



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND ACCESS

TOPIC – ACCESS AND INFRASTRUCTURE BUSINESS PLAN 2009/10 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.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on 30 March 2009

Contact Officer:

Andy Hickman, Head of Access and Infrastructure, Tel 01962 848 105,
Email: ahickman@winchester.gov.uk

Committee Administrator:

Ellie Hogston, Tel: 01962 848 155, Email: ehogston@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 Tower Street management and Refurbishment completion,
- Implement an annual improvement programme for Council's sewerage treatment works, cess pools, septic tanks and pumping stations,
- Develop jointly with HCC The South of Winchester Park and Ride Scheme,
- Assess bus routes/services for South of Winchester Park and Ride in liaison with Romsey Road employers,
- Formulation of Winchester Town Access Plan jointly with HCC,
- Progress Winchester High St refurbishment Scheme and associated vehicular restrictions.

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.

PROPOSED DECISION

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

REASON FOR THE PROPOSED 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:

- That in the final drafting of the Access and Infrastructure Division Business Plan 2009/10 onwards, the Portfolio Holder for Planning and Access have regard to the Panel's concerns regarding the safety implications of the Wheels to Work scheme.

**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

Councilor Keith Wood. Portfolio Holder for Planning and Access

Access and Infrastructure Division Business Plan 2009 - 2014

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*

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- *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

<i>Strategic priority</i>	<i>Departmental responsibility</i>
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>

<p>High Quality Environment</p>	<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>
<p>Safe and Strong Communities</p>	<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>

3. Summary of Progress in 2008/09

1. Manage 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.

There have been issues with the Widley Walk sewerage treatment plant discharge levels resulting in the issuing of a caution by the Environment Agency. Discussions have taken place with EA and works underway to reduce the risk of this happening in the future.

We have experienced problems with land and easement issues resulting in the deferment of schemes in the capital programme. The new programme for 2009/01 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.

Throughout 2008 we have worked with the County Council on formulating the scheme design and progression having achieved the planning approval in the previous year. The scheme is due to start in April 2009.

Cabinet considered the scheme in February 2009 and a report will be taken to the May 2009 Cabinet meeting to agree bus routes/ services/ frequencies and charging details. The City Council are in negotiation with the County Council over the Lease for the new site.

3 Implement the National concessionary travel scheme (new free bus passes) from April 2008.

This was achieved and the scheme is now running on a National basis.

4. Implement revised car parking charges.

Revised car parking charges were introduced in April 2008

5. Undertake annual review of car parking charges

Revised parking charges were agreed by Cabinet in February 2009 .

6 Reduce number of outstanding Traffic Regulation order requests

12 TROs have been introduced during the year and over 117 small scale schemes delivered.

7 Develop a Winchester Town Access Plan

The plan is progressing and a detailed first stage traffic management review has been completed which will be presented to members in April 2009.

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 and the Denmead Environmental Enhancement is substantially completed with the final landscaping work to be undertaken in March 2009. The Perins school design, planning and tendering process was completed and schemes for the St James Lane footpath, National Cycle Route Network 23 and Parchment St enhancement progressed..

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 monitoring contract was re-tendered and let in 2008 and has been working well. The project to relocate and upgrade the current control room and CCTV system has now begun with Notices placed in March 2009..

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.

13.. Preparation for introduction of Traffic Management Act parking regulations. This was fully achieved.

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 Street and Jewry Street car parks.

Other Achievements.

Completion of 12 Traffic Regulation Orders despite having to cover a maternity leave

100 Temporary Road Closures accommodated

Issued 114 works orders for minor traffic schemes

Completed 41 temporary TROs relating to road and utility works

Completed 4 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)

Saved 25% of the TRO advertisement budget which can now be used to progress actual schemes

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 including Winchester University scheme

Completion of community street lighting programme

Fine tuning of Car Park variable message signs in Winchester

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

Management of 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 Swanmore Village enhancement

Provide drainage advice on planning applications

Provided transport planning and land drainage advice and input to Silverhill 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.

Work started on updating GIS TRO data base

Started process to develop a list of developer funded schemes in support of transport contributions policy

Developed new residential development parking standards for consultation.

4. Service Priorities 2009/14 – Key Priorities

A) Significant Areas of Work and Projects for 2009/10

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
1 Car Parks Improvements	Winchester District exploits its reputation as a cultural stronghold, using this as a means to stimulate a modern and creative approach to business Actively manage the Council's physical assets in support of its corporate priorities	Delivery of car park improvement programme including Tower Street management and Refurbishment completion Annual Cabinet programme approval in February	01/04/09	31/03/10	Completed programme	£300,000 capital expenditure Individual project plans	Andy Hickman/ Richard Hein/ Chris Evans
2. Sewerage Treatment	Statutory Duty	Implement an annual improvement programme for Council's sewerage treatment works, cess pools, septic tanks and pumping stations.	01/04/09	31/03/10	Completion of projects. Improvement of treatment and meeting EA Standards.	Capital Programme of £200,000 Staff time to design and project	Head of Access & Infrastructure Andy Hickman/ Patrick Aust/ Ron Duff

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
		Annual Cabinet programme approval in February				<i>manage schemes.</i>	
3. Park and Ride	<p>Winchester District exploits its reputation as a cultural stronghold, using this as a means to stimulate a modern and creative approach to business</p> <p>The District meets the challenge of climate change</p> <p>People are able to access services and information that meet their needs</p>	Develop jointly with HCC The South of Winchester Park and Ride Scheme.	01/04/09	1/04/10	<p><i>Progression of detailed design through to completion of works.</i></p> <p><i>Scheme start in April 2009 and due for completion in April 2010</i></p>	20 days	<i>Head of Access & Infrastructure Andy Hickman/ Richard Hein/ Dan Massey</i>
4. Park and Ride	As above	Assess bus routes/services for South of Winchester Park and Ride in liaison with Romsey Road employers	01/04/09	1/04/10	<i>Agreed services, timetable, routes, frequencies, vehicle specifications and charging regime..</i>	40 days	<i>Head of Access & Infrastructure Andy Hickman/ Richard Hein/ Dan Massey</i>

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
		<p>Cabinet approval of service specification for tendering of Bus services/ routes May 2009.</p> <p>Cabinet approval of budget requirements and tender acceptance for bus contract January 2010</p>					
5. Winchester Town Access Plan	As above	<p>Formulation of Winchester Town Access Plan jointly with HCC</p> <p>Hold Members Seminar in April and Consult on draft plan in Summer 09 and seeking Plan approval thereafter.</p>	01/04/09	31/03/10	<i>Draft Plan/ options for Consultation in the Summer.</i>	30 days	<i>Head of Access & Infrastructure Andy Hickman/ Dan Massey/ Sara Kendall/ Neville Crisp</i>
6. Car Parking	Identify efficiencies and ensure their delivery	Continue to work jointly with Customer Service Centre to integrate	01/04/09	01/12/09	<i>Parking office relocation</i>	20 days	<i>Andy Hickman/ Richard Hein/ Scott MacBrayne</i>

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
	Extend the scope of the Customer Service Centre to improve advice and assistance to residents	<p>services.</p> <p>Review and monitor new car park back office system</p> <p>Integrated reception area at City Offices customer services centre by end of 2009.</p>					
7. Winchester High Street	<p>Winchester District exploits its reputation as a cultural stronghold, using this as a means to stimulate a modern and creative approach to business</p> <p>People are able to access services and information that meet their needs</p>	<p>Progress Winchester High St refurbishment Scheme and associated vehicular restrictions.</p> <p>Scheme start September 2009. 12 months for completion.</p>	01/04/09	01/09/10	Completed Scheme	30 days	Andy Hickman/ Neville Crisp

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
8. CCTV	<p>Winchester District exploits its reputation as a cultural stronghold, using this as a means to stimulate a modern and creative approach to business</p> <p>There are low levels of anti-social behaviour throughout the District</p> <p>There are low levels of violent crime</p>	<p>Complete relocation of CCTV control room and system upgrade</p> <p>Tendering in Spring 2009.</p> <p>Accommodation Works March to October 2009</p> <p>Relocation works and fit out Feb 2010 start</p>	01/04/09	01/02/10	<i>Relocated and upgraded system</i>	<p>40 days</p> <p>£700,000</p>	<i>Andy Hickman/ Richard Hein.</i>
9. Engineering Projects	<p>Winchester District exploits its reputation as a cultural stronghold, using this as a means to stimulate a modern and creative approach</p>	<p>Maintain an engineering capability to deliver planned projects and to cope with emergency situations and undertake projects including:</p> <ul style="list-style-type: none"> • Parchment Street Enhancement 	01/04/09	31/03/10	<i>Individual project deadlines met</i>	2 FTEs	<i>Andy Hickman/ Chris Evans/ Matthew Hayes</i>

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
	<p>to business</p> <p>Actively manage the Council's physical assets in support of its corporate priorities</p> <p>Roads are safe in the District</p> <p>Winchester District exploits its reputation as a cultural stronghold, using this as a means to stimulate a modern and creative approach to business</p>	<ul style="list-style-type: none"> • 20mph zones in Winchester • Alresford Putting pedestrians first including Perins Car Park • St James Lane footpath • Car parks capital improvements • HCC schemes including Safer Routes to school and Cycling Schemes (NCN 23) 					

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
10. Highways Contributions	Roads are safe in the District People are able to access services and information that meet their needs	Develop a programme of works to support the collection of transport and highways contributions from new development.	01/12/08	01/05/09	<i>Formulated programme</i>	30 days	<i>Andy Hickman/ Dan Massey</i>
11. Local Development Framework	Statutory Duty	Input to development of transport policies and spatial strategy and consideration of transport aspects of major development sites.	31/03/09	01/04/10	<i>Publication of draft Core Strategy.</i>	30 days	<i>Andy Hickman/ Dan Massey</i>
12. Speed Management	Roads are safe in the District	Assess potential for 20mph zones In Winchester and implement 1 scheme	31/03/09	31/03/09	<i>Scheme approval and implementation</i>	20 days	<i>Andy Hickman Neville Crisp Sara Kendall Matt Hayes</i>

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

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
1. Parking management and enforcement	Statutory Duty Roads are safe in the District	Run parking management service and enforcement. Continue to review new powers as they become available. Consider enforcement of 'moving traffic' offences once new CCTV system available. Prepare as necessary.	01/04/09	31/03/10	Efficient service meeting requirements of Traffic Management Act 2004	Parking enforcement and admin teams	AndyHickman/Richard Hein / Scott MacBrayne
2. Sewerage Treatment	Statutory Duty	Manage and maintain the Council's sewerage treatment works, cess pools, septic tanks and pumping stations.	01/04/09	31/03/10	Minimising sample failures shown by monthly sampling and testing. All Environment Agency inspections satisfactory.	Cost of maintenance contracts. Staff Time to monitor and sample 1 FTE equivalent	Head of Access & Infrastructure Andy Hickman/ Patrick Aust/ Ron Duff
3. Concessionary Travel	Statutory Duty Older people	Continued implementation of new national concessionary travel scheme in	01/04/09	31/03/10	Running of scheme in accordance with DfT Guidance and within budget	£1.4m pa 40 days	Richard Hein / Scott MacBrayne/ Sandra Smith

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
	enjoy healthy, fulfilling and active lives	accordance with requirements of DfT					
4. Traffic Management	Statutory Duty Roads are safe in the District	Run traffic management agency for HCC Meet requests for temporary road closures	01/04/09	31/03/10	<i>Implement agreed Traffic Regulation programme, Road closures, special events and Town Forum works/ maintenance.</i>	2 FTEs	<i>Andy Hickman/ Neville Crisp / Corinne Phillips and Sara Kendall</i>
5. Parking Service	Statutory Duty Roads are safe in the District	Run Parking service, and park and ride services. Implement new charges Review charges	01/04/09	31/03/10	<i>Implement new charges by April</i> <i>Review charges by February 2009</i>	<i>Parking team</i>	<i>Andy Hickman/Richard Hein / Scott MacBrayne</i>
6. Dial a Ride and Community Transport	Publicise and increase take up of dial a ride and community transport schemes across the District. People are able to access services and information to meet their needs.	Continue to support Community transport and dial a ride schemes across the District. Identify and support new initiatives such as Wheels to Work	01/04/09	31/03/10	<i>Achieve usage targets, implement new schemes and maintain current schemes</i>	30 days £150,000 pa	<i>Andy Hickman/Alex Barker</i>

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
7.	Safe and secure communities	Provide advice on drainage and flooding issues	Throughout the year		Within 10 working days	20 days	Patrick Aust/ Ron Duff
8.	Safe and secure communities and high quality environment	<p>Provide community lighting schemes</p> <p>Ensure City Council lighting stock is maintained and integrated with HCC PFI initiative</p> <p>Maintain and improve City Councils bus shelters</p> <p>Deliver bus shelter maintenance and improvements programme</p>	Throughout the year		Delivery of programme	20 days	Neville Crisp / Corinne Phillips/ Sara Kendal
9.	Economic Prosperity	Support special events throughout the District with Traffic management advice and support	Throughout the year		Delivery of programme	Part of Agency Agreement 2 FTEs	Neville Crisp/ Corinne Phillips/ Sara Kendall
10.	Safe and secure communities and high quality environment	Implement responsibilities under Traffic Management Act 2004 and monitor	Ongoing throughout year		Responsibilities implemented/ procedures updated	5 days	Andy Hickman/ <i>Richard Hein/ Scott MacBrayne</i>

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
11.	High Quality Environment	Management of Street nameplate service	Individual project timescales		Meeting timescales	40 Days	Ron Duff
12.	Safe and secure communities and high quality environment	River inspections and maintenance	Throughout the year		Ongoing	20 days	Patrick Aust/ Ron Duff
13.	High Quality Environment	Detailed input to strategic development assessment and progression on transport and drainage matters such as Silverhill and Major Development Areas	Throughout the year		Progression of schemes	15 days	Andy Hickman/ Dan Massey/ Patrick Aust
14.	High Quality Environment	Adoption of residential development parking standards following consultation.	By June 2009		Approval of standards	10 days	Dan Massey

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
15.Safe and Secure Communities	Support for School Travel Plans in District and securing Safer Routes to School funding	Ongoing	Work with 5 schools.	20 days	Sara Kendall
16.Safe and Secure Communities	Identify funding to undertake work highlighted in the assessment of longer term river bank works in Winchester.	Ongoing	Completion of work	5 days	Patrick Aust/ Ron Duff
17.Safe and Secure Communities	Joint work with Environment Agency on Strategic Flood Risk Assessment as part of LDF. Continued involvement and assessment of results in LDF options assessments. Development of transport assessment work in liaison with HA.	Input to work throughout year		5 days	Patrick Aust
18.Efficient and Effective Council	Continued BSi accreditation for service	Ongoing inspection	Maintaining accreditation	25 days	Andy Hickman/ <i>Richard Hein</i> / Simon Howson/ Partick Aust/ Scott MacBrayne / Pat Saunders/Peter McGarvey
19.Community Strategy	Sit on Local Strategic Partnership Board and run Transport Sub Group. Input to Community Strategy	Throughout the year.		5 days	Andy Hickman/ Dan Massey/ Sara Kendall

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
20.Local Development framework	Sit on Steering Group and input to LDF development. Integrate Access Plan and planning obligation system into process and approval mechanism	LDF timescales		5 days	Andy Hickman
21.Sustainability Strategy	Input to Strategy and sit on Steering group	Throughout the year		2 days	Dan Massey
22.Equality and Diversity	Undertake assessments as per timetable.	Transport policy start April 2009 Car Parks, Traffic Man and Engineering start by Oct 2009		20 days	Andy Hickman/ Richard Hein/ Corinne Phillips/ Neville Crisp/ Chris Evans / Dan Massey
23.EDRMS	Prepare for scheme implementation	Car parking early 08/09 Traffic and Transport early 09/10 Engineering early 09/10		Preparation work in parking office 5 days in 07/08	Andy Hickman Neville Crisp Corinne Phillips Dan Massey <i>Richard Hein</i> Chris Evans
24.Covalent	Input to system/ Pis	Throughout the year		5 days	Andy Hickman/ Simon Howson
25.Communications/ Web Site	Maintain, update and improve Access and Infrastructure web site Traffic pages and sponsored	Throughout the year		5 days	Andy Hickman Matt Hayes

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
	roundabout issues				Scott MacBrayne
26.Environment Act	Air Quality Action Plan Ensure that action plan schemes reflected in Access Plan and oversee programme	Throughout the year		3 days	Dan Massey
27.Safe and Secure Communities and High Quality Management	Management of Park and Ride Service	Throughout the year	Customer satisfaction and number of users	20 days	Andy Hickman/ <i>Richard Hein / Scott Mac Brayne</i>
28. Contract renewals	Input to contract register. Identify renews. Cash collection. Bailiffs.	Contract renewal dates	Completion of process. Contracts let.	15 days	Andy Hickman/ Richard Hein
29.Efficient and Effective Council	Prepare an annual end of year report on Car Parking and enforcement	By April 2009	Completion of Report	5 days	Andy Hickman/ Scott MacBrayne
30.Safe and Secure Communities and High Quality Management	Undertake consolidation of Winchester town Controlled Parking Zone Order / amendments	To Follow development of Winchester Access Plan 2009/109	Consolidated Order	To be determined	Andy Hickman/ Neville Crisp/ Corinne Phillips Legal Services
31.efficient and Effective Council	Review Engineers Ordering System and financial recording/ recharging processes	Review in 08/09 Implement in 08/09	Enhanced system	To be determined	Andy Hickman IMT/ Financial Services

Why are we doing this?	What will we do?	When will we do it?	How will we measure our success?	How much time / money will it take?	Who's Accountable?
32. Standby system	Continue to run for Sewerage Treatment works and Rivers/flooding	Ongoing	Rivers included		Pat Aust/ Ron Duff / Matthew Hayes/ Andy Hickman
33.Flexible Working	Complete office moves	Traffic and Engineering by May 09. Parking by end of 2009	Implementation of new policies	10days	Andy Hickman/ Richard Hein

5. Resource Implications

2008/09 Revised					2009/10 Estimate					
Exp.	Income	Net Overheads	Net Exp.	Service Activity	Exp.	Income	Net Overheads	Net Exp.	FTEs	Notes
£000's	£000's	£000's	£000's		£000's	£000's	£000's	£000's		
427	0	(427)	0	<i>Business Unit</i>	434	0	(434)	0	1.60	
4,001	(4,845)	(90)	(934)	<i>Car Parking & Enforcement</i>	3,951	(4,953)	(64)	(1,066)	33.50	
1,394	(276)	23	1,141	<i>Concessionary Travel</i>	1,419	(282)	23	1,160		
150	0	73	223	<i>Community Transport & Shop mobility</i>	156	0	75	231		
30	0	4	34	<i>Footway Lighting</i>	30	0	4	34		
26	0	1	27	<i>Street Services</i>	26	0	1	27		
70	(74)	5	1	<i>Traffic Projects</i>	70	(74)	5	1		
3	0	34	37	<i>Drainage & Flooding</i>	3	0	35	38	2.00	
25	(6)	8	27	<i>Street Naming & Numbering</i>	25	(6)	8	27		
0	0	(59)	(59)	<i>Engineering Projects</i>	0	0	(57)	(57)	2.00	
219	0	(19)	200	<i>CCTV</i>	234	0	(19)	215		
4	(96)	140	48	<i>Traffic Management</i>	4	(96)	145	53	3.37	
6,349	(5,297)	(1,061)	745	TOTAL	6,352	(5,411)	(278)	663	42.47	

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

Ref. No.	What does this show?	Who reports this?	Achieved 2006/07	Acheived 2007/08	Estimate 2008/09	Target 2009/10	Target 2012/13	Target 2013/14
LPI0239	Percentage of Penalty Charge Notices that result in an appeal	Parking Manager	27%	25%	25%	25%	25%	25%
LPI0240	Percentage of adjudications decided in the Council's favour	Parking Manager	37.5%	70%	70%	70%	70%	70%
LPI0002	Average daily number of Park & Ride users (Mon. to Fri.)	<i>Parking Manager</i>	683	596	580	650	1000	1100
LPI0001	Average percentage of Sewage Treatment Works that pass Environment Agency standards.	Drainage Engineer	86.11%	83%	86%	100%	100%	100%
LPI0003	Actual car parking income received compared against budget	Parking Manager	£4,170m	£4,787m	£4,845m	£4,953m	TBA	TBA
LPI0004	Number of outstanding Traffic Regulation Orders (indicator only)	Traffic Engineer	54	57	59	30	30	30
LPI0241	Number of Temporary & Permanent TRO's completed	Traffic Engineer	N/A	100 Temp 15 TROs	100 Temp 15 TROs	100 Temp 15 TROs	100 Temp 15 TROs	100 Temp 15 TROs

7. Proposals for Consultation

What Research or consultation do we intend to carry out	How will we be doing it?	When will we be doing it?	How will we use the results?
Consultation on Draft Winchester Town Access Plan	To be determined but will include Town Forum and LSP. LDF consultation will also input.	Summer 2009.	To inform completion of the Access Plan
Consultation/ input to Developer funded list of transport improvements	LSP, parish and Town Councils and Members. LDF consultation will also input.	By May 2009	To inform development of list
Traffic Management Schemes consultation	By letter, Notice and advert. Committee meetings when objections.	On going	To inform scheme development and approval
Parking Charges increases	By letter, Notice and advert. Committee meetings when objections.	November to April	To inform of new charges
Sewerage Treatment works improvements	As determined by individual project requirements and nature of project.	Ongoing	To inform scheme development and approval
Street nameplate provision	By letter and meetings.	Ongoing	To determine requirements
Engineering Projects	As determined by individual project requirements and nature of project.	Ongoing	To inform scheme development and approval
Rural Transport grants and innovation fund	By invitation letter and stakeholder meetings. Through LSP and sub group	During 2008	To determine allocation of grants

8. Key elements of risk management

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
OP	0035	Likelihood – Possible Impact - Medium	Environmental	Failure to maintain Sewerage Treatment works	Andy Hickman Patrick Aust	Breakdown or lack of maintenance. Increase in EA standards	Prosecution, damage to local environment and/or public health	Continuation of site specific maintenance, monitoring and implementation of improvement programme
OP	0040	Likelihood – Possible Impact - Medium	Financial	Vandalism and theft from car parking ticket machines	Richard Hein	Criminal damage by organised gangs	Financial loss, higher insurance premiums and cost of security measure.	New security measures fitted and money emptied daily.
OP	0086	Likelihood – Possible Impact - Major	Financial	Estimated income from car parking not materialising	Steve Tilbury/ Alexis Garlick	Changes in parking behaviour	Budget estimates not met	Monitor and adjust budgets accordingly
OP	0089	Likelihood – Possible Impact - Major	Financial	Securing enough engineering work to cover costs of engineering team	Andy Hickman / Steve Tilbury	Smaller WCC capital programme, HCC projects not forthcoming	Projections of income not met	Work hard to secure projects, help corporately to secure WCC projects.

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
OP	0090	Likelihood – Possible Impact - Major	Legal	Securing enough resource from legal services for traffic management projects	Andy Hickman/ legal services	Lack of staff/ expertise	Traffic Regulation Orders not progressed	Work with Legal Services