



**OFFICER REPORT TO LOCAL COMMITTEE
(WOKING)**

ANNUAL HIGHWAY MAINTENANCE MANAGEMENT PLAN

23RD JUNE 2008

Key Issue

To seek approval for the Annual Highway Maintenance Management Plan for Woking, for the year 1 April 2008 to 31 March 2009.

Summary

This report sets out the 2008/09 Highway Maintenance Management Plan for Woking and identifies how Surrey Highways aims to meet its highway maintenance targets and objectives for 2008/09 with the resources available.

Officer Recommendations

The Committee is asked to note this report.

1 Introduction and Background

- 1.1 This report sets out how highway maintenance budgets are to be utilised in Woking during 2008/09, and includes major carriageway works to March 2010.
- 1.2 Following restructuring, as from 1 April 2008, Surrey Highways has allocated its Revenue Maintenance funding on a West and East Area basis. Although there may be some small variations according to need, Woking will receive approximately one sixth of the West Area budget, which would equate to £1,304,107.
- 1.3 The above figure includes £103,000 Members' discretionary allocation, of which approximately £75,000 will be used for drainage works, and the remainder to supplement general repairs to the highway.
- 1.4 In addition to the Revenue allocation, there will be centrally assessed and prioritised Capital funding for major highway maintenance schemes. Those schemes provisionally selected for the two-year period from April 2008 to March 2010 are shown in Annex 1.
- 1.5 A further North West region special fund sum of £100,000 has been allocated to Woking to be used for local repair schemes. A draft list of possible candidates has been submitted to the Local Committee Chairman for consideration, and is shown in Annex 2.

2.0 Analysis

- 2.1 Highway maintenance works are carried out to protect investment made in the highway asset, which includes our carriageways, footways, verges, drainage, structures, street furniture and road markings. Surrey Highways is responsible for ensuring that such works contribute to achieving the priorities and objectives set out in the Local Transport Plan, including satisfying statutory requirements and National and County safety standards.

3.0 Options

3.1 Minor Maintenance

Revenue funded minor maintenance operations are aimed at repairing and protecting the highway infrastructure. This includes routine and emergency day to day works as well as cyclical programmes such as gully cleansing. It is proposed that the budget for the six districts in the West Area of £8,113,425 will be allocated as follows:

Category	Budget	Activities covered	Notes
1 Highway repairs	3,855,290	9 x Safety inspection defect gangs	
		6 x Pothole/patching gangs	
		Other general maintenance	
		A&E out of hours	
		Residual cleaning	
		Drainage investigations	
2 Environmental	1,279,400	Grass cutting)
		Trees	Allocation of £180,000 for Woking Borough Council agency
		Weed control)
3 Road markings and non-lit signs	206,000	Lines, studs	
		Signs, bollards	
4 Winter maintenance	0		Managed centrally
5 Drainage	1,169,050	Gully emptying	
		Waste disposal	
		Jetting	
6 Community gangs	675,000	6 x gangs	
7a Street lighting	168,545		7a & b - for damage repairs. Main budget managed centrally.
7b Powered street furniture	142,140		
8 Local Revenue	618,000		Members' allocation, £103,000 x 6
Total	8,113,425		(Divided by 6 = £1,304,107)

3.2 Community Gang

3.2.1 *Functions, Resources and Administration*

A two-man community gang will be employed around the Borough on a published rota basis, for a variety of minor works, including paving, kerbing, street furniture (e.g. bollards, non-illuminated signs), obstructive vegetation, fly-posting and residual clearing. They will also be given A&E callouts for jobs within their scope in the local area in normal hours.

3.2.2 *Key Responsibilities*

Works will be identified by the general public, local County and Borough Members, Surrey Highways' Community Highway Officers, Maintenance Engineer and Inspectors. Works will be authorised, prioritised and programmed by Surrey Highways' Maintenance Engineer in liaison with the Community Highway Officers, Contracts Team and Partnering Constructor.

3.3 Highway Repairs

3.3.1 *Functions, Resources and Administration*

Highway Safety Inspection (HSI) gangs and patching gangs will be employed throughout the year to carry out minor carriageway, footway, and cycleway repairs. This includes category 1 and 2 safety defects, in accordance with Surrey County Council safety standards, and 'blacktop' A&E calls.

3.3.2 *Key Responsibilities*

Works will be identified by Surrey Highways' Inspectors, Community Highway Officers and Maintenance Engineer. Works will be programmed by the Partnering Constructor.

3.4 Emergency Callouts

3.4.1 *Functions, Resources and Administration*

Emergency callouts are generated by calls to the Contact Centre and are funded from the Highway Repairs budget. Wherever possible repairs will be completed on the first visit. Any follow up works will be funded from the relevant budget depending on the nature of works involved.

3.4.2 *Key Responsibilities*

Emergency callout gangs, in and out of normal working hours, will be managed by the partnering constructor. Follow up works will be programmed by the Partnering Constructor in liaison with Surrey Highways' Maintenance Engineer and Contracts Team.

3.5 Drainage Repairs

3.5.1 *Functions, Resources and Administration*

Repairs to drainage systems over and above cleaning operations, such as broken pipes or manhole covers, will be resourced by the Partnering Contractor as appropriate.

3.5.2 *Key Responsibilities*

Works will be identified by Ringway's gully cleansing contractors, Surrey Highways' Inspectors, Community Highway Officers and Maintenance Engineer. Works will be programmed by Surrey Highways' Maintenance Engineer and Contracts Team in liaison with the Partnering Constructor.

3.6 Fencing and Barrier Repairs

3.6.1 *Functions, Resources and Administration*

Repairs to fencing and barriers will be carried out on a reactive basis as and when required.

3.6.2 *Key Responsibilities*

Works will be identified by Surrey Highways' Inspectors, Community Highway Officers and Maintenance Engineer. Works will be programmed by the Partnering Constructor in liaison with Surrey Highways' Maintenance Engineer and Contracts Team.

3.7 Grass Cutting

3.7.1 *Functions, Resources and Administration*

Grass cutting is carried out under a Ground Maintenance agency agreement by Woking Borough Council, who may also fund additional cuts. A minimum of five urban cuts and two rural cuts will be carried out between March and October.

3.7.2 *Key Responsibilities*

The agreed programme and works carried out by Serco, the appointed contractor, will be managed and monitored by Woking Borough Council's Environmental Services Manager on behalf of Surrey Highways.

3.8 Verge Repairs and Tree Maintenance

3.8.1 *Functions, Resources and Administration*

This function is also undertaken by Woking Borough Council through the Ground Maintenance agreement.

Routine tree and verge survey and maintenance works will be carried out where required. In addition, reactive works will be carried out as and when required.

Surrey County Council's arborist is continuing a County-wide survey, which is generating a list of required works, some of which will be funded centrally.

3.8.2 *Key Responsibilities*

Works will be identified by Serco's arborist and operatives, the Borough Council's Environmental Services staff, Surrey Highways' Inspectors, Community Highway Officers and Maintenance Engineer. Works will be programmed by the Borough Council and its contractor, in liaison with Surrey Highways' Maintenance Engineer.

3.9 Residual Clearing

3.9.1 *Functions, Resources and Administration*

Up to three leaf clearing sweeps per year on listed roads is included in the Ground Maintenance agreement with Woking Borough Council.

Excessive leaf fall in unlisted roads may be cleared by Serco or Ringway, dependant on volume and urgency. The Borough is also responsible for residual clearing on verges. However, debris or detritus on the highway that constitutes a significant and urgent obstruction or hazard to users will be cleared by Ringway.

3.9.2 *Key Responsibilities*

A cyclical programme is provided by Surrey Highways' Maintenance Engineer in liaison with Woking Borough Council. Any additional works will be identified by Surrey Highways' Community Highway Officers. All Serco works will be programmed by Woking Borough Council. Ringway works will be by instruction from Surrey Highways' Maintenance Engineer or Community Highway Officers, or by emergency call-out.

3.10 Weed Control

3.10.1 *Functions, Resources and Administration*

Two Borough-wide weed control treatments will be carried out per year. The delivery of this function is in the process of being transferred from Surrey Highways' Partner Constructor to Woking Borough Council.

3.10.2 *Key Responsibilities*

A cyclical programme will be provided by Surrey Highways' Maintenance Engineer and any additional works will be identified by Surrey Highways Community Highway Officers. All works will be programmed by Woking Borough Council in liaison with their appointed weed control sub contractor and Surrey Highways' Maintenance Engineer.

3.11 Gully Emptying

3.11.1 *Functions, Resources and Administration*

A Borough-wide gully cleaning programme will operate year round, with every gully (approx 13,000) being attended at least once per year, with additional visits to known problem sites.

3.11.2 *Key Responsibilities*

A cyclical programme will be provided by Surrey Highways' Maintenance Engineer and any additional works will be identified by the Community Highway Officers. All works will be programmed by Surrey Highways' Contract Team in liaison with the Maintenance Engineer, the Partnering Constructor and their appointed gully cleaning subcontractor.

3.12 Other Drainage Cleaning

3.12.1 *Functions, Resources and Administration*

Provision is made for dig-outs, pipe-rodding, jetting, camera investigation and root cutting to compliment the gully cleaning programme and to ensure highway drainage connections are kept clear

of blockages. Allocated drainage funding is also used for ditch clearing and grip cutting.

3.12.2 *Key Responsibilities*

Requirements will be identified by Surrey Highways' Maintenance Engineer and Community Highway Officers, aided by feedback from the Gully Cleansing Subcontractor. All works will be programmed by Surrey Highways' Contract Team in liaison with the Maintenance Engineer and Partnering Constructor.

3.13 Signs (non-illuminated) and Markings

3.13.1 *Functions, Resources and Administration*

Signing works include maintaining existing signs and markings, and may also cover new works that are not funded by capital schemes. Road markings on 'A' roads will be refreshed under a West Area programme. Other needs will be determined locally and resourced as required. Road markings for waiting restrictions, including yellow lines and parking bays, will be maintained by Woking Borough Council as part of the Civil Parking Enforcement (formerly Decriminalised Parking Enforcement)

3.13.2 *Key Responsibilities*

Works will be identified by Surrey Highways' Inspectors, Community Highway Officers, Maintenance and Integrated Transport Engineers. Works will be programmed by Surrey Highways' Contract Team in liaison with the Engineer and Partnering Constructor.

3.14 Street Lighting and Traffic Signs (Illuminated) Electrical Maintenance

3.14.1 *Functions, Resources and Administration*

Street lighting and traffic signs electrical maintenance works will be carried out by Balfour Beatty Infrastructure Services Ltd.

3.14.2 *Key Responsibilities*

Works will be identified and programmed by Surrey Highways' Street Lighting Engineer in liaison with the Contractor.

3.15 Winter Maintenance

3.15.1 *Functions, Resources and Administration*

When conditions dictate, two primary routes will be treated in Woking. In snowfall conditions or during extended periods of ice, secondary routes will also be treated.

3.15.2 *Key Responsibilities*

The Partnering Constructor will be responsible for daily decisions on when and where to deploy the gritting crews across the West Area.

In case of snow, the Surrey Highways' Maintenance Engineer will coordinate the deployment of resources to treat places such as outside schools, hospitals and shopping areas, on a priority basis.

3.16 Vehicle Crossovers

3.16.1 *Functions, Resources and Administration*

The construction of new vehicle crossovers is financed by the owner or resident for whom the crossover is being constructed. All works should be self-financing and therefore the revenue budget for Vehicle Crossovers is zero.

3.16.2 *Key Responsibilities*

On receipt of a resident's application, a Surrey Highways Officer or Engineer will visit the property to assess and mark up the vehicle crossover. If approved and agreed, the works will be carried out by a constructor selected and contracted by the resident from a list of approved suppliers.

3.17 Damage to County Property

3.17.1 *Functions, Resources and Administration*

Repairs to highway furniture will be carried out following damage sustained during road traffic accidents or from vandalism.

3.17.2 *Key Responsibilities*

Works will generally be identified following an emergency callout. Works will be carried out at first visit where possible, and otherwise programmed by the Partnering Constructor in liaison with Surrey Highways' Maintenance Engineer, or by the Street Lighting Engineer in liaison with Balfour Beatty for incidents involving street lighting and illuminated signs. Surrey Highways also liaise with Surrey Police for information to assist recovery of costs from liable third parties.

3.18 Major Maintenance

3.18.1 *Functions, Resources and Administration*

Major Maintenance Schemes are designed to repair roads that have deteriorated to an unacceptable condition, or in the case of surface dressing, to extend the life of a road before that condition is reached.

Schemes to be undertaken in the current financial year will be selected and funded centrally. Works will be programmed and carried out by the Partnering Contractor in liaison with Surrey Highways Contract Implementation Engineer and Maintenance Engineer.

3.18.2 *Key Responsibilities*

Potential major works will be identified through visual assessment, highway inspection and defect records, condition data supplied by the County's Material Laboratory, nominations by County Members and suggestions from other agencies and members of the public.

Recommendations for new additions to the Surrey Highways rolling programme are submitted by the Maintenance Engineer to Material Labs for more detailed analysis, and those selected for inclusion will be rated in terms of priority, taking into account accident data, actual or potential risk to users or adjacent properties, type and volume of traffic, links with other schemes, routes to amenities such as schools, stations and hospitals, and affordability.

The Contract Implementation Engineer, in liaison with the Maintenance Engineer, will ensure that the necessary orders for design and construction are placed and agreed with the Partnering Constructor for those schemes selected for the annual programme, and that they are carried out accordingly.

Information regarding major works will be given by letter to local residents and businesses affected. Advance warning signs will be put up for through traffic, and updated details will be shown on the County website. Also, any road closures will be published in the local press.

4.0 Consultations

Maintenance matters are not normally subject to consultation. However, County Members have been asked to list their three highest priorities so that they can be accounted in the selection process for major works.

Requests and comments from County and Borough Councillors, Emergency Services and the public in general are taken into consideration by Surrey Highways in determining actions to be taken.

5.0 Financial and Value for Money Implications

Surrey Highways aims to achieve value for money through risk management, utilising cost effective treatments in the most appropriate locations at the most appropriate times within the constraints of the budget. Furthermore, Surrey Highways' Partnering Constructors are committed to identifying innovative solutions and processes to increase efficiency and reduce costs.

6.0 Equalities and Diversity Implications

The Annual Highways Maintenance Plan is designed to address the needs of all users of the public highway.

7.0 Crime and Disorder implications

Surrey Highways work with Police and other agencies in matters relating to safety on the street. This includes projects such as CCTV and Vehicle Registration Recognition cameras.

8.0 Conclusion and Recommendations

8.1 A Revenue Maintenance budget of approximately £1,605,055, plus a local allocation of £100,000, will be utilised to repair and protect the highway infrastructure. In addition further funding will be used for major maintenance schemes, surface dressing works, minor structural repairs, drainage schemes and footway maintenance schemes.

8.2 The Local Committee is asked to note Woking's Annual Highway Maintenance Management Plan for the year 1 April 2008 to 31 March 2009.

9.0 Reasons for Recommendations

Revenue funded maintenance is managed in line with the other districts in the West Area, and aims provides a consistent approach and standard of work to meet statutory and Surrey County Council requirements.

Major maintenance and Surface Dressing schemes extend the serviceable life of the road and are funded through the Local Transport Plan. The County's major maintenance rolling programme is determined on road condition data, accident and risk data and Members' input. The annual delivery programme is prepared centrally in liaison with the Local Offices and the Partnering Constructor.

10.0 What Happens Next

Revenue Maintenance will be carried out in accordance with Surrey guidelines. Potential Minor Maintenance scheme works (such as shown in Annex 2) will be costed and selected according to need and available resources.

The Major Maintenance schemes to be implemented in Woking during 2008/10 are shown in Annex 1. The Old Woking Road scheme was completed in May, and the two schemes for Victoria Way are currently scheduled for early October 2008.

The Surface Dressing schemes to be implemented in Woking during 2008/10 are shown in Annex 1. Most schemes will be carried out this financial year, the exceptions being Beaufort Road and Hook Heath Avenue/St Johns Hill Road. Much of the pre-patching work has already been completed, and schemes to be done this year are programmed for late July / early August.

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