



PORTFOLIO HOLDER DECISION NOTICE

INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND ACCESS

TOPIC – ACCESS AND INFRASTRUCTURE BUSINESS PLAN 2010/11 ONWARDS

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

Contact Officer:

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Committee Administrator:

Nancy Graham, Tel: 01962 848 235, Email: ngraham@winchester.gov.uk

SUMMARY

Approval is sought to the detailed Business Plan for this Division. The Business Plan sets out the key actions that the Division will undertake over the coming five year period, with SMART (Specific, Measurable, Agreed, Resourced and Timed) targets (both through actions and performance indicators) by which progress will be measured and monitored. The Plan also gives additional information about the role of the Division, the resources allocated to it (in terms of both staff and budgets) and the key risks that are being addressed through its work.

Key actions to be undertaken in this Division are:

- Delivery of car park improvement programme including assessment and delivery of improvements to Friarsgate MSCP.
- Implement an annual improvement programme for Council's sewerage treatment works, cess pools, septic tanks and pumping stations,
- Continued monitoring and promotion of The South of Winchester Park and Ride Scheme to incorporate the Hospital and University users and staff.
- Consultation on draft Winchester Town Access Plan jointly with HCC, and subsequent adoption of the Plan.
- Complete the Winchester High St refurbishment Scheme and progress The Square enhancement and agree and deliver associated vehicular restrictions.
- Completion of the CCTV control room and system upgrade and relocation.
- Delivery of the agreed Traffic management programme.
- Upgrade of the pay on foot parking payment system
- Installation of electric vehicle charge points in Winchester city centre

The Head of Division is satisfied that the actions put forward in this Business Plan will work towards the Council's objectives, as set out in the Sustainable Community Strategy 2009-14 and Corporate Business Plan or otherwise ensure that the Council meets the statutory obligations put on it by central Government. Other than where indicated, these actions can be achieved within the resources available. Plans are in place, or will be developed, to ensure that targets shown for key performance indicators can be achieved in the timescales shown.

DECISION

That the Business Plan for the Access and Infrastructure Division be approved as attached at Appendix A.

REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Business Plans form an important part of the Council's performance management process as they set out the key actions for the coming year. The Business Plan put forward for adoption sets out the actions that will best help the Council achieve the outcomes as set out in the Sustainable Community Strategy and meet its statutory obligations within the resources available to it.

The Environment Scrutiny Panel has been consulted on the Business Plan and raised the following issues:

None

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED
FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION
NOTICE**

N/A

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR
OFFICER CONSULTED**

None.

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

N/A

Approved by: (signature)

Date of Decision: 04.05.10

Councillor Keith Wood. Portfolio Holder for Planning and Access

Access and Infrastructure Division Business Plan 2010 - 2015

1. Brief Description of the Service and its Purpose

The Access and Infrastructure Division delivers the following services:

- *traffic management*
- *transport planning advice and support for development of key projects*
- *on and off street parking control and management*
- *management of the Councils CCTV systems*
- *concessionary travel*
- *park and ride services from St Catherine's and Barfield car parks and South of Winchester from April 2010*
- *engineering advice, design and scheme delivery*
- *land drainage, river management, maintenance and improvement of the Council's Sewerage treatment works and street nameplates*
- *community transport support*

These service areas impact greatly on a wide range of the District's residents, employees, land owners and businesses.

Effective management of traffic and parking, transport planning, community transport, concessionary travel, street nameplate provision and the delivery of engineering schemes through joint working with the Hampshire County Council as Transport Authority is key to providing better services, safeguarding the environment, delivering Government and local policies and making communities safer and more inclusive.

Our land drainage, river management and sewerage responsibilities are critical, both, for residents and landowners and in respect of our environmental responsibilities.

2. Links between Council strategic priorities and services

Strategic priority	Departmental responsibility
Economic Prosperity	<p><i>Efficient traffic, transport, park and ride and car parking management and policy is an important factor for the local economy in Winchester town, towns and villages and the rural areas and requires close working with members, residents, employees and businesses.</i></p> <p><i>Seeking and providing Infrastructure improvements.</i></p>
High Quality Environment	<p><i>The Division has a key role in seeking local transport infrastructure improvements in order to improve access, reduce congestion and reduce pollution. The development of the Winchester Town Access Plan will be crucial to this process. The continued running of the Park and Ride service and the development of the new South of Winchester Scheme also supports this priority.</i></p> <p><i>The Division is also responsible for land drainage, river management and the improvement, monitoring and management of the Council's 24 sewerage treatment works, 13 septic tanks, 7 cess pools and 5 pumping stations to meet Environment Agency standards.</i></p> <p><i>The provision of engineering, traffic and transport improvement schemes including car park improvements, lighting schemes, street nameplates, village and town centre improvements, signing, highway schemes and bus shelter maintenance and replacement all contribute towards a high quality environment.</i></p>
Safe and Strong Communities	<p><i>Our traffic management service has significant safety implications and benefits. Our car parks, street lighting and our park and ride scheme are designed and managed to reflect community safety implications.</i></p> <p><i>Our support for community transport schemes both directly and in conjunction with Winchester Area Community Action provides support for vulnerable groups.</i></p> <p><i>Managing and improving the Council's housing stock's Sewerage Treatment works.</i></p> <p><i>Running the Concessionary Travel Scheme for the elderly and the disabled.</i></p>

<p>Efficient and Effective Council</p>	<p><i>Ensuring that customers get access to advice, information and services in respect of parking, transport, traffic management, concessionary travel, land drainage, sewerage treatment and community transport.</i></p> <p><i>Working with local communities and partners on the Access Plan, local infrastructure needs, community transport, parking and traffic management provision.</i></p> <p><i>Working with partners to provide infrastructure improvements across the district.</i></p>
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3. Summary of Progress in 2009/10

1. *Managed the Council's sewerage treatment works and implement agreed capital programme.*

The treatment works are sampled monthly by the City Council and on an ongoing basis by the Environment Agency. The maintenance of the works and equipment is contracted out to specialist companies and overseen by City Council Staff.

We have experienced problems with land and easement issues resulting in the deferment of schemes in the capital programme. The new programme for 2010/11 has now been agreed by Cabinet and reflects this slippage.

Notice has now been served on Southern Water in relation to adoption of works.

2. *Work in partnership with the County Council to deliver the South of Winchester Park and Ride.*

This opened on 19th April 2010. The scheme will be monitored carefully and promoted widely.

- 3 *Implement the National concessionary travel scheme (new free bus passes).*

This was achieved and the scheme is now running on a National basis. Plans are underway to transfer responsibilities to HCC in April 2011.

4. *Implement revised car parking charges.*

Revised car parking charges were introduced in January 2010 in advance of the opening of the new Park and Ride scheme. .

- 5 *Delivery of Traffic management service and programme.*

The programme was delivered along with additional schemes resulting from road safety issues and the South of Winchester Park and ride and associated changes in bus stops.

6. *The Square refurbishment.*

Agreement to initiate a joint project with HCC was achieved. Preliminary design work has commenced and traffic management issues being considered.

7. *Develop a Winchester Town Access Plan*

The plan has been drafted and approval will be sought in June 2010 to consult..

8. *Maintain engineering capacity and deliver programme of work*

The Car park improvement programme was completed in full. Safer Route to school schemes have been completed along with The Perins school scheme, the St James Lane footpath, National Cycle Route Network 23 preliminary design, Parchment St enhancement and Brassey Road alleyways.

9. *Review the City Council's support for community transport*

Joint work with WACA has continued, and in liaison with HCC, the City Council's annual grant has been distributed to voluntary groups. A consultation was completed for the new Rural Transport Grant and grants allocated. The Winchester Dial a Ride scheme was also tendered as was the Wheels to Work Scheme.

10. *Provide advice on drainage and flooding issues*

Advice has been provided as required.

11. *CCTV*

The CCTV system upgrade and control room relocation project started on site in March 2010.

12. *Winchester High Street Refurbishment*

The scheme was tendered in December 2008 to appoint a contractor under the Early Contractor involvement scheme. The Traffic Regulation Order changes to the High Street will be implemented in April 2009. Works started in November 2009 and are progressing well. The pedestrian resigning project commenced in March 2009.

13. *Preparation for introduction of Traffic Management Act parking regulations. This was fully achieved and ongoing implementation underway .*

14. *Run parking service, park and ride, enforcement teams to meet agreed targets and actions.*

Achieved in full with many new initiatives introduced including motorcycle enforcement, park mark accreditation, many improvements to car parks and management of works at Tower Streisand Chesil Street car parks.

Other Achievements.

Completion of Traffic Regulation Orders programme.

100 Temporary Road Closures accommodated

Issued over 100 works orders for minor traffic schemes

Completed over 50 temporary TROs relating to road and utility works

Completed tourist signing schemes

Involvement in the organisation of 35 special events, such as, the Hat Fair and the Military Parades.

Ran a programme utilising for Speed Limit Reminders across the district (25 sites)

Completion of bus shelter/ waiting area refurbishment programme and delivery of new schemes

Completion of road safety improvement schemes and signing schemes on behalf of the County Council

Provided the street nameplate service including completion of programme of new and replaced street nameplates

Input to Community Strategy development and Local Strategic Partnership Board.

Establishment and running of LSP Transport Sub Group

Organising and running a joint (with HCC) Members Seminar on Winchester Town Access Plan

Delivery of car park improvement programme.

Working with Customer Service Centre on joint training to implement first phase of integration and relocation of parking teams to City Offices

Management of the Park and Ride service and receipt of many compliments.

Management of CCTV Control centre and operation

Re-establishment and updating of Engineering services procedures, project briefs, project data base and compliance with BSi and CDM Regulations.

Remedial works secured for the Denmead Village enhancement

Provide drainage advice on planning applications

Provided transport planning and land drainage advice and input to Silver Hill, Barton Farm, Whiteley, North of Hedge End, Bushfield Knowledge Park and West of Waterlooville major developments

Represented City Council on National Parking Adjudication Service Advisory Management Board

Securing funding to continue Bikeabout scheme for next 2 years and running and re-launch of scheme and extension to Holiday Inn.

Work started on updating GIS TRO data base

Establishment of a list of developer funded schemes in support of transport contributions policy

Developed new residential development parking standards.

4. Key Service Priorities

A) Significant Areas of Work and Projects for 2010/11

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
AIN/AIN/002	Delivery of sewerage treatment works improvement programme	Health and Wellbeing	01 Apr 2010	Adoption test case	30 Sep 2010	31 Mar 2011	Maintenance requirements reduced	Andy Hickman
				Crouch Green STW replacement	31 Mar 2011			
				Itchen View STW replacement	31 Mar 2011			
AIN/AIN/005	Agree WTAP and joint action plan, and consult on Plan	High Quality Environment	01 Apr 2009	Hold Members seminar in April	30 Apr 2009	31 Dec 2010	Agreed WTAP	Andy Hickman
				Agree draft Plan	31 May 2010			
				Agree Consultation Draft	31 Jul 2010			
				Adopt Plan	31 Dec 2010			
AIN/AIN/007	Complete High Street Enhancement and progress The Square scheme	High Quality Environment	01 Apr 2009	High Street Enhancement	01 Sep 2009	31 Mar 2012	Scheme completed on time	Andy Hickman
				Completion of scheme	31 Dec 2010			
				The Square	31 Dec 2010			
AIN/AIN/011	Input to development of transport policies and spatial strategy and consideration of transport aspects of major development sites	High Quality Environment	01 Apr 2009			01 Apr 2010	Publication of draft Core Strategy	Andy Hickman

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
AIN/AIN/012	Work with HCC to seek agreement to Winchester 20mph scheme	Safe and Strong Communities – Roads are safe in the District	01 Apr 2010	Scheme agreed	31 Aug 2010	31 Mar 2011	Agreed scheme and programming	Andy Hickman
AIN/AIN/013	Develop an affordable and deliverable Draft Plan	High Quality Environment	01 Apr 2010	Draft Plan approved	31 Jul 2010	30 Sep 2010	Plan agreed and resources available to deliver it	Andy Hickman
AIN/AIN/014	Seek to provide electric charge points at Park and Ride and in Town Centre	High Quality Environment	01 Apr 2010	charge points installed in South of Winchester Park and Ride	30 Apr 2010	31 Mar 2011	Implementation of charge points in key locations	Andy Hickman
				Submit bid for central government funding	30 Sep 2010			
AIN/ENG/009	Delivery of engineering projects	High Quality Environment	01 Apr 2009	20mph zones in Winchester		31 Mar 2010	completed programme	Andy Hickman
				Alresford Putting Pedestrians First including Perins car park				
				Car Parks capital improvements				
				HCC schemes including Safe Routes to School and Cycling Scheme (NCN 23)				
				Parchment Street Enhancement				
				St. James Lane footpath				
AIN/ENG/010	Delivery of engineering projects e.g., National Cycle Route 23, and delivery of projects for which Section 106 monies have been collected	High Quality Environment	01 Apr 2009	National Cycle Network - detailed design	31 Aug 2010	31 Mar 2011	completed programme	Andy Hickman
AIN/ENV/003	Ensure that action plan schemes reflected in Access Plan and oversee	High Quality Environment	01 Apr 2010			31 Mar 2011	Action plan approved and achieved	Andy Hickman

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
	programme							
AIN/HWY/010	Maintain and develop list of potential transport schemes and help to deliver the schemes once funding secured	High Quality Environment	01 Jun 2010	list of schemes approved		30 Jun 2011	Enhanced levels of contributions and scheme delivery	Andy Hickman
AIN/PRK/001	Delivery of car parks maintenance and improvement programmes. Friarsgate MSCP condition assessment and consideration of needs.	High Quality Environment	01 Apr 2010			01 Apr 2011	Completed programme within agreed timescales and budget	Andy Hickman
AIN/PRK/003	Undertake pre-publicity, complete bus interchange improvements and bus priority measures. Complete lease negotiations and agreements on undertakings/responsibilities with HCC. Commence services, monitor and adapt as necessary.	High Quality Environment	20 Apr 2010	Bus service	20 Apr 2010	31 Mar 2011	Satisfied customers, income levels as projected.	Andy Hickman
AIN/PRK/004	Assess bus routes/services for South of Winchester Park and Ride in liaison with Romsey Road employers.	High Quality Environment - the District meets the challenge of climate change	01 Apr 2009	Cabinet approval of service specification of bus services/routes	21 May 2009	01 Apr 2010	Agreed services, timetable, routes, frequencies, vehicle specifications and charging regime	Andy Hickman
				Cabinet approval of budget requirements and tender acceptance for bus contract	12 Nov 2009			

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
				Complete publicity and ticketing arrangements for new scheme	01 Apr 2010			
AIN/PROJ/001	Relocate CCTV system and upgrade	Safe and Strong Communities - Low levels of anti-social behaviour throughout the District. There are low levels of violent crime	01 Apr 2009	Tender for contractor to carry out the fitting out of the new control centre	31 May 2009	31 Jul 2010	Relocated and upgraded system	Andy Hickman
				Accommodation works at Basepoint	31 Oct 2009			
				Relocate CCTV control room	28 Feb 2010			

B) Other areas of work (including 'business as usual')

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
AIN/AIN/016	Maintained City Council lighting stock and integrate with HCC PFI initiative	Safe and Strong Communities	01 Apr 2010			31 Mar 2011	Meeting targets set out in PFI programme	Andy Hickman
AIN/AIN/017	Consider requests and submit bids for funding for community lighting	Safe and Strong Communities	01 Apr 2010			31 Mar 2011	Schemes funded and successfully implemented	Andy Hickman
AIN/AIN/018	Maintain and improve City Council's bus shelters	Inclusive Society - People able to access services to meet their needs	01 Apr 2010			31 Mar 2011	Maintenance schedules and replacement shelters programme achieved	Andy Hickman
AIN/AIN/019	Oversee running of Bikeabout scheme	People able to access services to meet their needs				31 Mar 2011	Scheme extended to include Intech Hotel	Andy Hickman
AIN/AIN/020	Provide new and replacement street nameplates	Safe and Strong Communities - Roads are safe in the District	01 Apr 2010			31 Mar 2011	Street nameplates maintained to satisfactory standard	Andy Hickman
AIN/AIN/021	Help to facilitate and manage special events	Economic Prosperity	01 Apr 2010			31 Mar 2011	Agreed programme met	Andy Hickman
AIN/ENV/001	Provide advice on drainage and flooding issues	High Quality Environment	01 Apr 2010			31 Mar 2011	Customers' needs met	Andy Hickman
AIN/ENV/002	Carry out river inspections and oversee ongoing maintenance	High Quality Environment	01 Apr 2010	Detailed inspection and maintenance work programme	31 Mar 2011	31 Mar 2011	work programme achieved	Andy Hickman
				Identify funding to undertake work highlighted in the assessment of longer term river	31 Mar 2011			

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
				bank works in Winchester				
				Work programme based on assessment of longer term river bank works	31 Mar 2011			
AIN/HWY/016	Deliver agreed programme and required work under Agency agreement	High Quality Environment	01 Apr 2010			31 Mar 2011	Programme delivered and other requirements of Agency agreement met	Andy Hickman
AIN/PRK/013	Delivery of parking management and enforcement service, annual charges review and monitoring.	Efficient and Effective Council	01 Apr 2010	Revised charges agreed	30 Nov 2010	31 Mar 2011	Customers needs met, income levels maintained as per budgets	Andy Hickman
				Revised charges approved	28 Feb 2011			
AIN/PRK/015	Continued implementation of new national concessionary travel scheme in accordance with requirements of DfT	Health and Wellbeing - Older people enjoy healthy, fulfilling and active lives	01 Apr 2010	New roles agreed	31 Jul 2010	31 Mar 2011	Customer needs met and scheme delivered within budget	Andy Hickman
				Prepare for transfer of scheme administration to HCC	31 Mar 2011			
AIN/PRK/017	Run parking and Park & Ride services, review charges	Inclusive Society	01 Apr 2010	Review Parking Enforcement Service	30 Apr 2010	31 Mar 2011	New initiatives delivered	Andy Hickman
				Changes to Winchester residents' concessions	31 May 2010			
				review Pay by Phone	31 May 2010			
				Wickham Residents' scheme	31 May 2010			
				Investigate setting up Car Club	31 Aug 2010			

Code	What will we do	Why are we doing this?	Planned Start Date	Milestones	Milestones Due Date	Action Due Date	Expected Outcome	Who's Accountable
				Administration Team training programme	31 Mar 2011			
AIN/STW/014	Manage and maintain the Council's sewerage treatment works, cess pools, septic tanks and pumping stations	Efficient and Effective Council	01 Apr 2010			31 Mar 2011	Discharge consent levels met	Andy Hickman
CSC/PROJ/001k	Customer Service Excellence - Access & Infrastructure	Corporate Outcome – Building on Customer Excellence		Begin preparation of self-assessment	20 Dec 2010	28 Feb 2011	Improved customer service	Paul Wood
				Submit self-assessment	31 Jan 2011			
				CSE assessment	28 Feb 2011			
IMT/PROJ/003bb	Implementation of Retriever across Engineering section to incorporate electronic workflow, filing and storage.	Corporate Outcome - Being more efficient		Completion of Roll Out	26 Jul 2010	26 Jul 2010	Use of electronic workflow and storage of documents in Retriever	
IMT/PROJ/003cc	Implementation of Retriever across Traffic and Transport section to incorporate electronic workflow, filing and storage.	Corporate Outcome - Being more efficient		Completion of Roll Out	02 Aug 2010	02 Aug 2010	Use of electronic workflow and storage of documents in Retriever	
IMT/PROJ/003y	Implementation of Retriever across Housing to incorporate electronic workflow, filing and storage.	Corporate Outcome - Being more efficient		Completion of Roll Out	31 May 2010	31 May 2010	Use of electronic workflow and storage of documents in Retriever	

5. Resource Implications

Financial

Divisional Summary

<i>Subjective Analysis</i>		<i>Actual 08-09</i>	<i>Original 09-10</i>	<i>Revised 09-10</i>	<i>Budget 10-11</i>
Expenditure	Employees	1,255,931	1,268,352	1,265,796	1,267,096
	Premises	1,048,351	993,518	1,017,853	1,220,582
	Transport	(171,151)	(43,161)	(206,602)	(208,260)
	Supplies & Services	663,010	551,999	576,999	526,349
	Third party payments	1,790,150	2,689,160	2,075,300	2,406,300
	Depreciation & Impairment Losses	487,084	797,123	551,179	763,331
	Expenditure Total	5,073,374	6,256,991	5,280,525	5,975,400
Income	Income	(5,400,671)	(5,463,741)	(5,575,503)	(6,132,741)
	Income (Internal)	(68,486)	(149,440)	(69,440)	(69,440)
	Income Total	(5,469,157)	(5,613,181)	(5,644,943)	(6,202,181)
Support Services	506,499	(130,683)	329,479	329,479	
Access & Infrastructure Total		110,716	513,127	(34,939)	102,698

Budget Book Line Summary

<i>Budget Book Line</i>	<i>Actual 08-09</i>	<i>Original 09-10</i>	<i>Revised 09-10</i>	<i>Budget 10-11</i>
Car Parking & Enforcement	(1,469,252)	(1,237,655)	(2,177,559)	(2,231,527)
Sustainable Transport	5,757	435	42	42
Concessionary Travel	911,893	1,153,740	1,211,497	1,173,268
Community Transport & Shop-mobility	245,169	231,716	229,014	234,014
Footway Lighting	26,703	34,178	34,201	23,499
Street Services	40,548	27,087	25,991	24,991
Traffic Projects	7,368	1,421	(185)	(185)
Drainage & Flooding	35,373	38,262	39,198	39,198
Street Naming & Numbering	35,697	27,539	26,703	26,703
Engineering Projects	19,764	(56,448)	39,363	39,363
Engineering Trading Account	0	2	1	9,680
CCTV	206,294	240,987	224,207	201,064
Traffic Management	45,401	51,863	62,588	62,588
Winchester High Street			250,000	500,000
Access & Infrastructure Total	110,716	513,127	(34,939)	102,698

Workforce

KEY EXTERNAL DRIVERS	KEY INTERNAL DRIVERS
<p><i>Funding for traffic management agency insufficient to make sizeable dent in TRO list</i></p> <p><i>Engineering projects from HCC and Town and parish councils need to be perused.</i></p> <p><i>Cost of Concessionary travel scheme</i></p> <p><i>Uncertainties over Income from car parking</i></p> <p><i>Environment Agency standards for Sewerage Treatment Works</i></p> <p><i>Flood risk/ Climate change</i></p>	<p><i>Staff retention</i></p> <p><i>Customer Service Centre – parking service to dictate timescales and extent of change</i></p> <p><i>HCC PFI on Street Lighting may require WCC to take on maintenance of street lights</i></p> <p><i>WCC Legal support for Traffic Regulation Orders</i></p>
WORKFORCE IMPLICATIONS	
<p><i>Management of reduction in Enforcement staff</i></p> <p><i>Development of Engineering team resources and skills</i></p> <p><i>Flexible working project</i></p> <p><i>New parking office location and PA office/accommodation</i></p> <p><i>CCTV control room relocation</i></p> <p><i>Need for more resources on Transport planning work for development of Access Plan. Use of parking office staff to assist.</i></p> <p><i>Use of RPF consultants for specialist advice and to help with peaks on engineering projects and Sewerage Treatment Works improvements. Need to balance this with covering costs of the engineering team.</i></p>	

6. **Key Performance Indicators**

Code	Description	Managed By	How frequently is data gathered	2007/08	2008/09	2009/10		2010/11	2011/12
				Actual	Actual	Estimate	Target	Target	Target
LPI0001	Percentage of STW that pass Environment Agency consent	Andy Hickman	Monthly	73.33%	85.42%	86.72%	100%	100%	100%
LPI0002	Average Daily Tickets Sold - Cars Parked in Park and Ride	Andy Hickman	Monthly	553	586	641	650	1000	1100
LPI0003	Residents On Street Parking Permit Income	Andy Hickman	Annually	£237,436	£230,700	£230,000	£230,000	£230,000	£230,000
LPI0004	Outstanding Requests for Traffic Regulation Orders	Andy Hickman	Monthly	59	56	75	30	30	30
LPI0240	Percentage of adjudications decided in the Council's favour	Andy Hickman	Monthly	22.2%	33.3%	N/A	70%	70%	70%

7. **Key Risks**

Risk Number	Short Name	Risk Ownership	Cause	Consequence	Current Risk Matrix	Target Risk Matrix	Linked Strategic Risk
OP0023	Loss of CCTV	Andy Hickman	Project over-runs and not managed tightly enough, alternative site not sourced in time, Fail to renew contract	No CCTV coverage, increased crime, unable to monitor car parks, possible loss of revenue, conflict within partnership, adverse publicity, impact on local economy.			
OP0035	Failure to maintain sewage treatment works	Andy Hickman	Breakdown or lack of maintenance. Increased Environment Agency requirements	Prosecution. Damage to local environment and/or public health.			SR0014
OP0040	Vandalism and theft from car park ticket machines	Andy Hickman	Criminal damage by organised gangs	Financial loss. Higher insurance premiums and cost of security measures.			SR0009
OP0086	Estimated income from car park fees not meeting budget target	Andy Hickman	Changes in car parking behaviour	Budget estimates not met			SR0009
OP0089	Insufficient engineering work secured to cover costs of engineering team	Andy Hickman	Smaller WCC capital programme, HCC projects not forthcoming or scaled back	Projections of income not met			SR0009

Risk Number	Short Name	Risk Ownership	Cause	Consequence	Current Risk Matrix	Target Risk Matrix	Linked Strategic Risk
OP0090	Securing sufficient resources from Legal Services for Traffic Management projects	Andy Hickman	Lack of staff/expertise	Traffic Regulation Orders not progresses.			
OP0092	Flooding	Andy Hickman	Risk of flooding across district due to prolonged rainfall.	Property damage Disruption Financial loss			