 Dec 2015	5	<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. SCC 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 previous Divisional Member 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. The feasibility study is currently being carried out by Surrey County Council's Design Team.
23 March 2016	6	<b>Members Question – Nick Skellett</b> Following a request for rumble strips on Titsey Road, Highways agreed to	Sept 2016	Green	Area Highway Manager	The existing signing has been improved by replacing the double bend sign and the 30mph speed limit terminal signs with

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
		look at various options to reduce speed.				signs on yellow backing boards to improve their visibility and impact. Strips of red coloured surfacing counting down the approach to the 30mph speed limit and 30mph carriageway roundel have been ordered. The contractor has advised that a road closure is required, and this is being arranged. Improvements to the existing gateway south of Sandy Lane have been added to the Integrated Transport Schemes for consideration for future funding.
23 September 2016	4	<b>Petition – Ray Lane with Eastbourne Road junction</b> Members requested that the junction be added to the ITS list for consideration for future funding, and that the committee be kept informed about the outcome of the Police investigation.	December 2016	Green	Area Highway Manager	There has been a successful prosecution of the HGV driver involved in this collision, who drove through a traffic light sometime after it had turned red. The feasibility of a junction improvement at this location has been added to the ITS list for consideration for future funding.
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	Amber	Area Highway Manager	It was proposed to carry out a speed survey in Spring 2017. Unfortunately the available funding for speed surveys in 2017/18 is less than anticipated. This survey has been added to the speed survey request log and will be carried out in the future when available funding permits.
3 March 2017	5	<b>Public Question: Church Lane Oxted</b> The committee agreed to undertake a speed survey at this location. The Area Highway Manager agreed to	June 2017	Green	Area Highway Manager	A summary of the 2015 speed survey was provided to the residents in March 2017.

Meeting Date	Item	Decision	Due By	RAG	Officer	Comment or Update
		provide a summary of the previous speed survey data to the residents. The Leader of the District Council invited the residents to meet with him to discuss their ideas further.				A further speed survey was carried out in May 2017, and the results of this survey have been provided to the residents.
3 March 2017	5	<b>Public Question: Kings Cross Lane, South Nutfield</b> The committee agreed to undertake a speed survey and report the results to the Chairman, Vice-Chairman and Divisional Member	June 2017	Amber	Area Highway Manager	A speed survey has been ordered to be carried out during September 2017.
3 March 2017	5	<b>Public Question: Bluehouse Lane</b> The committee agreed the response, which included plans to extend the hatched area towards both Park Road and Water Lane during the financial year 2017/18, and provide vehicle activated signs, depicting the diagram for pedestrians in the road, within the Integrated Transport Schemes list for consideration for future funding.	2017/18	Green	Area Highway Manager	The hatched area has been extended towards Water Lane, and works to extend the hatched area towards Park Road have been completed. The provision of vehicle activated signs have been added to the Integrated Transport Schemes List.
23 June 2017	5	<b>Public Question: Volume of HGVs at Chalkpit Quarry, Oxted</b> The committee agreed to write to the Cabinet Member for Highways and to the Environment Agency, to express the local concerns, and to request a Minister from DEFRA attends a meeting on-site.	Autumn 2017	Amber	Partnership Lead	Letter from the Local Committee was sent, and meeting is being scheduled.

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