



WOKING JOINT COMMITTEE

DATE: 25 JUNE 2014
LEAD OFFICER: GEOFF MCMANUS, NEIGHBOURHOOD SERVICES MANAGER

SUBJECT: WOKING TOWN CENTRE MANAGEMENT AGREEMENT

AREA: WOKING TOWN CENTRE

SUMMARY OF ISSUE:

This report is to update the Joint Committee on the progress of the Woking Town Centre Management Agreement following previous papers to Surrey County Council Cabinet on 26th March 2013 and the Woking Borough Council Executive on 27th June 2013.

A phased transition is in now progress with the initial focus upon routine maintenance works identified through safety inspections.

The timeline of completed and proposed actions has been included within the body of this report.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree that:

- (i) the proposed timeline of actions within this report are endorsed.
- (ii) a further update at the end of the financial year 2014/15 be received.

REASONS FOR RECOMMENDATIONS:

Should the committee accept the proposed recommendations this will confirm the priorities and work programme to enhance the Town Centre street scene with a review scheduled for the beginning of the new financial year.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The proposal for a Woking Town Centre Management Agreement was agreed by Surrey County Council Cabinet on 26th March 2013 and the Woking Borough Council Executive on 27th June 2013.
- 1.2 This report plots the progress of officers since that time and details works completed, works pending and future areas of work to be covered by this agreement.
- 1.3 The item is for decision by the Joint Committee.

2. ANALYSIS:

- 2.1 The primary aim of the agreement is to maintain and enhance the Town Centre street scene through the direct management of Woking Borough Council officers.
- 2.2 A timeline has been shown below to detail works completed, actions pending and future works to be agreed by the Joint Committee through the consideration of this report.

Timeline

Consideration of initial proposal

SCC Local Committee report	approved 26 th September 2012
WBC Executive report	approved 18 th October 2012

Approval of detailed agreement

SCC Cabinet	approved 26 th March 2013
WBC Executive report	approved 27 th June 2013
Town Centre Engineering Officer	WBC appointment December 2013
Safety Inspections commenced	January 2014
Urgent Safety repairs commenced	from March 2014 (examples at Annex 1)
Term Contractor appointed	T J Hunt Shared contract with Runnymede in place from June 2014
Legal Agreement	engrossment early June 2014
Town Centre Engineer	WBC appointment June 2014
Drainage Jetting/clearance	twice a year commencing June 2014
Road markings	annual programme including all highway and parking road markings – August

Directional / Regulatory Signage	cleansing twice a year commencing July
Streetworks Coordination	IT system introduced June 2014
Utility Inspections	commence formally from June 2014
Emergency / out of hours	arrangements in place with Serco.
Winter maintenance	arrangements in place with Serco
Town Centre Cleaning	from June 2014 four weekly deep cleansing regime + daily spot cleaning
Town Centre Development	liaising and assisting with Development Project Teams
Website	Web pages to be produced to cover new arrangements and link with Surrey County Council website – June 2014

Future Tasks

Planned Works	programme to be confirmed for 2015/16
A Boards	Town Centre usage policy to be applied commencing with Jubilee Square and Commercial Way – extending to other areas from early 2015
Table & Chair licences	review of existing licences and form of new licences to be reviewed in early 2015
Temporary Traffic Orders	aim to adopt procedures by mid 2015
Cycling Prohibition	Review with SCC colleagues in early 2015
Flooding/environmental Improvements	Engineering support to Borough projects

Street works coordination and utility inspection is an integral part of effective maintenance.

At this time new and existing Woking Borough Council officers have been trained to allow inspection of utility works in order to encourage effective programming of works and good quality reinstatement. Joint training and site inspections have been ongoing between Woking Borough Council and Surrey County Council officers since March 2014.

Colleagues are working to allow Woking Borough Council officers to gain access to Surrey County Council's streetwork system from the end of June 2014. Once this takes place it will be possible to fully implement the Town Centre Management Agreement. Officers continue to work jointly in the interim.

3. OPTIONS:

- 3.1 Through the report members are able to directly influence the priorities and programme associated with the Town Centre Agreement.
- 3.2 An updated report will be available in March 2015 to confirm the programme for the new financial year.

4. CONSULTATIONS:

- 4.1 This report has been considered by the Leader of Woking Borough Council, respective Portfolio holders and officers of both authorities.
- 4.2 Legal Services have assisted with the formal completion of the agreement.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 Revenue works budget for 2014/15 equates to £99,947 made up of :-
 - a) Annual maintenance budget of £50,000 per annum jointly funded by Woking Borough Council and Surrey County Council.
 - b) Parking surplus contribution of £49,947 confirmed for the financial year 2014/15.
- 5.2 A capital sum of £250,000 has been identified within Woking Borough Council's Investment Programme. The first release is proposed for the financial year 2015/16.

6. RISK MANAGEMENT:

- 6.1 **Management reporting** – It is necessary for the coordination and works functions to have separate reporting lines which will need to be confirmed as part of future management restructuring.
- 6.2 The main engineering resources would report in one team and the Town Centre Neighbourhood officer and related administration would report separately to senior management for coordination purposes.
- 6.3 This is the recommended approach to demonstrate parity and fairness in the coordination and programming of all streetworks within the defined area of the Town Centre.

7. LOCALISM:

- 7.1 The main impact of the Town Centre Management Agreement will be upon businesses, residents and visitors to Woking Town Centre and already the maintenance teams have received a lot of verbal commendations and one written thank you has been received at the Council Offices.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 As a number of outstanding safety defects have already been addressed and a proactive maintenance regime is proposed, all motorists and pedestrians (particularly disabled) will benefit immediately.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report – however, improved street scene may impact upon individuals behaviour.
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report.
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.
Public Health	Potential reduction in public insurance claims for potholes and trips in the future.
Human Resource/Training and Development	Training will be ongoing for Woking Borough Council officers in a variety of disciplines (whether possible training opportunities will be shared with Surrey County Council).

10. CONCLUSION AND RECOMMENDATIONS:

10.1 The Joint Committee are asked to support the works proposed through the operation of the Woking Town Centre Agreement.

10.2 The continuing aim will be to maintain and enhance the Town Centre street scene through the operating of agency powers as outlined in the agreement.

11. WHAT HAPPENS NEXT:

11.1 Woking Borough Council officers will continue with a phased transition of highway agency powers.

11.2 A further review is proposed prior to the new financial year 2015/16 so that priorities and work programmes can be agreed.

Contact Officer:

Geoff McManus, Neighbourhood Services Manager 01483 743707

Consulted:

WBC portfolio holder and Council Officers

Borough Portfolio Holder

Councillor Beryl Hunwicks

ITEM 8

County Council Cabinet Member

County Councillor John Furey

Annexes:

Annex 1 – Safety repair examples

Sources/background papers:

- SCC Local Committee report 26th September 2012
 - WBC Executive report 18th October 2012
 - SCC Cabinet report 26th March 2013
 - WBC Executive report 27th June 2013
-