Terms of Reference (TOR)
Caterham Station Avenue Working group

Purpose

The Caterham Station Avenue Working Group is established to support the development of the Station Avenue Improvement Project and ensure that local views, experiences, and knowledge are shared, understood, and carefully considered throughout the process. The project focuses on enhancing Station Avenue as a key gateway into Caterham, creating a more attractive, accessible, safe, and welcoming environment for residents, businesses, and visitors.

The parameters of the scheme will be along Station Avenue, from the roundabout at Station Avenue / Stafford Road / Church Hill and Harestone Valley to the roundabout at Station Avenue / Croydon Road and Godstone Road. As shown on the illustration below.



The role of the Working Group is to bring together key community, business, stakeholder, and local authority representatives, creating opportunities for meaningful discussion and collaboration. Members will contribute local knowledge and expertise, helping to identify issues, opportunities, and priorities relating to the future development of Station Avenue.

The Working Group will help gather and share feedback from residents, businesses, community organisations, and other stakeholders, ensuring that a broad range of perspectives and experiences are reflected. **A key part of its role is to ensure that different voices from across the community are heard and considered throughout the engagement and development process.**

The group will provide recommendations for consideration by Surrey County Council and project partners, drawing on the knowledge, expertise, and feedback of its members. In addition, it will help shape and promote future engagement activities, supporting effective communication and participation with local communities.

The Working Group acts in an advisory capacity only and is not a decision-making body. Its purpose is to provide insight, feedback, and recommendations that may inform discussions, project development, engagement activities, and future actions. Decisions relating to the project will remain the responsibility of the relevant authorities and governance arrangements.

Scope

- Engage with various stakeholders including residents, businesses, community groups, elected members, and other stakeholders with an interest in the Station Avenue Improvement Project.
- Provide a forum for discussion, collaboration, and the sharing of local knowledge and experience.
- Support the development and promotion of future engagement and consultation activities.
- Gather and communicate feedback from the wider community.
- Help ensure that a broad and representative range of community views is considered.
- Put forward recommendations and observations for consideration by Surrey County Council and project partners.
- Support transparent communication between the project team and the local community.

Constraints

- Any improvements must meet SCC's core policies including; LTP4, Community vision for Surrey in 2030 – Surrey County Council (surreycc.gov.uk) and Healthy Streets for Surrey (surreycc.gov.uk)
- Existing funding must be available to implement any highway projects recommended by the Group, which fulfils the existing CIL bid.

Meetings

Meetings will be scheduled as required, and agenda led. Future meetings may take place in person with hybrid options available to ensure maximum attendance from the stakeholder group. SCC to coordinate and facilitate.

Meeting Protocols

Agendas
The agenda for any meeting will be issued at least 5 working days before the meeting. Group members should submit agenda items to the Chair at least 14 days before the meeting.

Meeting Notes

The Meeting notes of the Group meetings and agreed supporting documentation will be shared online via

Community Forum - Caterham Valley Improvements - Commonplace. Meeting notes will be anonymised including names and businesses.

Members

Core Members are the group that attends every meeting (or send a replacement representative) to represent the party from which they are nominated.

Core Members:

- SCC Project team
- Tandridge Project team
- Caterham BID representative
- Resident representative
- Surrey County Council representative
- District Council representative
- SCC Passenger Transport
- Business representative

Inputs

- Shared knowledge / local information
- Community engagement

Outputs

- Recommendations on engagement with residents and businesses on any proposed Caterham Station Avenue improvements

Meeting protocols

- Maintain a focus on delivering tangible Station Avenue improvements for residents and businesses.
- Encourage open communication, collaboration, and knowledge sharing among group.
- Provide constructive feedback.
- Provide input based on organisation feedback and decision-making processes.