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Democratic Services



ENVIRONMENT COMMITTEE

Tuesday 21 January 2025 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

The members listed below are summoned to attend the Environment Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Liz Frost (Chair)
Councillor Alan Williamson (Vice-Chair)
Councillor Arthur Abdulin
Councillor Christine Cleveland

Councillor Tony Froud
Councillor Jan Mason
Councillor Julie Morris
Councillor Kieran Persand

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sing'.

Chief Executive

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live using free YouTube software.

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

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Exclusion of the Press and the Public

There are matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: democraticservices@epsom-ewell.gov.uk

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Thursday 16 January**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, Monday 20 January**.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

Filming and recording of meetings

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Filming or recording must be overt and persons filming should not move around the room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non-handheld devices, including tripods, will not be allowed.

AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

To take any questions or statements from members of the Public.

2. DECLARATIONS OF INTEREST

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 10)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 15 October 2024 (attached) and to authorise the Chair to sign them.

4. ALTERNATIVE TRANSPORT COUNCILLOR CHAMPION ANNUAL STATEMENT 2024/25 (Pages 11 - 18)

To report to the committee the annual statement of the Alternative Transport councillor champion.

5. GRAVE LEASE EXTENSIONS (Pages 19 - 32)

This report proposes updates to the Burial Policy for Epsom Cemetery, including the extension of expiring grave leases for an additional 25 years, an adjustment of the standard lease duration from 40 to 75 years, and the halting of both the sale of 11-foot graves and the practice of pre-purchasing graves.

6. SURREY RIGHTS OF WAY IMPROVEMENT PLAN (Pages 33 - 108)

Every council that is responsible for public rights of way must have a Rights of Way Improvement Plan which sets out how public rights of way meet the needs of the public now and in the future.

Surrey County Council have published a 'Surrey Rights of Way Improvement Plan', Consultation Draft for comment. This would be the third version of the Plan, the last version of the Plan being adopted in 2014. The consultation on the draft Plan closes 9th February 2025.

The consultation document is split into 11 objectives. Proposed comments on the consultation are attached at Appendix 1.

7. URGENT DECISIONS (Pages 109 - 112)

To report to the Council two decisions taken by the Acting Director Corporate Services on the grounds of urgency, in compliance with the requirements of the Constitution

8. CAPITAL PROGRAMME 2025/26 (Pages 113 - 156)

This report summarises the proposed 2025/26 capital programme and a provisional programme for 2026/27 to 2029/30. The Committee's approval is sought for the programme to be submitted to Council in February 2025.

9. BUDGET - PLANTING (Pages 157 - 160)

To consider the implications of the previously agreed budget saving as set out in the 15 October 2024 Environment Committee '2025/26 BUDGET TARGETS' report.

10. CAR PARK FEES AND CHARGES 2025/26 (Pages 161 - 170)

This report seeks the agreement of the Committee for off street parking fees and charges for 2025/26 as proposed by the Car Park Working Group. The report also proposes alignment of the evening tariffs in Epsom on a Monday to Saturday, a concessionary rate for performers and crew at the Epsom Playhouse and the continuation of Christmas parking offers.

11. FEES AND CHARGES 2025/26 (Pages 171 - 184)

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2025.

12. REVENUE BUDGET 2025/26 (To Follow)

13. EXCLUSION OF PRESS AND PUBLIC (Pages 185 - 186)

Under Section 100(A)(4) of the Local Government Act 1972, the Committee may pass a resolution to exclude the public from the Meeting for Part Two of the Agenda on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minutes of the Meeting of the ENVIRONMENT COMMITTEE held at the Council Chamber, Epsom Town Hall on 15 October 2024

PRESENT -

Councillor Liz Frost (Chair); Councillor Alan Williamson (Vice-Chair); Councillors Christine Cleveland, Tony Froud, Julie Morris (items 12 - 23 only), Kieran Persand and Kim Spickett (as nominated substitute for Councillor Arthur Abdulin)

In Attendance: Councillor Steven McCormick

Absent: Councillor Arthur Abdulin and Councillor Jan Mason

Officers present: Justin Turvey (Head of Place Development), Rod Brown (Head of Housing and Community), Samantha Whitehead (Interim Assistant Head of Service - Streetcare), Oliver Nelson (Public Protection Manager) (items 12 - 17 only), Richard Chevalier (Parking Manager), Mark Rachwal (Environment and Sustainability Officer) (items 12 - 20 only), Sue Emmons (Chief Accountant), Vanessa Newton (Senior Accountant) and Dan Clackson (Democratic Services Officer)

12 QUESTIONS AND STATEMENTS FROM THE PUBLIC

No questions or statements were received from members of the public.

13 DECLARATIONS OF INTEREST

Allotment Working Group Update

Councillor Christine Cleveland, Other Interest: Councillor Christine Cleveland announced that she held an allotment. She stated she believed it to be a non-prejudicial interest.

Councillor Julie Morris, Other Interest: Councillor Julie Morris announced that she held an allotment. She stated she believed it to be a non-prejudicial interest.

Tennis Coaching Contracts

Councillor Julie Morris, Other Interest: Councillor Julie Morris declared that she had a personal and prejudicial interest with respect to agenda item 13 - Tennis Coaching Contracts - and confirmed that she would leave the Chamber at the time of the Committee's consideration of said item.

14 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the minutes of the meeting of the Committee held on 16 July 2024 and authorised the Chair to sign them.

15 MOTION 3 REFERRED FROM FULL COUNCIL ON 30 JULY 2024

The Committee received a report providing a basis for debate of the motion submitted to the meeting of Full Council on 30 July 2024 in relation to the Pay-to-Play Tennis Scheme and tennis charges.

As the proposer of the original motion referred to the Environment Committee by Full Council, Councillor Kieran Persand opened the debate on the matter.

The Committee considered the following matters:

- a) **Error in the Report.** The Committee noted an error in the report at paragraph 3.3, where it was stated that the Committee decided to offer free bookable tennis sessions to residents during the summer holidays. It was noted that this decision was in fact made as an urgent decision under delegated authority.
- b) **Membership and Bookings.** In response to a Member, the Assistant Head of Service (Streetcare) explained that annual membership to use the pay-to-play Tennis courts was available to Borough residents only, with ad-hoc bookings being available to anybody.
- c) **Court Maintenance.** Following a question from a Member, the Assistant Head of Service (Streetcare) explained that residual funds leftover from the initial start-up funding from the LTA was being put towards court maintenance. She also explained that money received through the pay-to-play scheme was ringfenced for maintenance of the courts.
- d) **Tennis as a Health Benefit.** The Committee considered the health benefits of playing Tennis. A Member suggested exploring the possibility of having free or discounted Tennis sessions offered by General Practitioners as a social prescribing option. The Chair stated that social prescribing requires funding, and that the Committee would be looking at its fees and charges in the coming months.
- e) **Membership and Booking Statistics.** In response to a Member, the Assistant Head of Service (Streetcare) confirmed that, as of September 2024, since the inception of the pay-to-play scheme, the Council had sold 188 full-price memberships, 12 discounted memberships, 752 ad-hoc bookings for 1-hour slots, and 34 ad-hoc bookings for 2-hour slots.

Councillor Kieran Persand exercised his right of reply in response to the debate.

Subsequently, the Committee resolved (5 for, 1 against, and 1 abstaining) to:

- (1) Note the motion referred to the Committee by Full Council and take no further action after considering the contents of the report.**

16 ALLOTMENT WORKING GROUP UPDATE

The Committee received a report on the work of the Allotments Working Group during 2023/24.

Following consideration, the Committee unanimously resolved to:

- (1) Note the report and the work of the Allotments Working Group during the 2023-24 year.**

17 FOOD SAFETY SERVICE AND HEALTH AND SAFETY INTERVENTION PLANS

The Committee received a report setting out how the Council, in compliance with national monitoring arrangements, proposed to discharge its statutory responsibilities in respect of food hygiene and health and safety interventions in the year 2024-2025, and reporting on activities in the 2023-2024 year.

Following consideration, the Committee unanimously resolved to:

- (1) Adopt the service plan for food safety (as at appendix 1 of the report).**
- (2) Adopt the intervention plan for health and safety (as at appendix 2 of the report).**
- (3) Agree to receive revised food and health and safety plans for the year 2025-2026 at a date in 2025.**

18 CLIMATE CHANGE ACTION PLAN (2025-2029)

The Committee received a report presenting the Council's second Climate Change Action Plan and seeking support for its adoption.

Following consideration, the Committee unanimously resolved to:

- (1) Approve and adopt the Climate Change Action Plan 2025-2029 set out in Appendix 1 of the report.**

19 TREE MANAGEMENT PLAN PROGRESS UPDATE

The Committee received a report providing an update on the progress of delivering the Council's Tree Management Plan.

The Committee considered the following matters:

- a) **On-Street Tree Planting.** A Member enquired as to whether roads in the Borough lacking tree cover could be identified for tree planting where appropriate in order to provide shade for people in areas that experience intense heat. The matter was noted by the Environment and Sustainability Officer – he explained that in the case of on-street tree planting, Surrey Highways predominantly held the responsibility.

Following consideration, the Committee unanimously resolved to:

- (1) **Consider and note the progress made on the delivery of the Council's Tree Management Plan over the past 18 months.**

20 TREE PLANTING FEES & CHARGES POLICY - 9 MONTH REVIEW

The Committee received a report providing a review of the delivery of the Council's Tree Planting Fees & Charges Policy.

The Committee considered the following matters:

- a) **Review of Charges.** In response to a Member, the Head of Place Development stated that if he believed in his professional opinion that the charges for the tree planting service were too high or too low, then the matter could be brought to Committee in future with a recommendation to vary the charges.
- b) **Donated Trees.** A Member enquired as to whether the Council could accept and plant trees donated by third parties. The Head of Place Development stated that, in such circumstances, the Council would not charge for the planting of such a tree if it was proposed to be planted on approved land as identified within the Tree Management Plan and was compliant with the terms and regulations set out in said plan.

Following consideration, the Committee unanimously resolved to:

- (1) **Consider and note the 9-month review of Council's Tree Planting Fees & Charges Policy.**

21 HOOK ROAD CAR PARK INTERIM OPTIONS FOLLOW UP PAPER

The Committee received a report seeking to identify funding for a pay and display interim option at Hook Road Car Park or for the Committee to opt for a RingGo solution only.

The Committee considered the following matters:

- a) **Costs Associated with Option 1 of the Report.** In response to a Member, the Parking Manager stated that, of the three options presented in the report, option 1 for Ringo only, would incur the least cost to the Council in terms of installation of the payment machines and administration of payments. He explained that, regardless of which option

was decided, the entry/exit barriers would need to be removed, with alternative speed restriction measures being put in place.

- b) **Income Implications of a Cashless Car Park.** The Committee noted that, excluding permit-holders, 81% of Hook Road car park users currently paid by card. The Committee considered the implications of the potential loss of income from the 19% who currently paid by cash, should the Committee opt for a Ringo only option. The Parking Manager stated that it was estimated that Hook Road car park would not see a substantial reduction in income, and predicted that many of the 19% would transition to the new payment method.
- c) **Alternative Car Parks for Cash Payers.** In response to a Member, the Parking Manager stated that, should the Committee opt for the Ringo only option, people who wish to pay cash would be able to use Depot Road and Upper High Street car parks, which were priced comparably with Hook Road car park. He stated that both car parks, although popular, would have ample capacity to accommodate additional users in the event that the 19% of Hook Road car park users who pay cash displace to those car parks.
- d) **Ringo Car Park Charges.** Following a question from a Member, the Parking Manager confirmed that, should the Committee opt for a Ringo only option, the charge for the car park would be agreed by the Committee as usual, with Ringo adding a 20p on top for use of their service. The Chair stated that the Car Park Working Group would be meeting next month to discuss car park charges.

Following consideration, the Committee unanimously resolved to:

- (1) Proceed with Option 1, as identified in Section 4 of the report.**

22 2025/26 BUDGET TARGETS

The Committee received a report informing the Committee of the Council's revenue budget targets presented to the Strategy & Resources Committee in July, and seeking guidance on the preparation of the Committee's service estimates for 2025/26.

Following consideration, the Committee resolved (5 for, 1 against, and 1 abstaining) to:

- (1) Note the implications of the budget targets presented to Strategy & Resources Committee on 23 July 2024.**
- (2) Support the changes to services and savings previously identified in Table 1 of the report and that these are included within the budget presented to this Committee in January 2025.**

- (3) Consider how additional income or savings can be generated to address the projected Council wide funding gap of £573,000 in 2025/26, rising to £720,000 per annum by 2028/29.
- (4) Note that owing to the Council's projected budget deficit, any additional new revenue growth items (i.e. service enhancements resulting in increased net expenditure) supported by Policy Committees will need to be fully funded from existing budgets.

23 URGENT DECISIONS

The Committee received a report on the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with the requirements of the Constitution.

Following consideration, the Committee resolved (5 for, and 2 against) to:

- (1) **Note the urgent decisions taken and the reasons for those decisions, since the last meeting of the committee.**

24 TENNIS COACHING CONTRACTS

Prior to the Committee's consideration of the Tennis Coaching Contracts report, Councillor Julie Morris retired from the Chamber.

The Committee received a report seeking authorisation for officers to negotiate and sign Parks Tennis Coaching Contracts.

The Committee considered the following matters:

- a) **Barclays Free Parks Tennis Availability.** In response to a Member, the Assistant Head of Service (Streetcare) confirmed that the Barclays Free Parks Tennis scheme was available to everyone, not just to residents of the borough.

Following consideration, the Committee unanimously resolved to:

- (1) **Nominate and authorise the Head of Operational Services, and the Interim Assistant Head of Service – Streetcare, to negotiate and enter into Tennis Coaching Contracts on behalf of Epsom & Ewell Borough Council.**

The meeting began at 7.30 pm and ended at 8.48 pm

COUNCILLOR LIZ FROST (CHAIR)

ALTERNATIVE TRANSPORT COUNCILLOR CHAMPION ANNUAL STATEMENT 2024/25

Head of Service:	Justin Turvey, Head of Place Development
Report Author	Dan Clackson
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Annual Statement of the Alternative Transport councillor champion

Summary

To report to the committee the annual statement of the Alternative Transport councillor champion.

Recommendation (s)

The Committee is asked to:

- (1) Receive and note the annual statement of the Alternative Transport councillor champion.**

1 Reason for Recommendation

- 1.1 Section 8.3.1 of Annex 2.1 of the Operating Framework requires councillor champions to produce an annual statement to the relevant policy committee. This report presents the annual statement of the Alternative Transport Councillor Champion to the committee in compliance with that requirement.

2 Background

- 2.1 Councillor champions are appointed annually by the Council in accordance with Annex 2.1 of the Operating Framework, to promote the cause for which they are a champion.
- 2.2 Section 8.2 of Annex 2.1 sets out that councillor champions will achieve this through:

- i. Being outward-facing, enthusiastic, and focused on raising the profile of the area they champion.
 - ii. Developing in-depth knowledge and understanding of the issue(s) they champion.
 - iii. Using their in-depth knowledge to support the relevant committee Chair(s) and Vice Chair(s).
 - iv. Represent their area both within and outside the council, in line with council policies.
 - v. Engaging relevant stakeholders to include them in the council's work.
 - vi. Acting as an advocate or spokesperson for the council's business and activities.
 - vii. Providing positive support, and on occasions, constructive challenge to officers in driving forward the council agenda on relevant issues.
 - viii. Acting as the council's representative on relevant external bodies where appointed to by the council.
 - ix. Encouraging communications and positive action over the issue(s) they represent.
- 2.3 The annual statement of the Alternative Transport councillor champion, Councillor Tony Froud, is attached at appendix 1 to this report. The statement is presented to this Committee as it falls within the committee's terms of reference.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 No comments are provided on councillor champion annual statements.

3.2 Crime & Disorder

3.2.1 No comments are provided on councillor champion annual statements.

3.3 Safeguarding

3.3.1 No comments are provided on councillor champion annual statements.

3.4 Dependencies

3.4.1 No comments are provided on councillor champion annual statements.

3.5 Other

3.5.1 No comments are provided on councillor champion annual statements.

4 Financial Implications

4.1 No comments are provided on councillor champion annual statements.

4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 No comments are provided on councillor champion annual statements.

5.2 **Legal Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** No comments are provided on councillor champion annual statements.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on councillor champion annual statements.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on councillor champion annual statements.

6.5 **Partnerships:** No comments are provided on councillor champion annual statements.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Representation on External bodies, report and minutes of Council meeting 14/05/2024

Other papers:

- Annex 2.1 of the Operating Framework – Further information on Councillors

- Appendix 3 of the Constitution – Terms of Reference of the Full Council and Committees

**ANNUAL STATEMENT OF THE ALTERNATIVE TRANSPORT COUNCILLOR
CHAMPION 2024/25**

Councillor Tony Froud

Alternative Transport Councillor Champion

As an experienced road and off-road cyclist, over many years, I see my role as alternative transport champion as not only promoting the benefits of cycling but also encouraging the use of borough and district walking and cycling facilities. I've engaged with formal groups, social groups, and other members, to encourage their use and enable improvements of these resources.

I am a member of several different cycling groups and a keen solo cyclist and have engaged on a social level, in arranging tours using the around the borough bike ride. The "Around the borough bike ride" is an all-weather, walking and cycling route outlining the perimeter of the Borough. It takes in Natures reserves at Horton, Epsom common and the Hogsmill, as well as Nonsuch Park and Epsom Downs. Of particular interest is the recently completed Chamber Mead Wetland conservation works along the Hogsmill river, where 80 species of birds have now been identified and the scarce Bearded Reeling has now been observed for the first time. The route promotes the green spaces and environmental biodiversity of Epsom and Ewell at its absolute finest, and I would urge all readers of this report to sample the mental health and conservation benefits, this route provides.

In engaging with County councillors, I have also sought to further promote, where appropriate, the economic benefits of recreational walking and cycling to local communities. This has brought in visitors and revenues to support local business and catering outlets, who benefit from the increased footfall. Brought to prominence by the 2012 Olympics, Boxhill is a great example of this. It is now on the map as a nationally renowned centre for Cycling Enthusiast. Bringing in riders from all over the region to experience the challenging rides and beautiful scenery, providing an additional boost to the local economy.

In addition to the local cycling routes, that I am aware of since taking on the role of Alternative transport Champion, I have also attended the engagement sessions initiated by Surrey County Council, to support the Local Cycling and Walking Infrastructure Plan. LCWIP is a ten-year national plan, designed to focus on strategic network connections within each district and aims to create wider walking and cycling networks within the boroughs. Improving accessibility to key destinations such as shops, transport hubs and places of work, each LCWIP will identify where to prioritise investments, to create and enhance these walking and cycling networks. Incorporating the objectives of safety, directness, comfort, attractiveness, and adaptability to make these networks as usable as possible.

Pedestrian access is of a high importance to residents. The maintenance of pavements and footways is of particular concern, as issues of safety can emerge if repairs are overlooked. I have determined, by engaging with Surrey County councillors, that pedestrian facilities are given the highest priority. By ensuring repairs are logged and implemented and improving pedestrian access to encourage their usage, the results can only have a positive effect of the Boroughs carbon footprint. By liaising with Surrey councillors, I have ensured that resources can be directed to the most pressing of cases. As a pertinent theme, SCC can maintain 100 meters of pavement for every 1 meter of road surface

Funding for Pavements across the borough will usually derive from SCC's capital maintenance budget. The funding for each project will depend on the repair option chosen. For instance, replacing paving slabs will often require more investment than a bitumen tarmac or slurry mix replacement. It is therefore Important to identify the correct repair option at a local level, where an input from an alternative transport perspective, can be invaluable. In addition, where viable, the implementation of joint Cycling/Pedestrian Footways without this input, can create conflicts of interest.

Public transport, although not necessarily considered alternative transport, can often influence, or affect it. For this reason, I've chosen to include certain aspects of it in this report:

Bus – As a resident of Langley Vale, I am constantly aware of the inconveniences of a challenging bus service. I have therefore promoted the benefits of more frequent and accessible bus services, to the wellbeing of the borough. I've attended neighbourhood and transport forums and worked with local and Surrey councillors to progress service improvements.

Train - Epsom is a key hub with great connectivity into London with Southwest Trains and Southern Trains. Attending the forums provided by the train companies and working with fellow borough councillors to effectively lobby for increased frequency of peak time trains and to bring greater train capacity back to Epsom to reflect pre-COVID service levels. As a Stoneleigh Councillor, I've taken a keen interest to the Improvements of Stoneleigh Station. Step free access have now been provided and thanks to the efforts of Local Councillor Hannah Dalton, we keenly await its official opening in the new year. In addition, I've also subscribed to the South Western Railway Stakeholders circulation and have been constantly updated with developments.

As a committee member of the Stoneleigh and Auriol Neighbourhood Forum, I have been involved with drafting of the Borough's only neighbourhood plan. This is a comprehensive report that sets out to provide guidelines to planners when considering planning applications from developers and as such, sits within, and aligns to, the local plan. In consultation with other committee members and Planning Officers, SANF has set out Policy Guidelines relating to the Plan's Transport section. Here it defines that:

- All new multi-residency developments should provide an area for cycle storage, which should be easy to use and conveniently located.
- All other developments will include cycle parking spaces, in accordance with Local Plan standards.
- The sections community guidelines set out the measures the plan should priorities. From an Alternative Transport viewpoint these include:
- Improvements to footpaths, alleyways, and roads, ensuring surfaces are smooth and hazard free.
- Improvements to walking and cycling routes, linking the neighbourhood to nearby parks, villages, and town centres.
- The creation of new dedicated cycle lanes and routes, where appropriate.
- Improvements to public transport with more frequent buses to Worcester Park and Epsom and more frequent trains, returning the services to at least the pre covid levels.

In General Terms, my role has involved engaging with Interest groups, forums, Local authorities, and different stake holder groups to promote and contribute to the many varied aspects of alternative transport. In specific terms, I've consulting with borough and Surrey Councillors, and Officers, to firstly understand stakeholder requirements and then to formulate, promote and progress any necessities that may emerge

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GRAVE LEASE EXTENSIONS

Head of Service:	Ian Dyer, Head of Operational Services
Report Author	Dan Clackson, Samantha Whitehead
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix One – Benchmarking Data

Summary

This report proposes updates to the Burial Policy for Epsom Cemetery, including the extension of expiring grave leases for an additional 25 years, an adjustment of the standard lease duration from 40 to 75 years, and the halting of both the sale of 11-foot graves and the practice of pre-purchasing graves.

Recommendation (s)

The Committee is asked to:

- (1) **Agree to extend expiring grave leases for an additional 25 years, with charges set at £350 for residents and £500 for non-residents as from 1 April 2025.**
- (2) **Agree to adjust the standard lease duration from 40 year to 75 years, with a 15% increase in current charges as from 1 April 2025.**
- (3) **Agree to halt the sale of pre-purchasing graves for future use effective immediately.**
- (4) **Agree to halt the sale of 11 foot graves effective immediately.**

1 Reason for Recommendation

- 1.1 The recommendations address the urgent need for a clear and structured approach to managing expiring grave leases.

- 1.2 Given the growing number of expiring graves, extending lease terms and adjusting the standard lease duration ensures upkeep of burial space while generating necessary revenue to cover the increase in administration duties and upkeep of expired memorials which will return to the borough to maintain if Grantees (grave owners) cannot be traced or choose not to extend their grave leases.
- 1.3 Stopping the sale of future use graves and the practice of digging 11 foot graves, brings the Council in line with neighbouring authorities and addresses health and safety concerns associated with accessibility and working in confined spaces.

2 Grave Lease Extensions

- 2.1 Over the years Epsom & Ewell Borough Council have offered various grave lease terms. Analysis of the cemetery database reveals many old leases were sold in perpetuity, and in more recent years they have been sold for terms of 100, 50 and currently 40 years.
- 2.2 It is the leases which were sold for 50 year terms which are now beginning to expire, with approximately 1000 leases due to expire over the next 10 years.
- 2.3 Last year 91 leases expired, and the Council temporarily extended these leases for a period of 12 months to provide time for investigation, bench marking and decision making.
- 2.4 It is worth noting that out of the 91 Grantees who were contacted by post, 36 letters were returned to the Council as not known at the address, leaving 55 delivered. Of the 55 delivered, the Cemetery team received around 10 telephone enquiries.
- 2.5 It is therefore likely that offering extensions may only see a handful each year taking up the offer of extension with most expiring.
- 2.6 To encourage Grantees to renew the lease the proposed fee must be moderately priced.
- 2.7 If the Grantee cannot be contacted after reasonable effort has made, or decides not to renew the lease, then the grave rights and responsibility returns to the charge of Epsom & Ewell Borough Council and the borough assumes the responsibility for any memorial which has been placed on the grave. The borough then has the legal right to decide if the memorial is kept in situ, laid flat, or removed and disposed of if it becomes unsafe. Reasonable efforts to contact the Grantee must be recorded before removal of any memorial is agreed.
- 2.8 Reasonable efforts to contact the Grantee are defined as, phone call, email, postal communications, and a notice on the grave which will be left in place for a period of six months.

3 Re-using reclaimed graves

3.1 The Local Authorities Cemeteries Order 1977 is a piece of legislation in the UK that provides local authorities with the legal framework to manage cemeteries and burial grounds. It outlines the powers and responsibilities of local councils regarding the establishment, maintenance, and regulation of cemeteries, including the following key points:

- **Burial Rights:** The Order allows local authorities to grant exclusive rights of burial also known as grave lease, specifying how long these rights can be held and the conditions under which they may be reclaimed. An Exclusive Right of Burial is essentially a legal permission granted by a burial authority that allows an individual known as a Grantee to decide on whose remains are placed in a specific grave or burial plot. This right means that no one else can be buried in that grave without the permission of the person who holds the right. It does not mean that the individual owns the land itself; rather, they have the exclusive right to be buried there for a specified period, usually not exceeding 100 years.
- **Management and Maintenance:** It establishes requirements for the management of cemeteries, including the maintenance of records, oversight of burials, and the care of grave spaces.
- **Reclamation of Graves:** The Order provides guidelines for reclaiming graves that have not been used for a specified period, allowing authorities to reuse burial space when appropriate conditions are met.
- **Regulations and Fees:** The legislation also covers the setting of fees for burial services and the establishment of rules regarding the conduct of burials, memorials, and cemetery operations.

3.2 Under the Local Authorities Cemeteries Order 1977, burial authorities may reclaim the rights in reserved graves purchased at least 75 years ago if the rights of burial have not been exercised and the relevant notice has been given. This means that if individuals have pre-purchased graves that have not been used for 75 years, the local authority can legally reclaim the grave, if necessary, once the reserved period has expired. However, many of the very old graves in Epsom Cemetery were sold in perpetuity, so the local authority would not have the legal right to reclaim them solely due to lack of use for 75 years.

- 3.3 London burial authorities have some additional powers. In specified circumstances, they may reclaim a private grave (a grave in respect of which an exclusive right of burial has been purchased) and then use the remaining space in it for the purpose of further burial, where the burial rights have not been exercised for 75 years or more and notice has been published. This process would not disturb any existing remains in the grave. London burial authorities also have power to disturb remains in private graves older than 75 years for the purpose of deepening the grave to allow further burials to take place.
- 3.4 Outside of London there is no legal framework to give local authorities the power to disturb remains.
- 3.5 Our current regulations state the following “The Grant of Exclusive Right of Burial for a Grave Space is issued for an initial period of forty years but may be extended on expiry for a further period on payment of a nominal sum, but under current legislation such further period cannot exceed 100 years.”.

4 Charging Structure for Burials

- 4.1 In line with most other local authorities, Epsom & Ewell Borough Council have adopted a three part charging structure for burials at Epsom Cemetery. Epsom & Ewell’s policy charges a reduced rate for residents of the borough. The three main costs are as follows:
- **Exclusive Right of Burial Fee:** To bury someone at Epsom Cemetery you need to purchase an Exclusive Right of Burial currently for a 40-year lease term. This means that the Grantee (grave owner) can bury coffins and/or cremated remains in the grave within the 40-year period. This is a one-off charge. The person that purchases the Exclusive Right of Burial becomes the Grantee, this means that no-one can be buried in the grave, place a memorial item on the grave or carry out remedial works without written consent from the Grantee and approval from the Cemetery Superintendent. This fee pays for the burial space and helps towards the cost of management, administration, and general upkeep of the cemetery. Once the grave lease expires, no further burials will be permitted in the grave, even if there is still burial space remaining.

- **Interment Fee:** The next cost is for the interment (burial) of a coffin/cremated remains into the grave space. When you bury the first person in the grave you need to decide how deep you would like the grave dug to, currently we have four options: 5ft - one burial, 7ft - two burials, 9ft - three burials or two American style caskets or 11ft - four burials. In addition to the coffin burials, you may have up to six cremated remains buried in the same grave space. The fee payable depends on the depth you select at this stage. This fee pays for the costs associated with digging the grave, cemetery management and administration, and general upkeep of the cemetery. Any future interments into the grave space will incur additional interment costs.
- **Memorial Permit:** Before any memorial can be placed on a grave, the Grantee must appoint a Stone Mason, who needs to apply to the Cemetery Team for a Memorial Permit. A Memorial Permit in the UK is an official authorisation issued by local authorities for the installation of memorials such as gravestones, plaques, or other commemorative structures in cemeteries or designated memorial areas. The permit process ensures that the memorial complies with relevant legislation and Epsom & Ewell Borough Council's regulations regarding dimensions, materials, inscriptions, and positioning to maintain the site's integrity and aesthetics. Applicants need to submit a detailed proposal for the memorial, which is reviewed by the Cemetery team for approval.

A fee is charged for a memorial permit, and this will vary depending on the size and scale of the memorial. The memorial fee contributes to the cost of administration of the permits, checking memorials comply with the terms of permit once in situ, and the five-year rolling programme of safety testing. During the lease term (currently 40 years) the memorial belongs to the Grantee, and they are legally responsible for all repairs to the structure and any additional accoutrements that are placed on the grave. Once the grave lease expires, the memorial becomes the legal property of Epsom & Ewell Borough Council who have the legal right to decide if the memorial is kept in situ, laid flat, or removed and disposed of if it becomes unsafe. Reasonable efforts to contact the Grantee must be recorded before removal of any memorial is agreed.

5 Proposal for Grave Lease Extensions

- 5.1 Officers have conducted a bench marking exercise of the Surrey districts and boroughs and a sample of other local authorities across the country. Whilst length of lease extension and the models for charging vary quite widely, the findings have concluded that a 25 year lease extension at a cost of £350 for residents and £500 for non-residents appears to be the average. Bench-marking data can be found at appendix one.

6 Proposal for New Grave Leases

- 6.1 Based on data analysis the findings also suggest that grave leases ranging from 50 to 100 years are now the standard offer from most local authorities.
- 6.2 Therefore, it is recommended that from April 2025 all new leases are issued for a period of 75 years with an uplift of 15% from the current fees rather than the standard 6% annual increase to compensate the Council for the additional lease term.
- 6.3 Whilst this increase in cost places some of our premium grave spaces at the higher end of the local market, Officers feel that we are able offer grave space at different price points to accommodate varying budgets.
- 6.4 The table below illustrates current costs for graves at Epsom Cemetery and proposed costs if the new lease term and associated increase is implemented:

Grave Type/Location	24/25 (Non-Resident)	25/26 (Non-Resident)	24/25 (Resident)	25/26 (Resident)
Front Row Traditional	£7,977	£9,174	£4,102	£4,717
Traditional/Faith (Other Rows)	£4,250	£4,888	£2,178	£2,505
Butterfly Lawn Section (Baby Grave)	£1,214	£1,396	£1,214	£1,396
Garden of Remembrance (Cremated Remains)	£1,375	£1,581	£710	£817
Pergola Plot	£7,897	£9,082	£4,065	£4,675
New Lawn Section	£3,652	£4,200	£1,887	£2,170

7 Pre-purchase of Future Use Graves

- 7.1 It is proposed that the practice of selling graves for future use will be discontinued to ensure compliance with health and safety regulations and to future-proof the Council's income.
- 7.2 Over the years, many families have pre-purchased burial plots for future use. The income generated from the sale of these exclusive rights of burial has been attributed to the financial year in which they were purchased, rather than when they are actually utilised. As families now begin to exercise their rights to these pre-purchased graves, this has adversely affected our ability to sell new grave spaces at current market rates.

- 7.3 In addition, to the impact on our revenue budget, our grounds maintenance operatives have raised concerns that accessing pre-purchased graves is becoming increasingly difficult. When the grave was originally purchased there may have been plenty of space around the grave, however as the surrounding graves have been sold and used, pre-purchased graves can only be opened by manually digging rather than the use of a mechanical digger. Manually digging hard, chalk soil, in a confined space is costly, labour intensive and can lead to musculoskeletal injuries, in accordance with HSE guidance it is always recommended that we design out risks where practicable. Halting the sale of pre-purchased graves would help to achieve this over the longer term.

8 11 foot Graves

- 8.1 We currently offer four digging depths: 5 feet suitable for one burial, 7 feet for two burials, 9 feet for three burials or two burials in an American style casket, and 11 feet for four burials.
- 8.2 Under UK legislation, 11 feet is the maximum depth for a burial; however, there is no minimum depth. The Ministry of Justice recommends a minimum of two feet of soil between the coffin lid and ground level.
- 8.3 As outlined in paragraph 6.3, concerns have been raised regarding accessibility when digging to 11 feet, particularly the difficulty of using a mechanical digger for this depth. The digger arm does not fully reach 11 feet, requiring the remaining depth to be dug by hand using a handheld Kango drill (also known as a demolition hammer or breaker) which is extremely heavy to lift in and out of the grave space. This type of drill operates at a high vibration which means that it can only be used for a short period of time to avoid causing hand arm vibration injuries.
- 8.4 A benchmarking exercise conducted among Surrey districts and boroughs revealed that the majority now only dig to 7 feet. Based on this, the proposal is to withdraw 11-foot graves from Epsom Cemetery effective April 2025.

9 Risk Assessment

Legal or other duties

9.1 Equality Impact Assessment

- 9.1.1 The proposed changes to burial space management and lease extensions are expected to have no negative impact on any specific demographic group. We have ensured that both residents and non-residents have fair access to burial rights and the lease extension options. Additionally, fees and charges have been set at reasonable rates to ensure that they do not disproportionately impact low-income families or specific community groups.

9.1.2 There is no specific religion, faith, or cultural group that universally requires a grave to be dug to a depth of 11 feet and there are no cultural or religious reasons necessitating a grave to be pre-purchased other than a desire to keep family members together in certain areas of the cemetery, which will always be accommodated where possible.

9.2 Crime & Disorder

9.2.1 None for the purpose of this report

9.3 Safeguarding

9.3.1 None for the purpose of this report

9.4 Dependencies

9.4.1 None for the purpose of this report

9.5 Other

9.5.1 None

10 Financial Implications

10.1 There are several financial implications contained in this report. Whilst it is predicted that there will be small income stream from grave lease extensions this will need to offset the increase in administration duties associated with grave lease renewals.

10.2 The 15% increase in Exclusive Right of Burial Fees will generate 9% additional income above the 6% Medium Term Financial Strategy target increase. This income will need to offset the costs in assuming responsibility of the graves which return to the borough's care when leases expire and are not renewed.

10.3 It is important to highlight that while these measures may generate additional income, there are also costs associated with administrative duties and the management of expired leases.

10.4 The cessation of pre-purchasing graves will benefit cashflow as burial rights will be sold at market rates at the time of interment.

10.5 Halting the practice of digging to 11 feet will necessitate the purchase of additional grave space for those wishing to bury more than three individuals.

10.6 **Section 151 Officer's comments:** The financial implications are within the body of the report.

11 Legal Implications

- 11.1 The legal implications are set out in the body of the report with emphasis on section 3 which discusses the Council's legal duties in relation to the Local Authorities Cemeteries Order 1977.
- 11.2 If the committee agrees to the proposals outlined in this report, a new set of cemetery regulations and charges will need be prepared to reflect the changes set out in this report.
- 11.3 **Legal Officer's comments:** The legal implications are set out in the body of the report.

12 Policies, Plans & Partnerships

- 12.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Effective Council
 - Safe and Well
- 12.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 12.3 **Climate & Environmental Impact of recommendations:** none
- 12.4 **Sustainability Policy & Community Safety Implications:** These recommendations ensure sustainability of the Council's burial service.
- 12.5 **Partnerships:** None

13 Background papers

- 13.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None

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Surrey District and Boroughs Benchmarking Data

D & Bs	Length of Lease	Res/Non Res Rates	Most Expensive Grave Resident Price *	Length of Extension	Cost of Ext Res	Cost of Ext Non-res	Max Grave Depth	Allow Sale of Future Use Graves	
Elmbridge	99	no	2125				7ft	No	
Epsom & Ewell	40	yes	4102				11ft	Yes	
Guildford	30	yes	2550	5	430	850	7ft	Only in certain areas and only to 5ft (one burial)	
Mole Valley	50	yes	1650				5ft	No	
Reigate & Banstead	50 or 100	no	1789 – 100 year lease	50	367	367	7ft	Yes	
Runnymede	100	no	2885	25	303	303	7ft	No	
Spelthorne	100	yes	2241				7ft	No	
Surrey Heath	No council owned cemeteries in the borough								
Tandridge	Not stated	yes	2387				7ft	No	
Waverley	Not stated	yes	1,630				7ft	Only in certain areas and only to 5ft (one burial)	
Woking	50 or 100	no	4883 – 100 year lease	25	350	350	7ft	Yes	

Grave Lease Extension Examples from Other Local Authorities around the Country:

Local Authority		Length of extension offered and cost	
Bexley Heath	Term of lease	Res	Non-res
	10 year lease	£702	£2,084
	30 year lease	£2,274	£6,080
	50 year lease	£3,530	£9,650
	75 year lease	£5,018	£13,709
Doncaster	Legally, graves cannot be sold for more than 100 years. However, as the remaining lease period reduces, owners have the opportunity to buy subsequent lease periods of 50 or 75 years as long as the total ownership at any time does not exceed 100 years.		
Gateshead	Exclusive rights of burial - extensions to lease - An extension to the exclusive rights of burial can be purchased only on expiry of the initial lease. The period of the exclusive rights of burial in total must not exceed 90 years.		
	Full grave 20 year extension		£352
	Full grave 30 year extension		£529
	Full grave - 40 year extension		£704
	Cremated remains section - 20 year extension		£206
	Cremated remains section - 30 year extension		£308
	Cremated remains section - 40 year extension		£412
	Children's section grave - 20 year extension		£206
	Children's section grave - 30 year extension		£308
Children's section grave - 40 year extension		£412	
LB of Greenwich	Extension of right to use the grave for ten years	Res	Non-res
		£586	£2,344
Reading	Extension of Exclusive Rights of Burial for an additional 10 years on a Lawn Grave (Trebled for out of borough) to the maximum period allowed		£250
	Extension of Exclusive Rights of Burial for an additional 15 years on a Lawn Grave (Trebled for out of borough) to the maximum period allowed		£375
	Extension of Exclusive Rights of Burial for an additional 25 years on a Lawn Grave (Trebled for out of borough) to the maximum period allowed		£625

	Extension of Exclusive Rights of Burial for an additional 10 years on a Traditional Grave (Trebled for out of borough) to the maximum period allowed		£335
	Extension of Exclusive Rights of Burial for an additional 15 years on a Traditional Grave (Trebled for out of borough) to the maximum period allowed		£500
	Extension of Exclusive Rights of Burial for an additional 25 years on a Traditional Grave (Trebled for out of borough) to the maximum period allowed		£840
	Extension of Exclusive Rights for each additional 10 years on a Cremated Remains Grave (2 person) (trebled for out of borough) to the maximum period allowed		£135
	Extension of Exclusive Rights for each additional 15 years on a Cremated Remains Grave (2 person) (trebled for out of borough) to a maximum period allowed		£213
	Extension of Exclusive Rights for each additional 25 years on a Cremated Remains Grave (2 person) (trebled for out of borough) to a maximum period allowed		£348
Southend on Sea	Extension of Burial Rights 25 years		£660.50
Trafford	Lease extension - 5 years		£55
	Lease extension - 10 years		£100
Medway	Service offered	Res	Non- Res
	Extension to Exclusive Right of Burial (EROB): Full grave 20 years	£753	£1,506
	Extension to EROB: Full grave 49 years	£1,863	£3,726
	Extension to EROB: Full grave 69 years	£2,548	£5,096
	Extension to EROB: Cremated Remains grave 20 years	£493	£986
	Extension to EROB: Cremated Remains grave 49 years	£753	£1,506
	Extension to EROB: Cremated Remains grave 69 years	£1,178	£2,356

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SURREY RIGHTS OF WAY IMPROVEMENT PLAN

Head of Service:	Justin Turvey, Head of Place Development
Report Author	Justin Turvey
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Draft Response to Surrey County Council consultation Appendix 2 - Surrey Rights of Way Improvement Plan, Consultation Draft November 2024

Summary

Every council that is responsible for public rights of way must have a Rights of Way Improvement Plan which sets out how public rights of way meet the needs of the public now and in the future.

Surrey County Council have published a ‘Surrey Rights of Way Improvement Plan’, Consultation Draft for comment. This would be the third version of the Plan, the last version of the Plan being adopted in 2014. The consultation on the draft Plan closes 9th February 2025.

The consultation document is split into 11 objectives. Proposed comments on the consultation are attached at Appendix 1.

Recommendation (s)

The Committee is asked to:

- (1) Note the contents of the consultation.**
- (2) Approve the draft response (attached at Appendix 1).**

1 Reason for Recommendation

- 1.1 The Surrey County Council ‘Surrey Rights of Way Improvement Plan’, Consultation Draft November 2024 was published on 15th November. The consultation closes 9th February 2025.

- 1.2 The Rights of Way Improvement Plan is a strategic document by SCC rather than a detailed one and contains no specific proposal affecting rights of way within the Borough. However; as document it does contain information regarding SCC's strategies for rights of way and is therefore presented to this committee for consideration.

2 Background

- 2.1 Every local highway authority must, by law, produce a Rights of Way Improvement Plan (ROWIP). The ROWIP should set out the council's strategic goals and priorities for public rights of way. SCC are the highway authority for Epsom & Ewell.

- 2.2 ROWIPs must be reviewed every ten years, and once adopted, the consultation document will become Surrey's third Rights of Way Improvement Plan, superseding the 2014 Plan.

- 2.3 ROWIPs are required to:

- Refer to other relevant plans and strategies that may affect use of the network, including Local Plans; healthy living; leisure; tourism; transport and community strategies
- Assess where the existing rights of way network is considered to be deficient and where it could be changed to better reflect current needs
- Assess the extent to which the rights of way network is accessible to blind and partially sighted people and those with mobility problems
- Indicate how any identified deficiencies could be remedied

- 2.4 The consultation draft of the ROWIP identifies 11 objectives:

- Objective 1: To improve our understanding of the needs of all our users, including those presently under-represented, to make sure that the rights of way network continues to evolve to meet their current and future needs.
- Objective 2: That the network is as accessible as possible to as many people as possible, regardless of their physical mobility, disability, ethnicity, age, income or other factors, through working with partners, improving the quality of the network and providing information.
- Objective 3: To maintain the network in the best possible condition, prioritising safety and targeting maintenance to where there is the greatest need.

- Objective 4: To improve the condition of the public rights of way network through supporting others with a responsibility towards public rights of way, including landowners.
- Objective 5: To uphold the council's legal duties to provide an up-to-date definitive map and statement which is accessible to the public, and to execute other work streams in relation to legal work to record, protect and vary public rights of way, in order to underpin the objectives and actions in this Rights of Way Improvement Plan.
- Objective 6: To ensure that development does not impact negatively on public rights of way or their users; that they are protected and any impacts on them are appropriately mitigated. This should be both within the development and in the wider catchment. Rights of Way requirements associated with Strategic sites should be included in Local Plans
- Objective 7: To improve the safety of our users in respect to the impacts of traffic, through seeking improved connections and crossings where there is the greatest need, working with partners on information and initiatives to improve safety and to increase active travel and liveable neighbourhoods.
- Objective 8: To ensure that public rights of way contribute to conserving and protecting the outstanding biodiversity, landscape and heritage of Surrey, whilst also providing opportunities to appreciate and understand them.
- Objective 9: To protect the network from and adapt to the impacts of climate change through improving our maintenance techniques, applying best practice, seeking to innovate, using new materials and improving our understanding of changing weather patterns and other impacts on the public rights of way network.
- Objective 10: To raise awareness of the public rights of way network and to support existing and new users with opportunities to find out about public rights of way, to explore them, to make the network a more welcoming place and to help people to find their way around.
- Objective 11: To encourage responsible use of the countryside, to increase understanding and consideration between users and to lessen impacts on landowners, their businesses and livestock

2.5 There consultation form contains questions relating to each objective. A suggested response to the questions is set out at Appendix 1, along with officer commentary and additional suggested comments under each question where considered necessary.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None for Epsom & Ewell Borough Council in consideration of the consultation. Surrey County Council have considered impacts, for example, in consideration of access to rights of way by under represented groups.

3.2 Crime & Disorder

3.2.1 None arising from this report.

3.3 Safeguarding

3.3.1 None arising from this report.

3.4 Dependencies

3.4.1 None arising from this report.

3.5 Other

3.5.1 None arising from this report.

4 Financial Implications

4.1 **Section 151 Officer's comments:** None for the purposes of this report.

5 Legal Implications

5.1 None arising from this report.

5.2 **Legal Officer's comments:** None arising from this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** None arising from this report.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None arising from this report.

6.4 **Sustainability Policy & Community Safety Implications:** None arising from this report.

6.5 **Partnerships:** This report relates to a consultation from Surrey County Council.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None.

Other papers:

- None.

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DRAFT RESPONSE

SURREY RIGHTS OF WAY IMPROVEMENT PLAN CONSULTATION DRAFT

Q1 - relates to personal details.
Q2 - relates to personal details.
Q3 - relates to personal details.

Q4. We have identified the following themes in the Rights of Way Improvement Plan. Do you agree or disagree with our four themes?

	Agree	Disagree	Not sure / no opinion
Theme 1: Public Rights of Way are for Everyone	X		
Theme 2: Maintaining and Protecting the Network	X		
Theme 3: Future Surrey	X		
Theme 4: Communications and Partnerships	X		

Q5. To what extent do you agree or disagree with the objectives for Theme 1: Public Rights of Way are for Everyone?

Objective 1: To improve our understanding of the needs of all our users, including those presently under-represented, to make sure that the rights of way network continues to evolve to meet their current and future needs.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 1		X				

Objective 2: That the network is as accessible as possible to as many people as possible, regardless of their physical mobility, disability, ethnicity, age, income or

other factors, through working with partners, improving the quality of the network and providing information.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 2	X					

Suggested additional comments:

It should be noted that close to 14% of Epsom & Ewell's population have a disability which limits day to day activities to an extent. It is welcomed that the Plan seeks to meet those needs, as well as those of underrepresented groups. People living with disabilities may be able to take part in equestrian activities and provision for recreational equestrianism should be further encouraged.

Q6. To what extent do you agree or disagree with the objectives for Theme 2: Maintaining and Protecting the Network?

Objective 3: To maintain the network in the best possible condition, prioritising safety and targeting maintenance to where there is the greatest need.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 3	x					

Objective 4: To improve the condition of the public rights of way network through supporting others with a responsibility towards public rights of way, including landowners.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 4	x					

Objective 5: To uphold the council's legal duties to provide an up-to-date definitive map and statement which is accessible to the public, and to execute other work streams in relation to legal work to record, protect and vary public rights of way, in order to underpin the objectives and actions in this Rights of Way Improvement Plan

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 5		x				

Suggested additional comments:

Re Objective 3: The Council supports the principle of maintaining and protecting the existing network. However, it should be noted that some Districts and Boroughs to the north of Surrey, including Epsom & Ewell, enjoy much less direct access to the network than other areas. It is therefore considered that as well as preserving the existing, opportunities should be sought to enhance access and opportunities for under-represented areas of the county.

Q7. To what extent do you agree or disagree with the objectives for the Theme 3: Future Surrey?

Objective 6: To ensure that development does not impact negatively on public rights of way or their users; that they are protected and any impacts on them are appropriately mitigated. This should be both within the development and in the wider catchment. Rights of Way requirements associated with Strategic sites should be included in Local Plans.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 6	x					

Objective 7: To improve the safety of our users in respect to the impacts of traffic, through seeking improved connections and crossings where there is the greatest need, working with partners on information and initiatives to improve safety and to increase active travel and liveable neighbourhoods.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 7	x					

Objective 8: To ensure that public rights of way contribute to conserving and protecting the outstanding biodiversity, landscape and heritage of Surrey, whilst also providing opportunities to appreciate and understand them.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 8		x				

Suggested additional comments:

Re Objective 7: See response to Q11 below in relation to impact of highway safety in respect of the racehorse training and racing industries.

Q8. To what extent do you agree or disagree with the objectives for the Theme 4: Communications and Partnerships?

Objective 9: To protect the network from the impacts of climate change through improving our maintenance techniques, applying best practice, seeking to innovate, using new materials and improving our understanding of changing weather patterns and other impacts on the public rights of way network.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 9		x				

Objective 10: To raise awareness of the public rights of way network and to support existing and new users with opportunities to find out about public rights of way, to explore them, to make the network a more welcoming place and to help people to find their way around.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 10	x					

Objective 11: To encourage responsible use of the countryside, to increase understanding and consideration between users and to lessen impacts on landowners, their businesses and livestock.

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Don't Know
Objective 11	x					

Suggested additional comments:

The Council supports the principle of maintaining and protecting the existing network. However, it should be noted that some Districts and Boroughs to the north of Surrey, including Epsom & Ewell, enjoy much less direct access to the network than other areas. It is therefore considered that as well as preserving the existing, opportunities should be sought to enhance access and opportunities for under-represented areas of the county.

Re objective 11: In relation to landowners, their businesses and livestock, it should also be noted that it is not just livestock/farmers that are affected by rights of way. Within Epsom & Ewell, and other Surrey Districts and Boroughs, the racehorse training and racing industries have an important role to play.

Surrounding Epsom racecourse itself are nationally important racehorse training grounds, which make a positive contribution to the economy and sporting heritage of the area. Epsom Downs supports the training of racehorses and it is considered that special regard should be given to the bridleways and training areas within The Downs to ensure that this special relationship is protected.

Epsom & Walton Downs is private land regulated by the Epsom & Walton Downs Regulation Act 1984, and associated bye-laws, which give the public the legal right for air and exercise but gives precedence to the Racing and Training industries. The Epsom & Walton Downs Conservators and Epsom & Ewell Borough Council have produced guidance for users of the Downs, and Downskeepers patrol the Downs to protect the area and help ensure the safety of all users.

Of particular concern is the potential for conflict, including accidents, between vehicles and horses at crossings, which has the potential to result in injury to horses, riders and drivers.

Whilst therefore the Council supports the aims of Objective 11, consideration of the objective should be widened to cover horse racing and training.

Q9. Please tell us below if you have any further comments.

Additional comments contained within answers above.

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Surrey Rights of Way Improvement Plan

Consultation Draft November 2024



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Liz Clark page 18, Gail Brownrigg page 20, LARA page 21, Trail Riders Fellowship pages 22 and 55, Epsom and Ewell Health Walks page 24, Steff Royston page 43, Avril Handley page 44

Foreword

I am delighted to introduce Surrey's third Rights of Way Improvement Plan. Surrey's public rights of way are an incredible asset that the Council looks after on your behalf. This plan sets out how Surrey County Council will protect, maintain and enhance them over the next ten years.

First, I would like to recognise the effort so many residents and stakeholders made to give us their views. We had an incredible response to our consultation, one of the highest ever received by the Council. This shows just how much you value your public rights of way. You told us how important they are for your quality of life, your health and wellbeing and for you to enjoy Surrey's outstanding natural environment.



Marisa Heath
Cabinet Member
for Environment

Public rights of way are a vital asset in delivering the Council's 'Surrey Way' and ensuring no one is left behind. We know we can do more to support everyone in our communities by making public rights of way as accessible as possible. You were clear this is an area you want us to focus on. You want us to maintain public rights of way, to cut back overgrowth, repair surfaces and provide better signage. You also told us that highway traffic and inconsiderate behaviour are concerns. These are all important areas we will work as 'one Council' to address.

We expect changes in development law to affect Surrey during the period of this plan. Where developments could impact existing public rights of way or provide the opportunity to create new ones, we will make sure we engage fully in the planning process, working with Local Planning Authorities to maximise opportunities to enhance them.

Public rights of way provide well-established links between our communities; often ancient in their origin. For over 35% percent of you they are important for commuting and using more sustainable methods to cars and roads. We want to support you in making this transition, especially for local short trips. When we source funding to improve and extend public rights of way, and link to other Highway networks, we will provide resource to deliver this.

We recognise we are working within a natural environment under threat from climate change and biodiversity loss. We have already made changes by using more sustainable and recycled materials. We will continue to adapt and consider how changes in our weather patterns, such as increased rainfall or hotter summers, will affect the condition of public rights of way.

Lastly, I would like to acknowledge the crucial input from our public rights of way volunteers. Every year the time given to rebuild bridges, reconstruct steps and help resolve issues on public rights of way is equivalent to nearly two full time officers. Working in all weathers, their essential contribution enables us to do so much more. Over the period of this plan, it means much, much more. I look forward to working with all residents and stakeholders to put this plan into practice.

Surrey's Rights of Way Improvement Plan

What is the Rights of Way Improvement Plan?

Every local highway authority must, by law, produce a Rights of Way Improvement Plan (ROWIP). It sets out the council's strategic goals and priorities for public rights of way. Rights of Way Improvement Plans must be reviewed every ten years and this is Surrey's third Rights of Way Improvement Plan.

Law and government guidance set out that the Rights of Way Improvement Plan must go further than meeting basic legal duties for maintaining public rights of way.

This Rights of Way Improvement Plan is an aspirational document. It is based on extensive engagement with stakeholders and the public, coupled with a thorough review of evidence.

Objectives and actions are set out for each of these themes.

The Rights of Way Improvement Plan is set out in four themes:

- Theme 1: Public Rights of Way are for Everyone
- Theme 2: Maintaining and Protecting the Network
- Theme 3: Future Surrey
- Theme 4: Communications and Partnerships

What are Public Rights of Way?

A public right of way is a public highway. In law a public right of way is part of, and connects with, the wider highway network. Although they are mainly in the countryside, there are public rights of way in towns and villages too. Together, we call this the public rights of way network. There are four types of public right of way:



Public footpaths – a public right of way only for pedestrians (including dog walkers, users of wheelchairs, mobility scooters and people with buggies)



Public bridleways – same users as public footpaths, and in addition can be used by horse riders and cyclists



Restricted byways – same users as public footpaths and bridleways, and in addition can be used by horse-drawn carriage drivers



Byways Open to All Traffic – a public right of way for all users, including motor vehicles

Assessment of Needs

To produce a Rights of Way Improvement Plans a full assessment of the needs of the public in using public rights of way must be carried out. This must consider use now and in the future.

The assessment must fully consider the needs of the wider public and not just those who already use public rights of way. It must also assess how rights of way can encourage exercise and recreation and support use by those who are blind or partially sighted or have mobility problems. The Rights of Way Improvement Plan must also set out a statement of action.

In reviewing the Rights of Way Improvement Plan we carried out a new assessment of evidence. We sought the views of the public and a wide range of stakeholders between December 2023 and September 2024.

- We carried out a public online survey, receiving 4273 responses.
- We contacted all 87 parish and town councils and 70% of them completed our survey.
- We contacted 158 stakeholder groups and organisations asking for their views.
- We contacted 26 councils within and neighbouring Surrey.
- We contacted 55 Residents' Associations.
- We held a briefing for Surrey County Council elected Councillors.
- We contacted the Country Land and Business Association and the National Farmers Union, circulated a survey to landowners and held a meeting with Surrey County Council tenant farmers.
- We held workshops with the Ramblers' Association (2 workshops), equestrians (3 workshops), off-road cyclists (1 workshop) and motorised vehicle users (1 workshop).
- We attended meetings with fora for people living with disabilities
- We attended a workshop at Camberley Mosque
- We sought the views of the Surrey Countryside Access Forum through meetings and a written representation
- We also reviewed an extensive evidence base.


Our engagement work has shown us how much people value public rights of way. The response to the public survey was amongst the highest of any carried out by Surrey County Council. Our engagement work has given us unprecedented understanding of what our customers, partners and stakeholders think.

The findings from the stakeholder and public engagement and the assessment of needs are contained in two evidence reports:


- Evidence Report 1 – Surveys and Stakeholders: This sets out the findings from our surveys and engagement work.

- Evidence Report 2 – Network and Needs: This sets out our assessment of the public rights of way network, provision for users and a review of the wider context of the Rights of Way Improvement Plan including other plans and wider objectives for Surrey.


Our Main Findings




We know that people value public rights of way for the quality of life and health and wellbeing benefits they bring. We also know that those who use public rights of way do so frequently and as part of their daily lives. This makes the Countryside Access Team an important frontline service delivering a resource that is used by many, every day. This was also demonstrated by the exceptionally high response to the public survey.




Surrey is a diverse county both in terms of people and in provision of rights of way. There is divide between, roughly, the north and south of the county. Generally there are more people, fewer rights of way, more traffic and poorer health outcomes in the north compared to the south. Going forward we need to consider how we respond.




We know that not everyone in the county uses public rights of way to the same degree. Younger people, people living with disabilities or poor health and those who identify their ethnicity as 'non-White' use public rights of way less and therefore do not benefit from them as much. We know there is more we can do to support them.




We know that the main priority for our users is for us to maintain public rights of way. They have told us that lack of maintenance, poor structures, lack of signage and, most frequently, overgrown vegetation has as impact on their use and enjoyment.




Surrey is one of the busiest counties and has 60% more traffic than the national average. The impact of high levels of traffic on the safety and enjoyment of public rights of way was raised by all users. We need to work with partners to seek ways to improve this.



Development planning is changing rapidly and could bring significantly higher levels of development to Surrey. We must be ready to respond to these changes to ensure that Surrey responds to and delivers this growth in a sustainable way that secures good outcomes for people and the environment. Public rights of way are an important part of this.



Inconsiderate behaviour between users and irresponsible use of the countryside was an area of high concern and impact for all our users and for landowners.



Climate change and increased flooding will have an impact on our structures and surfaces. We need to understand the extent of these impacts, seek new ways of ensuring longevity of our assets and prepare for the impacts.

The funding environment for local government remains difficult with many pressing calls on budgets. Maintaining the current network is our legal duty and must be our priority. We must find new sources of funding and new ways of working if we are to deliver our priorities and the improvements in this Rights of Way Improvement Plan.

Public rights of way can help to deliver priorities and targets across many work areas, both within Surrey County Council and those of our partners. This includes active travel, health and wellbeing, and helping to support and protect Surrey's outstanding biodiversity and landscapes. Through our engagement we have found that delivery across common areas can be fragmented and that there is the need for more partnership working, communication and coalescing of stakeholders around common objectives.

Through our engagement we have discovered that there is a lack of visibility and understanding of the Countryside Access Team's work amongst partners, stakeholders and the public. We need to communicate more effectively.

We are ambitious but we cannot deliver all the actions in the short or even the medium-term. We must prioritise where we deliver, which projects we take forward and which we don't. Our research and engagement has provided us with evidence to enable us to continue to develop our approach to prioritising. We will be transparent about the decisions we make, and why we have made them.

These findings have lead us to our eleven objectives.



Our Objectives

Objective 1: To improve our understanding of the needs of all our users, including those presently under-represented, to make sure that the rights of way network continues to evolve to meet their current and future needs.

Objective 2: That the network is as accessible as possible to as many people as possible, regardless of their physical mobility, disability, ethnicity, age, income or other factors, through working with partners, improving the quality of the network and providing information.

Objective 3: To maintain the network in the best possible condition, prioritising safety and targeting maintenance to where there is the greatest need.

Objective 4: To improve the condition of the public rights of way network through supporting others with a responsibility towards public rights of way, including landowners.

Objective 5: To uphold the council's legal duties to provide an up-to-date definitive map and statement which is accessible to the public, and to execute other work streams in relation to legal work to record, protect and vary public rights of way, in order to underpin the objectives and actions in this Rights of Way Improvement Plan.

Objective 6: To ensure that development does not impact negatively on public rights of way or their users; that they are protected and any impacts on them are appropriately mitigated. This should be both within the development and in the wider catchment. Rights of Way requirements associated with Strategic sites should be included in Local Plans.

Objective 7: To improve the safety of our users in respect to the impacts of traffic, through seeking improved connections and crossings where there is the greatest need, working with partners on information and initiatives to improve safety and to increase active travel and liveable neighbourhoods.

Objective 8: To ensure that public rights of way contribute to conserving and protecting the outstanding biodiversity, landscape and heritage of Surrey, whilst also providing opportunities to appreciate and understand them.

Objective 9: To protect the network from and adapt to the impacts of climate change through improving our maintenance techniques, applying best practice, seeking to innovate, using new materials and improving our understanding of changing weather patterns and other impacts on the public rights of way network.

Objective 10: To raise awareness of the public rights of way network and to support existing and new users with opportunities to find out about public rights of way, to explore them, to make the network a more welcoming place and to help people to find their way around.

Objective 11: To encourage responsible use of the countryside, to increase understanding and consideration between users and to lessen impacts on landowners, their businesses and livestock.

Our Shared Objectives

The [Surrey Way](#) explains how Surrey County Council delivers services. The purpose of the council is tackling inequality in all aspects of its work, expressed as ‘No One Left Behind’. This is delivered through placing equality, diversity and inclusion at the heart of the council’s work, by being a high-performing council which delivers high quality, sustainable services for all.

The [Organisation Strategy](#) reinforces the commitment to ‘No One Left Behind’. How the Rights of Way Improvement Plan delivers against the four priority areas is shown below.

Growing a Sustainable Economy so Everyone Can Benefit	Tackling Health Inequality	Enabling a Greener Future	Empowering and Thriving Communities
<p>Supporting high quality of life and helping Surrey to be an exemplar place to live, work and do business.</p> <p>Ensuring that new development is sustainable and that it fully contributes to healthy lives, quality of life and the environment, and does not create negative impacts.</p> <p>Supporting rural businesses and the visitor economy.</p> <p>There is economic benefit from the spend of our users in equipping and supporting their activity.</p>	<p>Supporting more people to use public rights of way for their health and mental wellbeing.</p> <p>Working with our partners in health and physical activity with measures to support those in the areas of highest health inequality.</p> <p>Bringing understanding of the communities in greatest needs and applying this to our decisions on delivering this Rights of Way Improvement Plan.</p>	<p>Ensuring that public rights of way play their part in supporting active travel, reducing pollution and carbon emissions.</p> <p>Ensuring that public rights of way are recognised as essential green infrastructure assets, which have the potential to support nature and connectivity.</p> <p>Through helping to spread recreational pressures from sensitive nature conservation areas.</p> <p>Addressing carbon emissions in our own work and supply chains.</p>	<p>Public rights of way are free at the point of use, breaking down financial barriers, enabling all to benefit from them.</p> <p>Working with parish councils and other residents’ organisations to listen to their concerns and together improve public rights of way.</p> <p>Listening to communities and understanding their needs when making decisions on improvements.</p> <p>Providing and expanding volunteering opportunities on public rights of way.</p>

Delivering this Rights of Way Improvement Plan

This Rights of Way Improvement Plan sets out objectives and actions over a ten year period. Some of the actions in this Rights of Way Improvement Plan can be delivered within existing resources. However, whilst some progress may be achieved, several of the actions will need additional resources to be delivered.

Delivering many of the actions in the Rights of Way Improvement Plan will need partnership working with a range of stakeholders, both existing and new.

Progress against the actions in this plan will be reported in the Countryside Access Team Annual Report. This will be published on the Countryside Access web pages. It will also show examples of work and projects that the Team have been working on through the year.



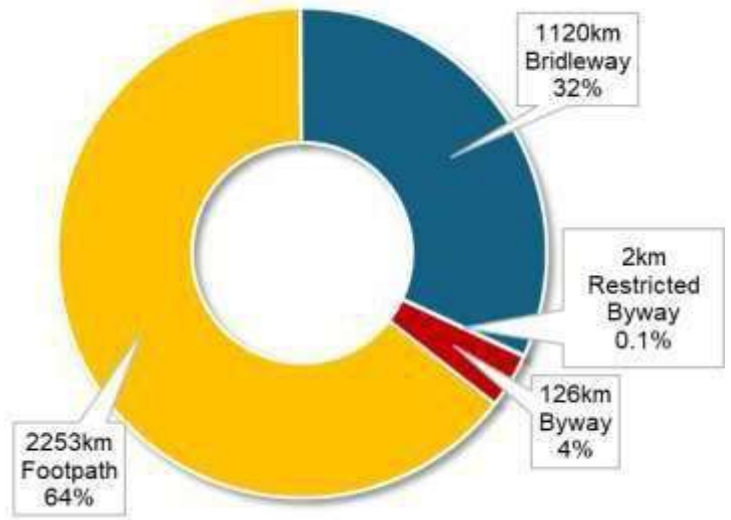
**Access in Surrey
Public Rights of Way**

There are 2175 miles (3,501km) of public rights of way in Surrey. Together, we call this the public rights of way network.

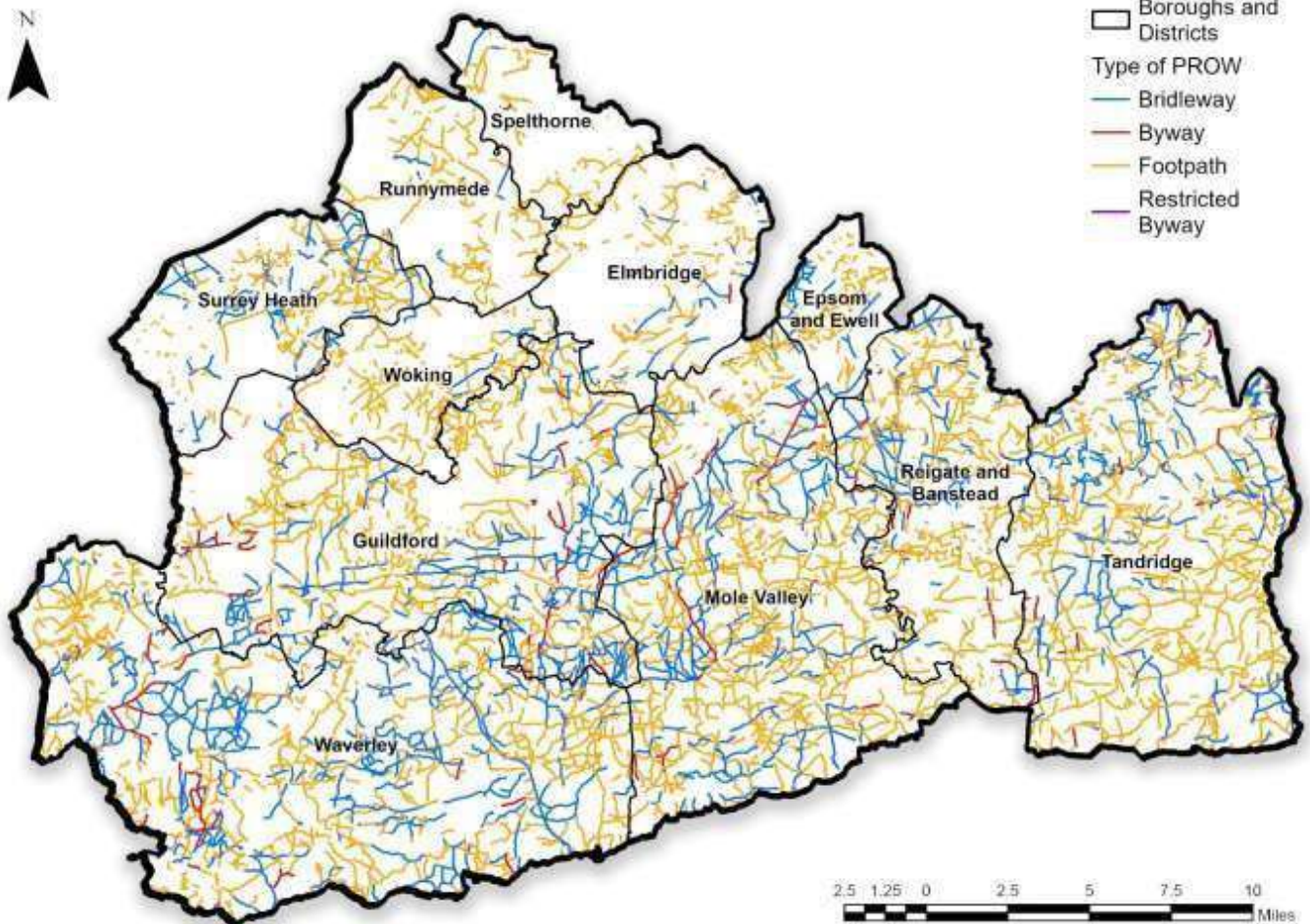
- 64% are footpaths
- 32% are bridleways
- Less than 1% are restricted byways
- 4% are byways open to all traffic

On average, there are 2.1 km of public rights of way per square kilometre and 2.85 metres of public rights of way per person in the county.

Public Rights of Way by Type



Public Rights of Way Network



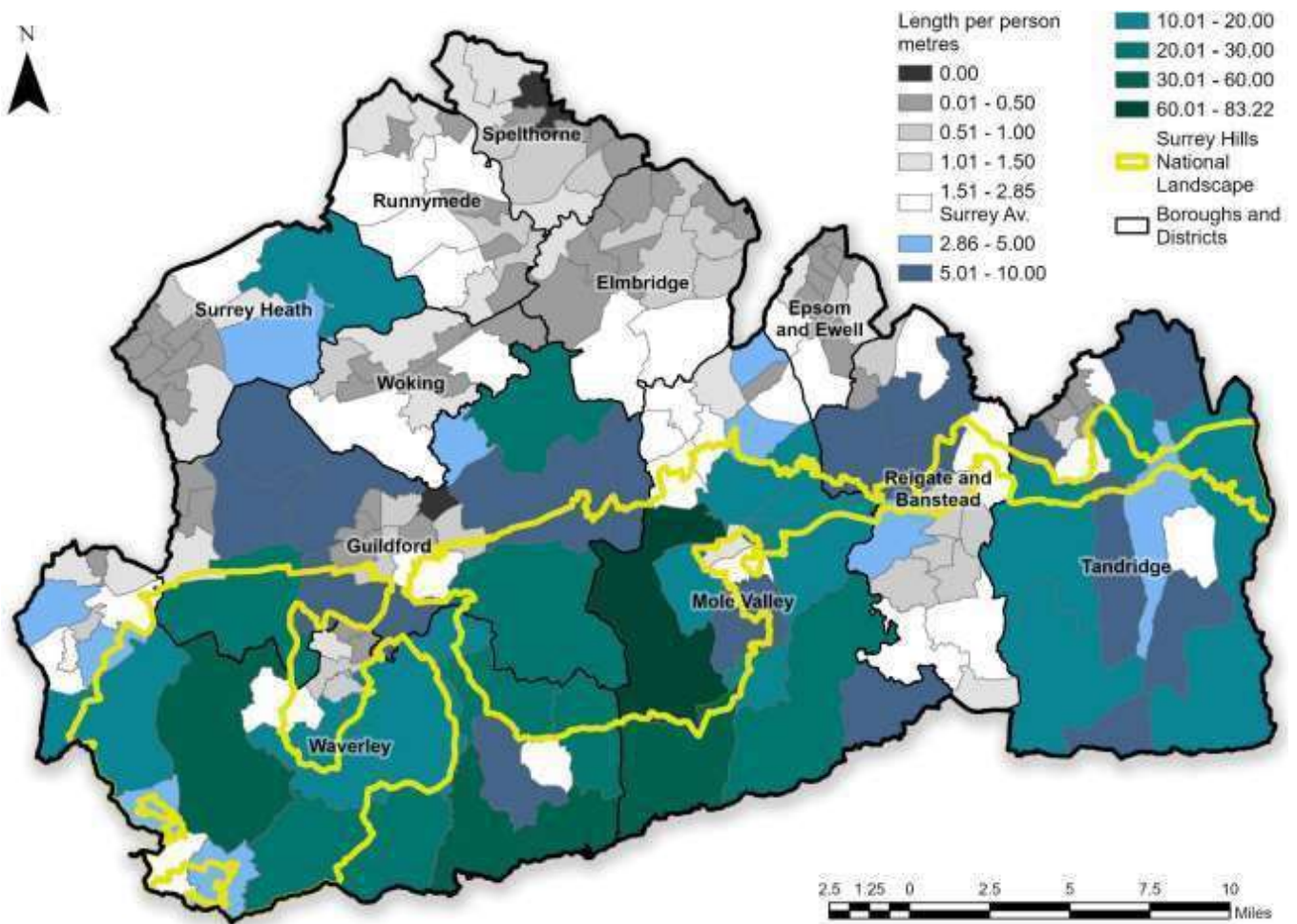
Whilst there is a higher density of public rights of way by area than in neighbouring counties, there is a lower length of public rights of way per person living in Surrey. This, combined with visitors from outside Surrey using public rights of way in the county, means that there are high levels of use of the public rights of way network.

Provision of public rights of way varies a lot across the county. There is a denser network in the south of Surrey compared to the north. This is historic, dating from when public rights of way were first recorded in the 1950s.

There are also more people living in north Surrey which means that there is a much lower provision per person in the north compared with the south. There are also areas with fewer public rights of way in Reigate and Banstead district.

Within the Surrey Hills National Landscape there are currently 727 miles (1,170km) of public rights of way. At 2.8km per square kilometre, this is higher than the Surrey average.

Length of Public Rights of Way per Person, Wards



Greenspaces

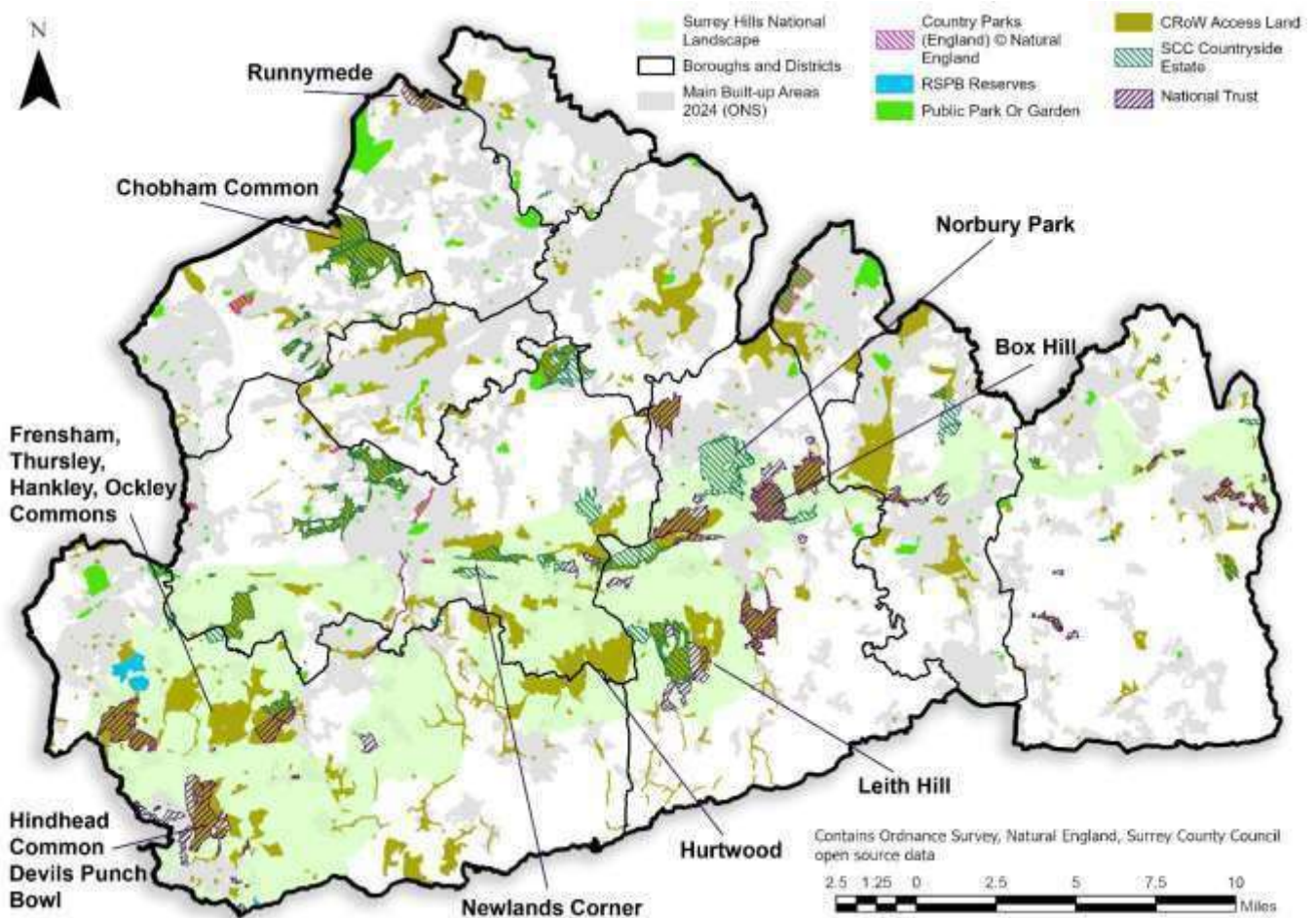
There are also many other greenspaces which people can access. Surrey has several very popular destination sites which attract visitors from across Surrey and beyond. Some of these 'honey pot' sites receive very high visitor numbers.

Surrey County Council owns or manages 2,630 hectares of countryside where people can walk and, on some sites, cycle and ride horses. Popular sites include Newlands Corner, Chobham Common and Norbury Park.

The National Trust also owns many popular sites, mostly in the Surrey Hills National Landscape. Sites include Box Hill, Leith Hill and the Devil's Punchbowl. The borough and district councils of Surrey also own public open spaces, some of which have public rights of way.

People on foot can also use 'Open Access Land'. This is land which the public have the right to access under the Countryside and Rights of Way Act. There are 11,600 hectares of Open Access Land in Surrey, all over the county. Much of this is common land.

Surrey's Greenspaces



Theme 1: Public Rights of Way are for Everyone



In this theme we set out the needs of our users and how they can be better supported in their use of public rights of way. We also consider what we know about who uses public rights of way and who doesn't, and how we can support more people to use them. We set out how public rights of way are a resource for everyone, including people living with disabilities, those who are less mobile or in poor health and those who currently use public rights of way less or not at all.

Needs of Users

Walkers

Walking is the most popular outdoor recreational activity on public rights of way. In our survey 87% of people said they walked without a dog and 43% walked with a dog. Walking is also a regular activity - 75% of those dog walking did this frequently (once a week or more) and 61% of walkers without a dog. Sport England's Active Lives Survey recorded that 85% of people in Surrey had walked for leisure at least twice between November 2022 and November 2023. The Active Lives Survey shows that walking for leisure has increased by around 10% overall in the past 10 years, with a high point during the pandemic (2020 – 2021).

Walking is perhaps the nearest activity to perfect exercise for health, being the easiest, most accessible, free and enjoyable way for most people to increase their physical activity. Walking can be particularly important in increasing exercise in inactive people. There are also economic benefits to walking. Walking routes, especially where they incorporate local shops and hospitality, are an important aspect of the visitor economy.



Participation rates recorded by the Active Lives Survey and our survey vary across the county, with the highest levels in Waverley and Mole Valley districts and lowest in Spelthorne district. Where there is low participation is often where there is poorer health. Spelthorne district also has the lowest length of public rights of way per person, at 0.46m per person, compared to the highest in Mole Valley (7.57m per person) and Waverley (4.37m per person).

Walkers have many areas where they can walk. As well as being able to use all types of public rights of way unlike other users they can also use many other greenspaces, country parks, publicly accessible greenspace and Open Access Land. People also walk for everyday journeys and increasing walking for this reason is being taken forward in Local Cycling and Walking Action Plans.

Through our research and engagement the following issues and priorities apply to walkers:

- Roads and traffic are a safety concern in places where there is a need to walk along busy roads or rural roads with poor visibility to connect a route.
- Walkers wanted more information on where to go.
- Inconsiderate use of public rights of way by others was an issue – including poor control of dogs and cyclists travelling at speed.
- Maintenance of the network was important, including vegetation clearance, poor surface condition, maintenance of structures and waymarking.
- Improvements in accessibility were important, especially removing stiles.
- We have identified there is lack of provision for walkers in the north of the county, including in areas where there is poorer health

“ Walking is by far the most cost effective way of keeping physically (and mentally) well. ”

Survey Respondent



Cyclists

Cycling is only permitted on part of the public rights of way network – on bridleways, restricted byways and byways open to all traffic. There is also a network of cycle routes, mainly in urban areas, which are provided mainly for active travel for everyday journeys and several National Cycle Network routes. In reality cycling for leisure and for everyday journeys overlap and many people do both. Expansion of routes for active travel are being taken forward in Local Cycling and Walking Action Plans.

In our public survey, 40% of people said that they cycled off-road. This was the second highest activity after walking. More males than females took part in cycling off-road - 60% compared to 45% overall. Sport England's Active Lives survey shows highest participation in cycling in Elmbridge, Epsom and Ewell and Waverley, and lowest participation is lowest in Spelthorne and Reigate and Banstead.

There has been an increase in cycling in recent years in Surrey, partly due to the popularity of cycle races in Surrey including the 2012 Olympics when the road racing route included Box Hill. Cycling also increased during the pandemic. Surrey is a destination area for all forms of cycling. In particular, there are several very popular off-road mountain biking routes in the Surrey Hills National Landscape. Popular areas include Leith Hill, Hurtwood Estate and around Hindhead. Cyclists also come from Surrey from outside the county for the routes on offer.

“ Surrey has a brilliant network of bridlepaths and growing reputation as a cycling destination. It should be an exemplar of how to integrate the network into the transport system while getting people out in the countryside and improving physical and mental health. ”

Survey respondent



Cycling is ever evolving. Gravel bikes which can be ridden over a range of terrain are becoming more popular. The increase in e-bikes can enable people to ride further and for longer and to continue riding when poor health or age might otherwise restrict them. In our survey, 17% of off-road cyclists already used e-bikes and a further 17% said they planned to in the future.

Through our research and engagement the following issues and priorities apply to cyclists:

- Perception that major infrastructure projects often overshadow the need for maintaining existing paths.
- Maintaining and improving surfaces.
- Better connection of the network needed.
- High traffic on roads and dangerous crossings.
- Increased usage of rights of way by different groups, including cyclists, walkers, and horse riders, has led to potential conflicts.
- The need for better communication, education, and signage to promote awareness and respect between user groups.

Equestrians

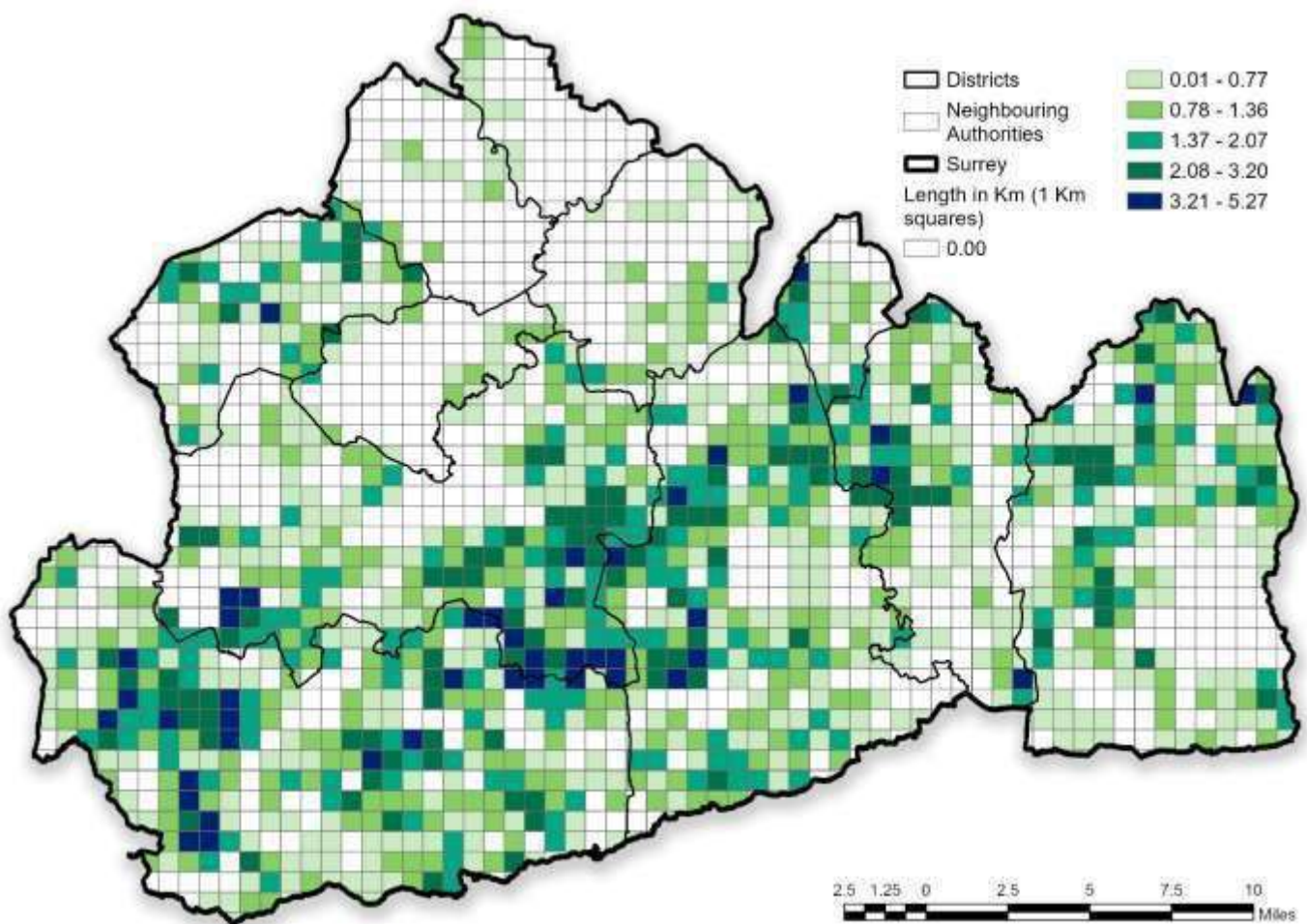
Recreational equestrianism on public rights of way includes horse riding (hacking) and carriage driving. Carriage drivers can use restricted byways and byways open to all traffic and horse riders can also use public bridleways. In our survey, 19% of people rode horses and 2% were carriage drivers. Horse riding was the activity which the most people did frequently – once a week or more – at 82%. In line with national figures, our survey showed that far more females take part (92% female). There are health and wellbeing, as well as physical activity benefits from equestrian activities. People living with disabilities can also often take part in equestrianism.



Data on horse passports (based on the owner's home) shows the highest number of horses in west Surrey, particularly around Woking, Guildford, Godalming and Farnham, as well as Dorking, Leatherhead, Epsom and Horley. Our survey also showed that people living in London ride horses in Surrey – 10% of horse riders lived in a London Borough.

Provision of public rights of way for equestrians varies across Surrey but overall there is higher provision than neighbouring counties. There are some areas with dense and well-connected networks but other areas where the network is disconnected and some areas where there are very few of these public rights of way.

Density of Bridleways, Restricted Byways and Byways Open to all Traffic (1km squares)



The road network and high levels of traffic present particular issues for equestrians as they cannot use all public rights of way and must use roads to connect routes. High traffic flows on many major roads make crossing impossible. Although traffic on other roads and rural lanes may be lower, crossing or traversing along these can also be hazardous. There were 286 incidents involving motor vehicles reported to the British Horse Society in Surrey between March 2021 - October 2024. However, it is estimated that only around 1 in 10 incidents are reported.

Through our research and engagement the following issues and priorities apply to equestrians:

- The need for maintenance, particularly overgrowth and poor surfaces.
- Accessible equestrian gates
- Roads are increasingly busy and unsafe for equestrians. Options for addressing this include use of verges, signage and motorists adhering to the Highway Code, routes on adjacent land running parallel to the road and improved crossings.
- There was a desire for improved and extended bridleway networks, particularly in areas with limited off-road riding options, and requests that routes are upgraded for equestrian use.
- Lack of safe parking for horseboxes and trailers was identified as a barrier to accessing bridleways.
- Surfacing on new and upgraded routes needs to be horse friendly.
- Concerns were raised about inconsiderate behaviour from some cyclists and dog walkers, including dogs running loose and cyclists passing too fast or close.

“

I want to convey how much horse riding means to me as a person with a life changing injury which has resulted in limitations to my mobility. Horse riding is my lifeline and enables me to access the countryside safely and independently. I would not exercise if I couldn't horse ride. Access to safe off road riding on the public rights of way is essential to my health and mental wellbeing.”

Email received



Motorised Vehicle Users

There are many types of mechanically propelled vehicles on public rights of way, including 4x4's and trail bikes. These users can only use byways open to all traffic. The network of these public rights of way is fragmented.

Some users are part of one of several groups which support these users, including the [Green Lane Association \(GLASS\)](#), [LARA \(Land Access and Recreation Association\)](#), the [All Wheel Drive Club](#), the [Association of Land Rover Clubs \(ALRC\)](#) and the [Trail Riders Fellowship \(TRF\)](#).

Some of these organisations have local groups in Surrey.



GLASS and LARA both report on the health and wellbeing and economic benefits of recreational motorised vehicle use. The [Green Lane Association \(GLASS\)](#) also reports that motor vehicle use is important for people with disabilities as a way to access and enjoy the countryside for their physical and mental health and wellbeing. These organisations also publish codes of conduct for their users to reduce conflict between users on byways and so that members use the byways responsibly.

“ Using our 4x4, following the GLASS code of conduct, allows my disabled wife to visit and see the county she loved when she was still able bodied. ”

Survey respondent

In our public survey 6% said they used public rights of way with a 4x4 vehicle and 5% with a trail bike. There were more males than females - 89% of those using 4x4 vehicles and 64% of trail bike users.

Although all users can to a degree damage the surface of a right of way, damage by mechanically propelled vehicles is often greater. Damage can also occur from agricultural or forestry vehicles, as well as from leisure use. Maintenance of byway surfaces incurs a high cost to the Council. Sometimes this means that byways need to be closed by a Traffic Regulation Order (TRO). The policy for addressing safety, damage and other issues is contained within Surrey County Council's policy on [Traffic Regulation Orders](#), which follows national guidance on the management of byways. A list of byways currently subject to a TRO is published on the [Surrey County Council website](#). These closures further reduce the length of network available to these users.



Through our research and engagement the following issues and priorities apply to motorised vehicle users:

- Users want byways to be kept open and fewer closures through Traffic Regulation Orders.
- More signposts and better education for users: This would help to avoid misunderstandings about which users are allowed on which routes.
- More information and downloadable maps: This would help users to plan their routes and avoid private land.
- Better understanding between different users - walkers, cyclists, and motorcyclists should be more considerate of each other and understand that byways are shared spaces.

Who is Missing from our Public Rights of Way Users?

Our survey was filled in by people who use public rights of way and has given us a clearer understanding of who uses them:

- People tend to be older - 82% were over 45, compared to 46% of Surrey's population.
- There was a lower proportion of people who identified their ethnicity as 'non-White' than the overall Surrey population.
- 8% said they had a long-standing illness or disability affecting their day-to-day life, compared with 14% of people in the Census 2021 whose day-to-day life was limited 'a little' or 'a lot'.
- Fewer people responded from the more deprived areas of Surrey.

Whilst this profile reflects national patterns and so is not unique to Surrey, it does mean that people across the county may not be using public rights of way to an equal extent. Those who did not respond, and therefore may be using public rights of way less often, are younger people, people from ethnic minorities, those in more deprived areas and those with disabilities or who have poorer health.

From our engagement work we understand that a range of factors stop people from using public rights of way, including lack of information, lack of confidence and safety concerns, but that there is interest and demand. We want to work with stakeholder organisations and our partners to help them to support people from minority ethnic groups, younger people, people living with disabilities and those who live in more deprived areas to access public rights of way for their benefit.



Supporting Health and Wellbeing

Being physically active, particularly in nature, improves health and wellbeing and is particularly beneficial for mental health. Public rights of way offer hundreds of miles of routes where people can increase their activity, all free of charge. We want more people to be able to access this resource to improve their health and quality of life.

Rights of way are important for improving health and wellbeing through:

- Supporting leisure and recreation in nature, for better physical health and mental wellbeing
- Providing access in areas of high health inequality - being free at the point of use also removes financial barriers
- Providing safe walking, cycling and wheeling routes for day-to-day travel, supporting people being active in their everyday lives
- Supporting social and community activities, such as healthy walking groups

Our survey showed us how important public rights of way are to people for their health and wellbeing. 90% said they used public rights of way to improve their physical health, 85% to improve their mental wellbeing and 91% to access nature and enjoy the landscape.

Surrey's health and wellbeing is generally good compared with national averages. However, there are some areas of health inequalities. Surrey's Health and Wellbeing Strategy 2022 highlights 21 priority areas in parts of Spelthorne, Runnymede and urban Guildford and Woking. Sport England's Active Lives survey also show that the areas in Surrey with the highest levels of inactivity are Spelthorne and Woking districts.

Most of these areas with poor health are in urban areas. There is less provision of public rights of way in central urban areas but there are urban edge routes linking to the countryside and town paths. The routes within urban areas can also be improved to support people in using them for everyday activity.



It is increasingly evident when looking at obesity levels and the mental issues that many are experiencing, that we need to do what we can to support, prevent or minimise such challenges in society. Nature and exercise are incredibly beneficial. Put the two together and you have the perfect medicine. When the NHS and social care provision is struggling, encouraging people to look after their physical and mental health better is surely a win-win for a comparatively much smaller overall cost.



Survey Respondent

We have compared our public rights of way network with indicators of health and deprivation. Deprivation measures a range of indicators, including health and well-being, education and skills, income, crime and other factors.

- We know that more people in northern Surrey have poor health and are more likely to be inactive. There are more areas of deprivation in the north of the county and higher levels of pollution and traffic. People living in these areas also have less access to public rights of way and therefore those routes may be more intensively used.
- We know that in southern Tandridge and Reigate and Banstead districts, where there is poorer health and higher levels of deprivation, public rights of way make a larger contribution to where people can access greenspace than in the rest of the county. In these areas public rights of way are a particularly important for people to be physically active in the outdoors.

We will work with our partners in Active Surrey, Public Health and teams progressing active travel to explore further how public rights of way can help to address health inequalities.

Less Mobile or Living with Disability

Many people have reduced mobility or other health issues which prevent them from accessing public rights of way as much as they would like. The [People and Nature Survey](#) reveals that people living with disability visit greenspaces less often than those living without disability, with the reasons most often related to their condition. The population in Surrey is also ageing, which means more people will be living with health issues and disability in the future.

“ We all deserve to enjoy the great outdoors. Please, take into consideration access issues we face as wheelchair and mobility scooter users. ”

Survey Respondent

There is great diversity amongst people living with a disability or limiting health conditions. These have an impact on people's lives in many ways, leading to a variation in the specific needs of people. They are a range of factors which people living with disability face when accessing public rights of way. The [Sensory Trust](#) 'access chain' shows what is needed from the first decision to visit a site, through the journey, arrival and visit. It is important that attention is paid to each of these links when considering people living with a disability.

Barriers facing people living with a disability when visiting the countryside

- Physical barriers, such as steps, steep gradients, stiles and gates
- Lack of information on access conditions and facilities and lack of accessible information.
- Lack of confidence, low expectations, not feeling welcome, fear over safety or of getting lost
- Lack of convenient and accessible public transport
- Lack of seating and opportunities to rest or take shelter, toilets and other facilities and support for carers
- Cost of transport, parking fees and refreshments
- Poor maintenance

Many structures, such as stiles, are in place to support land management and are the responsibility of the landowner. The nature of the countryside means that not all paths can be fully accessible to all people. However, we adopt the 'least restrictive access' principle, which means that when either the Countryside Access Team or landowner needs to replace structures we aim for the most accessible option. Since the last Rights of Way Improvement Plan we have worked with landowners to remove over 400 stiles from the network.

“ My son has autism and these rights of way are a great help to him and us in regulating his emotions and mental health. ”

Survey Respondent

Least Restrictive Access

The law requires that public rights of way provision for disabled people has to be considered equally with that of other visitors. The spirit of this policy is based on the 'Least Restrictive Access' principle. This means that the 'least restrictive' structure should be chosen where possible. Removing a structure is the most accessible option, then a gate or kissing gate and with a stile the most restrictive. All structures on public rights of way should meet the highest possible construction standards. Least restrictive access aims are that improvements will benefit all users not only those with restricted mobility.

We will also expect that routes affected by development are made as accessible as possible, both through the development site and in the surrounding area. We will also expect new or diverted public rights of way to meet the highest accessibility standard, meeting the British Standard where possible.

Greater information also supports more people in using public rights of way and helps people living with disability to make their own decision on whether a route is suitable for them before they visit. Our online public rights of way map could, in the future, help us to provide some of this information so that people can confidently plan their own routes. [Surrey County Council](#) also has a range of 'Easier Walks' and we will provide support for these to be as physically accessible as possible. We will also encourage other site managers to improve information for people living with disability.

To best serve people living with disability we may target improvements so that more areas are accessible and that they are better connected. We will work with partners to understand how and where we should do this, for example improving access around areas where there is good parking and facilities. We will also continue to work with our partners and with people living with disability to improve our understanding of their needs and how we can improve access.

“

I became suddenly unable to walk more than 20 metres a few years ago having been a dog walker most of my life. The countryside round here is like my back garden - I have walked it for over 40 years and I didn't want to stop now. I wish, really wish, that other disabled or elderly folk had access to off road mobility scooters and the chance to experience being out in the fresh air, under their own steam and independently. The mental health benefits are priceless - it lifts your spirits to sit under the trees listening to the birds. It gives me a social life and I wish other lonely and Vulnerable folk had the chance.

Survey Respondent

Objectives

Objective 1

To improve our understanding of the needs of all our users, including those presently under-represented, to make sure that the rights of way network continues to evolve to meet their current and future needs.




We will continue to talk to our users to improve our understanding of their needs. We will work alongside other partners to help to support our users and to reach those who are currently under-represented. We will seek to address the areas which are priorities for them through delivering this Rights of Way Improvement Plan. The actions in this plan, taken in their entirety, support both our current and future users.

Objective 2





That the network is as accessible as possible to as many people as possible, regardless of their physical mobility, disability, ethnicity, age, income or other factors, through working with partners, improving the quality of the network and providing information.

We can do this through working alongside our partners, including in health, Active Surrey, the voluntary sector and others, to prioritise improvements to where these will provide the greatest benefit. We will ensure that the principles of least restrictive access are applied on any new or diverted routes and across the network when surface repairs, bridge replacement or infrastructure is installed or replaced, applying British Standard BS5709:2018 wherever possible. We will aim to raise awareness of the contribution public rights of way can make to wider health, wellbeing, mental health, inclusivity and socio-economic goals.

Key to Action Table

<p>£ Likely to be deliverable within current financial but delivery will be reduced if less resource is available.</p>	<p>££ Partially deliverable within current financial but additional resource needed to fully deliver this action.</p>	<p>£££ Some, limited, progress may be achieved within current financial resources but significant additional resources will be needed to fully deliver.</p>
<p> Likely to be deliverable within current staff resources, but delivery will be reduced if less resource is available.</p>	<p> Partially deliverable within current staff resources, but additional resource needed to fully deliver this action.</p>	<p> Some, limited, progress may be achieved within current staff resources but significant additional resources will be needed to fully deliver.</p>

Actions

Action	Details	Delivery	Resources	Timeframe
Action 1	Establish, and over time evolve, an enhanced mapping interface with improved usability, showing routes and their accessibility, infrastructure, closures and restrictions, public transport and other information to support all users to make route choices.	Countryside Access Team	£££ 	Medium to long term
Action 2	Identify priority areas for improving accessibility on the public rights of way network and deliver improvements to create continuous networks of more accessible routes.	Countryside Access Team SCC health, social care, Active Surrey and other VCS organisations	£££ 	Throughout the plan
Action 3	Work in partnership with landowners to continue to remove stiles from the network.	Countryside Access Team, landowners, parish councils, Ramblers' Association	££ 	Throughout the plan
Action 4	Alongside our partners, including in public health, Active Surrey, the voluntary sector and others to raise awareness of the contribution and use of public rights of way to health, wellbeing, mental health, inclusivity and socio-economic goals. Embed these into policy and seek to secure additional funding for delivery of projects and improvements.	Countryside Access Team and a range of local authority and VCS partners	£ 	Throughout the plan

- Actions relating to maintenance of public rights of way are covered in [Theme 2: Maintaining and Protecting the Network](#).
- Actions relating to connectivity and traffic are covered in [Theme 3: Future Surrey](#).
- Signage and waymarking is important for new and less confident users. Actions relating to this are covered in [Theme 4: Communication and Partnerships](#).

Theme 2: Maintaining and Protecting the Network



The condition of the public rights of way network has a direct impact on the enjoyment of its many users. This makes the Countryside Access Team an important frontline service and the work of maintaining and protecting public rights of way is therefore at the core of its work. In this theme we set out how we maintain and protect public rights of way. This includes making sure the legal record of public rights of way is up to date and carrying out the essential work which underpins this Rights of Way Improvement Plan.

Assets and Responsibilities

Surrey's public rights of way network is highly used. Some areas are very busy with high visitor numbers around the urban and villages fringes and there are several very popular 'honey pot' sites, some of which have public rights of way.

Public rights of way are public highways and, with a few exceptions, are publicly maintainable. It is important that the network is open and available to everyone who wants to use it. Legally we have a duty to maintain public rights of way to a standard that meets the needs of ordinary usage. However, we are not responsible for all aspects of maintaining public rights of way and landowners are responsible for some areas. Therefore we look to work in partnership with landowners to make sure that public rights of way are in a good condition for the public.

There are thousands of structures on public rights of way. We have calculated that the value of all public rights of way these assets, including bridges, is around 98 million pounds. We have made positive changes since the last Rights of Way Improvement Plan which help people to use public rights of way and which make them more accessible. There are over 500 more roadside fingerposts showing the start of public rights of way. There are 412 fewer stiles and more than 500 more accessible gates and gaps.

Surrey County Council

Keep the surface fit for public use.

Clearing surface vegetation.

Make sure obstructions are removed.

Maintain steps and some bridges.

Contribute to landowner costs for stiles in some cases.

Signs where a public right of way leaves the road and waymarking along the route where needed.

Landowners

Reinstating and clearing paths crossing arable land.

Cutting back trees or hedges overhanging the path.

Keeping the route clear of obstructions.

Not ploughing or cropping field edge paths.

Installing and maintaining gates and stiles for controlling livestock.

Provide bridges if the need arises from the action of a landowner

Main Assets on Public Rights of Way (top), Change in Assets



We prioritise our work in line with our [maintenance priority statement](#). This enables work to be categorised by safety and prioritised accordingly. Safety will continue to be our highest priority for implementing works. When making decisions on works and improvements we will also use our local knowledge of use and community interest, alongside how well the works align with the objectives and deliver the actions of this Rights of Way Improvement Plan. Examples of this could include (but are not confined to) a circular walk from an accessible point, improved connectivity, routes to school, public transport connections or another point of interest or opportunities to dedicate bridleways or to improve accessibility.

Views of Our Users

In our surveys we asked people about the condition of public rights of way and how it affected them. The issue which most concerned them was overgrown paths. Nearly three quarters told us it had a negative impact. Second was poor surfaces, at 68% and third, at 51%, were blocked paths. Parish councils held similar views. 68% told us they were dissatisfied with vegetation and 76% that they were dissatisfied with surfaces.

We asked whether people thought the condition of public rights of way had improved or declined over the ten years since the last Rights of Way Improvement Plan. 39% thought they had improved or stayed the same, whilst 48%

Top issues which affect the public



thought they had declined. Overgrown paths, poor surfaces and lack of overall maintenance were again the top reasons for a decline. More fingerposts, improved surfaces and stiles being replaced by gates were given as positive improvements in the past ten years.

Some of the reasons given for a decline in condition are not in our control, including the perception of more dogs, increased wear and tear due to more people since the COVID-19 pandemic, the effects of climate change and more traffic. However, we have taken these into account when setting the priorities of this Plan as they are issues which are important to our users.

Areas of Maintenance

Vegetation

Users told us that keeping paths clear is important to them. Keeping paths clear is a challenge we face every growing season. Surface vegetation is the responsibility of the Council and vegetation overhanging the path or growing from the sides, and crops, are the responsibility of the landowner.

Our annual vegetation clearance schedule includes routes which we know have high use, including routes to school or other facilities. We also respond to reports of overgrown vegetation by clearing the path ourselves or requiring others who are responsible to do so. We will continue to review our annual clearance schedule to include as many high priority routes as possible, given our resources. We will explore cost-effective ways of managing vegetation to help resources stretch further, including working with landowners and parish councils. In the spring we will publish the annual vegetation schedule on our webpages to make it easier for people to find this information.

Users told us that vegetation growing from the sides narrows paths which causes particular problems on busy routes. It can also mean that surfaces become degraded more quickly. Keeping this vegetation under control is the landowner's responsibility. We will explore ways to improve this message and also consider requests for a heavier winter cut to improve access along rights of way that are becoming too narrow.



Signs and Waymarking

We are responsible for providing signage where the public right of way leaves a hard surfaced road. To help people to follow the route where there may be some confusion we may also install waymarkers, signs or fingerposts along the path.

Waymarking and signage can help those users who are less confident. Landowners also told us that waymarking routes helps stop people straying. This includes the Ministry of Defence who told us about the clear dangers to people when they stray from the public rights of way.

There are several self-guided routes promoted by different organisations, including the National Trails. This has led to a range of waymarking being put in place which can be confusing for the user. We will work with partners to standardise the approach to waymarking, remove outdated signs and to make sure waymarking is maintained.



Bridges

There are many types of bridges on public rights of way. The Council maintains most bridges which are there for the purpose of only carrying the public right of way. We inspect all our bridges on a rolling programme for safety reasons and repair them as needed. There are also many bridges on public rights of way that are privately owned and maintained.

When we replace bridges, wherever possible, we will improve accessibility, for example increasing widths, installing ramps and providing handrails. We will continue to innovate using new materials and designs to increase durability.

Stiles, Gates and Gaps

Barriers such as stiles or gates are allowed when landowners need to control livestock so that users can go across fences. Landowners are responsible for maintaining stiles and gates.

Some people find it difficult to climb over stiles. We have significantly reduced the number of stiles on the public rights of way network since the last Rights of Way Improvement Plan and we will continue to make this a priority. We will always aim for the least restrictive option; however as landowners are responsible for stiles, we can only do this with their agreement and look to work in partnership with them.



Gates on bridleways can create difficulties and hazards for both horse and rider and can be restrictive to others who have reduced mobility. Where funding allows, we will work with landowners to help ensure that gates are easy to use and make sure any new equestrian gates conform to the current British Standard.

Path Surfaces

Surrey County Council is responsible for the surface of a public rights of way, to a standard suitable for its classification and the lawful use by the public. A large part of our rights of way network is rural and so most have a natural surface. This is usually suitable for users and surfacing is not needed or appropriate in the countryside. Some landowners may choose to surface a public right of way, but under law we are not obliged to maintain this to the same standard.

If the route is surfaced, care needs to be taken to ensure the surface is suitable for all users. Hard surfacing can be needed for routes for commuting to work or school. The choice of surface on multi-user routes is important, as different users have different needs. Some asphalts, for example, are not a good choice for horses. Surrey County Council has recognised that where there are surfaced public rights of way, usually in urban areas, that they may need a higher level of maintenance. These paths have been designated as 'Town Paths' and Surrey Highways

inspect and maintain the surface of these, along with bridges, drains and street lighting.

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In some areas there are high levels of use which damage surfaces and remove surface vegetation, leading to a less robust surface. Some soils and geology are less able to withstand this. On the very steep slopes of the Surrey Hills water erosion can lead to gullying and exposed, slippery chalk. This will increase due to heavier rainfall episodes becoming more frequent through climate change. In western Surrey there are very sandy soils. The vegetation here can become denuded leaving pure sand and exposed tree roots or bedrock. In the south of the county the soils have more clay which can lead to waterlogging and poaching in the winter which sets unevenly in the drier months.



Surface condition can also be adversely affected by users. This is particularly the case for byways open to all traffic, which can be used by motor vehicles. Maintaining the surface of these routes can be very costly. In some cases we need to close the byway, usually over the winter, to prevent unacceptable damage to the surface. A list of permanently or seasonally closed byways is listed on the [Surrey County Council website](#).

Ploughing and Cropping

If a path crossing an arable field is ploughed the landowner must make sure the path is levelled and clearly marked within two weeks. The path must be kept clear through the crop. Rights of way following the edge of a field (headland) must not be ploughed under any circumstances. We work in co-operation with landowners to make sure they are aware of their responsibilities.

Issues on Public Rights of Way

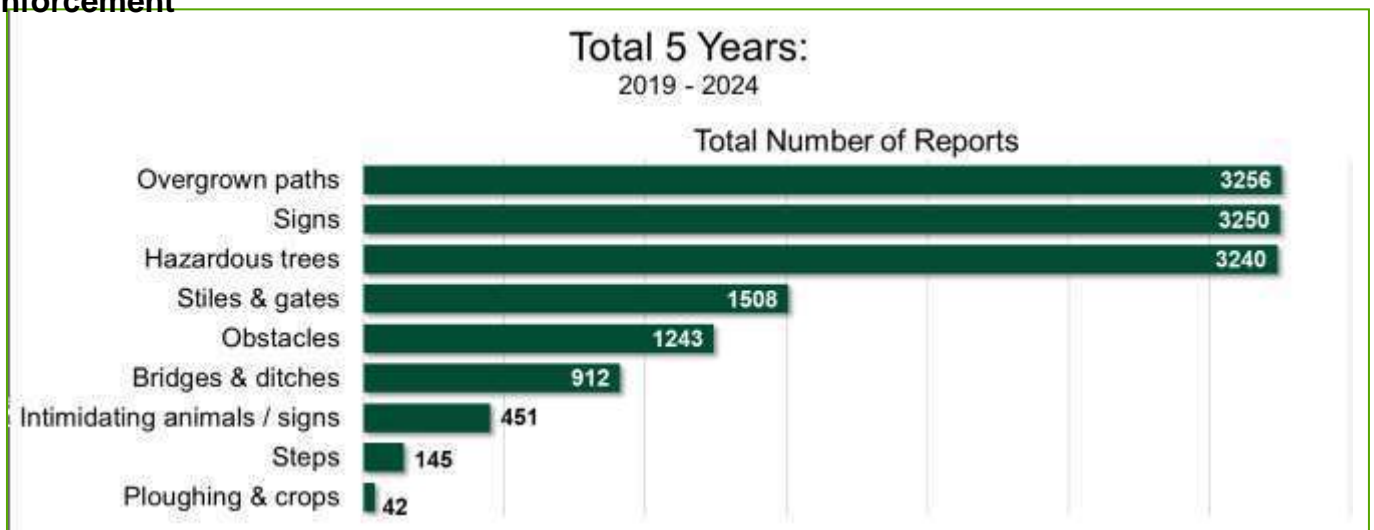
We receive reports of around 300 issues each month. Over the past five years this is an average of 3,617 each year. There has not been a significant change in the number of reports received during the last five years, although there was an increase in 2021 reflecting the higher number of users during the pandemic.

Over the past five years we have received almost equal numbers of reports for overgrown paths (average 651 reports annually), signs (average of 650 reports annually) and hazardous trees (average of 648 reports annually).

In our public survey, some users told us that the online mapping system for reporting issues was not easy to use. Users also told us they wanted more feedback on the status of the problem. We will investigate ways this can be improved and how we can make reporting problems more accessible.

Reported issues 2019 - 2024

Enforcement



It is illegal to obstruct or encroach on to a public right of way, for example through fencing, locking a gate across it, installing unauthorised structures, reducing its width, dumping rubbish or interfering with its surface. Crops, vegetation and trees can also obstruct a public right of way.

Although we prefer to negotiate to resolve the issue sometimes we need to take enforcement action to protect the rights of the public. In our survey 51% of people had encountered 'fallen trees or other obstructions on the route' and 21% 'paths deliberately blocked'. We know that keeping routes clear is important to our users and we will use our enforcement powers to tackle this with the landowner where appropriate.

The Definitive Map and Legal Records

The [definitive map and statement](#) form the legal record of public rights of way and are the basis for all of our work. The map shows the location and the statement shows the details of all recorded public rights of way. These records must be made available to the public. They can be viewed on the Surrey County Council website or viewed at our offices by appointment.

The legal work to record, protect and vary public rights of way is an essential part of managing the network. Many of the ambitions of this Rights of Way Improvement Plan to create better connections, provide multi-user routes, support landowners and help ensure public safety all rely on this area of work.

We have a duty to keep these records up to date and under continuous review. In certain circumstances the law allows us to make either permanent or temporary changes to public rights of way. There are two main ways to permanently amend the legal record.

A Definitive Map Modification Order (DMMO) is made when evidence shows that the record should be modified, for example by adding routes which have acquired public access rights following long public use, or unrecorded historical routes. Other changes may amend the recorded status of a right of way (e.g. from footpath to bridleway), change the details in the statement or remove a wrongly recorded public right of way.

Public Path Orders (PPOs) divert, extinguish or create public rights of way. Such orders are a power, not a duty, and can be made by the Council or following an application from a landowner or the public. When considering such an application we would always look for public benefit, such as reducing the number of structures or improving surfaces. Any alternative route must be safe and of sufficient width. For new or diverted paths we seek the highest standard of accessibility possible and look to attain the British Standard BS 5709:18 for any structures.

To ensure the safety of the public on the network we may also close or restrict use of a right of way on a temporary basis, for example to allow works on utilities or to enable development. We always prioritise public safety while trying to minimise any negative effects on public access. Alternative routes will be suggested wherever possible.

We have powers to restrict the rights of select user groups on a longer term basis. This is normally to close byways open to all traffic to motorised traffic, most typically 4x4s for reasons of safety or damage to a surface. We must balance decisions to restrict rights temporarily or permanently with protecting the legitimate rights of our users. We reviewed our [Traffic Regulation Orders Policy](#) for vehicles in 2022 and undertake to do this on a 10-year basis or if legislation or guidance changes. We always seek to find other solutions to address the issues

before we restrict any right, which is a last resort.

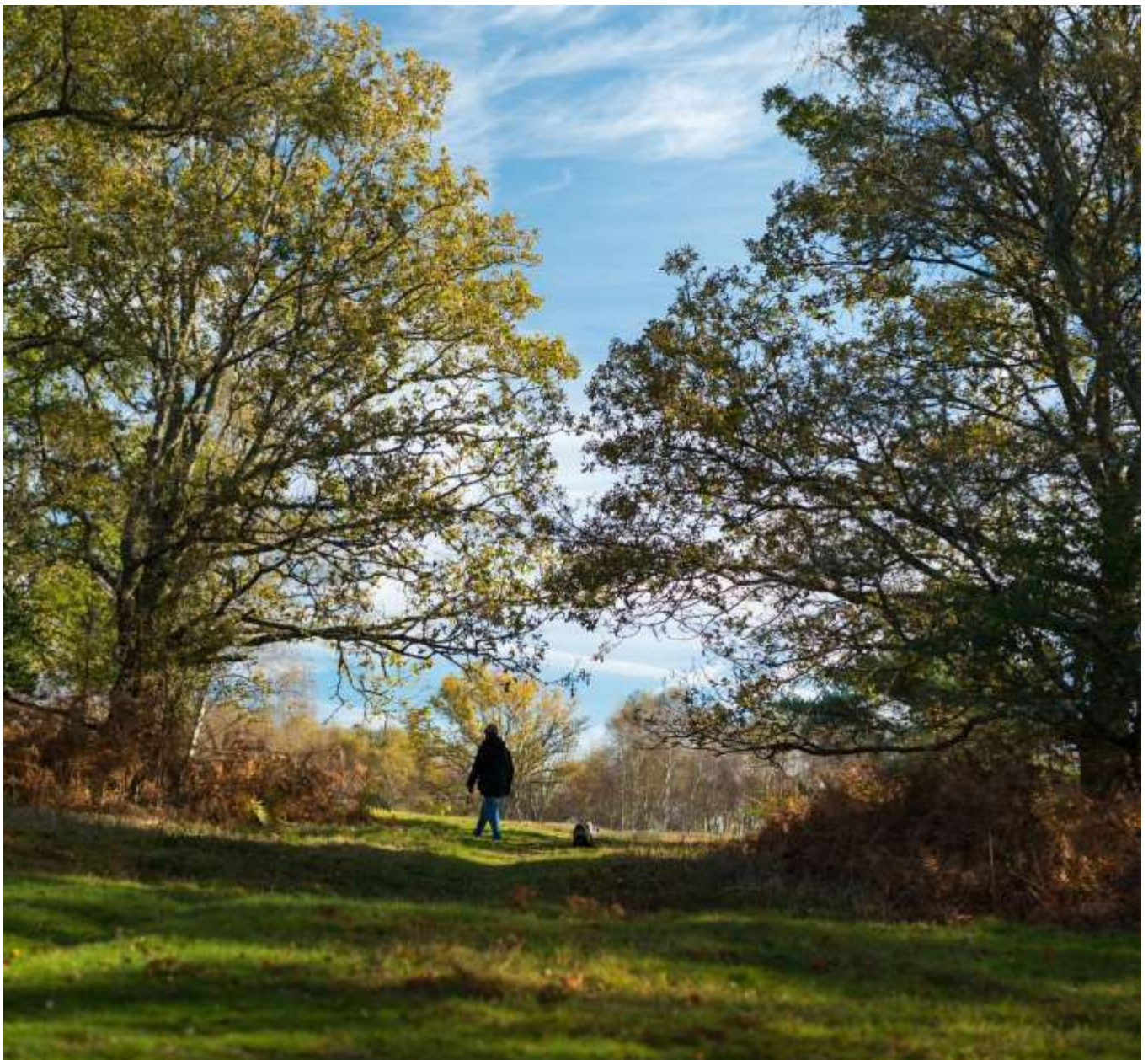
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Landowners can protect their land from additional rights being claimed by the public as a result of long use. The deposit of a highways or landowner statement and declaration with us, shows the intent of the landowner regarding rights of way. It cannot remove any rights that may already exist but may stop new rights coming into being. This information may be viewed on our website.

We want to help all landowners of village greens, common land and access land under the Countryside and Rights of Way Act to understand their responsibilities for public access.

Future Changes

The Deregulation Act 2015 proposes several changes to how we process rights of way work and applications. If fully enacted, it will have an effect on service delivery. It may for example lead to more applications from landowners to make changes to public rights of way, with new response timescales required. It may also apply shorter decision timescales for DMMOs.



Objectives

Objective 3

To maintain the network in the best possible condition, prioritising safety and targeting maintenance to where there is the greatest need.

We can do this by improving our understanding of the condition of the network so that we can identify where maintenance and improvements are needed. We will also improve our understanding of our users, including those who are under-represented, and understand the barriers they experience. We will ensure that resources are used effectively through developing partnerships, securing alternative funding sources, working with volunteers, landowners and parish councils. We will draw up an enforcement policy so it is clear, both to the public and landowners, when action is likely to be taken.

Objective 4

To improve the condition of the public rights of way network through supporting others with a responsibility towards public rights of way, including landowners.




We can do this through providing information, advice and liaison to help landowners and others with responsibilities to understand their obligations and through practical support such as additional waymarking.

Objective 5





To uphold the council's legal duties to provide an up-to-date definitive map and statement which is accessible to the public, and to execute other work streams in relation to legal work to record, protect and vary public rights of way, in order to underpin the objectives and actions in this Rights of Way Improvement Plan.







We will make sure our online information is up to date and accessible and our legal duties in relation to public rights of way, which underpin many other areas of our work, are executed.

Key to Action Table

£	Likely to be deliverable within current financial but delivery will be reduced if less resource is available.	££	Partially deliverable within current financial but additional resource needed to fully deliver this action.	£££	Some, limited, progress may be achieved within current financial resources but significant additional resources will be needed to fully deliver.
	Likely to be deliverable within current staff resources, but delivery will be reduced if less resource is available.		Partially deliverable within current staff resources, but additional resource needed to fully deliver this action.		Some, limited, progress may be achieved within current staff resources but significant additional resources will be needed to fully deliver.

Actions

Action	Details	Delivery	Resources	Timeframe
Action 5	Condition survey of the network to update location, condition and accessibility of structures and surfaces, and to be better informed to adapt to climate change impacts.	Countryside Access Team	££ 	Medium to long term
Action 6	Draw up an enforcement policy and publish on webpages.	Countryside Access Team	£ 	Short term and throughout the plan
Action 7	Develop an approach to prioritising surfacing works and to score these against the greatest need and impact. Publish on webpages.	Countryside Access Team	£ 	Short term and throughout the plan
Action 8	Improve usability of problem reporting system for customers and consider ways to improve feedback on the status of the problem.	Countryside Access Team, SCC Highways	££ 	Short to medium term

Action	Details	Delivery	Resources	Timeframe
Action 9	Continue to review the vegetation maintenance schedule to address areas of greatest need and impact. Publish on webpages. Identify routes where vegetation from the sides is having the greatest impact on users and address this through winter cuts or enforcement.	Countryside Access Team, landowners	££ 	Short term and throughout the plan
Action 10	Develop our working in partnership with parish and town councils and the major landowners who provide public access to achieve the best possible outcomes for the network and harnessing all available resources.	Countryside Access Team, parish / town councils, landowners including National Trust, MoD, Hurtwood Estate, Forestry England and others.	£ 	Throughout the plan
Action 11	Maintain and update the definitive map and statement of public rights of way as well as the Register of Commons and Town and Village Greens.	Countryside Access Team	£ 	Throughout the plan
Action 12	Redraw the definitive map and statement and republish in a digital format.	Countryside Access Team	££ 	Medium
Action 13	Reduce the backlog of DMMO work with the aim of meeting the 12 month determination timeframe.	Countryside Access Team	££ 	Medium to long term
Action 14	To introduce new working practices and requirements set out in the proposed Deregulation Act and consolidate the definitive map and statement by 2030	Countryside Access Team	££ 	Medium term

- Actions relating to maintenance of public rights of way are covered in [Theme 2: Maintaining and Protecting the Network](#).
- Actions relating to communication and partnerships with landowners and parish and town councils are covered in [Theme 4: Communication and Partnerships](#).

Theme 3: Future Surrey



In this theme we address the issues which are shaping Surrey now and in the future. Central to this is sustainability – in development, in protecting our outstanding natural assets for future generations and in responding to climate change.

Transport, Active Travel and Liveable Places

Roads and Traffic in Surrey

Surrey has one of the busiest road networks in the country. There is high congestion across the county and Surrey's roads carry over 60% more than the national average amount of traffic.

Traffic has a negative impact on all our users. The traffic flows on many major roads, especially dual carriageways, make crossing impossible and they create significant barriers to accessing public rights of way. Although traffic flows on other roads and rural lanes may be lower, crossing or traversing along them is also difficult in many cases due to traffic. The impact of traffic has been clearly stated to us from all our types of user; in our public survey and through discussions with stakeholders. The impact of traffic on our users undermines other objectives which we are striving to achieve. The levels of traffic and the risk posed also undermines health and wellbeing objectives and quality of life, as users may avoid using public rights of way or feel unsafe doing so. It also affects climate change as people then drive to 'safe' locations and 'honeypot' sites.

Most of our users are classed as vulnerable road users. These users are at a higher risk of injury or death in a collision and the Highway Code was updated in 2022 to prioritise their safety. The code includes a hierarchy of users. Those most at risk are pedestrians, followed by cyclists and people riding horses. Disabled people, older people and children are also equally vulnerable.



Surrey's Local Transport Plan, along with strategies and projects to increase active travel, all aim to reduce congestion and increase travel by sustainable modes. This aims to reduce traffic in the future; but the problem is current and pressing.

The impact of traffic and safety is recognised in Surrey County Council's [Vision Zero](#) Road Safety Strategy. The strategy aims to eliminate all traffic fatalities and serious injuries, while increasing safe, healthy, equitable mobility for all. The strategy seeks to provide a multi-agency response. We will work with the Road Safety Sustainable Travel Team to raise awareness of the needs and concerns our users and ensure that these are reflected in the implementation of the Vision Zero strategy.

Our users and stakeholders have advocated that new public rights of way to connect the network or which provide paths adjacent to roads can help to address this issue. Although this may resolve individual issues this is not an approach which can be delivered across the county at a scale and within a timeframe which will resolve the problem. Each new route often requires considerable resource input; in land compensation, legal costs, staff resource and capital works. We will seek to create new routes to relieve issues but this will be progressed on a priority basis, based on evidence of need, resources and opportunity. Improvement for safety will be the highest priority. We will assess potential routes on a range of evidence, including records of incidents, deliverability and the scale of impact of the project. We may also consider permissive access agreements with landowners where there is a clear public need and where this results in a quicker positive outcome.

Improved crossings may also be beneficial in some places. These are progressed by Surrey County Council Highways on a priority basis across the entire road network. The cost of these is very high and they must conform to road safety standards. Crossings are often not possible on rural national speed limit roads due to sight lines. We will advocate for crossings, bridges or other solutions where issues are the most severe. There are other solutions which we will explore, including improving sight lines at entrances, signage or staggered barriers for horse riders.



Any increased traffic arising from development and the impact it has on our users must be properly taken into account and recognised by Local Planning Authorities and developers. New housing will also lead to an increased use of nearby public rights of way by new residents. The safety and impact of increased traffic on users, both existing and new, needs to be properly assessed and measures included to address these impacts. This could mean new crossings, realignment of paths or additional paths.

We will also explore additional, supporting measures with partners. Road safety awareness campaigns, in partnership with other organisations such as Surrey Police and the British Horse Society could help to raise awareness of motorists. We will also explore seek additional roadside signing with Surrey County Council Highways.

Active Travel and Liveable Places

Active travel - walking, cycling and wheeling for everyday journeys – brings a range of benefits, including reducing congestion and air pollution. A well-designed, accessible environment can encourage people to walk, cycle and wheel, supporting more active lifestyles.

The public rights of way network is particularly important for creating walkable neighbourhoods and supporting active travel. The origin of public rights of way was as functional routes for people to access places like church, schools, areas of commerce or places of work and they often still link these places.

Local Cycling and Walking Infrastructure Plans (LCWIPs) are ten year plans for investing in walking and cycling. LCWIPs are being developed nationally and Surrey is producing an [LCWIP for every district and borough](#). Each LCWIP identifies priorities and options to expand walking and cycling networks. The LCWIPs aim to increase the number of people who walk, cycle and wheel in their everyday journeys and to make it safe, enjoyable and easy for everyone. They aim to improve access to destinations such as schools, shops, hospitals, workplaces and rail and bus stations. Public rights of way are considered in the LCWIPs as part of the existing network for cycling and walking and some are highlighted as potentially upgraded routes. Whilst the LCWIP may provide some investment to upgrade public rights of way it does not include additional funding for the increased level of maintenance required. Public rights of way may also not be suitable for upgrading to the standard which is required by national guidance. We will work as one Surrey to support initiatives which improve public rights of way for active travel, whilst supporting the needs of our users.

There is more that can be done to capitalise on public rights of way in creating liveable places. These routes are part of the fabric of towns and villages and yet are often overlooked as an existing resource which could be used more. They are an essential element of walkable neighbourhoods but sometimes investment is needed in the routes and in signage. We will work with our Surrey County Council colleagues to ensure that public rights of way play their part more fully in creating liveable places to support health, wellbeing and quality of life.



Development

The 11 boroughs and district Local Planning Authorities are responsible for producing Local Plans. These set out where housing and other development will take place. The [Surrey Infrastructure Study \(2017\)](#) stated that between 2016 and 2031 Surrey authorities will deliver 65,356 new homes, increasing the population by 106,123 (9%). However, it is likely that these housing figures will significantly increase following the 2024 review of the National Planning Policy Framework and the methodology for calculating housing figures (not available at the time of this plan).

There are constraints to development in Surrey as much of the county is within London's Metropolitan Green Belt or a National Landscape. Most housing development in Local Plans is allocated outside of these areas. A potential revision of planning law to allow building on more land within the Grey Belt could bring development to new areas of the county.

The nine key sub-areas of [Surrey's Place Ambition \(2023\)](#) reflect the current areas allocated for development. In these, the aim is to achieve growth which is proportionate, sustainable, supports health and wellbeing, has the necessary infrastructure investment – including green infrastructure – has quality building and public realm design, is resilient to climate change impacts and is planned and delivered at a local level.

Public rights of way are crucial in delivering sustainable growth – as a green infrastructure asset, in delivering sustainable travel and in supporting health and wellbeing and overall quality of life. There is great potential to enhance access and enjoyment in well-designed development.

We have identified that we need to have earlier, meaningful input in the Local Plan-making process and into the ongoing work in the key sub-areas. There is a need for a strategic approach to assessing use of and impacts on public rights of way as part of the wider green infrastructure network as well as within development sites. Our research has shown us that too often public rights of way are not fully and properly considered in plan-making.



We already work with Local Planning Authorities to ensure that public rights of way through developments are protected and enhanced, along with improvements in the surrounding public rights of way network. We will continue to propose individual projects which can be funded through Community Infrastructure Levy funds or 'Section 106' agreements. We have already delivered several improvements projects through these methods, although public rights of way improvements are in competition with other community improvements and funding is not guaranteed.

We know that more can and must be achieved to protect and improve public rights of ways in relation to development. The impacts on public rights of way are not confined to within the development 'red line'. We will work proactively to secure the best outcomes for new and existing residents and to support developers in high quality development which supports health, wellbeing and sustainability. This could include connecting routes to shops, schools, roads, travel hubs, leisure destinations, green spaces and into the public rights of way network.

For any new development there will be increased use of the surrounding network by new residents. We know that 94% of people access public rights of way from their homes and therefore new residents will use local public rights of way. We also know 79% of people will follow a route of 1 to 3 miles, and 85% of 3 to 8 miles.

Therefore for any new development we will, where necessary, actively seek a contribution to improvements to the local public rights of way network around the development based on our evidence of use. We will base the request on the scale and impact of the development. This may include, but not necessarily be confined to, the following:

- Incorporating a safe means by which new residents can link to and use the existing public rights of way network for both commuting and leisure purposes.
- Improvements to the condition of existing public rights of way, including signage to protect the interests of landowners from the inevitable increased use.
- Path upgrades to allow multi-user access on an existing footpath.
- The creation of new and connecting paths for all types of users where needed.

Sometimes there will be an increase in traffic arising from the development, adding to existing levels of traffic which we know affects the safety and enjoyment of our users. We know that this not only affects users of public rights of way through the development site, but also in the network around the development site. Where appropriate we will therefore seek investment in safety measures, such as crossings, diversions, signage or other measures appropriate for public rights of way within the development site and for those beyond the development site for which there will be an impact.

Within the development site we will seek the improvement of routes and the provision of multi-user routes. These should accommodate as many types of users as possible. Upgrades in status to accommodate new users will be sought. This may mean an increased path width is required. There should also be high levels of accessibility to accommodate those with mobility or other impairments. These upgrades should not create negative impacts on users. For

example, if an existing bridleway is surfaced this may become unsuitable for horses. The developer will need to show how existing use is accommodated with no loss of amenity. This might mean additional access provision is needed.

Protecting Biodiversity, Heritage and Landscape

Biodiversity

Surrey has a diverse natural environment and many areas which are important for nature. It is important that these are protected for the future. Public rights of way are also linear biodiversity and green infrastructure corridors. If managed sensitively they can help to connect biodiversity across the landscape. 11% of the public rights of way network (396km) crosses Special Protection Areas, Special Areas of Conservation, Sites of Special Scientific Interest, National Nature Reserves and Local Nature Reserves.

The presence of public rights of way across the most sensitive sites can add to recreational pressure. Works to public rights of way may also have an impact on biodiversity, requiring consent from Natural England or an assessment under the Habitats Regulations for the most highly protected species or habitats.

Thames Basin Heaths

The Thames Basin Heaths is a Special Protection Area (SPA) in west Surrey, Hampshire and Berkshire. The designation affords the sites the highest level of legal wildlife protection. The Thames Basin Heaths support ground nesting birds which are vulnerable to disturbance from recreation and predation, including from domestic pets. Local Planning Authorities by law must protect the SPA and every planned housing development within 5km must not have an adverse effect. This is achieved through the Local Planning authorities working together through the Thames Basin Heaths Partnership. Part of the approach is to provide recreational places, called Suitable Alternative Natural Greenspaces (SANGs), to absorb additional recreation visits arising from development. A principle of SANGs is that they should not rely on public rights of way to provide access. However, the Thames Basin Heaths Partnership has told us that public rights of way can have an important supporting role in spreading recreation pressure through:

- Opportunities for longer and circular walks could help to spread recreational pressure.
- Signage where SANGs and public rights of way meet, along with supporting information, can encourage people to explore walking in surrounding areas.



Landscape

Surrey has a rich and varied landscape. From the flat Thames Basin, through the hills of the North Downs and Wealden Greensand, there are large areas of open heathland, enclosed wooded, river valleys, small scale farmland and open meadows. The county is the most wooded in England. It is a highly valued landscape with over 25% of the county being designated as National Landscapes.

The Surrey Hills National Landscape covers a quarter of the county. It includes the chalk slopes of the North Downs and part of the wooded Greensand Hills. The landscape of beautiful countryside is rich in wildlife, woodland and attractive market towns and villages. The Surrey Hills was one of the first landscapes in the country to be designated, in 1958. The boundary of the Surrey Hills National Landscape is being reviewed at the time of this plan.

There is also a small section of the High Weald in the south-east corner of Surrey. It is a landscape of small farms and woodlands, historic parks, sunken lanes and ridge-top villages.

All forms of outdoor recreation are popular in the National Landscapes and they attract visitors from surrounding areas to enjoy their outstanding countryside. Whilst this can be valuable economically, it is important that recreational pressure is managed to protect the landscape and to lessen the impacts on those living in these areas, including landowners.



Heritage

Public rights of way can provide access to heritage assets and can be a way for people to view, understand and appreciate heritage. Some heritage sites need to be protected and can be damaged by high levels of recreational use. Heritage assets also need to be protected during works on public rights of way.

There are 35km of public rights of way within Registered Parks and Gardens, 10km within Scheduled Monuments and 101km in Conservation Areas.

Climate Change Impacts

[The Surrey Climate Change Strategy \(2020\)](#) identifies the need to improve resilience to climate change as, even if net zero targets are met, Surrey will need to adapt to emerging changes in climate. These are already having an impact on infrastructure, services, communities and ecosystems.

Flooding in particular could have an impact on public rights of way. This may damage surfaces and structures, including bridges. The increased likelihood of flooding will need to be considered in the design of paths, surfaces and public rights of way structures.

Flood zones 2 and 3 are areas which are likely to flood. Although the risk of flooding in these areas is calculated as 1 in every 100 years or more, we already know that flooding is taking place more often. There are 283km of public right of way within flood zones 2 and 3 zones; 8% of the network. The largest area within these zones is around the River Thames, with other areas alongside the River Wey, the River Mole and along the upper reaches of the River Eden in Tandridge district.

In recent years changes in weather patterns has led to an increase of cases where riverside public rights of way are being lost into rivers, or require revetment works to secure them. The now regular heavy rain bursts causes both flooding and surface erosion from runoff.



Objectives

Objective 6

To ensure that development does not impact negatively on public rights of way or their users; that they are protected and any impacts on them are appropriately mitigated. This should be both within the development and in the wider catchment. Rights of Way requirements associated with Strategic sites should be included in Local Plans.

To do this we will build strong relationships with the Local Planning Authorities, developers and other Surrey County Council teams to secure better and more ambitious outcomes from development to reflect more fully the impact that development has on public rights of way both within and around the development site, on traffic levels and on landowners. We will input at an early stage into Local Plans, Neighbourhood Plans, green infrastructure strategies, development masterplans and other strategic planning. We will seek developer contributions for public rights of way improvements. In order to achieve this we will seek a Development Officer post to work in partnership, to actively seek developer contributions, to deliver positive outcomes and ensure that development is focussed on the best outcome for residents and contributes fully to sustainable development. The investment in an officer could generate 10 times their cost in new improvements including successful CIL bids.

Objective 7

To improve the safety of our users in respect to the impacts of traffic, through seeking improved connections and crossings where there is the greatest need, working with partners on information and initiatives to improve safety and to increase active travel and liveable neighbourhoods.

To do this we will seek traffic-free connecting routes in areas of greatest need, in line with the priorities of this Rights of Way Improvement Plan. We will raise awareness of the impact that traffic has on the safety and enjoyment of public rights of way for our users

Objective 8

To ensure that public rights of way contribute to conserving and protecting the outstanding biodiversity, landscape and heritage of Surrey, whilst also providing opportunities to appreciate and understand them.

To do this we will work with our partners to seek ways to manage public rights of way to protect and enhance Surrey's biodiversity, landscape and heritage assets.

Objective 9

To protect the network from and adapt to the impacts of climate change through improving our maintenance techniques, applying best practice, seeking to innovate, using new materials and improving our understanding of changing weather patterns and other impacts on the public rights of way network.








We can do this through improving our understanding of what structures and areas of the network are at greatest risk from the impacts of climate change, and the financial implications of climate change impacts on the public rights of way network. We can review best practice as it evolves and seek to use new materials and techniques, for example in surfacing. We will work with others, for example Surrey County Council’s flood teams, better to understand impacts.

Key to Action Tables

<p>£ Likely to be deliverable within current financial but delivery will be reduced if less resource is available.</p>	<p>££ Partially deliverable within current financial but additional resource needed to fully deliver this action.</p>	<p>£££ Some, limited, progress may be achieved within current financial resources but significant additional resources will be needed to fully deliver.</p>
<p>👤 Likely to be deliverable within current staff resources, but delivery will be reduced if less resource is available.</p>	<p>Partially deliverable within current staff resources, but additional resource needed to fully deliver this action.</p>	<p>👤👤👤 Some, limited, progress may be achieved within current staff resources but significant additional resources will be needed to fully deliver.</p>



Actions

Action	Details	Delivery	Resources	Timeframe
Action 15	Development Officer to ensure better outcomes from planning and development through CIL and s106 and to respond to changes in planning law.	Countryside Access Team	£££ 	Short term and throughout the plan
Action 16	Increase requests for developer contributions, including catchment-based considerations through greater involvement in the planning process.	CAT, CAT Development Officer, SCC Spatial Planning and Transport Development Team	£££ 	Short term and throughout the plan
Action 17	Seek connecting paths and crossings where these will address the greatest need and provide greatest benefit, prioritising safety.	CAT, SCC highways, Local Planning Authorities, landowners	£££ 	Throughout the plan
Action 18	Work with partners to seek improvements in road safety, including awareness raising and signage.	CAT, SCC Road Safety, highways, British Horse Society, others	££ 	Short term and throughout the plan
Action 19	Support active travel, walkable neighbourhoods and liveable spaces, through improvements to public rights of way, signage and other measures.	Countryside Access Team, SCC highways, LCWIP teams, spatial planning and placemaking	££ 	Throughout the plan
Action 20	Protect and enhance biodiversity, heritage and landscape character in public rights of way maintenance and improvement.	Countryside Access Team, SHNL, SCC, Thames Basin Heaths and others	£ 	Throughout the plan
Action 21	Identify structures, surfaces and other aspects at risk from the impacts of climate change, working with SCC Flood Risk Team to address impacts and seek new approaches and methods to address impacts.	Countryside Access Team, SCC Flood Team, Environment Agency and others	££ 	Short term and throughout the plan

Theme 4: Communication and Partnerships



In this theme we consider how we communicate with the public and our stakeholders about our work. We set out how we will work with our partners, including landowners, to get better outcomes and deliver the ambitions of this Rights of Way Improvement Plan.

Rights with Responsibilities

The need for responsible use of the countryside was a common theme in our public survey and throughout our engagement. We spoke to landowners – both the farming community and larger public landowners. They all reported an increase in users and reported issues with aggressive dogs, people not staying on public rights of way, fly tipping and littering. There have also been issues with dog fouling and in some areas the spread of disease amongst livestock.

Other issues raised by the public and landowners included inconsiderate use, for example cyclists travelling too fast, and misuse, for example horse riders and cyclists using footpaths. There was a general feeling that users had become less considerate and tolerant of each other. This was true between all users – walkers, cyclists, equestrians and motorised vehicle users. Users also thought there had been an increase in dogs in recent years, including commercial dog walkers with multiple dogs, and a perception that dogs are poorly trained.

Use of countryside sites and public rights of way increased greatly during the COVID-19 pandemic. Whilst use has decreased from its high point, there remain more people visiting the countryside. The national [Countryside Code](#) aims to guide responsible use of the countryside and was refreshed by the Government during the pandemic due to increases in countryside visitors.



There are several existing campaigns and projects to foster respect amongst users and to raise awareness of the Countryside Code. The organisations representing users, including the Trail Riders Fellowship, GLASS, Cycling UK and the British Horse Society all encourage responsible access amongst their members. However, there are many individuals who are not members of any organisations. Surrey County Council's Countryside Visitor Services has a [Countryside Code Champions](#) scheme. There are other projects, especially in western Surrey around the Thames Basin Heaths, to encourage responsible dog ownership. The national campaign 'Be Nice Say Hi', run by [Cycling UK](#) and the [British Horse Society](#), has been promoted in the [Surrey Hills National Landscape](#). The approaches are, however, fragmented. All of the larger public landowners told us that better co-ordination of information, messages, codes and timing of publicity across the county would be beneficial.

Users also indicated that in some areas of high use, on site waymarking to indicate who can legitimately use the route could be useful.

Promoted Routes

Two National Trails pass through Surrey – The [Thames Path National Trail](#) and the [North Downs Way National Trail](#). The [Greensand Way](#) long distance route also passes through Surrey. There is also a range of promoted material for self-guided walking, cycling and horse riding. Surrey County Council's Visitor Services Team promotes 27 self-guided trails, available on [Surrey County Council's website](#). There are also self-guided routes for the 19 Surrey County Council Countryside Sites. There are other promoted routes produced by organisations supported by Surrey County Council. The Surrey Countryside Partnerships list self-guided trails on their webpages and the Surrey Hills National Landscape also promotes a walking, cycling and horse riding routes.



We want to encourage people to explore public rights of way, including new users. In our public survey the main reason why people do not use public rights of way as much as they would like was worrying about getting lost; the third was not knowing where to find information.

Promotional material and communication needs to be of a good quality, set out what the route is like clearly and what facilities there are to support users.

There are many promoted self-guided routes, some on commercial web platforms, some produced by parish councils and some by our partners. These have not been produced by us and we cannot monitor these. However, we want users to have the information they need and good quality routes to support them. We will work in partnership with Surrey County Council Visitor Services and Countryside Estates, Surrey Hills National Landscape, Surrey Countryside Partnerships and parish councils to develop a suite of quality-assured routes. Those creating the route should ensure they are safe to use, for example in relation to road crossings and any part of the route which follows roads and seek our advice. We will also seek assurances from those creating the routes that they will be regularly checked on the ground. We will then include these routes on our maintenance database through which we can check whether an issue we receive is on a promoted route and prioritise it accordingly.



When several organisations brand and waymark their routes individually this can be confusing for the user and is visually intrusive in the countryside. We will draw up a design standard to guide waymarking of routes on public rights of way.

Improving our Partnerships

Working in Partnership

Through developing this Rights of Way Improvement Plan we have engaged with our existing partners and stakeholders and started to build relationships with new stakeholders. Delivering this Plan will require us to continue to build on these relationships. This includes in health and wellbeing, in supporting people to be more active, in the boroughs and districts, the voluntary and charity sector, the Surrey Hills National Landscape and the Surrey Local Nature Partnership, other teams within Surrey County Council and others.

We have already begun to engage with some parish and town councils to foster collaborative approaches to maintaining and improving their public rights of way. We will not be able to work in depth with all parishes in the lifetime of this Plan but will prioritise those who wish to work with us in a collaborative way.

We will also continue to work with volunteers to help us to maintain the network. Our existing volunteers have told us that there is more they can do to help, and we will investigate expanding their roles, including providing training to do this where needed. All of our users have told us they would like to help with maintaining public rights of way and we will seek to expand our support to enable this. Expanding volunteering could also help people to get more active and to gain skills.

We have found that whilst there is a high level of interest and use of public rights of way, there is lower awareness of the Countryside Access Team and the work of maintaining and improving the network, amongst both the public and sometimes our stakeholders. The work we do is complex but it is essential we communicate this more effectively. We will seek was to raise awareness and to communicate more effectively about our work.



Working Alongside Landowners

Landowners are very important partners. Public rights of way not only cross their land, but they are responsible for some aspects of their maintenance.

In developing this Rights of Way Improvement Plan landowners have told us they would welcome more communication with them, information on public rights of way and collaborative working. We can also include their concerns in our communications with the public, for example around lambing time, or in relation to dog fouling causing harm to livestock.

All landowners we engaged with have unfortunately experienced negative impacts arising from public rights of way. We will seek to support them and improve communication around responsible behaviour and through waymarking.

Objectives

Objective 10

To raise awareness of the public rights of way network and to support existing and new users with opportunities to find out about public rights of way, to explore them, to make the network a more welcoming place and to help people to find their way around.




We will work with partners to ensure that the self-guided routes they provide are signed and waymarked to standard that is of benefit to all and that there are mechanisms to ensure that promoted routes, especially those targeted at new or disabled users, are maintained. We will also raise our profile through social media, informing customers of what is happening on the network.

Objective 11

To encourage responsible use of the countryside, to increase understanding and consideration between users and to lessen impacts on landowners, their businesses and livestock.








We will work in partnership to promote the Countryside Code and foster respectful and considerate behaviour between all users on the public rights of way network. We will support our partners in promoting responsible dog ownership, especially on farmland and urban and urban fringe rights of way where it can have a detrimental impact on users and livestock.

Key to Action Table

£	Likely to be deliverable within current financial but delivery will be reduced if less resource is available.	££	Partially deliverable within current financial but additional resource needed to fully deliver this action.	£££	Some, limited, progress may be achieved within current financial resources but significant additional resources will be needed to fully deliver.
	Likely to be deliverable within current staff resources, but delivery will be reduced if less resource is available.		Partially deliverable within current staff resources, but additional resource needed to fully deliver this action.		Some, limited, progress may be achieved within current staff resources but significant additional resources will be needed to fully deliver.

CAT = Countryside Access Team
SHNL = Surrey Hills National Landscape

Actions

Action	Details	Delivery	Resources	Timeframe
Action 22	Produce a waymarking policy for use by all who are developing waymarked self-guided trails.	Countryside Access Team	£ 	Short term
Action 23	Agree with partners which of the routes they are promoting they will monitor. Put these on the maintenance system to streamline resolution of reported issues.	CAT, SHNL, SCC Visitor Services Team and Countryside Partnerships, parish and town councils.	££ 	Short term and ongoing throughout the plan.
Action 24	Consider on site signage to indicate what users are permitted in the busiest areas or where clarification of rights would be helpful	Countryside Access Team	££ 	Medium to long term
Action 25	Carry out regular social media and promotional campaigns to encourage responsible countryside use. Co-ordinate messages and timing with other partners.	Countryside Access Team, Surrey County Council Visitor Services Team.	£ 	Throughout the plan
Action 26	Seek to expand and improve our work with volunteers, including new roles, new people and providing training.	CAT, Ramblers', BHS, Trail Riders Fellowship, Parish Councils, GLASS and others.	££ 	Throughout the plan
Action 27	Work with CLA and NFU to improve regular communication and to disseminate information to landowners. Improve visibility and communication options for landowners.	CAT, CLA, NFU, Landowners, Surrey County Council Visitor Services Team.	£ 	Throughout the plan
Action 28	Seek funding, build new partnerships and improve communication to implement this Plan.	Countryside Access Team	££ 	Medium term

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URGENT DECISIONS

Head of Service: Rod Brown, Head of Housing & Community
Report Author Andrew Bircher
Wards affected: (All Wards);
Urgent Decision?(yes/no) no
If yes, reason urgent decision required:
Appendices (attached):

Summary

To report to the Council two decisions taken by the Acting Director Corporate Services on the grounds of urgency, in compliance with the requirements of the Constitution

Recommendation (s)

The Committee is asked to:

- (1) Note the urgent decisions taken and the reasons for those decisions**

1 Reason for Recommendation

- 1.1 To report to the Council a decision taken by the Acting Director of Corporate Services on the grounds of urgency, in compliance with the requirements of the Constitution.

2 Background

- 2.1 The scheme of delegation sets out that the Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision.

2.2 Since the last meeting of the Council two urgent decisions have been taken by the Acting Director of Corporate Services in consultation with the Chair Cllr Liz Frost, and published in Member News in line with the Council's Constitution, Appendix 2, Paragraph 3.1. iii. The decisions are set out below:

2.2.1 **Decision 144** – Playhouse Production Parking

2.2.2 **Urgency reason for decision 144** – Production takes place prior to Committee.

2.2.3 **Decision 145** – Playhouse Production Parking

2.2.4 **Urgency reason for decision 145** – Production takes place prior to Committee.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None arising directly from this report

3.2 Crime & Disorder

3.2.1 None arise from this report

3.3 Safeguarding

3.3.1 None arise from this report

3.4 Dependencies

3.4.1 None arise from this report

3.5 Other

3.5.1 none

4 Financial Implications

4.1 **Section 151 Officer's comments:** Finance are consulted as part of the urgent decision-making process.

5 Legal Implications

5.1 **Legal Officer's comments:** Legal are consulted as part of the urgent decision-making process.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- N/A

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations –** None.

6.4 **Sustainability Policy & Community Safety Implications:** - None.

6.5 **Partnerships:** N/A

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None.

Other papers:

- None.

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CAPITAL PROGRAMME 2025/26

Head of Service:	Kevin Hanlon, Interim Chief Finance Officer
Report Author:	Vanessa Newton, Senior Accountant
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Proposed Capital Programme Appendix 2 – Capital Appraisal forms

Summary

This report summarises the proposed 2025/26 capital programme and a provisional programme for 2026/27 to 2029/30. The Committee's approval is sought for the programme to be submitted to Council in February 2025.

Recommendation (s)

The Committee is asked to:

- (1) Submit the capital programme for 2025/26 as identified in section 3 of this report to the Council for approval on 11 February 2025;**
- (2) Note the provisional forecast of schemes for the capital programme for 2026/27 to 2029/30.**

1 Reason for Recommendation

- 1.1 To seek the Committee's approval to submit the proposed capital programme for 2025/26 to Council in February 2025 and to inform of the schemes included in the provisional forecast for 2026/27 to 2029/30.

2 Background

- 2.1 The Capital Strategy was last agreed by Full Council on 13 February 2024 at which time the capital programme was approved for 2024/25. Schemes for 2025-2029 were provisional pending the annual budget review and an annual assessment of funds for capital investment.

- 2.2 The terms of reference for Financial Strategy Advisory Group (FSAG) include the preparation of the annual capital programme. In order to undertake this, FSAG assesses all capital proposals and recommends a programme for approval to the Policy Committees.
- 2.3 The programme assumed funding from capital receipts, revenue funding and government grants. The proposed level of investment for the 2025/26 programme is £1.664m, of which £475,000 is to be funded from a planned contribution from revenue. Combined with funding of £785,000 from the Disabled Facilities Grant, this leaves a balance of £404,000 to be funded from capital receipts should all schemes be recommended to progress.
- 2.4 One further scheme was recommended by FSAG but due to the urgent timescales for undertaking the works, this project was considered by Full Council on 10 December 2024. Full Council agreed a budget of £410,000 for the scheme which was for a second phase of replacement windows at Bourne Hall.
- 2.5 The estimated balance of capital receipts at 31 March 2025, assuming funding of the 2024/25 capital programme, and the £410,000 funding detailed in paragraph 2.4, is £1.965m. This balance would fall to £1.561m upon funding the schemes proposed by FSAG. The agreed minimum threshold of capital receipts is £1m. Once the balance drops to £1m, future capital programmes will need to be funded from grant, revenue contributions or borrowing.
- 2.6 The receipts forecast assumes a £475,000 revenue contribution to fund capital schemes in 2025/26, however this is subject to the revenue budget being approved at Council in February 2025.

3 Core Programme 2025/26

- 3.1 FSAG recommended that the following schemes should be considered by this Committee for inclusion in the capital programme in 2025/26, subject to the Committee approving the project appraisals.
- 3.2 The initial proposals considered by FSAG on 22 November 2024 to be funded from corporate capital resources amounted to £1.4m. In order to preserve a balance of £1m in the capital receipts reserve, some proposals were streamlined. Ashley Centre Car Park's proposal was originally £538,000 for new waterproof membranes to be applied to three levels. This has been reduced to £184,000 for Level one only. Renovation and surface renewals to four playgrounds were originally proposed at £330,000, this has now been reduced to one playground being Hardwick's yard at £40,000.

Capital Scheme	Proposed Budget 2025/26 £'000	Expected Funding Source
Stew Ponds Desilting	150	Corporate capital resources
Upper Pond Bank Replacement	150	Corporate capital resources
Ashley Centre Car Park Level 1 - New Waterproof membrane	184	Corporate capital resources
Court Recreation Ground Renewal of 3G Football Pitch	130	Corporate capital resources
Playground Renovation and Surface Renewal	40	Corporate capital resources
Total Environment Committee	654	

4 Provisional Forecast 2026/27 to 2029/30

- 4.1 FSAG also considered the provisional forecast for the subsequent four years, which has been compiled through drawing information from the Asset Management Plan for buildings and other known capital expenditure requirements.
- 4.2 The 2026/27 to 2029/30 provisional forecast for Environment Committee currently comprises the following sums, with individual schemes shown in Appendix 1:

Provisional Forecast	2026/ 27	2027 /28	2028/ 29	2029/ 30	Total
	£'000	£'000	£'000	£'000	£'000
Ashley Centre Multi Storey Car Park	510	0	60	50	620
Auriol Pavilion	0	0	0	375	375
Harrier Centre, King Georges field	208	0	0	105	313

Hook Road Multi Storey Car Park	0	143	398	68	609
Horton Country Park Public Conveniences	0	0	0	90	90
Total Environment Committee	718	143	458	688	2,007

- 4.3 The provisional forecast provides an illustration of the Council's anticipated capital expenditure need from 2026/27 to 2029/30 but is not an exhaustive list as future schemes may be identified through other workstreams such as the Climate Change Action Plan and Annual Plan cycle.
- 4.4 A greater reliance on external funding should be sought to fund capital schemes, however, if it cannot be secured, capital receipts or other alternative funding would be applied instead.
- 4.5 The Council expects to review its discretionary services in 2025/26. Should a property be impacted by these reviews or Council priorities change, capital works may be deferred until the outcome of reviews is known. Each year, the forthcoming annual programme will be reviewed by FSAG through the annual capital budget setting process with proposals assessed against the agreed criteria, and the programme updated accordingly.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

5.1.1 None for the purposes of this report.

5.2 Crime & Disorder

5.2.1 None for the purposes of this report.

5.3 Safeguarding

5.3.1 None for the purposes of this report.

5.4 Dependencies

5.4.1 The 2025/26 capital programme is dependent upon agreement of a planned £475k revenue contribution to fund the capital programme being considered by Full Council in February 2025 as part of the revenue budget for 2025/26.

5.5 Other

5.5.1 None for the purposes of this report.

6 Financial Implications

6.1 Officers in the Projects Team have scheduled sufficient capacity to deliver the recommended schemes next year.

6.2 **Section 151 Officer's comments:** All financial comments have been included within the body of the report.

7 Legal Implications

7.1 **Legal Officer's comments:** None for the purposes of this report

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council.

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.

8.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.

8.5 **Partnerships:** None for the purposes of this report.

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None.

Other papers:

- [Initial Capital Proposals – 2025/26, Financial Strategy Advisory Group, 27 September 2024.](#)
- [Final Capital Proposals – 2025/26, Financial Strategy Advisory Group, 22 November 2024.](#)
- [Bourne Hall Windows Phase 2, Council, 10 December 2024.](#)
- Capital Strategy for agreement at Full Council in February 2025.

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Environment Committee Provisional Proposed Capital Programme 2025/26 - 2029/30

	Original Budget 2025/26 £'000	Proposed Budget 2026/27 £'000	Proposed Budget 2027/28 £'000	Proposed Budget 2028/29 £'000	Proposed Budget 2029/30 £'000	Total Provision 2025/26- 2029/30 £'000
ENV Proposal 1: Stews Pond Desilting	150	0	0	0	0	150
ENV Proposal 2: Uppermill Pond Bank Replacement	150	0	0	0	0	150
ENV Proposal 3: Ashley Car Park Centre	184	510	0	60	50	804
ENV Proposal 4: Court Recreation Renewal of 3G Football Pitch	130	0	0	0	0	130
ENV Proposal 5: Playground Renovation	40	0	0	0	0	40
Provisional: Auriol Pavilion	0	0	0	0	375	375
Provisional: Harrier Centre King Georges Field	0	208	0	0	105	313
Provisional: Hook Road Multi Storey Car Park	0	0	143	398	68	609
Provisional: Horton Country Park Public Conveniences	0	0	0	0	90	90
Total Environment Committee	654	718	143	458	688	2,661

Asset	Project
2026/27	
Ashley Centre Car Park	£200k Lighting Level 5 Replacement/£300k Internal decorations for all levels/£10k Internal decorations 4 staircases
Harrier Centre King Georges field	£200k Changing rooms, toilets & showers refurbishments/£7.5k Kitchen upgrade
2027/28	
Hook Road Car Park	£75k Lifts Refurbishment/£37.5k Lighting Level PH3 Replacement/£30k Internal doors replacement
2028/29	
Ashley Centre Car Park	£60k Distribution boards replacement
Hook Road Car Park	£240k Internal decorations-all areas/£120k CCTV system replacement/£37.5k Lighting level Ph2 replacement
2029/30	
Ashley Centre Car Park	£30k Dryer Riser/£20k capping to parapets and brickwork repairs
Auriol Pavilion	£300k Changing rooms, showers, toilet refurbishment/£45k Roller shutter replacement/£30k Kitchen refurbishment
Harrier Centre King Georges field	£60k Roller shutter replacement/£45k Hard surfaces resurfacing
Hook Road Car Park	£37.5k Lighting level Ph1 Replacement/£30k Dry risers
Horton Country Park Public Conveniences	£37.5k Sanitaryware & pipework/£15k Floor covering re-tiling/£15k Cubicles Replacement/£15k Internal redecorations/£7.5k Calorifiers replacement

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Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 1

PROJECT TITLE

Stew Ponds removal of silt

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Justin Turvey / Tony Foxwell

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>To carry out various ecological and environmental surveys, prepare scheme to remove silt from Stew Pond by creating a island in the middle of the pond with the removed silt.</p>
<p>Project outcomes and benefits</p>	<p>Benefits & opportunities</p> <ul style="list-style-type: none"> - improved habitat for fish and wildlife by restoring the central island, variation in depth and reeded margins and by careful management of trees. - Give better access to refurbished angling swims, particularly for disabled anglers. - Enhance visual character of the pond - Involve local groups to take ownership of the pond and improve biodiversity - Use materials such as wooden faggots & stakes that can be sourced locally <p>Background Information</p> <ul style="list-style-type: none"> -De-silting last took place in 1988 -The pond has been leased to a fishing club (central Association of London and Provincial Angling Clubs CALPAC) since 1988. -The reason for allowing fishing on the Stew Pond is to protect the nearby Great Pond (restored in 1979) where no fishing is allowed. -De-silting is identified by 2016-2116 management plan and is therefore Council policy. -There is recognition going back to 2010 that to retain the pond as a fishing pond removing silt is necessary and the creation of a central island will be a significant habitat improvement for wildlife in a nationally and internationally important site for wildlife. -The pond is surrounded by woodland and the inevitable leaf fall causes the pond to silt up relatively rapidly.

Project Appraisal Form

	<p>-De-silting and increasing the depth of the pond will provide greater resilience against climate/temperature change where warmer temperatures have already caused issues for the level of dissolved oxygen, requiring pumps to oxygenate the water and protect the fish stock in recent years.</p> <p>-In 2010 plans were drawn up to de-silt the pond with an estimated cost of approx. 100K. Increasing costs indicate a proposal in the region of 150k</p> <p>-Proceeding with this project will require a survey of the silt to ascertain if any contamination exists and to estimate the quantity of silt. An assent will be required from Natural England as the pond lies within a Site of Special Scientific Interest. Previously the Environment Agency were supportive of the project paying for the silt survey and should be engaged again. EEBC paid for a bat survey which would need to be repeated.</p> <p>The need for this project goes back over many years and an eye has always been kept out for any external funding opportunities. Unfortunately, none has materialised and it is very difficult for local authorities to source the level of funding required from grants. For example, a lottery bid via the fishing club was considered in 2010 but the fact that it was local authority owned disqualified the bid. We have done extremely well over the last couple of decades at sourcing considerable outside funding for the management of Epsom Common, including path restoration and habitat/wildlife management so in that context a capital proposal does not seem unreasonable, as it is Council policy via the management plan to desilt the pond as part of our overall responsibility for managing and enhancing the site, for which we have a statutory duty under CROW. Another option would be to consider a green infrastructure bid under the larger CIL pot?</p> <p>Specialist services</p> <p>These works will require consultants' services and therefore additional fee costs for professional services have been allowed for.</p> <p>Questions</p> <p>1/ Final proposal must consider whether partial de-silting could be undertaken and the costs of the option. The preferred design involves creating an Island in the middle of the pond using dredged silt, so by default the proposal is a part de-silting.</p> <p>2/ The detailed proposal should also cover the implications or not of undertaking the work and whether there is an impact on the climate change action plan.</p> <p>Please note the reason for having controlled fishing on the Stew Pond is to protect the wildlife of the nearby and larger</p>
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Project Appraisal Form

	Great Pond. If the Stew Pond is not de-silted the existing fish stock remain at risk from higher water temperatures caused by climate change. In turn that could lead to the fishing club relinquishing their lease and consequently with no bailiff the wildlife found on great pond would be at risk from uncontrolled fishing.
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	130k	
b	Consultancy or other fees	20k	
c	Total Scheme Capital Costs (a+b)	150k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0k	
e	Net Costs to Council (c-d)	150k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	150k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Project Appraisal Form

Year	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	150k spend in 2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	No revenue implications
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	The climate change action plan includes targets to reflect our commitment to tackling climate change in the biodiversity action plan and to secure National Nature Reserve status on Epsom Common LNR. The Management Plan for Epsom Common LNR 2016-2116 includes the action to de-silt Stew Pond.
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STRATEGIC PLAN

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Enhance the boroughs natural assets, preserving and increasing biodiversity.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	January 2025	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	March 2025	TBA
4	Project start date	July 2025	TBA
5	Project Finish Date	September 2025	TBA

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals are met and why. Leave blank any which are not met.

Project Appraisal Form

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	<p>No</p>
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No</p>
<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>We have biodiversity duty under the natural environment and rural committees Act 2006</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>N/A</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>yes Green and Vibrant - a better place to live where people enjoy their surroundings</p>
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PRIORITISATION

State which one of the four prioritisation categories are met and why.

Project Appraisal Form

1	Investment essential to meet statutory obligation.	We have biodiversity duty under the natural environment and rural committees Act 2006
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Risk associated with this project are access to the ponds is restricted and weather conditions will have an impact on carrying out the works.
2	Are there any risks relating to the availability of resources internally to deliver this project	
3	Consequences of not undertaking this project	There is a risk of danger to fish through contaminates in the water.
4	Alternative Solutions (Other solutions considered – cost and implications)	None

Is consultation required for this project? Please give details of the who with and when by.	Yes with the local community
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Ward(s) affected by the scheme	Stamford Green ward
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Project Appraisal Form

COMMITTEE & PROPOSAL NUMBER

Environment 2

PROJECT TITLE

Uppermill pond bank replacement - Phase 2

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Ian Dyer/Tony Foxwell

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>Criteria - Where the scheme is consistent with the Council’s Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p>Scope of Works The previous first phase works were very successful however the section of wall from the Main water pipe down to the Samaritans has also started leaking and causing excessive water loss. We have a statutory obligation to repair this to prevent water loss. The proposal is to remove dead and dangerous trees close to the wall and provide and install new sheet piling to create new river bank wall.</p> <p>Upper mill pond works include ground penetrating radar survey, flood risk plan, provision of heavy plant, welfare facilities, ground protection, diverting water, pumps, sheet piling and removal of trees and foliage.</p>
<p>Project outcomes and benefits</p>	<p>Benefits and opportunities The works when completed will reduce leakage from riverbanks, help in repairing the river eco system, ensure we comply with the Hogs mill catchment partnership agreement and satisfy our biodiversity duty under the natural environment and rural committees Act 2006 as a public body.</p> <p>Questions Clarification sought as to whether the water pipe falls under the Council's remit or is the local waterboard responsible? The waterpipe is mentioned only as an indicator from where the second phase works start. There are no works to the waterpipe as this is the waterboards responsibility.</p>

Project Appraisal Form

	<p>Request for extra information What is the impact of the water loss? If works were deferred, would this lead to building damage/subsidence/environmental hazard to wildlife?</p> <p>The impact of the water loss is seen further down the hogs mill and is causing danger to local wildlife conditions. If banks were to break, then severe flooding would occur to the area by the Samaritans</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	150k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	150k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	150k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	150k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	0	
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Project Appraisal Form

Year	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	All £150k spend in 2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	No impact
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	Yes to be Green and Vibrant - a better place to live where people enjoy their surroundings
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STRATEGIC PLAN

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Enhance the boroughs natural assets, preserving and increasing biodiversity.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	Jan 2025	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	Feb 2025	TBA
4	Project start date	July 2025	TBA
5	Project Finish Date	Sept 2025	TBA

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).

Project Appraisal Form

- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	<p>No</p>
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No</p>
<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>When the last leaks occurred previously, we received a Letter to Chief Executive from Environment agency stating low flows in Hog mill river. Requesting permanent solution to prevent leakage. We have biodiversity duty under the natural environment and rural committees Act 2006 as a public body and work closely with Hogs mill catchment partnership.</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	<p>No</p>

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	
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PRIORITISATION

State which one of the four prioritisation categories are met and why.

<p>1</p>	<p>Investment essential to meet statutory obligation.</p>	<p>Yes, we have biodiversity duty under the natural environment and rural committees Act 2006 as a public body and work closely with Hogsmill catchment partnership.</p>
<p>2</p>	<p>Investment Important to achieve Key Priorities.</p>	

Project Appraisal Form

3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	Weather is a risk for delivering project, the works are best carried out when water levels are low, and this depends on the amount of rain we have, and the ponds are fed from natural springs which run up to 6 months after heavy periods of rain.
2	Are there any risks relating to the availability of resources internally to deliver this project	No
3	Consequences of not undertaking this project	If works were deferred, would this lead to building damage/subsidence/environmental hazard to wildlife? The impact of the water loss is seen further down the hogs mill and is causing danger to local wildlife conditions. If banks were to break, then severe flooding would occur to the area by the Samaritans
4	Alternative Solutions (Other solutions considered – cost and implications)	Temporary measures have already been carried out.

Is consultation required for this project? Please give details of the who with and when by.	Yes, we need to consult with the environment agency
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Ward(s) affected by the scheme	Ewell Ward
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Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 3

PROJECT TITLE

Ashley Centre multi-storey car park - overcoating waterproof membrane

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Rod Brown/Richard Chevalier/Tony Foxwell

DETAILS OF PROJECT

Project scope, what is included/excluded in the scheme

Criteria

Where it is mandatory for the Council to provide the scheme (e.g., Disabled Facilities Grants and Health and Safety). Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).

Scope of Works

To levels 1-3 of multistorey car park - Apply new waterproof membrane as existing coating is wearing off the guaranteed expired a couple of years ago the entrance area is looking shabby where the deck shield no longer provides waterproof protection to the floor. The works will involve shutting areas of car park in order to carry out the works, some nighttime working will be required for entrance and exit level one due to the extensive traffic through the normal working day. The areas must be scabbled off, cleaned and prepare, any deviations and spalling in existing surface will have to be made good prior to application of new deck shield product. This is applied in a 3-coat system and new line markings are applied.

Cost estimate (provided by specialist contractor)

Level 1: Deckshield Rapide ID (4,412m²)

- Costs based on 4 x phases of works consisting of night shifts
- £41.68m² = £183,892.16

Level 2: Deckshield ID with Rapide Topcoat (4,862m²)

- Costs based on 2 x phases of work consisting of normal working hours
- £22.31m² = £104,455.42

Level 3: Deckshield ID with Rapide Topcoat (7,145m²)

Project Appraisal Form

	<ul style="list-style-type: none"> - Costs based on 3 x phases of work consisting of normal working hours - £22.31m² = £159,404.95 <p>Total £448k, allow £10k for concrete repairs across all 3 levels Line making for all 3 levels £22k</p> <p>Total cost for works 480k</p> <p>Consultant's costs to manage project at 12% £57.6k</p> <p>All costs £537.6k</p>
<p>Project outcomes and benefits</p>	<p>Criteria</p> <ul style="list-style-type: none"> - Where it is mandatory for the Council to provide the scheme (e.g., Disabled Facilities Grants and Health and Safety). - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT). <p>Benefits</p> <p>The works will prevent leaks down into to shopping centre, protects the concrete from carbonisation and looks aesthetically pleasing.</p> <p>Questions</p> <p>Could the urgency of these works be clarified?</p> <p>The detailed proposal must include further detail on the risk of deferring the works. Also, to be included is a breakdown of the current state of and individual cost for each level, and whether just 1, 2 or all 3 levels could be undertaken Clarification as to which level would leak into the shopping centre also to be detailed, as well as how much have relevant material prices increased over the last three years.</p> <p>If works are not carried out -This will allow moisture to penetrate the concrete and oxidise the reinforcement causing spalling concrete and trip hazards. Where the waterproofing membrane covers the concrete, it provides extra protection. EEBC has a duty of care to protect the shopping centre below from leaks. This system provides waterproofing to those areas. It is not known whether deferring these works will cause immediate damage into the shopping centre or create more concrete repairs, but prevention tends to be cheaper than leaving works until failures occur.</p> <p>The current condition of all three levels is poor. The water ingress to car park travels around all levels and through the columns to the shops. Total waterproofing needs</p>

Project Appraisal Form

	<p>to cover all floors and this gives protection from salts damaging the concrete and oxidisation of the reinforcement causing spalling and trip hazards. The increase in costs over the last three years is approximately 25%.</p> <p>If works are carried out all together there is only one set of site preliminary costs. If the works are carried out separately, there will be a set of preliminary costs for each floor, at an estimated £10k per floor.</p> <p>Additional income generated for the car park from the Playhouse shows is not easily quantifiable as there are no records kept as to whether Playhouse attendees are using the car park on performance nights. For the month of May 2024, on average, car park income on performance nights increased by £486. This was calculated based on income after 8pm on performance nights compared to non performance nights income covering 17 shows nights. However, this figure is subjective as it could also be generated by users of Epsom nightlife eg. Club/pub visitors in Epsom Town centre.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	480k	
b	Consultancy or other fees	57.6k	Consultant project management cost
c	Total Scheme Capital Costs (a+b)	537.6k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	537.6k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	

Project Appraisal Form

g	Capital Reserves Needed to Finance Proposal (e-f)	537.6k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project		
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		

Year	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	£537.6k spend in Sept/October 2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	No
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STRATEGIC PLAN

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	Arts and culture as the Ashley Centre car park is used for Parking when visiting the theatre.
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	March 2025	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	May 2025	TBA
4	Project start date	September 025	TBA
5	Project Finish Date	November 2025	TBA

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	No
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	No
<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	Yes work will improve surface of car park preventing slips and trips and deviations in the concrete. Gives advance protection from oxidisation of reinforcement bars in concrete.

Project Appraisal Form

<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	
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ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes</p>
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

<p>1</p>	<p>Investment essential to meet statutory obligation.</p>	
<p>2</p>	<p>Investment Important to achieve Key Priorities.</p>	
<p>3</p>	<p>Investment important to secure service continuity and improvement.</p>	<p>Yes the existing surface is worn and no longer provides adequate waterproofing, this could lead to water leaks in the shopping centre and we have repairs obligations within the lease.</p>
<p>4</p>	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

<p>1</p>	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	<p>Works may have to be planned and phase out of hours with areas blocked off and traffic management to prevent injuries. This may increase length of time to complete works and be disruptive to the normal operation of the car park.</p>
<p>2</p>	<p>Are there any risks relating to the availability of resources internally to deliver this project</p>	<p>No have allowed for consultancy fees to deliver the project</p>
<p>3</p>	<p>Consequences of not undertaking this project</p>	<p>Water can leak into shopping centre and the concrete will deteriorate with salts being brought in on the vehicle's tires.</p>

Project Appraisal Form

4	Alternative Solutions (Other solutions considered – cost and implications)	None
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Is consultation required for this project? Please give details of the who with and when by.	Yes consultation with the shopping centre is essential to ensure smooth working relationship.
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Ward(s) affected by the scheme	Town ward
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Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 4

PROJECT TITLE

Court Recreation Ground renewal of 3G football pitch

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Ian Dyer/Sam Whitehead/Tony Foxwell

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>Criteria - Where the scheme is consistent with the Council’s Climate Change Action Plan, subject to affordability, supported by a robust business case and value for money can be demonstrated through a maximum payback period of 10 years - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p>Scope of Works Using specialist machinery, extract infill for disposal and remove and recycle existing artificial grass surface.10m x 10m of repairs to the existing macadam using hot laid AC 10 porous Macadam. Supply and install Tiger Turf 3rd generation football turf with sand-rubber infill; Polytan Monofilament with • Elite 40mm professional AT system - FIFA Quality Pro on 25mm insitu.</p>
<p>Project outcomes and benefits</p>	<p>Benefits The new improved surface will potentially allow for increased fees and last a further 10 years and can be marketed as a new surface. It will prevent serious injuries in use. Last year the fencing was upgraded and renewed, these works will continue to enhance the facilities.</p> <p>Questions Could urgency of these works be clarified? Last year we had some repair works carried out to the pitch where it was damaged, and the specialist company gave us advise that the system had done well over the past 12 years, but they recommended renewal of the covering. What would be the impact if works were deferred? The pitch is at end of life we have concerns that users may be injured due to age of surface and possible insurance claims may be submitted. If closed due to poor surface, there would be a significant loss of income.</p>

Project Appraisal Form

	<p>Does the surface renewal need to be FIFA quality, or could cheaper materials be used? The 3G surface is standard in all these types of installation.</p> <p>Would FIFA quality surface attract a higher usage or justify a higher fee payable by clubs? Potentially yes it will increase usage as not many 3G pitches in the county.</p> <p>Could Property department confirm this to be an enhancement to the existing surface? If so, could CIL funding be considered if these works meet development funding criteria. A CIL bid was not previously considered in this case, can be considered if timeframes extended as this is fairly urgent to replace to prevent injuries and claims.</p> <p>Can pitch fees be increased to meet income targets for investment following spend to save criteria? With increased marketing the pitch can be maximise for income.</p> <p>Extra information required. The detailed proposal must include current income levels and whether it could be positioned as a spend to save scheme by increasing fees/charges and/or the number of bookings. Information to be included regarding other 3G pitches in the area and any new ones in the pipeline to understand how this might impact future revenue streams. Health and Wellbeing benefits and Health & Safety concerns to be expanded upon in the detailed proposal.</p> <p>This information is provided via Tim Weston’s link in attached email.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	130k	
b	Consultancy or other fees	0	
c	Total Scheme Capital Costs (a+b)	130k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	

Project Appraisal Form

e	Net Costs to Council (c-d)	130k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	130k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project	3k	Had to repair damaged sections of 3G pitch last year, more repairs would be required if pitch is not renewed.
i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project	0	

Year	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	£130k in 2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	No
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STRATEGIC PLAN

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	No
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

Project Appraisal Form

		Target Start Date	Target Finish Date
1	Design & Planning	November 2024	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	January 2025	TBA
4	Project start date	July 2025	TBA
5	Project Finish Date	August 2025	TBA

BASELINE CRITERIA

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	
<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes this football pitch has reached the end of its life and is getting more dangerous to play on.</p>

Project Appraisal Form

<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	
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ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes</p>
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PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

<p>1</p>	<p>Investment essential to meet statutory obligation.</p>	
<p>2</p>	<p>Investment Important to achieve Key Priorities.</p>	
<p>3</p>	<p>Investment important to secure service continuity and improvement.</p>	<p>Yes if the football pitch is not replaced soon, it will not be safe enough to hire out and this will affect revenue and service.</p>
<p>4</p>	<p>Investment will assist but is not required to meet one of the baseline criteria.</p>	

RISKS ASSOCIATED WITH SCHEME

<p>1</p>	<p>Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)</p>	<p>Need to plan date for works in advance with the support services to block out bookings to enable works to take place.</p>
<p>2</p>	<p>Are there any risks relating to the availability of resources internally to deliver this project</p>	<p>No</p>
<p>3</p>	<p>Consequences of not undertaking this project</p>	<p>If the football pitch is not replaced soon, it will not be safe enough to hire out and this will affect revenue and service.</p>

Project Appraisal Form

4	Alternative Solutions (Other solutions considered – cost and implications)	None
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Is consultation required for this project? Please give details of the who with and when by.	Yes with support services and hirers to block out time to carry out the works
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Ward(s) affected by the scheme	Town Ward
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Additional Information

Court Rec astro turf Information to support Capital proposal

Current income levels

The most accurate financial figure for 2024 is £21,000. It appears there were some coding errors in the data from previous years.

Bench marking

	5-a-side			7 a side		
	Off Peak	Peak	Average	Off Peak	Peak	Average
Goals	£74	£104	£89	£107	£107	£107
Power league	£80	£95	£88	£90	£115	£103
Excel centre Walton on Thames	£59	£59	£59	£67.5	£109	£88
Epsom and Ewell High School				£70		£35
Epsom and Ewell Borough Council				£28.5	£55	£42
Guildford borough council	£11	£50	£31			

Analysis of Epsom and Ewell’s Offerings

Epsom currently charges for 9-a-side pitches but does not offer 5-a-side or 7-a-side options, which presents an opportunity for increased revenue. By expanding to these formats, Epsom could attract a wider range of players, including casual teams and leagues seeking more flexible play options.

Project Appraisal Form

Additionally, the existing pitches do not conform to official FA sizing standards, limiting their use primarily to training rather than competitive matches. However, by becoming FA-sized, Epsom's pitch could accommodate local clubs for matches, significantly increasing their usage. This would be particularly beneficial when neighbouring grass pitches are affected by weather conditions, providing teams with a reliable alternative for hosting games.

Offering FA-compliant pitches would not only enhance Epsom's reputation but also make it a more appealing option for local clubs seeking suitable venues for competitive play. This shift could lead to greater community engagement and potentially higher revenue through match fees and increased bookings, aligning Epsom more closely with successful models like Goals and Powerleague, which primarily cater to the 5-a-side market.

Health and Wellbeing benefits

5G AstroTurf facilities, especially those meeting FA (Football Association) standards, offer numerous health and wellbeing benefits for players and communities. Here's an overview:

1. Improved Physical Health

Increased Physical Activity: The availability of high-quality 5G AstroTurf facilities encourages more frequent and longer playtime for athletes and casual players. This can lead to improved cardiovascular health, enhanced stamina, muscle development, and better overall fitness.

All-Weather Play: These surfaces are designed to withstand various weather conditions, allowing year-round use. This consistency ensures that physical activity is not disrupted by rain or poor weather, which is common on natural grass fields.

Reduced Injuries: 5G surfaces are designed to provide better shock absorption and stability, reducing the risk of common sports injuries such as twisted ankles, knee injuries, and muscle strains. Proper maintenance and FA compliance further enhance safety standards.

2. Mental Wellbeing

Stress Reduction: Regular physical activity has been proven to reduce stress levels and improve mental health. The opportunity to participate in football or other sports on high-quality surfaces promotes relaxation and endorphin release.

Community Building and Social Interaction: The accessibility of these facilities creates a space for social engagement, teamwork, and camaraderie. Players, coaches, and community members can benefit from positive social experiences, which can boost morale and foster a sense of belonging.

Mental Focus and Discipline: Regular involvement in sports helps develop mental focus, resilience, and discipline, which are essential for overall wellbeing. Playing on high-standard 5G pitches also enhances confidence as players can rely on the consistency and quality of the surface.

3. Accessibility and Inclusivity

Encourages Participation: High-quality 5G AstroTurf facilities that meet FA standards can accommodate a range of abilities, from grassroots to professional-level players. They also support inclusive participation, allowing both men and women, people with disabilities, and youth teams to access quality playing surfaces.

Project Appraisal Form

Youth Development: These facilities are particularly beneficial for youth, encouraging physical activity from a young age and helping develop essential motor skills, balance, and coordination. It also introduces children to teamwork, goal setting, and sportsmanship.

4. Environmental and Practical Benefits

Low Maintenance & Sustainability: 5G AstroTurf requires less water and fewer chemical treatments (like pesticides or fertilizers) than natural grass, making it a more sustainable option. The reduced need for maintenance allows these facilities to be open more often, offering more consistent access for local communities.

Improved Playability: Unlike natural grass, which can become muddy and uneven, especially in adverse weather, 5G AstroTurf remains smooth and consistent. This consistency allows for a faster, safer game, improving the quality of play and reducing frustration for players.

5. Support for FA and Football Development Goals

FA Compliance: When built to FA standards, 5G AstroTurf facilities provide high-quality, regulated environments for training and matches. They support FA's goals of increasing participation, improving skills development, and fostering grassroots football across communities.

Increased Usage by Clubs: Many grassroots and semi-professional clubs can benefit from 5G facilities as they provide a reliable training environment, helping develop local talent and promote healthy competition.

In summary, 5G AstroTurf facilities built to FA standards support both physical and mental wellbeing through safe, reliable, and inclusive spaces for sports participation, fostering both personal health and community development.

Health & Safety concerns

When an AstroTurf pitch lacks a shock absorber layer or when the turf is nearing the end of its life, several health and safety concerns can arise. These factors are critical for player safety, especially when the surface is used regularly for football and other sports. Here's a breakdown of the key issues:

1. Increased Risk of Injuries

Harder Surface Without Shock Absorption: A shock absorber layer (also known as an underlay or shock pad) is designed to reduce the impact on players' joints and muscles by providing cushioning during falls or when running. Without this layer, the surface becomes harder, leading to increased force upon impact. This can contribute to:

Joint Stress and Overuse Injuries: Players may experience greater strain on their knees, ankles, hips, and lower back due to the reduced shock absorption. This can lead to overuse injuries like tendinitis, shin splints, and stress fractures.

Higher Impact from Falls: Players are at a higher risk of more severe injuries from falls, including bruises, fractures, or concussions. The lack of cushioning increases the force of falls, particularly during high-speed collisions or tackles.

Foot and Ankle Injuries: The hardness of the turf increases the chances of sprains or fractures when players change direction suddenly or stop abruptly.

Project Appraisal Form**2. Decreased Surface Performance (End of Life Turf)**

Compacted and Flattened Fibers: As turf ages, the fibres become flattened, matted, or compacted, reducing their ability to provide the traction and softness needed for safe play. This can result in:

Slips and Falls: Reduced traction increases the likelihood of slipping, leading to trips, sprains, and other accidental injuries.

Irregular Surface: Over time, worn turf can develop uneven patches, holes, or divots, posing a tripping hazard to players.

Harder Surface Over Time: As the infill (rubber granules or sand) wears down or disperses over time, the surface becomes harder and less forgiving. Combined with the absence of a shock pad, this further elevates the risk of impact injuries.

Water Drainage Issues: End-of-life turf may experience poor drainage, causing puddles or slippery areas that can be dangerous for players.

3. Increased Risk of Concussion

Harder Impact During Falls: Without a shock pad, the AstroTurf surface is much less forgiving when players fall, particularly during collisions or tackles. The higher impact forces increase the likelihood of head injuries, including concussions, especially in contact sports like football or rugby.

4. Heat Retention

Turf Temperature: AstroTurf tends to retain heat, especially in warmer months. If the pitch is nearing the end of its life, the fibres and infill materials may degrade further, making the surface even hotter. Elevated temperatures can lead to:

Heat-related Stress or Illness: Players are at a greater risk of dehydration, heatstroke, and general heat-related stress.

Burn Injuries: Prolonged skin contact with extremely hot turf can cause turf burns, particularly if the surface is degraded and retains heat unevenly.

5. Increased Maintenance Risks

Deterioration of Infill Materials: As the pitch nears the end of its life, the rubber crumb or sand infill may become displaced, compacted, or degraded. This can result in a surface that is more abrasive, increasing the likelihood of skin burns or abrasions when players slide or fall on the turf.

Loose Debris: Old or degraded turf can begin to shed fibres, creating loose debris on the surface. This debris can increase the risk of cuts or infections, especially in cases where players have open wounds or turf burns.

6. Environmental and Health Concerns

Microplastic Shedding: As the AstroTurf ages, the breakdown of plastic fibres can lead to microplastic particles being released. These can be ingested by players or inhaled, especially in dusty conditions, raising potential long-term health concerns, although more research is needed in this area.

Project Appraisal Form

Increased Chemical Exposure: Older synthetic turf can leach chemicals from degraded materials, which may pose health risks from prolonged exposure. The breakdown of rubber infill may release volatile organic compounds (VOCs), which could be harmful, particularly to young children playing on the surface.

7. Mitigation Measures

Shock Pad Installation: If the turf lacks a shock absorber layer, retrofitting a shock pad underneath can significantly improve player safety, reducing impact-related injuries and improving surface performance.

Turf Replacement: When turf is nearing the end of its life, timely replacement is essential to avoid increased injury risks. Regular inspections and proactive maintenance should be undertaken to identify the signs of wear, such as unevenness, loss of fibre structure, or inadequate drainage.

8. Signs of End-of-Life Turf

Matted or Worn Fibers: When the fibres become flattened and worn, the cushioning effect is significantly reduced, increasing the hardness of the surface.

Infill Displacement: Infill that has compacted or spread unevenly across the pitch can lead to hard spots, making injuries more likely.

Visual Signs of Wear: Discoloration, exposed backing, or torn sections of the turf are clear indicators that the surface is reaching the end of its usability.

In summary, playing on a turf pitch without a shock absorber layer, or one that is coming to the end of its life, increases the risk of physical injuries, heat-related issues, and environmental exposure. Timely maintenance, refurbishment, and the installation of appropriate shock-absorbing layers are key to ensuring player safety and wellbeing.

Project Appraisal Form

**COMMITTEE &
PROPOSAL
NUMBER**

Environment 5

PROJECT TITLE

Playground Renovation & Surface Renewal

ACCOUNTABLE OFFICER

Officer responsible for project planning and delivery of the scheme. Accountable officers are also responsible for post project review.

Sam Whitehead/ Tony Foxwell

DETAILS OF PROJECT

<p>Project scope, what is included/excluded in the scheme</p>	<p>Criteria - Minimum required to continue to deliver the services of Council (e.g., Minimum level of building maintenance and IT).</p> <p>Scope of Works To carry out playground renovation works as playgrounds in poor condition to: Hardwicks Yard - £39,521. Worse condition. Chessington Road - £122,000. Third worse condition. Shadbolt Park - £74,000. Curtis Road - £60,000. Second worse condition.</p>
<p>Project outcomes and benefits</p>	<p>Benefits Replacement of defective playground surfaces, replacement of defective equipment they are all at the end of their life, the safety surface has shrunk and is no longer safe. Works will allow children to play safely in the parks and repair and refurbish equipment which would not pass ROSPA safety standards.</p> <p>Questions Could Property confirm these works are an enhancement? Are there any nearby building developments? Would this work increase usage? If yes to both questions, could CIL funding be considered.</p> <p>CIL funding was applied for, and the locations approved by CIL funding have been removed from this Capital proposal.</p> <p>Request for info</p>

Project Appraisal Form

	<p>Proposal should include a priority order and detail about the state/urgency of each park and related Health and Safety issues. Any playgrounds that have been successful in the recent CIL funding round at October LPPC Committee should be removed from the proposal.</p> <p>The locations include a priority order and detail about the state/urgency of each park and related Health and Safety issues. Any playgrounds that have been successful in the recent CIL funding round at October LPPC Committee should be removed from the proposal.</p> <p>Attached additional information.</p>
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FINANCIAL SUMMARY

		Cost of Project £	Comments and detail where necessary. Provide appendices where relevant. Examples of business cases spreadsheets can be found in the Finance Handbook
a	Estimated cost of purchase, works and/or equipment	300k	I have rounded up figure for ease.
b	Consultancy or other fees	30k	
c	Total Scheme Capital Costs (a+b)	330k	
d	External Funding Identified (e.g. s106, grants etc.) Please give details, including any unsuccessful funding enquiries you may have made.	0	
e	Net Costs to Council (c-d)	330k	
f	Internal Sources of Capital Funds Identified (e.g. repairs & renewals reserve etc.)	0	
g	Capital Reserves Needed to Finance Proposal (e-f)	330k	
h	Annual Ongoing Revenue Additional Savings as a Direct Result of the Project		

Project Appraisal Form

i	Annual Ongoing Revenue Additional Costs as a Direct Result of the Project		
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Year	2025/26 £
Spend Profile of Scheme – please identify which year (s) the scheme spend will fall into	Spend in summer 2025

REVENUE IMPACT

Can Revenue Implications be funded from the Committee Base Budget? – Please give details	N/A
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ENVIRONMENTAL IMPACT

Does the scheme meet any of the Council's Climate Change Action Plan targets, and if so, which ones?	No
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STRATEGIC PLAN

Is this investment linked to EEBC's Key Themes? If so, say which ones and evidence how. How does project fit within service objectives?	No
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TIMESCALES

What is the proposed timetable for completion of the project? Give estimated start and finish dates for each stage of the project. These dates will be used as milestones during quarterly budget monitoring to assess performance of project delivery.

		Target Start Date	Target Finish Date
1	Design & Planning	Jan/Feb 2025	TBA
2	Further Approvals Needed	N/A	TBA
3	Tendering (if necessary)	March 2025	TBA
4	Project start date	July/Aug 2025	TBA
5	Project Finish Date	Sept 2025	TBA

BASELINE CRITERIA

Project Appraisal Form

All capital schemes are assessed against criteria set by the Capital Member Group annually. Proposals should meet at least one of these criteria. State which capital criteria(s) for assessing proposals are met and why. Leave blank any which are not met.

Spend to Save schemes should meet the following criteria:

- Payback of the amount capital invested within the project within 5 years (10 years for renewable energy projects).
- The return required on capital employed should be linked to the potential cost of borrowing (MRP) rather than potential loss of investment income.
- Risk of not achieving return on investment is low.
- Clear definition of financial cost/benefits of the scheme.

Members may consider schemes with longer paybacks on major spend to save projects going forward, especially those that incur borrowing.

<p>Is there a guarantee of the scheme being fully externally funded and is it classed as a high priority? Please give details of funding streams, including any restrictions on the funding.</p>	<p>No</p>
<p>Is the Scheme a Spend to Save Project? Will investment improve service efficiency including cost savings or income generation? What is the payback in years?</p>	<p>No</p>
<p>Is it mandatory for the Council to provide the scheme? Is investment required to meet Health and Safety or other legislative requirements? If so state which requirements.</p>	<p>Yes the Playgrounds are deteriorating and may have to be shut due to Health and safety concerns if works do not proceed.</p>
<p>Is this project the minimum scheme required to continue to deliver the services of the Council? - Is investment required for the business continuity of the Council? If so, say how.</p>	

ASSET MANAGEMENT PLAN

<p>Is investment identified in the Council's Asset Management Plan?</p>	<p>Yes</p>
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Project Appraisal Form

PRIORITISATION

State which **one** of the four prioritisation categories are met and why.

1	Investment essential to meet statutory obligation.	Yes the Playgrounds are deteriorating and may have to be shut due to Health and safety concerns if works do not proceed.
2	Investment Important to achieve Key Priorities.	
3	Investment important to secure service continuity and improvement.	
4	Investment will assist but is not required to meet one of the baseline criteria.	

RISKS ASSOCIATED WITH SCHEME

1	Outline the risks of delivering this project to timetable and budget. (Please do not include risks to the service or asset if project is not approved.)	No risks
2	Are there any risks relating to the availability of resources internally to deliver this project	Have allowed for consultant's fees to deliver projects
3	Consequences of not undertaking this project	Playgrounds are deteriorating and may have to be shut due to Health and safety concerns if works do not proceed.
4	Alternative Solutions (Other solutions considered – cost and implications)	Close Playgrounds

Is consultation required for this project? Please give details of the who with and when by.	Yes will have to notify local residents when we are shutting the Playgrounds to carry out the works
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Project Appraisal Form

Ward(s) affected by the scheme	All
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Project Hardwicks Yard	Date: 27/06/23	Revision: 0	info@avarecreation.com www.avarecreation.com 08450 944 993 Orchard Craft, Orchard Road, South Wonston, Winchester SO21 3EX
Title Proposed Play Area Improvements	Scale: 1:100 @ A3	Sheet: 1 of 1	
	Drawn By: C.P.S.	Notes: Concept Layout	



Project Appraisal Form

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BUDGET - PLANTING

Head of Service:	Ian Dyer, Head of Operational Services
Report Author	Victoria Potts, Samantha Whitehead
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

To consider the implications of the previously agreed budget saving as set out in the 15 October 2024 Environment Committee '2025/26 BUDGET TARGETS' report.

Recommendation (s)

The Committee is asked to:

- (1) Authorise the decision to reinstate the budget of £30,000 to 'Review of Borough Beautification (flowers and planting)' for 2025/26 and subsequent future years, noting the implications of the decision taken on 15 October 2024 and that alternative savings will be made from increased rental income from buildings within Parks to allow for this change.**

1 Reason for Recommendation

- 1.1 To ensure the Council can continue to provide planting across the borough as part of its commitment to and key priority of a green and vibrant borough whilst meeting the committee's overall saving target.

2 Background

- 2.1 The Budget Targets report brought to the Environment Committee on 15 October 2024 outlined a saving of £30,000 for 25/26 from the Beautification of the borough budget. Recommendation 2 was for the committee to "support the changes to services and savings previously identified in Table 1 of this report and that these are included within the budget presented to this Committee in January 2025".

- 2.2 However, it should be noted that the previously agreed saving of £30,000 came about as a one-off saving suggestion which could be made should it be required to fund further Statutory Nuisance Noise Investigations for the Chalk Pit. It was never the intention to make this a permanent and on-going saving due to the implications on service delivery.
- 2.3 The removal of £30,000 from this budget is the entire budget for beautification across the borough. Therefore, the loss of funding means that the service would cease in its entirety resulting in:
- No hanging baskets or troughs in Epsom Town Centre and Ewell Village;
 - No bedding plants in parks and on the highway;
 - No bedding plants at any of our venues such as Bourne Hall/Ewell Court;
 - No ad-hoc planting in the Borough to support schemes such as South and Southeast In Bloom or spring bulb schemes.
- 2.4 During the 2025/26 budget setting process, additional rental income totalling £30,000 from operational buildings within the Parks service was identified. This income can be achieved without the need for additional expenditure to be incurred. This additional income can therefore be used to meet the £30,000 saving requirement from 2025/26 onwards, removing the need for the cut to the planting budget.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

- 4.1 The original saving was proposed during the 2024/25 budget setting process as an option to be considered and included in the Medium Term Financial Strategy to take effect from 2025/26. Further analysis of the proposal has raised concerns about the effect of the removal of this service.
- 4.2 Where a committee is unable to achieve a proposed saving, alternative proposals can be considered from within the committee's overall budget. The additional income within Parks was identified during the finance officer and budget manager review and has been included within the 2025/26 budget for Environment Committee, which is due to be considered later on this agenda.
- 4.3 Were the original saving to have been made, the additional Parks income would have been used to address the projected Council wide funding gap, as set out in the Budget Targets report. By using this additional income to replace the proposed saving from ceasing planting across the borough instead, the committee is ensuring it is not increasing the proposed deficit, but not meeting its agreed savings target.
- 4.4 The reinstatement of the planting budget and the additional rental income have both been included within the draft Budget Book 2025/26.
- 4.5 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

5 Legal Implications

- 5.1 There are no legal implications from this report.
- 5.2 **Legal Officer's comments:** None arising from the content of this report.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
 - Green and Vibrant: A better place to live where people enjoy their surroundings
- 6.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** Planting increases biodiversity and helps to meet the aims and objectives of the climate change action plan.
- 6.4 **Sustainability Policy & Community Safety Implications:** None.
- 6.5 **Partnerships:** None.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

<https://democracy.epsom-ewell.gov.uk/documents/s33174/202526%20Budget%20Targets.pdf>

CAR PARK FEES AND CHARGES 2025/26

Head of Service:	Rod Brown, Head of Housing & Community
Report Author	Richard Chevalier
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Proposed Car Park Permits 2025/26

Summary

This report seeks the agreement of the Committee for off street parking fees and charges for 2025/26 as proposed by the Car Park Working Group. The report also proposes alignment of the evening tariffs in Epsom on a Monday to Saturday, a concessionary rate for performers and crew at the Epsom Playhouse and the continuation of Christmas parking offers.

Recommendation (s)

The Committee is asked to:

- (1) Agree the proposed fees and charges as set out in section 3 of this report.**
- (2) Agree the proposed parking permit prices as set out in Appendix 1.**
- (3) Agree to a concessionary rate being offered to a limited number of Epsom Playhouse performers, cast, crew or technical team as outlined in Section 3.9 and 3.10**
- (4) Agree to the concessionary rate of Christmas parking as outlined in Section 3.11, 3.12 and 3.13.**
- (5) Nominate and Authorise the Head of Housing & Community to give such notice(s) and/or make such order as is considered necessary in order to give effect to the above recommendations. That any representations to these proposals are brought back to Environment Committee in March 2025.**

1 Reason for Recommendation

- 1.1 The recommendations seek to generate the required additional 6% income in line with the Medium Term Financial Strategy, simplify the tariffs for users of Epsom's car parks in the evening and support the local businesses and Epsom Playhouse by extending concessionary rates.

2 Background

- 2.1 As per the Medium Term Financial Strategy car park revenue is expected to increase by 6% which equates to £255k.
- 2.2 Car park prices did increase by over 6% in 2024/25 primarily impacting the short stay rates in the Ashley Centre, the car parks in Ewell and evening rates across the Borough.
- 2.3 The Car Park Working Group wanted it noted and recognised that continually increasing car park fees across the Borough could have a de-stabling effect on car park usage decreasing the revenue generated that goes on to support other Council services.
- 2.4 In the first half of 2024/25 car park revenue has exceeded budgetary targets. Whilst any additional income generated this year would be retained against any budgetary deficits in 2024/25, it could be forecast that a similar income could be generated from car parking in 2025/26 and thereby reduce the need for finding the full £255k via additional tariff changes.
- 2.5 It should be noted that Epsom and the Ashley Centre does continue to attract new retail offerings into the Town. The new car parking system in the Ashley Centre has also been recently upgraded and is expected to see an increase in usage as anxiety and frustration surrounding token usage has been removed thereby improving the parking experience for visitors.
- 2.6 Although the daily concessions remain available a physical parker card is no longer required in the Ashley Centre Car Park and from April 2025 will also be unavailable in Hook Road.
- 2.7 The evening parking rate in Epsom begins at 4pm on a Monday to Friday and at 6pm on a Saturday.
- 2.8 Since April 2024 the daily charges have continued into the evening up to a maximum rate of £10. Since this time there has been a significant reduction in evening parking in the car parks at Town Hall, Hope Lodge and Depot Road.
- 2.9 Following public feedback an urgent decision was taken in May 2024, under delegated authority, to amend a charge in the evening rate in the Ashley Centre as on reflection it was felt to be too high.

- 2.10 A number of urgent decisions have been reported to this Committee regarding concessionary parking for cast / crew and production teams working at the Epsom Playhouse. This report seeks to formalise such an arrangement to reduce the need for these urgent decisions.
- 2.11 The offering of free Christmas parking was last approved in 2017 and this report seeks to re-affirm this arrangement for the next few years.
- 2.12 The previous arrangement included free parking in Epsom Town Centre car parks on the three Sundays prior to Christmas and on Christmas Day. It also offered free parking from 4pm in Dorset House and Ewell High Street Car Parks on the day of Ewell Yule until 7am the following morning.

3 Proposals

The following proposals have been discussed at Car Park Working Group:

Parker Cards

- 3.1 That the parker card scheme be re-branded with removal of reference to cards.
- 3.2 That the membership fee to join the Epsom Daily Parker scheme be £25 per year (currently £15 for a parker card)
- 3.3 That membership of the Epsom Daily Parker scheme allows parking in Hook Road Car Park for a maximum of £5 per day (currently £4) or in the Ashley Centre Car Park for a maximum of £10 per day (currently £8).

Daily tariffs

- 3.4 To change daily tariffs as per below:

Ashley Centre Car Park

	Current	Proposed	Last changed
Up to 3 hours	£5.00	£5.50	April '23
Up to 5 hours	£7.00	£7.50	April '23

Depot Road / Upper High Street

	Current	Proposed	Last changed
Up to 5 hours	£4.50	£5.00	April '23

Town Hall / Hope Lodge

	Current	Proposed	Last changed
Up to 30 mins	£1.50	£1.60	April '22

Up to 1 hour	£3.30	£3.20	April '24
Up to 2 hours	£4.50	£4.80	April '24

- 3.5 To retain the current parking rates at Hook Road Car Park with the RingGo convenience rate of 20p being applied in addition.

Evening Parking

- 3.6 To align the evening parking rate across all Epsom car parks to begin at 5:30pm Monday to Saturday.
- 3.7 To re-introduce a maximum evening flat rate fee in all of the Epsom car parks of £5. An overnight parking fee of £10 would still apply.
- 3.8 To re-introduce a maximum evening flat rate fee in Dorset House, Ewell High Street and Stoneleigh Parade Car Parks of £2.50. An overnight parking fee of £5 would still apply. The evening rate in Ewell /Stoneleigh car parks to remain at 6:30pm.

Concessionary Parking

- 3.9 To allow a set number of Epsom Playhouse performers, crew or production team to be able to park in the Ashley Centre Car Park at an all day rate equivalent to the Epsom Daily Parker scheme (proposed in 3.3 as £10).
- 3.10 The set number of concessions allowed is to be determined by the Heads of Service responsible for the Epsom Playhouse and Car Parking and will be dependent on the size and type of production.
- 3.11 That free parking be offered in all Borough Council pay as you park car parks on the three Sundays prior to Christmas and on Christmas Day.
- 3.12 To offer free parking in Dorset House and Ewell High Street Car Parks from 4pm on the day of Ewell Yule until 7am the following morning.
- 3.13 To offer free parking in Dorset House and Ewell High Street Car Parks all day on Boxing Day.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

- 4.1.1 There are no elements of these proposals which are anticipated to have a negative impact on any protected groups.

4.2 Crime & Disorder

4.2.1 N/A

4.3 Safeguarding

4.3.1 N/A

4.4 Dependencies

4.4.1 N/A

4.5 Other

4.5.1 The risk for the Council is achieving a balanced budget against the perception of high pricing for parking.

5 Financial Implications

5.1 The proposals set out in Section 3, along with a continuation of increased usage and some budgetary savings are expected to meet the Medium Term Financial Strategy target of £255,000.

5.2 The breakdown to support the expected additional revenue is based on the following calculations:

Car park permits	£14,600
Parker Card / Epsom Daily permits	£15,600
Car park tariff changes	£35,900
Evening alignment and simplification	£31,700
Increased volumes	£129,200
Total	£227,000
Efficiency savings across expenditure budgets	£28,000
Target MTFS increase in income	£255,000

5.3 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

6 Legal Implications

6.1 Off street parking is regulated by Orders made under Part IV of the Road Traffic Regulation Act 1984. There is a statutory process to be followed if an order is to be made or amended.

6.2 In summary the process is as follows:

- 6.2.1 Prior to making an order there is a requirement to consult with certain organisations, to publish a notice of proposals in a local newspaper, and to display/deliver notices in places affected by the proposals.
- 6.2.2 If any objections are made to the proposals, the Council must consider these and may make modifications to the proposals. If the modifications are significant and may affect certain persons, they should be given further opportunity to make representations about the modifications.
- 6.2.3 The Council may then make the order.
- 6.3 The Council must then publish and where relevant give notice that it has made the order, setting out details such as a brief statement of the general nature of the order and description of the key provisions.
- 6.4 After this has all been done the order can come into effect.
- 6.5 Where an order makes provision as to the charges to be paid in connection with the use of an off-street parking place, and there is a proposal only to vary the charges to be paid, it is not necessary to make a full new order; a shorter process is available under section 35C of the 1984 Act.
- 6.6 A notice of variation of parking charges must be published in a local newspaper at least 21 days before the new charges are to come into force. Notice must also be displayed in the parking place. There is no provision for representations to be made or considered.
- 6.7 **Legal Officer's comments:** As set out above.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Effective Council
 - Opportunity & Prosperity
- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:**
- 7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.
- 7.5 **Partnerships:** N/A

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- N/A

Other papers:

- N/A

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Proposed Car Park Permits 25/26

		2024/25	6%	Suggested	Current holders	Projected income
Annual Business Permits	Ashley Centre	2400	2544	2550	5	£625
Annual Business Permits	Ashley Centre (Blue Badge)	800	848	850	0	£0
Annual Business Permits	Hook Road	800	848	850	184	£7,667
Annual Business Permits	Hudson House	1450	1537	1525	31	£1,938
Annual Business Permits	Kingston Parade (Stoneleigh)	800	848	850	1	£42
Annual Business Permits	Bourne Hall (existing only)	800	848	850	12	£500
Annual Business Permits	Depot Road / Upper High Street (Existing users only)	850	901	900	64	£2,667
Annual Business Permits	Ewell Court House	375	398	400	2	£42
Annual Residents Permits						
Annual Residents Permits	Adelphi Road	180	191	190	13	£108
Annual Residents Permits	Ashley Centre (eve)	450	477	475	0	£0
Annual Residents Permits	Hook Road	450	477	475	13	£271
Annual Residents Permits	Hope Lodge (eve)	450	477	475	0	£0
Annual Residents Permits	Hudson House	1200	1272	1275	5	£313
Annual Residents Permits	Kingston Parade (Stoneleigh)	450	477	475	10	£208
Annual Residents Permits	Chessington Road	450	477	475	5	£104
Annual Residents Permits	Upper High Street	450	477	475	9	£188
						£14,671

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FEES AND CHARGES 2025/26

Head of Service:	Kevin Hanlon, Interim Chief Finance Officer
Report Author	Vanessa Newton, Senior Accountant
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	Appendix 1 – Committee Fees and Charges 2025/26 Appendix 2 – Trade Refuse & Recycling Charges 2025/26 (Part II paper – para 3 of Sch 12A; exempt from publication)

Summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2025.

Recommendation (s)

The Committee is asked to:

- (1) Agree the fees and charges for 2025/26 as set out at Appendices 1 and 2.

1 Reason for Recommendation

- 1.1 To agree the fees and charges for the Environment Committee for 2025/26.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure on 11 February 2025. To enable the budget to be finalised, the policy committees are asked to recommend fees and charges covering the services for which they are responsible.
- 2.2 The current economic climate creates uncertainty and difficulties for budget setting. To this end, the budget guidelines agreed by Strategy and Resources in July 2024 included an overall increase in revenue discretionary fees and charges of 6% subject to Committee approvals.

- 2.3 The fees and charges presented for approval in this report are discretionary charges only. For discretionary charges, there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.4 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval. For completeness, some statutory charges are included within the appendices and these are indicated by an "S".
- 2.5 When preparing budget estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the revenue budget report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one-off services or items not included in the fees and charges schedule.

3 Proposals

- 3.1 The proposed fees and charges for 2025/26 are set out at Appendices 1 and 2 to this report. There are separate papers on the agenda of this committee which consider the proposed charges for Car Parks and Cemetery burial rights and grave lease extensions. The main variations in fees and charges for each service area outside the range of an increase between 5% and 10% are set out below:

Cemeteries

- 3.2 The Hire of music facility/chapel organ fees was introduced in 2024/25 and was set too low historically. It has been increased by 20% to £300 which is commercially competitive, and we don't anticipate a fall in revenue though it will be reviewed.

Sports Pitches

- 3.3 With the introduction of the charging of tennis courts sessions for 2024/25, prices have been kept the same in 2025/26 to encourage higher uptake.
- 3.4 Netball fees are no longer to be advertised as necessary set up time by staff before and after a match (being 2hrs in total) impacts upon the service provision for tennis as same courts are used.

Local nature Reserves

3.5 Prices have not been increased for walks to encourage uptake.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

4.1.1 An EIA screening assessment was conducted and did not consider the fees and charges increases in this report to specifically impact people within the protected characteristics.

4.2 Crime & Disorder

4.2.1 None for the purposes of this report.

4.3 Safeguarding

4.3.1 None for the purposes of this report.

4.4 Dependencies

4.4.1 None for the purposes of this report.

4.5 Other

4.5.1 Increased fees and charges could have a negative effect on take up for some service areas. Managers have been asked to apply realistic increases to avoid this.

4.5.2 The current economic crisis has resulted in some instances in reduced revenue from fees and charges.

5 Financial Implications

5.1 The impact of the proposed fees and charges for services in 2025/26 is set out below.

5.2 The table sets out the original additional income target as per the Medium Term Financial Strategy in the first column.

5.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.

5.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.

5.5 The last column sets out the difference between the budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

	Target Increase in Income Budget (6%) £'000 a	Total Increase or (Decrease) due to changes to Tariffs £'000 b	Variations resulting from changes to volumes £'000 c	Variation between Target and total change £'000 (=b+c-a)
Car Parks	255	98	129	(28)
Refuse Collection	91	91	0	0
Markets	8	0	8	0
Cemetery	34	22	0	(12)
Countryside, Parks and Open Spaces	18	18	0	0
Total	406	229	137	(40)

- 5.6 The proposed changes will generate an additional estimated income of £366k. This has been taken into account in the budget to be presented to Council next month.
- 5.7 Overall, the effect of increased charges, combined with the anticipated change in volumes is that Environment Committee income budgets are lower than the targeted budgeted income from fees and charges by £28,000. To alleviate this pressure, £28,000 expenditure efficiencies have been found within the Car Parks budget to compensate.
- 5.8 Given the difficulties in achieving the current income budget target within the Cemetery, the level of income has been reduced by £12,000. This has been offset by sundry favourable variances across the committee.
- 5.9 A breakdown of the 2025/26 budget can be found in the budget report included on this agenda.
- 5.10 **Section 151 Officer's comments:** The financial implications are set out in the body of the report.

6 Legal Implications

- 6.1 There are no specific issues arising from this report, but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.

6.2 **Legal Officer's comments:** None for the purposes of this report

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council.

7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.

7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.

7.5 **Partnerships:** None for the purposes of this report.

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Budget Targets Report - October 2024](#).

Other papers:

- Revenue Budget 2025/26 report – on this agenda.

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Service Activity	Description	Unit	2024/25	2025/26	Change	Statutory (S) /Delegated (D)
Cemetery - Planting	Plants - Summer and Winter	Per year	195.00	207.00	6%	
Cemetery - rights of burial - 75 years - Earthen graves	Any other row traditional - Non-resident	Per grave	4,250.00	4,888.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Any other row traditional - Resident	Per grave	2,178.00	2,505.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Butterfly lawn section (baby grave) - Non-Resident	Per grave	1,214.00	1,396.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Butterfly lawn section (baby grave) - Resident	Per grave	1,214.00	1,396.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Front row path traditional - Non-resident	Per grave	7,977.00	9,174.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Front row path traditional - Resident	Per grave	4,102.00	4,717.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Garden of Remembrance (cremated remains only) - Non-Resident	Per grave	1,375.00	1,581.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	Garden of Remembrance (cremated remains only) - Resident	Per grave	710.00	817.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	In pergola plot - Non-resident	Per grave	7,897.00	9,082.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	In pergola plot - Resident	Per grave	4,065.00	4,675.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	New lawn section - Non-resident	Per grave	3,652.00	4,200.00	15%	
Cemetery - rights of burial - 75 years - Earthen graves	New lawn section - Resident	Per grave	1,887.00	2,170.00	15%	
Cemetery- grave lease extensions	Renewal of grave lease for an additional 25 years - Non Resident	Per grave	New	500.00	N/A	
Cemetery- grave lease extensions	Renewal of grave lease for an additional 25 years - Resident	Per grave	New	350.00	N/A	
Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	880.00	933.00	6%	
Interments Monday to Friday	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	440.00	470.00	7%	
Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	1,023.00	1,085.00	6%	
Interments Monday to Friday	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	488.00	520.00	7%	
Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	2,427.00	2,573.00	6%	
Interments Monday to Friday	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,198.00	1,270.00	6%	
Interments Monday to Friday	Dug to 9ft (2.743m) - Non-Resident	Per grave	2,878.00	3,051.00	6%	
Interments Monday to Friday	Dug to 9ft (2.743m) - Resident	Per grave	1,346.00	1,427.00	6%	
Interments Monday to Friday	Dug to 9ft -up to two American style caskets Non -resident	Per grave	New	4,500.00	N/A	
Interments Monday to Friday	Dug to 9ft -up to two American style caskets- Resident	Per grave	New	2,250.00	N/A	
Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Non-Resident	Per grave	1,800.00	1,908.00	6%	
Interments Saturday Service	Dug to 2ft (0.609m) or less (cremated remains) - Resident	Per grave	900.00	954.00	6%	
Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Non-Resident	Per grave	1,776.00	1,883.00	6%	
Interments Saturday Service	Dug to 4ft (1.219m) or less (Child under 12 only) - Resident	Per grave	1,166.00	1,236.00	6%	
Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Non-Resident	Per grave	3,238.00	3,435.00	6%	
Interments Saturday Service	Dug to 5 or 7ft (2.133m) - Resident	Per grave	1,998.00	2,118.00	6%	
Interments Saturday Service	Dug to 9ft (2.743m) - Non-Resident	Per grave	3,684.00	3,905.00	6%	
Interments Saturday Service	Dug to 9ft (2.743m) - Resident	Per grave	2,136.00	2,265.00	6%	
Interments Saturday Service	Dug to 9ft -up to two American style caskets Non -resident	Per grave	New	5,400.00	N/A	
Interments Saturday Service	Dug to 9ft -up to two American style caskets - Resident	Per grave	New	2,700.00	N/A	
Memorials	Butterfly Baby Grave Memorial Resident/Non Resident	Per item	138.00	147.00	7%	
Memorials	Butterfly memorial plaque - Resident/Non Resident	Per item	186.00	198.00	6%	
Memorials	Flat stone tablet - Non Resident	Per item	292.00	310.00	6%	
Memorials	Flat stone tablet - Resident	Per item	180.00	191.00	6%	
Memorials	Ground level surround - Non Resident	Per item	837.00	888.00	6%	
Memorials	Ground level surround - Resident	Per item	440.00	467.00	6%	
Memorials	Kerbs - Non Resident	Per item	435.00	462.00	6%	
Memorials	Kerbs - Resident	Per item	228.00	242.00	6%	

Service Activity	Description	Unit	2024/25	2025/26	Change	Statutory (S) /Delegated (D)
Memorials	Memorial in the Garden of Remembrance - Non Resident	Per item	424.00	450.00	6%	
Memorials	Memorial in the Garden of Remembrance - Resident	Per item	223.00	237.00	6%	
Memorials	Not exceeding 3ft 6ins (1.066m) - Non Resident	Per item	429.00	455.00	6%	
Memorials	Not exceeding 3ft 6ins (1.066m) - Resident	Per item	228.00	242.00	6%	
Memorials	Princess Balustrades - Additional characters per inscription	Per item	-	-	0%	
Memorials	Princess Balustrades including up to 80 characters per inscription	Per item	1,972.00	2,095.00	6%	
Memorials	Small memorial baby grave - Non Resident	Per item	254.00	270.00	6%	
Memorials	Small memorial baby grave - Resident	Per item	138.00	147.00	7%	
Memorials	Tablets/Vases etc - Non Resident	Per item	292.00	310.00	6%	
Memorials	Tablets/Vases etc - Resident	Per item	154.00	165.00	7%	
Other cemetery charges	Additional Inscription - Non resident	per inscription	265.00	281.00	6%	
Other cemetery charges	Additional Inscription - Resident	per inscription	138.00	147.00	7%	
Other cemetery charges	Burial register search fee	Price on application	-	-	0%	D
Other cemetery charges	Exhumation	Price on application	-	-	0%	D
Other cemetery charges	Hire of music facility/chapel organ	Per event	250.00	300.00	20%	D
Other cemetery charges	Issue of duplicate Deed of Grant	Per issue	138.00	147.00	7%	
Tree Planting	Single Memorial Tree - Council to plant. Application fee £50.00/Supply and Tree Planting fee £500.00	Per application and tree planting	550.00	550.00	0%	
Tree Planting	Third party Tree Planting - Application fee £150.00/Council officer supervision of tree planting £350.00	Per application and Officer supervision of tree planting	500.00	500.00	0%	
Clinical Waste Collection	Domestic collection and disposal of hazardous waste (one sharps bin per year free)	Per bin or bag	16.50	17.50	6%	D
Environmental Health general	Officer time	Per hour	131.00	140.00	7%	D
Food safety	Food Hygiene Re-inspections	Per inspection	238.50	253.00	6%	D
Environmental Information Regulations 1999	Work requiring research of records	Per hour	31.00	33.00	6%	D
Houses of Multiple Occupation	Application up to 5 units (or lets)	Per application or renewal	750.00	795.00	6%	
Houses of Multiple Occupation	Application over 5 units (or lets)	Per unit (or let)	151.50	165.00	9%	
Housing Act	Enforcement action - officer time	per hour	131.00	140.00	7%	D
Pollution Prevention and Control	Summary of premises contained in public register	Per summary	30.00	32.00	7%	D
Private Water Supply	Sampling of Water - Officer time	Per hour	131.00	140.00	7%	D
Streetcare	Graffiti Removal from Privately Owned Property (Incl Labour and basic materials)	Per hour	110.00	120.00	9%	D
Stray Dogs	Dog collected and claimed (No microchip or correct details not registered)	Per dog	137.50	137.50	0%	
Stray Dogs	Dog collected and claimed (Correct microchip details)	Per dog	117.00	117.00	0%	
Stray Dogs	Kennel fee (where at commercial kennels)	Per dog per day	32.00	32.00	0%	
Stray Dogs	Dogs delivered back to owner from kennels	Per dog	16.00	16.00	0%	

Service Activity	Description	Unit	2024/25	2025/26	Change	Statutory (S) /Delegated (D)
Street Naming and Numbering	Naming of a property	Per property	40.50	44.00	9%	
Street Naming and Numbering	Development Charge	Per application	150.00	161.00	7%	
Street Naming and Numbering	Additional charges per plot 2-5 plots	Per plot	49.00	53.00	8%	
Street Naming and Numbering	Additional charges per plot 6-10 plots	Per plot	40.50	43.00	6%	
Street Naming and Numbering	Additional charges per plot 11-25 plots	Per plot	32.50	35.00	8%	
Street Naming and Numbering	Additional charges per plot 26-75 plots	Per plot	24.50	26.50	8%	
Street Naming and Numbering	Additional charges per plot 76 plots and over	Per plot	16.50	18.00	9%	
Street Naming and Numbering	Flats redevelopment charge	Per application	245.00	263.00	7%	
Street Naming and Numbering	Additional charges per flat	Per flat	16.50	18.00	9%	
Street Naming and Numbering	Changes to a development plot	Per plot	40.50	44.00	9%	
Street Naming and Numbering	Renaming of a street	Per application	161.00	173.00	7%	
Street Naming and Numbering	Renaming of a street additional charge per plot	Per plot	40.50	44.00	9%	
Communal Properties	Collection of contaminated recycling 180l bin as refuse (charge to managing agent or other relevant body)	Per 180l bin, emptied once	6.25	6.65	6%	
Communal Properties	Collection of contaminated recycling 240l bin as refuse (charge to managing agent or other relevant body)	Per 240l bin, emptied once	7.90	8.40	6%	
Communal Properties	Collection of contaminated recycling 360l bin as refuse (charge to managing agent or other relevant body)	Per 360l bin, emptied once	10.20	10.85	6%	
Communal Properties	Collection of contaminated recycling 660l bin as refuse (charge to managing agent or other relevant body)	Per 660l bin, emptied once	13.55	14.40	6%	
Communal Properties	Collection of contaminated recycling 1100l bin as refuse (charge to managing agent or other relevant body)	Per 1100l bin, emptied once	18.05	19.15	6%	
Garden Waste (Places of Worship and Charities)	Fortnightly collection of 240l garden waste bin	Per bin, per annum	55.25	58.60	6%	
Garden Waste (Places of Worship and Charities)	Fortnightly collection of 660l garden waste bin	Per bin, per annum	151.00	160.10	6%	
Garden Waste (Domestic)	Fortnightly collection of small garden waste bin (renewal of existing bin only, no new subscriptions)	Per 140l bin, per annum	40.90	43.35	6%	
Garden Waste (Domestic)	Fortnightly collection of standard garden waste bin	Per 240l bin per annum	69.95	74.15	6%	
Garden Waste (Flats and Schools)	Fortnightly collection of 240l garden waste bin	Per 240l bin, per annum	69.95	74.15	6%	
Garden Waste (Flats and Schools)	Fortnightly collection of 660l garden waste bin	Per 660l bin, per annum	192.35	203.90	6%	
Provision of Bins for Events	180 litre food recycling bin	Per bin, emptied once	1.30	1.40	8%	
Provision of Bins for Events	240 litre glass recycling bin	Per bin, emptied once	1.30	1.40	8%	
Provision of Bins for Events	240 litre mixed recycling bin	Per bin, emptied once	1.30	1.40	8%	
Provision of Bins for Events	240 litre refuse bin	Per bin, emptied once	3.75	4.00	7%	
Provision of Bins for Events	1100 litre mixed recycling bin	Per bin, emptied once	3.75	4.00	7%	
Provision of Bins for Events	1100 litre refuse bin	Per bin, emptied once	12.75	13.55	6%	
Provision of Bins for Events	Delivery/collection of bins to/from event	One-off charge	24.95	26.45	6%	
Domestic bulk refuse disposal	Up to 3 items (5 sacks = 1 item)	Items	49.95	52.95	6%	
Domestic bulk refuse disposal	4-6 items (5 sacks = 1 item)	Items	99.95	105.95	6%	
Domestic bulk refuse disposal	7-9 items (5 sacks = 1 item)	Items	149.95	158.95	6%	
Domestic bulk refuse disposal	10-12 items (5 sacks = 1 item)	Items	199.95	211.95	6%	
Domestic bulk refuse disposal	Over 12 items	Items - cost by quotation	By quotation	By quotation	0%	

Service Activity	Description	Unit	2024/25	2025/26	Change	Statutory (S) /Delegated (D)
Allotments	Allotment rent and water charge	Per sq m	0.56	0.60	7%	
Allotments	New agreement - mark out and offer	per plot (up to 80 sq m)	42.00	45.00	7%	
Allotments	Charge for lost keys	per key	24.00	26.00	8%	D
Allotments	Supply a skip for waste	Per skip	400.00	425.00	6%	D
Parks	Barbecue hire Up to 12 people, Mon-Fri (Minimum 2 hours)	Per hour	17.00	18.50	9%	
Parks	Barbecue hire Up to 12 people, Sat-Sun (Minimum 2 hours)	Per hour	24.00	26.00	8%	
Parks	Barbecue hire Up to 50 people, Mon-Fri (Minimum 4 hours)	Per hour	23.00	25.00	9%	
Parks	Barbecue hire Up to 50 people, Sat-Sun (Minimum 4 hours)	Per hour	35.00	38.00	9%	
Parks	Permission to use small tent	Per small tent	16.00	17.00	6%	
Parks	Permission to use small gazebo	Per small gazebo	16.00	17.00	6%	
Parks	Borough banner boards	Per board per week	92.00	98.00	7%	
Parks	Borough banner commercial	A4 poster on all boards per week	48.00	51.00	6%	
Parks	Outdoor Fitness Classes - once a week	Per annum	380.00	405.00	7%	
Parks	Outdoor Fitness Classes - 2 to 4 times a week	Per annum	935.00	1,000.00	7%	
Parks	Outdoor Fitness Classes - 5 to 7 times a week	Per annum	1,500.00	1,600.00	7%	
Parks - Building charges	Park Pavilions greater than 10 bookings	Per hour	20.00	22.00	10%	
Parks - Building charges	Park Pavilions less than 10 bookings	Per hour	24.00	26.40	10%	
Parks - Building charges	Parks out of normal hours charge	Per hour	60.00	65.00	8%	
Court Rec Astro Turf Multicage - Adults	April to September Mon-FRI from 15:00 hrs onwards	per hour	57.00	60.42	6%	
Court Rec Astro Turf Multicage - Adults	October to March MON to FRI from 15:00 hrs onwards	per hour	60.00	63.60	6%	
Court Rec Astro Turf Multicage - Adults	Mon to Fri between 08:00 hrs to 15:00 hrs	per two hours	31.00	32.86	6%	
Court Rec Astro Turf Multicage - Adults	April to September SAT-SUN	per hour	60.00	63.60	6%	
Court Rec Astro Turf Multicage - Adults	October to March SAT to SUN	per hour	60.00	63.60	6%	
Court Rec Astro Turf Multicage - Juniors	April to September Mon-FRI from 15:00 hrs onwards	per hour	45.00	47.70	6%	
Court Rec Astro Turf Multicage - Juniors	October to March MON to FRI from 15:00 hrs onwards	per hour	47.00	49.82	6%	
Court Rec Astro Turf Multicage - Juniors	Mon to Fri between 08:00 hrs to 15:00 hrs	per four hours	27.00	28.62	6%	
Court Rec Astro Turf Multicage - Juniors	Borough Schools(term time) between 08:00 to 15:00	per day	27.00	28.62	6%	
Court Rec Astro Turf Multicage - Juniors	April to September SAT-SUN	per hour	47.00	49.82	6%	
Court Rec Astro Turf Multicage - Juniors	October to March SAT to SUN	per hour	47.00	49.82	6%	
Cricket - Adults	Monday to Friday	Per match	120.00	130.00	8%	
Cricket - Adults	Saturday and Sunday	Per match	200.00	215.00	8%	
Cricket - Juniors	Monday to Friday	Per match	60.00	65.00	8%	
Cricket - Juniors	Saturday and Sunday	Per match	90.00	98.00	9%	
Football - Adults	Monday to Friday	Per match	95.00	103.00	8%	
Football - Adults	Saturday and Sunday	Per match	150.00	160.00	7%	
Football - Juniors	Monday to Friday	Per match	47.00	50.00	6%	
Football - Juniors	Saturday and Sunday	Per match	75.00	80.00	7%	
Mini Soccer - Juniors	Monday to Friday	Per match	30.00	32.00	7%	
Mini Soccer - Juniors	Saturday and Sunday	Per match	42.00	45.00	7%	

Service Activity	Description	Unit	2024/25	2025/26	Change	Statutory (S) /Delegated (D)
Tennis	Household Subscription	Annual	40.00	40.00	0%	D
Tennis	Household Subscription for households in receipt of low income benefits	Annual	20.00	20.00	0%	D
Tennis	Adhoc Cost - All courts	Per hour	6.00	6.00	0%	D
Tennis	Adhoc Cost - All courts with floodlight	Per hour	12.00	12.00	0%	D
Harrier Centre Hall	Hall - Mon to Friday (15:00 - 21:00)	Per hour	33.00	35.00	6%	
Harrier Centre Hall	Hall - Mon to Sunday Softplay	Per day	94.00	100.00	6%	
Harrier Centre Hall & Track	Hall & Track - Athletics Activities Mon to Friday	Per hour	38.00	41.00	8%	
Harrier Centre Track	Track - Mon to Friday 08.00 - 21.00	Per hour	38.00	41.00	8%	
Harrier Centre Track	Track - Saturday and Sunday	Per hour	38.00	41.00	8%	
Harrier Centre Track	Track - Sports Days Monday to Friday	Per day	300.00	330.00	10%	
Harrier Centre Track	Track - Charities	Per hour	14.50	15.50	7%	
Tennis - Adults	New commercial setups working with the Leisure Developments Team	Free for the setup period	0.00	0.00		
Tennis - Juniors	New commercial setups working with the Leisure Developments Team	Free for the setup period	0.00	0.00		
Harrier Centre Track	Track - Drop in session	Per Session	3.50	3.75	7%	
Harrier Centre Track	Track - Annual Membership	Per Year	195.00	210.00	8%	
Local Nature Reserve	Countryside Team annual guided walk-adult	Per Walk	5.00	5.00	0%	
Local Nature Reserve	Countryside Team annual guided walk-child under 16	Per Walk	2.50	2.50	0%	
Annual Business Permits	Ashley Centre	Per year	2,400.00	2,550.00	6%	
Annual Business Permits	Ashley Centre (Blue Badge)	Per year	800.00	850.00	6%	
Annual Business Permits	Hook Road	Per year	800.00	850.00	6%	
Annual Business Permits	Hudson House	Per year	1,450.00	1,525.00	5%	
Annual Business Permits	Kingston Parade (Stoneleigh)	Per year	800.00	850.00	6%	
Annual Business Permits	Bourne Hall (existing only)	Per year	800.00	850.00	6%	
Annual Business Permits	Upper High Street / Depot Road (existing only)	Per year	850.00	900.00	6%	
Annual Business Permits	Ewell Court House (existing only)	Per year	375.00	400.00	7%	
Miscellaneous	Deposit Key Fob Deposit	per item	100.00	100.00	0%	D
Annual Residents Permits	Adelphi Road	Per year	180.00	190.00	6%	
Annual Residents Permits	Ashley Centre (eve/weekends)	Per year	450.00	475.00	6%	
Annual Residents Permits	Hook Road	Per year	450.00	475.00	6%	
Annual Residents Permits	Hope Lodge (eve/weekends)	Per year	450.00	475.00	6%	
Annual Residents Permits	Hudson House	Per year	1,200.00	1,275.00	6%	
Annual Residents Permits	Kingston Parade (Stoneleigh)	Per year	450.00	475.00	6%	
Annual Residents Permits	Chessington Road	Per year	450.00	475.00	6%	
Annual Residents Permits	Upper High Street	Per year	450.00	475.00	6%	

Service Activity	Description	Unit	2024/25	2025/26	Change	Statutory (S) /Delegated (D)
Penalty Charge Notices	Paid after 14 days - some offences are £50	Per offence	50.00	50.00	0%	S
Penalty Charge Notices	Paid after 14 days - some offences are £70	Per offence	70.00	70.00	0%	S
Penalty Charge Notices	Paid within 14 days - some offences are £25	Per offence	25.00	25.00	0%	S
Penalty Charge Notices	Paid within 14 days - some offences are £35	Per offence	35.00	35.00	0%	S
Abandoned Vehicles	On road, not damaged, upright. Less than 3.5 tonnes	Per vehicle	154.50	192.00	24%	S
Abandoned Vehicles	On road, not damaged, upright. 3.5 to 7.5 tonnes	Per vehicle	206.00	256.00	24%	S
Abandoned Vehicles	On road, not damaged, upright. 7.5 to 18 tonnes	Per vehicle	360.50	448.00	24%	S
Abandoned Vehicles	On road, not damaged, upright. Over 18 tonnes	Per vehicle	360.50	448.00	24%	S
Abandoned Vehicles	On road, not upright, substantially damaged or both. Less than 3.5 tonnes	Per vehicle	257.50	320.00	24%	S
Abandoned Vehicles	On road, not upright, substantially damaged or both. 3.5 to 7.5 tonnes	Per vehicle	669.50	832.00	24%	S
Abandoned Vehicles	On road, not upright, substantially damaged or both. 7.5 to 18 tonnes UNLADEN	Per vehicle	2,060.00	2,561.00	24%	S
Abandoned Vehicles	On road, not upright, substantially damaged or both. 7.5 to 18 tonnes LADEN	Per vehicle	3,090.00	3,842.00	24%	S
Abandoned Vehicles	On road, not upright, substantially damaged or both. Over 18 tonnes UNLADEN	Per vehicle	3,090.00	3,842.00	24%	S
Abandoned Vehicles	On road, not upright, substantially damaged or both. Over 18 tonnes LADEN	Per vehicle	4,635.00	5,763.00	24%	S
Abandoned Vehicles	Off road, upright,not substantially damaged. Less than 3.5 tonnes	Per vehicle	206.00	256.00	24%	S
Abandoned Vehicles	Off road, upright,not substantially damaged. 3.5 to 7.5 tonnes	Per vehicle	412.00	512.00	24%	S
Abandoned Vehicles	Off road, upright,not substantially damaged. 7.5 to 18 tonnes UNLADEN	Per vehicle	1,030.00	1,281.00	24%	S
Abandoned Vehicles	Off road, upright,not substantially damaged. 7.5 to 18 tonnes LADEN	Per vehicle	1,550.00	1,921.00	24%	S
Abandoned Vehicles	Off road, upright,not substantially damaged. Over 18 tonnes UNLADEN	Per vehicle	1,545.00	1,921.00	24%	S
Abandoned Vehicles	Off road, upright,not substantially damaged. Over 18 tonnes LADEN	Per vehicle	2,060.00	2,561.00	24%	S
Abandoned Vehicles	Off road, not upright, substantially damaged or both. Less than 3.5 tonnes	Per vehicle	309.00	384.00	24%	S
Abandoned Vehicles	Off road, not upright, substantially damaged or both. 3.5 to 7.5 tonnes	Per vehicle	876.00	1,089.00	24%	S
Abandoned Vehicles	Off road, not upright, substantially damaged or both. 7.5 to 18 tonnes UNLADEN	Per vehicle	3,090.00	3,842.00	24%	S
Abandoned Vehicles	Off road, not upright, substantially damaged or both. 7.5 to 18 tonnes LADEN	Per vehicle	4,635.00	5,763.00	24%	S
Abandoned Vehicles	Off road, not upright, substantially damaged or both. Over 18 tonnes UNLADEN	Per vehicle	4,635.00	5,763.00	24%	S
Abandoned Vehicles	Off road, not upright, substantially damaged or both. Over 18 tonnes LADEN	Per vehicle	6,180.00	7,684.00	24%	S
Abandoned Vehicles	Storage of abandoned vehicle - two wheeled	Per 24 hours	10.30	13.00	26%	S
Abandoned Vehicles	Storage of abandoned vehicle - less than 3.5 tonnes	Per 24 hours	20.60	26.00	26%	S
Abandoned Vehicles	Storage of abandoned vehicle -3.5 to 7.5 tonnes	Per 24 hours	25.75	32.00	24%	S
Abandoned Vehicles	Storage of abandoned vehicle - 7.5 to 18 tonnes	Per 24 hours	31.00	38.00	23%	S
Abandoned Vehicles	Storage of abandoned vehicle - over 18 tonnes	Per 24 hours	36.25	45.00	24%	S
Abandoned Vehicles	Disposal of vehicle - two wheeled	Per vehicle	51.50	64.00	24%	S
Abandoned Vehicles	Disposal of vehicle- less than 3.5 tonnes	Per vehicle	77.50	96.00	24%	S
Abandoned Vehicles	Disposal of vehicle -3.5 to 7.5 tonnes	Per vehicle	103.00	128.00	24%	S
Abandoned Vehicles	Disposal of vehicle - 7.5 to 18 tonnes	Per vehicle	129.00	160.00	24%	S
Abandoned Vehicles	Disposal of vehicle - over 18 tonnes	Per vehicle	155.00	192.00	24%	S

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EXCLUSION OF THE PRESS AND PUBLIC

Under Section 100(A)(4) of the Local Government Act 1972, the Committee may pass a resolution to exclude the public from the Meeting for Part Two of the Agenda on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The following documents are included on Part Two of the agenda and have not been published:

Item 11 – Fees and Charges 2025/26 – Appendix 2

The report deals with information relating to the financial or business affairs of the Committee and third parties.

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