Summary
This report outlines the proposed programme and governance arrangements relating to the Sutton Station Gateway Scheme.

Recommendations
(i) To approve the proposed programme, and governance arrangements set out in the report
(ii) To approve the membership of the Sutton Station Gateway Project Board
(iii) To delegate authority to the Strategic Director of Environment and Neighbourhoods to progress the development and delivery of the Sutton Station Gateway Scheme, in consultation with the Sutton Station Gateway Programme Board, Chair of Environment and Neighbourhoods, Local Committees and Ward councillors
(iv) To delegate authority to the Chief Executive and Executive Head of Legal & Democratic Services, in consultation with the Strategic Director of Environment and Neighbourhoods, and the Sutton Station Gateway Project Board to prepare or amend any traffic management orders

Background Documents and Previous Decisions
None
Signed:

Strategic Director

Date: 23 September 2013
1. Background

1.1 Sutton station is the main gateway into Sutton town centre for people arriving by train and it also sits at the entrance to the town centre by road from the south. It is therefore an important focal point for the town centre and the first impression that many visitors get of Sutton. The Council has identified a need to undertake a package of improvements to create a gateway to the town centre, enhance accessibility to the station and the town centre, improve public realm and transport mode interchange and address crime and anti-social behaviour issues.

1.2 Sutton station attracts almost six million passenger movements per year. It was recently identified by TfL as one of the 18 stations in London suffering from significant congestion problems. This is largely due to the limited capacity of the ticket barriers at the entrance hall at the front of the station.

1.3 The Council submitted a ‘major scheme bid’ for a Gateway Improvement Scheme at Sutton station to Transport for London (TfL) in September 2012. TfL announced in December 2012 that the bid was successful and the Council has been awarded an indicative allocation of £740,000. This was reported to Environment and Neighbourhoods Committee on the 17th January 2013 as part of the annual Local Implementation Plan settlement report, and subsequently to Sutton and Sutton South, Cheam and Belmont Local Committees in March 2013.

2. Programme Management and Governance

2.1 The London Borough of Sutton has established formal project management processes to help deliver projects on time, to budget and to a high quality.

2.2 All projects and programmes require a governance structure that clearly defines the roles and responsibilities of all involved and ensure clarity about where decisions will be taken.

2.3 The key roles in the Sutton Station Gateway Scheme are as follows;

(i) The Project Sponsor is accountable to the Strategic Director of Environment and Neighbourhoods and to the Programme Board for providing direction and leadership to the project.

(ii) The Project Manager provides oversight to the project ensuring its work streams, funders and stakeholders are coordinated and ensuring the duties of the officer working group are delivered on time and to budget.

(iii) The Project Board is accountable for the overall success of the project and to provide direction, input and challenge.

(iv) The Chair of the Project Board acts as a champion, giving direction and drives the project forward.
(v) The Stakeholder Group provide a broader perspective to the direction of the programme and act as a sounding board for new ideas generated as a result of project activities.

(vi) The officer Working Group is responsible for the implementation and delivery of the scheme, ensuring all technical and engineering works are coordinated across all agencies and funders and stakeholders (TfL, Network Rail and Council departments).

(vii) The Project Manager is responsible for leading and developing the design of the scheme, ensuring implementation is in accordance with accepted industry good practice and that the programme is delivered on time and to budget.

2.4 The proposed membership of the Programme Board is as follows:

Project Board Chair: Cllr Simon Wales
Committee Chairs: Cllr Jill Whitehead: Chair Environment & Neighbourhoods Committee.
Cllr Marlene Heron: Chair Sutton Local Committee
Cllr Tony Shields: Chair of SSCB Local Committee
Ward Councillors Cllr Graham Tope: Sutton Central
Cllr Richard Clifton: Sutton South
Project Sponsor Eleanor Purser Executive Head of Economic Development, Planning & Sustainability
Programme Manager Mandy Cherrington: Head of Economic Renewal and Regeneration
Project Manager Peter Boddy
Partner Agencies TfL – Peter Blaine
Network Rail – Paul Donald
Southern Rail – Mark Epsom

3. Proposals

3.1 To help prevent congestion at the front of the station, there are proposals to modify the rear of the station to allow the opening up of the side entrance from the Quadrant to general public use. This will include an extension of the station building, installation of ticket barriers, ticket machines, CCTV and lighting.

3.2 The side entrance will cater for demand for direct access to the station from the Quadrant House office block. It will also serve the station car park, motorcycle and cycle parking facilities and the Quadrant passenger drop off and pick up point. It will also create a more direct route for residents from Langley Park Road and surrounding residential streets and provide an alternative route for pedestrians arriving at the station from the south.
3.3 The scheme will also look to improve the environment along the Quadrant. This will include improved public realm and landscaping, removal of guard railing, footway repaving, improved pedestrian crossing points, rationalisation of street furniture and signing improvements to the Quadrant neighbourhood recycling centre (QNRC) located at the junction with Brighton Road, better bus waiting facilities and improved motorcycle and cycle parking. Taxi operations at the station and around the town centre will also be looked into.

3.4 The scheme will include footway and public realm improvements on the links to the station from the town centre and southwards towards Brighton Road car park. Improvements to the crossing facilities at the Sutton Court Road junction which is a pinch point for pedestrians will also be looked at.

3.5 As part of the scheme, a Legible London (LL) pedestrian signing scheme will be implemented to improve way-finding around the station and town centre for visitors. Based on extensive research, the system tackles a key barrier to walking which is the current lack of clear and consistent on-street information.

3.6 The area around the Sutton station is one of the hot spots for crime within the borough. To help discourage crime and antisocial behaviour around the station the Safer Sutton Partnership will be involved the development of the scheme.

4. Extent and Delivery

4.1 The phasing and extent of the proposed works are shown in Appendix A.

4.2 Phase 1A proposals which relates to the internal and external works required to provide the new access to the station will take place during the 2013/14 financial year and should be operational by March 2014.

4.3 Phase 1B proposals which will include measures on the station frontage, between the station and the town centre and some measures on the Quadrant will take place between July and December 2014.

4.4 Phase 2 proposals which include measures between the station frontage and Brighton Road car park and additional measures on the Quadrant will take place between October 2014 and March 2015 subject to confirmation of the additional funding required for these elements of work.

4.5 An outline project plan is included as Appendix B.

5. Procurement / Commissioning

5.1 Professional Services to undertake the project management and design for the scheme will be undertaken by internal resources to LB Sutton.

5.2 Specialist services, such as traffic surveys, topographical surveys, traffic signal modelling, safety audits etc. will be procured from external consultants in accordance with the corporate procurement policy.

5.3 Works to Sutton Station to provide the new entrance will be undertaken by a contractor procured via Network Rails procurement processes.
5.4 Works undertaken on the Public Highway in support of the scheme will be commissioned via one of the council’s term highways contracts.

6. **Recommendations**

6.1 The committee are asked to make the following recommendations:

(i) To approve the proposed programme and governance arrangements set out in the report.

(ii) To approve the membership of the Sutton Station Gateway Project Board

(iii) To delegate authority to the Strategic Director of Environment and Neighbourhoods to progress with the development and delivery of the Sutton Station Gateway Scheme in consultation with the Sutton Station Gateway Programme Board, Chair of Environment and Neighbourhoods, Local Committees and Ward councillors

(iv) To delegate authority to the Chief Executive and Executive Head of Legal & Democratic Services, in consultation with the Strategic Director of Environment and Neighbourhoods, and the Sutton Station Gateway Project Board to prepare or amend any traffic management orders

7. **Finance**

7.1 Funding totalling £1.389m is currently in place to contribute to the project. This is made up

- **Transport for London** - £740,000
- **Network Rail** - £465,000 (for works to the station)
- **Southern Rail** - £84,000 (for works to the station cycle facilities)
- **Developer Contributions (S106)** - £27,300
- **Opportunity Sutton/S106** - £72,700

This is sufficient to fund phase 1A & 1B

7.2 The cost of the improvements to the Station to introduce the new pedestrian entrance is £565,000 (Phase 1A), the Council will need to enter into a legal agreement with Network Rail to commit to provide match funding of £100,000 to secure the £465,000 Network Rail contribution. This match funding will be provided through £27,300 S106 already identified, with the balance of £72,700 coming from either the Opportunity Sutton reserve or from future S106 sums.

7.3 An additional £399k is required to complete the phase 2 work making a total project budget of £1.788m. This additional funding is proposed to be made up from a variety of sources, predominantly developer contributions but is as yet
subject to confirmation. Implementation of Phase 2 works will not take place until funding is confirmed.

8. Legal

8.1 There are no direct legal implications arising from the recommendations of this report.

9. Environmental and Equalities

9.1 Developing the gateway to the town centre improves the potential for both growth and jobs opportunities for local people within the town centre.

9.2 Measures included within the programme will make access to the station and between the station and the town centre DDA compliant.

9.3 The programme will lead to increased pedestrian activity and greater use of sustainable mode of transport. Leading to increased health and wellbeing and reduce air pollution.

10. Consultation / Stakeholder Engagement

10.1 A stakeholder engagement plan has been developed and is included as Appendix E

10.2 A stakeholder group will be established to provide a broader perspective to the direction of the project and act as a sounding board for new ideas and proposals

10.3 Formal and statutory consultation will take place on the proposals as when appropriate

10.4 Updates to Environment and Neighbourhoods and Sutton/South Sutton Cheam & Belmont Local Committees will be provide on a regular basis throughout the life of the project.

Appendices

Appendix A: Proposed Extent and Phasing of the Scheme
Appendix B: Baseline Phasing of the Scheme
Appendix A Proposed Extent and Phasing of the Scheme

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Appendix B Baseline Phasing of the Scheme

![Baseline Phasing Diagram]

* Subject to the availability of Ph2 funding