



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND TRANSPORT

TOPIC – ACCESS AND INFRASTRUCTURE DIVISION BUSINESS PLAN

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 City Secretary and Solicitor, the Chief Executive and the Director 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 21 March 2007

Contact Officers:

Case Officer: Andy Hickman, Head of Access and Infrastructure, ext 2105

Committee Administrator: Colin Veal, ext 2438

SUMMARY

Approval is sought to the detailed Business Plan for this Division. The Business Plan sets out the key tasks that the Division will undertake over the coming five years, 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:

- To jointly develop with Hampshire County Council the South of Winchester Park and Ride Scheme
- To assess bus routes and services for the new South of Winchester Park and Ride Scheme
- To formulate jointly with Hampshire County Council a Winchester Town Access Plan
- To deliver a car park improvement programme

The Head of Division is satisfied that the actions put forward in this Business Plan will work towards the Council's corporate objectives, as set out in the Corporate Strategy 2007-12 or otherwise ensure that the Council meets the statutory obligations place 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 timescale shown.

PROPOSED DECISION

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

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 its corporate objectives and meet its statutory obligations within the resources available to it, as far as can be seen in the light of current circumstances. While alternative approaches would be possible in many parts of the Plan, the actions being recommended are believed to give best value to the authority.

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

None.

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

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

[CLICK AND ENTER TEXT]

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

[CLICK AND ENTER TEXT]

Approved by: (signature)

Date of Decision

Councillor [CLICK AND ENTER TEXT] – Portfolio Holder for [CLICK AND ENTER TEXT]

Access and Infrastructure Division Business Plan 2007 - 2012

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 and management of the Councils CCTV control centre*
- *concessionary travel*
- *park and ride services from St Catherine's and Bar fields car parks*
- *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>

Efficient and Effective Council	<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 2006/07

The list below is taken from the 2006/07 business plan for Access and Infrastructure and includes both Key Service priorities (1 – 6) and other tasks and service developments (7 -1 3). For each an explanation of progress is given and reasons for non achievement if appropriate.

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 no major problems during 2006/07 and no prosecutions have been made.

We have undertaken improvement schemes at Upham and Bighton and a project to replace the works at Station Hill Itchen Abbas is planned to commence in April 2007. A programme of future sewerage treatment works improvements was agreed by Cabinet in March 2007.

2. Work in partnership with the County Council to design and gain support for the South of Winchester Park and Ride.

Throughout 2006 we have worked with the County Council on selecting a site and formulating the planning application and environmental statement.

Cabinet considered the scheme in December 2006 and agreed in principle to run the new services. Joint work is underway to formulate the planning application and supporting environmental statement.

3. Implement concessionary travel scheme (new free bus passes) from April 2006.

This was achieved despite the annual uptake of passes increasing from around 6,000 to 14,000.

4. Review concessionary scheme during 2006 to determine if changes needed for 2007/08.

The scheme was reviewed and various options to extend the scheme in terms of usage and time constraints were considered. A report was prepared recommending that no changes were made pending the introduction of the National Scheme in April 2008 due to uncertainties about the reimbursement method, lack of adequate Government guidance and funding.

5. Implement revised car parking charges and residents parking permit fee

Revised car parking charges were introduced in April 2006 and revised residents permits charges in November 2006.

6. Undertake annual review of car parking charges

Revised parking charges were agreed by Cabinet in February 2007.

7. Reduce number of outstanding Traffic Regulation order requests

The TRO list of requests has been reduced by around 12 on previous years (although these have not all been processed by Legal at this stage. This is an excellent achievement bearing in mind that the team has coped with covering maternity leave during this period.

8. Develop a Winchester Town Access Plan

A joint Hampshire County Council and Winchester City Council Member's seminar was held in January 2006 to initiate the process of developing this Plan. A project team has been established and it is envisaged that the development of the Plan will take around 12 months. This objective was not achieved during 2006/07 but good progress has been made since Christmas. The Head of Access and Infrastructure post was vacant until August 2006 and this has impacted on the achievement of this objective.

9. Develop a programme of work for engineering team

Hampshire County Council has entered into a new contact with their design consultant which effectively means that all their design work has to be given to the new consultant. Securing work from HCC will therefore be difficult in the future. Despite this a programme of work has been established for the engineering team from within the City Council including delivering the car park improvement programme, a cemetery scheme and a village enhancement.

10. Review the City Council's support for community transport

A review was undertaken and a report prepared setting out options. This involved input from the Local Strategic Partnership and its transport sub group. As a result a growth bid was included in the Capital Programme to implement identified options. Joint work with WACA has continued, and in liaison with HCC, the City Council's annual grant has been distributed to voluntary groups.

11. Carry out reviews of street signing and arrange de-cluttering where appropriate

This has now been undertaken within Winchester Town, Alresford, Wickham, Bishops Waltham, Droxford and Demead.

12. Provide advice on drainage and flooding issues

Advice has been provided as required. Additional River Bank repairs have been completed and some proactive assessment work undertaken on future needs.

13. Investigate taking over bus lane enforcement from the police.

This has not been progressed as the current CCTV control centre does not have the necessary capacity. This matter can be taken forward once the new control centre has been established and the requirement to do so has been included in the brief.

Other Achievements.

Completion of 25 Traffic Regulation Orders despite having to cover a maternity leave

100 Temporary Road Closures accommodated

Input to Community Strategy development and Local Strategic Partnership Board.

Establishment 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 with schemes in Bishops Waltham, Winchester and, Wickham.

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. This included extension of scheme to accommodate 330 HCC workers.

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.

Formulation of a programme of engineering works for 2006/07 and new projects for 2007/08.

Completion of engineering projects for HCC and appointment of a new consultancy to support service

Management of Swanmore Village enhancement

River Bank repair works completed in North Walls park

Provide drainage advice on planning applications

Delivered The Square pedestrianisation extension

Delivered St Johns Hill one way system

Provided transport planning and land drainage advice and input to Silverhill and West of Waterlooville major developments

4.

Service Priorities 2007/12 – Key Priorities

A) Key Service Priorities 2007/08

Target No.	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?
1.	Safe and Strong Communities and Environment Agency standards.	Manage and maintain the Council's sewerage treatment works, cess pools, septic tanks and pumping stations.	<i>Monthly inspections and testing.</i>	<i>No sample failures shown by monthly sampling and testing. All Environment Agency inspections satisfactory.</i>	<i>Cost of maintenance contracts. Staff Time to monitor and sample 1 FTE equivalent.</i>	<i>Andy Hickman/ Patrick Aust/ Ron Duff</i>
2.	Safe and Strong Communities and Environment Agency standards	Implement an annual improvement programme for Council's sewerage treatment works, cess pools, septic tanks and pumping stations.	<i>Annual improvement programme. Specific project dates.</i>	<i>Completion of projects. Improvement of treatment and meeting EA Standards.</i>	<i>Capital Programme of £200,000 Staff time to design and project manage schemes.</i>	<i>Andy Hickman/ Patrick Aust/ Ron Duff</i>
3.	High Quality Environment and Economic Prosperity	Develop jointly with HCC The South of Winchester Park and Ride Scheme.	<i>Completion of Environmental Statement, submission of application.</i>	<i>Planning approval by Summer 2007.</i>	<i>10 days</i>	<i>Andy Hickman/ Dan Massey</i>
4.	High Quality Environment and Economic Prosperity	Assess bus routes/services for South of Winchester Park and Ride	<i>December 2007</i>	<i>Routes/services agreed by WCC and HCC</i>	<i>20 days</i>	<i>Andy Hickman/ Dan Massey</i>

Target No.	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?
5.	High Quality Environment and Economic Prosperity	Formulation of Winchester Town Access Plan jointly with HCC Traffic management options Freight/ deliveries assessment	<i>Jan 2008.</i>	<i>Publication of agreed plan by WCC and HCC</i>	<i>50 days</i>	<i>Andy Hickman/ Dan Massey and Neville Crisp / Ian Wey/ Sara Kendall</i>
6.	Transport Act 2000	Prepare for and roll out new national concessionary travel scheme in April 2008 in accordance with requirements of forthcoming legislation.	<i>Subject to timetable for legislation and notification of Government requirements</i>	<i>All elements of new scheme delivered in time for implementation from April 2008</i>	<i>40 days</i>	<i>Basil Davies / Sandra Smith</i>
7.	Traffic Management Act 2004	Preparation for new powers on civil enforcement from October	<i>By October</i>	<i>Meet target date.</i> <i>Deadline met</i>	<i>Parking manager</i> <i>Input from NC 5 days</i> <i>Input from SH 7 days</i>	<i>Andy Hickman / Basil Davies/ Neville Crisp and Simon Howson</i>
8.	Safe and Strong Communities	Run traffic management agency for HCC Meet requests for temporary road closures Manage and reduce list of Traffic Regulation requests	<i>March 2008</i>	<i>Meet requests and targets.</i>	<i>2 FTEs</i>	<i>Andy Hickman/ Neville Crisp / Corinne Hollis and Sara Kendall</i>

Target No.	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?
9.	Safe and Strong Communities and High Quality Environment	Maintain an engineering capability to deliver planned projects and to cope with emergency situations <ul style="list-style-type: none"> • secure programme of works • Denmead Enhancement • Winchester Rugby Club • Morn Hill Cemetery • Car parks capital improvements 	<i>Individual project deadlines met</i>	<i>Meet deadlines</i>	<i>2 FTEs</i>	<i>Andy Hickman/ Chris Evans/ Matthew Hayes</i>
10.	Safe and Strong Communities and High Quality Environment	Delivery of car park improvement programme Tower Street management during refurbishment works Prepare for Jewry Street Car park reopening Adaptation of payment machines to accept credit card and mobile phones Replacement of Parking Attendants hand held computers	<i>By March 2007</i>	<i>Delivery of agreed programme</i>	<i>£300,000 capital expenditure</i> <i>Individual project plans</i> <i>15 days input from BD / AH</i> <i>Project Manager time as set out in Briefs</i>	<i>Andy Hickman/Basil Davies</i> <i>Chris Evans</i>
11.	Efficient and Effective Council	Continue to work jointly with Customer Service Centre to integrate services.	<i>Deadlines and proposal details to be set by Andy Hickman/Steve Tilbury</i>	<i>Agreement of timescales and actions</i>	<i>10 days</i>	<i>Andy Hickman/ Basil Davies</i>

Target No.	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?
		Implement new car park back office system	<i>By May 2007 for testing. Complete testing by August 2007.</i>	<i>Meet timescales</i>	<i>20 days</i>	<i>Andy Hickman/ Scott MacBrayne.</i>
12.	Safe and Strong Communities and High Quality Environment and Economic Prosperity	Run Parking service, enforcement, and park and ride services. Implement new charges Review charges	<i>Implement new charges by April Review charges by February 2008</i>	<i>Meet timescales</i>	<i>Parking team</i>	<i>Andy Hickman Basil Davies Scott MacBrayne</i>
13.	Safe and Strong Communities	Provide support to WACA and community transport schemes and deliver schemes associated with new innovation fund	<i>Throughout the year</i>	<i>Allocation of grants and delivery of schemes</i>	<i>10 days</i>	<i>Andy Hickman/ Neville Crisp</i>

B) Other Service we aim to deliver 2007/12

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?
1. Safe and secure communities	Provide advice on drainage and flooding issues	Throughout the year	Within 10 working days	20 days	Patrick Aust/ Ron Duff
2. Safe and secure communities and high quality environment	Provide community lighting schemes Ensure City Council lighting stock is maintained and integrated with HCC PFI initiative Maintain and improve City Councils bus shelters	Throughout the year	Delivery of programme	10 days	Neville Crisp
3.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 Hollis/ Sara Kendall
4.High Quality Environment	Enhance the system for controlling Developer signs to new developments	By August 2007	Enhanced system	3 days	Andy Hickman
5.Safe and secure communities and high quality environment	Implement responsibilities under Traffic Management Act 2004	By October 2007 unless Government change timescales	Responsibilities implemented/ procedures updated	5 days	Andy Hickman/Basil Davies
6.High Quality Environment	Management of Street nameplate service	Individual project timescales	Meeting timescales	40 Days	Ron Duff

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?
7.Safe and secure communities and high quality environment	River inspections and maintenance	Throughout the year	Ongoing	20 days	Patrick Aust/ Ron Duff
8.High Quality Environment	Provide 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
9.High Quality Environment	Preparation of parking standards following new Govt Guidance	By August 2007	Production and approval of standards	5 days	Andy Hickman /Fiona Tebbutt and Dan Massey
10.Economic Prosperity and High Quality Environment and safe and secure communities	Introduction of planning obligations system to secure developer contributions for transport schemes. Formulate programme of developer funded schemes	By April 2007 for introduction and programme formulation by September 2007	Introduction of scheme and formulation of programme	20 days	Andy Hickman/ Dan Massey/ Sara Kendall
11.Safe and Secure Communities	Support for School Travel Plans in District and securing Safer Routes to School funding	From April 2007	Work with 5 schools.	20 days	Andy Hickman/ Sara Kendall
12.Safe and Secure Communities	Assessment of longer term river bank works in Winchester for Communities.	By November 2007 to feed into Budget discussions	Completion of work	5 days	Patrick Aust/ Ron Duff

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?
13.Safe and Secure Communities	Joint work with Environment Agency on Strategic Flood Risk Assessment.	Input to work throughout year		5 days	Patrick Aust
14.Efficient and Effective Council	Continued BSi accreditation for service	Inspection in June 2007	Maintaining accreditation	25 days	Andy Hickman/ Basil Davies/ Simon Howson/ Partick Aust/ Scott MacBrayne Peter McGarvey
15.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
16.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
17.Sustainability Strategy	Input to Strategy and sit on Steering group	Throughout the year		2 days	Dan Massey
18.Equilty and Diversity	Sit on steering group and ensure traffic management and parking service meet requirements	Throughout the year		5 days	Andy Hickman/ Basil Davies/ Corinne Hollis/ Neville Crisp

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?
19.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 Hollis Dan Massey Parking Manager Chris Evans
20.Covalent	Prepare for implementation Input PIs	Throughout the year		5 days	Andy Hickman/ Simon Howson
21.Communication s/ Web Site	Maintain, update and improve Access and Infrastructure web site Traffic pages and sponsored roundabout issues	Throughout the year		5 days	Andy Hickman Matt Hayes Scott MacBrayne
22.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
23.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/ Basil Davies

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?
24. Business Improvement District	Input to BID Seek improvements to maintenance of signing and lining Seek funding for pedestrian signs	Throughout the year	BiD submitted	4 days	Andy Hickman/ Dan Massey
25. Efficient and Effective Council	Prepare an annual end of year report on Car Parking and enforcement	By March 2008	Completion of Report	5 days	Andy Hickman/ Scott MacBrayne
26. Economic Performance and High quality Environment	Seek to improve environment jointly with HCC in Winchester Town through basic maintenance of signing and lining. This will assist greatly with enforcement. Seek programme from HCC on major refurbishment programme for Winchester High Street	By Summer By April 2007	Better environment/ working practices	2 days	Andy Hickman
27. 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 2008/09	Consolidated Order	To be determined	Andy Hickman/ Neville Crisp/ Corinne Hollis Legal Services
28. Efficient and Effective Council	Review Engineers Ordering System and financial recording/ recharging processes	Review in 07/08 Implement in 08/09	Enhanced system	To be determined	Andy Hickman IMT/ Financial Services

5.

Resource Implications

2006/07 Revised			Service Activity	2007/08 Estimate			FTEs	Notes
Exp. £000's	Income £000's	Net £000's		Exp. £000's	Income £000's	Net £000's		
646	(646)	0	<i>Business Unit</i>	656	(677)	(21)	2.10	<i>1 x Head of Division, 2 x P/T Admin Support.</i>
987	(1,009)	(22)	<i>Engineering Projects</i>	728	(750)	(22)	2.00	<i>1 x Project Manager, 1 x Technician</i>
94	0	94	<i>Drainage and Flooding</i>	98	0	98	2.00	<i>1 x Drainage Engineer, 1 x Technician</i>
3,758	(4,467)	(709)	<i>Car Parks and Parking</i>	4,054	(4,512)	(1,008)	33.50	
1,637	(308)	1,329	<i>Traffic and Transport</i>	1,740	(310)	1,430	3.00	<i>2 x Traffic Engineers, 1 x Transport Planner</i>
7,122	(6,430)	692	Total	7,276	(6,249)	477	42.60	

B) 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>Establishment of New Traffic and Transport Technician</i></p> <p><i>Issue of Division Admin – need for second post to be filled</i></p> <p><i>Engineering service funding insufficient to run the team</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>Replacement of Basil Davies</i></p> <p><i>Development of Engineering team resources and skills</i></p> <p><i>Office move</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. Traffic and Transport admin post funding may be used to help offset costs.</i></p> <p><i>Need engineering staff to cover CDM requirements. Will require training programme.</i></p>	

6. Key Performance Indicators

Ref. No.	What does this show?	Who reports this?	Achieved 2004/05	Achieved 2005/06	Estimate 2006/07	Target 2007/08	Target 2008/09	Target 2011/12
LPI0239	<i>Percentage of Penalty Charge Notices that result in an appeal</i>	<i>Parking Manager</i>	25%	26%	25%	25%	25%	25%
LPI0240	<i>Percentage of adjudications decided in the Council's favour</i>	<i>Parking Manager</i>	69%	70%	70%	70%	70%	70%
LPI0002	<i>Average daily number of Park & Ride users (Mon. to Fri.)</i>	<i>Parking Manager</i>	535	685	700	725	725	1300
LPI0001	<i>Percentage of Sewage Treatment Works that pass Environment Agency standards.</i>	<i>Drainage Engineer</i>	78.79%	91.67%	88%	100%	100%	100%
LPI0003	<i>Actual car parking income received compared against budget</i>	<i>Parking Manager</i>	£3,681m	£4,170m	£4,181m	£4,657m	To Follow	To Follow
LPI0004	<i>Number of outstanding Traffic Regulation Orders (indicator only)</i>	<i>Traffic Engineer</i>	51	43	48	30	30	30
LPI0241	<i>Number of Temporary & Permanent TRO's completed</i>	<i>Traffic Engineer</i>	N/A	N/A	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 Winchester Town Access Plan	To be determined but will include Town Forum and LSP. LDF consultation will also input.	During summer 2007.	To inform development of the Access Plan
Consultation/ input to Developer funded list of transport improvements	To be determined but will include LSP, parish and Town Councils and Members. LDF consultation will also input.	By September 2007	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 2007	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
<i>DSt</i>	<i>3018</i>	<i>C2</i>	<i>Environmental</i>	<i>Failure to maintain Sewerage Treatment works</i>	<i>Andy Hickman Patrick Aust</i>	<i>Breakdown or lack of maintenance. Increase in EA standards</i>	<i>Prosecution, damage to local environment and/or public health</i>	<i>Continuation of site specific maintenance, monitoring and implementation of improvement programme</i>
<i>DS</i>	<i>3033</i>	<i>C3</i>	<i>Financial</i>	<i>Vandalism and theft from car parking ticket machines</i>	<i>Basil Davies</i>	<i>Criminal damage by organised gangs</i>	<i>Financial loss, higher insurance premiums and cost of security measure.</i>	<i>New security measures fitted and money emptied daily.</i>
<i>DS</i>	<i>New to risk register</i>	<i>C2</i>	<i>Financial</i>	<i>Estimated income from car parking not materialising</i>	<i>Steve Tilbury/ Sheila Boden</i>	<i>Changes in parking behaviour</i>	<i>Budget estimates not met</i>	<i>Monitor and adjust budgets accordingly</i>
<i>DS</i>	<i>New to risk register</i>	<i>C3</i>	<i>Financial</i>	<i>Securing enough engineering work to cover costs of engineering team</i>	<i>Andy Hickman / Steve Tilbury</i>	<i>Smaller WCC capital programme, HCC projects not forthcoming</i>	<i>Projections of income not met</i>	<i>Work hard to secure projects, help corporately to secure WCC projects.</i>
<i>DS</i>	<i>New to risk register</i>	<i>C3</i>	<i>Legal</i>	<i>Securing enough resource from legal services for traffic management projects</i>	<i>Andy Hickman/ legal services</i>	<i>Lack of staff/ expertise</i>	<i>Traffic Regulation Orders not progressed</i>	<i>Work with Legal Services</i>

Area	Risk number	Rating	Cluster and MAP link	Short name	Risk ownership	Cause	Consequence	Action required
<i>DS</i>	<i>New to risk register</i>	<i>C2</i>	<i>Financial</i>	<i>HCC secure PFI</i>	<i>Andy Hickman</i>	<i>HCC secure PFI project for street lighting. WCC then has to take on maintenance of its street lighting stock</i>	<i>Extra resources needed to arrange and possibly increased costs</i>	<i>Keep close eye on progress and hold early discussions with PFI contractor.</i>
<i>DS</i>	<i>New to risk register</i>	<i>C2</i>	<i>Environmental</i>	<i>Flooding</i>	<i>Andy Hickman/ Pat Aust</i>	<i>Risk of flooding across district due to prolonged rainfall.</i>	<i>Property damage</i>	<i>Input to strategic flood assessment work. River maintenance and enhancement</i>