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NOTICE OF MEETING

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HIGHWAYS, TRANSPORT AND ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

will meet on

THURSDAY, 21ST JUNE, 2018

At 5.00 pm

in the

MAY ROOM - TOWN HALL,

TO: MEMBERS OF THE HIGHWAYS, TRANSPORT AND ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

COUNCILLORS HARI SHARMA, EILEEN QUICK, WISDOM DA COSTA,
MAUREEN HUNT, PAUL LION, JULIAN SHARPE AND SHAMSUL SHELIM

SUBSTITUTE MEMBERS

COUNCILLORS MOHAMMED ILYAS, GARY MUIR, DEREK SHARP,
GEOFF HILL, WESLEY RICHARDS, JOHN STORY AND LYNDA YONG

Karen Shepherd – Service Lead Democratic - Issued: 13 June 2018

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Wendy Binmore** 01628 796251

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>ELECTION OF CHAIRMAN AND VICE-CHAIRMAN</u> To elect the Chairman and Vice-Chairman for the municipal year.	-
2.	<u>APOLOGIES</u> To receive any apologies for absence.	-
3.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.	5 - 6
4.	<u>MINUTES</u> To approve the Part I minutes of the meeting held on 17 May 2018.	7 - 16
5.	<u>PERFORMANCE MANAGEMENT REPORT</u> To comment on the Cabinet report.	17 - 24
6.	<u>VICUS WAY CAR PARK</u> To comment on the Cabinet report.	25 - 44
7.	<u>WORK PROGRAMME</u> To note the Work Programme.	45 - 46
8.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PRESS AND PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	

PART II - PRIVATE MEETING

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
i.	<u>VICUS WAY CAR PARK</u> To comment on the Part II appendices. <i>(Not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Governmet Act 1972)</i>	47 - 48

MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 4

HIGHWAYS, TRANSPORT AND ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

THURSDAY, 17 MAY 2018

PRESENT: Councillors Hari Sharma (Chairman), Eileen Quick (Vice-Chairman), Wisdom Da Costa, Maureen Hunt, Paul Lion, Julian Sharpe and Shamsul Shelim

Also in attendance: Councillor Malcolm Beer, Phillip Bicknell, Jesse Grey, Councillor Derek Wilson and Councillor Edward Wilson

Officers: Wendy Binmore, Darren Gotch, Ben Smith, Tony Carr and Gordon Oliver.

APOLOGIES

None.

DECLARATIONS OF INTEREST

Cllr Hunt – Declared a personal interest in the Highways and Transport Works Programme item as Cllr Hunt was a Ward Councillor where works were to be carried out.

Cllr Grey – Declared a personal interest in the Petition for Crossing and Safety Measures at Eton End School as he was Ward Councillor.

Cllr Sharma – Declared a personal interest in the presentation from First Group as he was an employee of First Group; however, there was no decision required on the item.

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 5 February 2018 be approved.

WORK PROGRAMME

The Panel agreed to have the item moved to later in the meeting following the presentation from First Group and the item on the Petition for crossing and safety measures at Eton End School.

Councillor Beer wanted the congestion along Straight Road in Old Windsor to be investigated to find out why it had gotten so heavy. The Head of Highways and Transport confirmed he was happy for that to be added to the work programme.

Members discussed potential items for the Work Programme. The following items were suggested for the Work Programme with reports requested to be brought back to Panel in the future:

Buses: Public engagement (Task & Finish group with bus cos, RBWM & public) to create routes, frequencies and services relevant to residents needs including:

- Service 2 – Dedworth, Windsor, Slough
- Service 10/11 – Slough, Datchet, Sunnymedes, Wraysbury & Heathrow

- Service – 15 Slough and Eton Wick
- Service 702

Street lighting: implementation review; location and coverage of lights to enhance CCTV and improve security of residents

Road maintenance: areas failing or soon expected to fail reasonable standards, needing prioritised attention

Council waste: recycling own waste (e.g. coffee cups); policy for purchasing, to set highest environmental legacy

Councillor Quick requested an item be added to the work programme on introducing a cycling safety campaign.

Members noted the work programme and agreed for the above items to be added for future meetings.

PETITION FOR CROSSING AND SAFETY MEASURES AT ETON END SCHOOL, ETON ROAD, DATCHET

Mrs Gill, the Lead Petitioner addressed the Panel and Members noted the following key points:

- The Lead Petitioner felt compelled to start the petition following the death of a child due to a road traffic accident. The child's father witnessed the accident and the family was changed forever.
- Mrs Gill had submitted a 17 point plan to combat speeding outside Eton End School and her report showed that speed outside the school was an issue.
- The nearby church had allowed parents to park in their car park but, some parents were choosing not to use that initiative and were still parking on the pavements outside the school gates which reduced visibility for both pupils and motorists.
- The pathway between the church and the school was very narrow and cars did not stop to let pedestrians cross. The petition called for a zebra crossing to be installed.
- The school and its parents had campaigned for years for a school crossing patrol officer to be hired as the children deserved safety.
- Drivers ignored the 20mph speed limit signs and a maximum speed of 91.5mph had been recorded outside the school.
- The petition requested a crossing and there was strong demand for it. It was hoped that drivers would see the crossing and use common sense to slow down.
- Additional speed limit signs should be installed.
- Bollards installed to stop drivers parking on the pavements would address the issue of parking outside the school gates but, would not address the issues of speeding.
- Raised speed humps would solve problems of speeding motorists.

The Chairman said he had a meeting with Mrs Gill and the school on 10 May 2018 as he wanted the Lead Petitioner and the school to know the Borough took road safety very seriously. He added it was not possible to have both a zebra crossing and a school crossing patrol officer outside the school as it would be too confusing so, the school and Lead Petitioner needed to choose which they would prefer. Tony Carr, Traffic and Road Safety Manager stated the main issue was when the previous school crossing patrol officer retired. They had been hired by the Borough but paid for by the

school. The best option was to employ a patroller and the Borough would train and provide the equipment. The Borough would also ensure the patroller was covered by insurance. Two patrollers would need to be hired to cover sickness and holidays. The Traffic and Road Safety Manager added zebra crossings had poor safety records outside of school hours. The Department for Transport advised a patrol officer should be in place outside of schools and there were ongoing discussions with the school on that.

Councillor Quick stated she was a teacher for 40 years so she was experienced with having children arrive and leave school. She felt it did not matter where the children came from or what type of school they attended, they were all children and needed to be kept safe. Having a patrol officer was far more effective than painting stripes on a road. Drivers sometimes ignored zebra crossings so the Panel should encourage the school to work with the Borough to employ a patrol officer.

The Chairman stated he received a report from Mrs Gill and most of the suggestions within the report had already been implemented such as the bollards being installed on the pavement outside the school gates. Overgrown bushes were to be trimmed to increase the width of the footpath and the timing of the 20mph flashing light zones were to be looked at to try and increase the length of time they flashed for. He added the 20mph limit sign was very close to the school and needed to be bigger and he had spoken to the head teacher about employing a patrol officer as the budget for hiring a patroller used to come from the school budget but, the Council could provide equipment and training.

Councillor Grey stated as Ward Councillor, he cared about what happened to the children at the school. He knew the area well as he attended church nearby. He would like to see more done and accepted a crossing or zebra crossing were not recommended but, he wished to suggest implementing a raised table painted in a different colour outside the school. The speeding hazards were coming from the direction of the Thames Valley Athletics Club (TVAC) so the 30mph speed limit should be extended to nearer the TVAC so that vehicles had to slow down for longer before reaching the 20mph zones. Councillor Grey recommended that the Panel considered to do more with the speed limits and additional enhancements such as the suggested raised table in a different colour which would add more confidence to the school.

Susy Shearer, a Borough resident, agreed and supported Councillor Grey's comments. She stated she had been a member of the Cycle Forum since 1999 and her children had attended Eton End School and cycled to and from school. She had also raised issues around this for years. Susy Shearer said moving the 20mph so it was more visible would be helpful and moving the 30mph speed limit sign to nearer the TVAC would reduce problems outside the school.

Councillor Sharpe stated the safety of children was very important. He queried what the school had done to increase the safety of its children and asked if there was an alternative exit that could be used that was safer for the children during peak times. The head teacher of the Eton End School stated she had met with Mrs Gill to discuss her report. She had taught at the school for 15 years and in 2000 there had been another petition to the Borough stating the same facts as the current petition. The school had paid for a crossing patrol but, she retired so, she entered into discussions to find a replacement. The school had received some voluntary help with crossing patrols but, it was only temporary. The head teacher stated she had entered into communications with the Council and asked for a lady to patrol but, she was told the

school would have to employ someone and had received an email stating the Council would not insure a patrol officer. The school was unable to use current members of staff as that took them away from their other responsibilities, the police also told the head teacher that staff were not insured to be out on the road. She added the caretaker had tried to intervene with bad drivers but had been met with abuse. The head teacher said traffic had increased and the school had been told by officers the Borough could provide training and equipment but, not insurance. The school was seeking to move forward and were being very supportive and had done everything it could.

Ben Smith, Head of Highways and Transport responded that safety measures were being implemented and more could be done. Employing a school patrol officer was the right way forward and conversations had moved on to how that could be done. He was happy to work with the school to employ and train a patrol officer; the Borough was doing all that it could to address all of the issues.

James Clark, a local parent, stated he was very impressed with the work done recently outside the schools within the Borough and he was very impressed with the raised table crossing outside a school in Sunningdale. The proposal that Councillor Grey put forward was the sort of scenario that would work and would go a long way to help. He was not sure a patrol officer was the solution due to the abuse they received. Mr Clark thanked Mrs Gill and the head teacher of Eton End School for their work and also thanked Councillor Grey for the suggestion of the raised table outside the school.

Councillor Bicknell stated he had listened intently to the discussion. He used to be the Lead Member for Children's Services and there were many schools in the Borough and they all suffered with the same issues of safety. He had a daughter of seven years of age that went to school in Windsor and her school placed A-frames outside the school so that it encouraged parents to park away from the school and walk the rest of the way to the school gates. He added unfortunately, there was always an idiot that took no notice and they needed to be caught and put behind bars. Councillor Bicknell said some schools had control over the flashing lights that highlighted the 20mph zones but he felt having a patrol officer was the best way forward. If a patrol officer received abuse, there were smart phones that could record it and the abuse could be reported. Councillor Bicknell added there was no issue with insurance for patrol officers and a raised section outside the school would help.

The Chairman thanked Mrs Gill for her work on the petition and stated he was grateful to Mrs Gill for bringing the matter to Panel. Mrs Gill responded if there was a raised section outside the school, it would stop motorists speeding, that would be a good compromise if a zebra crossing could not be implemented. The Chairman asked how effective the school travel plan was. The head teacher stated families came from a wide catchment area so a large number of them arrived by car. The school did encourage families to walk. The Chairman stated he thought it was a good idea to install a raised table and have CCTV aimed at the raised section to monitor those that were speeding.

Councillor Da Costa stated the current costs of current proposals were £5,000. He wanted to know how much extra the new proposals would cost. Councillor Grey responded that the Council had embarked on a number of safety measures and suggested the school could contribute to the raised table element. The head teacher commented she would need to go back to the Board of Governors at the school to see if the school was in a position to contribute. Councillor Bicknell stated the Council

would find the extra money as safety was paramount. The head teacher said the school was already paying to use the nearby church car park. She added that if the raised table was part of the recommendations to Cabinet, the school would be very happy with that.

RESOLVED UNANIMOUSLY: The Panel noted the petition and the responding report and endorsed the:

- 1. Council's approach to comply with the Department for Transport's safety guidelines.**
- 2. School's commitment to securing a school crossing patrol.**
- 3. And also made recommendations to install a raised table outside the school and extend the 30mph zone closer to the Thames Valley Athletics Club.**

NEW BUS ROUTE SERVICE PRESENTATION

The Chairman explained to Members that First Group had eight depots and over 1,000 staff and that Mr Reddy had worked in the industry for many years and had won awards for his work. The work Mr Reddy had carried out had shifted the use from cars to buses by 20% and he had even driven a bus from time to time when the need arose. The Chairman stated the transport industry had gone through some radical changes in recent years; and went on to provide Members with a brief history of public bus services.

Mr Reddy of First Group gave a presentation to Panel on the bus services provided to the Royal Borough. Members noted the following key points of the presentation:

- First Group were based in Slough and ran 59 buses.
- First Group employed 150 local people.
- Customers made 12,850 journeys in a typical day.
- First Group were UK based but also operated in the US, Canada, Panama and Ireland.
- First Group ran school bus contracts in America
- Bus services were deregulated outside London in 1985
- First Bus had 1.6m passenger journeys daily
- The bus service had to give 70 days' notice to make any changes to routes
- The company did not receive subsidies for any routes
- They received rebates on tax paid for fuel but, that rebate was not as large as that received by rail or aviation sectors
- First Group had 90% punctuality since April 2018 due to contending with road works in Windsor and disruption in Staines.
- Challenges included traffic levels and unpredictability, Slough bus station costs and issues with access, costs of fuel, insurance and traffic air quality pressure on buses.
- The positives for buses are the expansion at Heathrow, Crossrail and joint working with rail partners including SWR.
- Changes to networks – networks had not changed in decades, there were complex cross-Slough routes, poor reliability due to knock on effects. First Group have resolved all those issues that with a simpler network.
- First Group withdrew a number of routes due to significant losses. The Green line went to Reading buses.
- First Bus consulted with officers from the Royal Borough, Slough Borough Council and Heathrow and delayed the withdrawal of Route 2.

- First Bus were launching a Fast 9 Service which started on 2 June 2018. It would fill in the Slough to Terminal 5 gap in Route 8 and would be a direct route via the A4. The service would go to Windsor and Heathrow and it would start at 4.29am to help airport workers get to work on time.
- First Group had launched new ticket machines to allow contactless payments
- There was a system that provided real-time information to the Borough for timetable screens
- The new ticket machines were able to read QR codes.
- First Bus were improving ticketing by introducing M-Tickets which were 5% cheaper.
- Simpler fares were introduced in November 2017
- The company had introduced a direct debit scheme which made journeys 10% cheaper
- Over £7m had been invested in the fleet with the average fleet age well below government targets
- A journey planning app had been produced
- New vehicle branding
- Up to date driver training
- New radio system for the driver to talk to the control room
- Improved roadside publicity
- First Bus were trialling innovative pilot schemes such as First Mile (short hop service connections), and also a 30 month trial of passenger carrying autonomous vehicles
- All buses met the TfL Low Emissions Zones standards
- 40% of buses were hybrid vehicles
- The fleet took 1,700 school movements a day off the road using the school bus unit in Surrey.
- First Bus were providing drivers with driving performance information to improve driving standards which meant routes were producing less emissions.
- First Bus believed bus services were best delivered in partnership with Local Authorities
- Congestion was the key challenge which needed to be tackled
- First Bus wished to develop further opportunities in the area.

The Chairman stated he had attended a meeting in London and found a range of new technology which was challenging bus companies such as Uber. Customers expected an up to date service ability and to be able to compare prices, have WiFi and phone charging. He added UCL had invented software to obtain real-time information with new technology monitoring data to improve services and customer experience. Councillor Bicknell said he would be interested to know if bus usage was in decline. Mr Reddy stated routes had not changed and there had been no decrease in the area but, that varied by region. The figures on journeys were stronger in London but not so strong in the North of the country. He added footfall was decreasing on high streets which was making an impact. The Christmas shopping rush did not happen like it used to with Click and Collect services making up for the decrease in footfall.

Councillor Bicknell stated the M-Ticketing technology was interesting and wanted to know if there was a way to find out who was travelling and how. He stated that the bus company did not need discounted tickets as they knew where passengers were going on individual data. Therefore, if they were a frequent traveller, the bus company would know. Bus companies could offer a scheme such as pay for nine journeys and get the 10th free. Mr Reddy responded if someone paid by cash, the company would not know where they were heading. If the passenger used contactless, the company would

know where the passenger got onto the bus, but they would not know when they got off. Councillor Bicknell suggested a 'tap off' point at bus stops that would tell the company where passengers alighted. Mr Reddy stated that could only be done if infrastructure was upgraded. He added that most passengers made the same journeys; they were not able to identify individual users but, could track and individual ticket.

The Chairman stated bus journeys had not changed for decades but, mobility and technology were changing rapidly such as autonomous vehicles. He felt that by removing the human element and using driverless vehicles, it would reduce accidents and that was the way forward. Mr Reddy explained to the Panel he had a vision where he did not need to buy a ticket as the bus stop would recognise his smart phone. The bus would connect to his smart phone and would welcome him. He felt that was the right direction to go. He had held focus groups and following that, there were improvements to the service and since then, they had increased passengers by 65%.

The Chairman thanked Mr Reddy and his team for attending the Panel and for taking the time to answer questions.

HIGHWAYS & TRANSPORT WORKS PROGRAMME 2018/19

The Head of Transport and Highways introduced the report and stated the budget for 2018/19 had been approved by Full Council on 21 February 2018 which included significant investment of £7.47m to maintain and improve the Borough's highway network. Within the £7.47m was an allocation of £2.7m for the annual highways work programme which included roads and footways and other highway assets such as bridges. A further investment of £240,000 had been made available to repair potholes and damage caused by the winter weather.

The report sought approval for a large number of schemes which made up the highway works programmes, the details of which were listed in appendices A and B. the reserve list enabled acceleration of specific schemes into 2018/19. The annual highways work programme was derived from the annual machine driven assessment of the structural condition and skid resistance of the primary highways network. Standard practice was for an assessment to be completed in one direction in one year and the opposite direction the next year. The Borough committed to both directions being assessed each year which had been delivered.

Councillor Bicknell stated all roads in the current report had been scored to see how priority they were. He added the street lighting changeover scheme was completed with all street lights converted to LED. Each individual light could be dimmed or made brighter for a central control point. Councillor Da Costa requested a report be brought to Panel regarding how successful the lighting scheme had been and also on the position of lighting being effective in the fight against crime. Councillor Bicknell stated when the Borough replaced a light column, workmen used a machine which measured if the column was likely to fail. If it was likely to fail, the column was replaced. The Council then notified the street where the column was to be replaced to consult as to where the new column should be placed. It was a very flexible system. Councillor Bicknell went on to explain to the Panel that in terms of crime, the Council were driven by the police on lighting and where rapes had occurred, the police had confirmed that the CCTV had been perfect and clear.

RESOLVED UNANIMOUSLY: The Panel endorsed the recommendations that Cabinet:

- i. Endorses the works programme set out in Appendix A.**
- ii. Delegate authority to the Managing Director, in consultation with the Deputy Leader of the Council, the Lead Member for Highways, Transport and Windsor, to agree minor amendments to the approved schemes (within approved budgets) and implement reserve or substitute schemes should this become necessary.**
- iii. Endorses the indicative programmes for 2019-20 and 2020-21 set out in Appendix B.**

PUBLIC BIKE SHARE

The Panel agreed to discuss the Public Bike Share Scheme and the Cycling Action Plan together as one item.

The Principal Transport Planner stated that Bike Share Schemes allowed members of the public to hire bikes for short term or longer journeys similar to the Santander Bike Scheme in London. Various schemes had been considered and two providers had been invited to give a presentation on docked and dockless bike share schemes. Investigations also considered guidance from Bike Plus and the experiences of other schemes across the UK.

The report recommended that the Borough defer introduction of a bike share scheme until cycle routes to Maidenhead and Windsor town centres had been improved and that further work be carried out to see how cross-boundary trips could be accommodated and integrated with local Borough schemes. If a scheme was introduced, it would need to be designed with sensitivity due to heritage, security and space limit issues.

With regards to the Cycling Action Plan, the Principal Transport Planner stated that a draft of the plan had been presented to Panel in 2017. The Panel requested that a Task and Finish Group be set up to review the document. The Task and Finish Group had looked at the plan in great detail, and the final document incorporated track changes showing the changes made due to the consultation and Task and Finish Group process, shown as the appendix to the report.

The changes included an updated evidence base, a reference to the Borough Local Plan, policies on Bike Share Schemes, the Close Pass Initiative and highlighted the recommendation from the All-Party Parliamentary Cycling Group to increase spend on cycling to £10 per head. A number of new schemes had been incorporated and all of the proposed schemes had been objectively assessed and prioritised. A list of the high priority schemes has been included at the back of the document, with a total value of £5 million. The Cycle Forum was keen to have the plan adopted and the Principal Transport Planner commended the Task and Finish Group on their enthusiasm and expertise when producing the Plan.

The Chairman expressed his sincerest thanks to the Task and Finish Group for all their hard work, particularly attending meetings earlier in the year due to the terrible weather. He added that the vision set out in the document was to establish a cycling culture. It was to make cycling be seen as a safe, attractive and normal way of transport. Cycling should be an integral activity when designing new builds. The Chairman thanked Councillor Derek Wilson for chairing the Task and Finish Group.

Councillor Derek Wilson thanked the Cycle Forum and officers for their dedication and hard work in bringing the Cycling Action plan together and working hard on the amendments. He stated he would like the Panel to endorse the contents and push it to Cabinet to be officially adopted. He added that if the Borough wanted to encourage people to cycle, then all departments within the Council needed to look at the Cycling Action Plan and use it when making plans or implementing schemes.

Councillor Derek Wilson said of the Bike Share Scheme, the Cycle Forum had looked at suppliers of both dockless and docked bike systems and there was the possibility of getting sponsorship for the scheme. However, before a Bike Share Scheme could be implemented, the Council needed to look at the missing links such as going to and from Maidenhead town centre as the routes could be quite hazardous.

Susy Shearer thanked the Borough for the opportunity to take part in the Task and Finish Group. As a member of the Task and Finish Group, she could say that everyone that contributed had intimate knowledge of the areas they commented on. She added there really needed to be investment to encourage cycling and to make it a safer activity. Councillor Bicknell stated one issue was the cyclists that race. They used the road and refused to use any other routes or paths. It was important to make it clear that there were cycle routes and cycle paths that needed to be used. Councillor Bicknell's son used shared pathways and sometimes used the pavements as it was safer but, some cyclists refused to use cycle paths. The Principal Transport Planner responded if people were confident cyclists, they could use the roads if they wanted to. If the Council provided good facilities, people would want to use them so it was about standards of provision.

Councillor Ed Wilson stated the policy of maintaining bike racks in academy schools was not addressed. These are supposed to be financially independent of the council. He would like to have seen something in the Plan about that as residents might ask why the Council was spending money in academy schools installing and maintaining the bike racks. Councillor Sharpe said the Council should support cycling but it should be looking at how to join communities together by cycling and join routes away from roads such as using fields and keeping cyclists away from roads. He added there needed to be a better join between Ascot and Windsor as there was no off road facility through Windsor Great Park. Councillor Hunt stated the Panel were looking to try and get people to cycle for work and leisure but they were two different activities. A list of routes included the A4 but, very few people would use that as it was so dangerous. The list needed to be looked at again. Susy Shearer thanked Members for their comments and stated a great deal of time had been spent trying to locate as many different off road routes as possible. Where possible, the Council should try and improve road conditions to improve the road for all users. Cllr Ed Wilson pointed out that the Cycling Action Plan made provision for cycle racks at shopping parades along Dedworth Road, but that some of these already had cycle racks. The Principal Transport Planner stated he was happy to check which sites had bike racks and to amend the plan accordingly. He said the Ascot to Windsor route was a real challenge. Cyclists could use the paths in Crown Estate land after dark now, which was an improvement.

Councillor Da Costa stated he liked the idea of the docked Public Bike Share Scheme and that there was a high level of interest in the scheme. He requested a similar Task and Finish Group for the Bike Share Scheme when the idea was ready to move forward with. Councillor Quick said she agreed with everyone regarding the huge

amount of work that had gone into the Cycling Action Plan. She stated it needed a joined up approach. Local schools were running Bikeability schemes and she wanted to encourage children and schools to increase cycling. Councillor Quick suggested helping children stay safe on their bikes by providing equipment such as lights and hi-vis clothing and ensuring bikes were in good, safe working order. Tony Carr, Traffic and Road Safety Manager responded he could look into running a road safety campaign and that it was a legal requirement to ensure bikes were safe. He added that roadside advertising could be used to warn of the dangers of close pass manoeuvres by drivers in order to make cycling safer. The Principal Transport Planner stated that some schools had adopted hi-vis backpacks as part of their school uniforms. The Council also offered Bikeability courses at levels one to three in schools depending on the age and ability of the pupils.

Councillor Ed Wilson stated the Principal Transport Planner might want to talk to Children's Services regarding reviewing bike shelters when schools were expanding. This could be one area where bike shelters could be considered for academies. The Principal Transport Planner stated he nearly all schools in the Borough had already benefited from new / upgraded cycle parking and explained that once installed, it was up to the school to maintain the bike shelters.

1 DETAILS OF RECOMMENDATION(S)

RESOLVED UNANIMOUSLY: That Highways, Transport and Environment Overview and Scrutiny Panel noted the report.

CYCLING ACTION PLAN

As agreed by the Panel, this item was discussed along with the Public Bike Share Scheme report.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Highways, Transport and Environment Overview and Scrutiny Panel notes the report and:

- i) Reviews and comments on the Cycling Action Plan.**
- ii) Requested the Cycling Action Plan be added to the Cabinet Forward Plan.**

The meeting, which began at 6.30 pm, finished at 9.00 pm

CHAIRMAN.....

DATE.....

Report Title:	Annual Performance Report 2017/18
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Dudley, Leader of the Council and Chairman of Cabinet
Meeting and Date:	Cabinet - 28 June 2018
Responsible Officer(s):	Hilary Hall, Deputy Director Strategy & Commissioning
Wards affected:	All

REPORT SUMMARY

- 1 An overview of the council's performance for the 2017/18 year is summarised in this report, see the Royal Borough of Windsor and Maidenhead Annual Report 2017/18, appendix A. This includes progress against its summary indicators as well as contextual information about its resources, key projects and ambitions for 2018/19.
- 2 17 (68%) of the council's 25 key performance indicators met or exceeded target in 2017/18. Six (24%) were just short of target and two (8% were off target), see table 1 and page 30-33 appendix A.
- 3 In addition, the Royal Borough delivered a range of key projects across the breadth of its services, see point 2.5.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and:

- i) **Notes the progress towards meeting the council's strategic objectives.**
- ii) **Endorses the Annual Report 2017/18, appendix A, to be reviewed at a meeting of the Full Council.**
- iii) **Requests the Managing Director and Executive Directors, in conjunction with Lead and Principal Members, to progress improvement actions for areas that are off target.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 In July 2017, the Council Plan 2017-2021 was approved. The Plan set out the six strategic priorities for delivery over the plan period:
 - Healthy, skilled and independent residents.
 - Safe and vibrant communities.
 - Growing economy, affordable housing.
 - Attractive and well-connected borough.
 - Well-managed resources delivering value for money.
 - An excellent customer experience.

- 2.2 The council's performance management framework was revised to focus on a set of key strategic indicators, moving away from operational indicators, to measure performance against delivery of the six priorities. 25 of these indicators are reported bi-annually to Cabinet, with further quarterly reports on an additional set of operational indicators to the relevant O&S panels.
- 2.3 The 25 key strategic measures give a top level view of progress. Given the complex and broad nature of the council, the Annual Performance Report draws together contextual information about the council's resources, as well as key projects and other milestones and challenges from the year in order to provide a holistic view of progress towards the six identified priorities. This is common and best practice in local government, providing residents with an accessible document; see the Royal Borough of Windsor and Maidenhead's Annual Report 2017/18, appendix A.

Summary of key indicator performance

- 2.4 Detail of performance against the 25 strategic performance indicators is set out in Table 1 and in the new Annual Report 2017/18, appendix A pg 30-33.

Table 1: Performance against strategic priorities

	Green	Amber	Red	Total
Healthy, skilled and independent residents	6	0	1	7
Safe and vibrant communities	2	2	0	4
Growing economy, affordable housing	4	0	0	4
Attractive and well-connected borough	3	1	0	4
An excellent customer experience	1	2	1	4
Well-managed resources delivering value for money	1	1	0	2
Total	17 (68%)	6 (24%)	2 (8%)	25

Key projects

- 2.5 A number of key activities were completed in the year, see Appendix A pg 15-16 for more details:
- Delivering Adults' Services and Children's Services differently through Optalis and Achieving for Children, successfully transferring staff and maintaining quality service provision.
 - Repairing 4,660 potholes as part of the council's annual highways management programme.
 - Appointing a joint venture partner (Countryside) for the four opportunity areas in Maidenhead Town Centre and shortlisting joint venture partners for the Maidenhead Golf Club development site which together will provide in the region of 4,000 new homes.
 - Phase 1 of the Maidenhead Waterways.
 - Progress in the council's £30 million secondary school expansion programme across the major towns including Charters in Ascot, Windsor Boys' and Girls School and Cox Green, Furze Platt Senior and Newlands' Girls schools in Maidenhead.

- A number of expedited capital projects to prepare for the Royal Wedding in Windsor including four new Variable Messaging Signs to assist visitors with up-to-date information as well as street-scene improvements and resurfacing along the carriage route.
- Submitting the Borough Local Plan for inspection.

Ambitions for 2018/19

2.6 As part of the council's overall planning and performance cycle, information from the annual report has been used to inform and develop the service plans for the 2018/19 municipal year. This will ensure activity remains focused on the council's priorities and on the areas for continued improvement. These include:

- Delivering a new CCTV system.
- Successfully procuring the new waste contract.
- Refreshing the Joint Strategic Needs Assessment.
- Co-ordinating and delivering a number of neighbourhood planning referendums in support of local decision making.
- Implementing procedures to support residents with the roll out of Universal Credit.

Table 2: Options

Option	Comments
Endorse the Annual Report for review by the Full Council, noting the progress against the six priorities for the Council Plan 2017-21. The recommended option.	The council's Annual Report 2017/18 provides residents and the council with accessible and relevant information to secure continuous improvement in delivering quality, efficient, user-focused services for residents.
Continue with the old approach of performance reporting and management. Not the recommended option.	An ad-hoc, narrow approach does not secure sufficient focus on how performance measures and significant council activity assists the council to achieve its strategic priorities. This could result in less focus on service improvement and reduced transparency, accountability and clarity for residents.

3 KEY IMPLICATIONS

3.1 The key implications of the report are set out in table 3.

Table 3: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The council is on target to deliver its	Less than 100%	100% of strategic priorities	N/A	N/A	31 March 2019

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
strategic priorities		on target			

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications arising from this report, see table 4. Delivery of any mitigating actions in respect of performance or service improvement will be met from existing budgets.

Table 4: Financial impact of report's recommendations

REVENUE	2016/17	2017/18	2018/19
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

CAPITAL			
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications arising from the report.

6 RISK MANAGEMENT

- 6.1 The risks and their control actions are set out in table 5.

Table 5: Impact of risk and mitigation

Risks	Uncontrolled Risk	Controls	Controlled Risk
Poor performance management processes in place causing a lack of progress towards achieving the council's strategic aims and objectives.	HIGH	Robust performance management within services and effective and timely reporting.	LOW

7 POTENTIAL IMPACTS

7.1 An Equality Impact Assessment is not required for this report.

8 CONSULTATION

8.1 The report will be considered by the Corporate Services Overview and Scrutiny Panel, as well as each of the council's other Overview and Scrutiny Panels. The comments will be reported to Cabinet.

9 TIMETABLE FOR IMPLEMENTATION

9.1 Timetable of implementation is at table 6.

Table 6: Implementation timetable

Date	Details
Ongoing	Managing Director and Executive Directors, in conjunction with Lead and Principal Members, continue to manage performance, particularly in relation to those indicators that are off target
30 June 2018	Service Plans confirmed by Heads of Service for delivery
30 November 2018	Mid-year review of progress against Service Plans by Senior Management Team

9.2 Implementation date if not called in: Immediately

10 APPENDICES

10.1 The appendices to the report are as follows:

- Appendix A: The Royal Borough of Windsor and Maidenhead's Annual Report 2017/18 – To Follow

11 BACKGROUND DOCUMENTS

11.1 Council Plan and performance management framework, Council 25 July 2017
http://rbwm.moderngov.co.uk/documents/s14958/meetings_170725_council_strategy_full.pdf

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date issued for comment	Date returned with comments
Cllr Dudley	Leader of the Council	01/06/18	01/06/2018
Alison Alexander	Managing Director	01/06/18	01/06/2018
Russell O'Keefe	Executive Director	01/06/18	
Andy Jeffs	Executive Director	01/06/18	04/04/2018
Rob Stubbs	Section 151 Officer	01/06/18	

Name of consultee	Post held	Date issued for comment	Date returned with comments
Hilary Hall	Deputy Director Strategy and Commissioning	31/05/2018	31/05/2018
Nikki Craig	Head of HR and Corporate Projects	01/06/18	03/04/2018
Louisa Dean	Communications	01/06/18	

REPORT HISTORY

Decision type: Non-key decision	Urgency item? No	To Follow item? N/A
Report Author: Anna Robinson, Strategy and Performance Manager		

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Report Title:	Vicus Way Car Park
Contains Confidential or Exempt Information?	YES: Appendix B and C Part II. Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
Member reporting:	Councillor Evans Lead Member for Maidenhead Regeneration and Maidenhead.
Meeting and Date:	Cabinet 28 June 2018
Responsible Officer(s):	Russell O'Keefe, Executive Director
Wards affected:	All Wards

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REPORT SUMMARY

- 1 The report seeks approval for the construction of a new car park at Vicus Way, Maidenhead, creating 513 permanent car parking spaces for the use by local business, residents and commuters.
- 2 The construction of Vicus Way Car Park, will improve public parking provision in the town centre during and after the redevelopment of Broadway Car Park.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and approves :

- i) **The development of a permanent multi storey car park at Vicus Way.**
- ii) **Recommends to Council an additional capital budget of £3,687,249.**
- iii) **Delegate authority to the Executive Director with the Lead Member for Maidenhead Regeneration and Maidenhead to submit a planning application and appoint contractors.**

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The regeneration of Maidenhead will improve economic vitality, housing provision, connectivity and the Borough status as a major tourism destination.
- 2.2 The redevelopment of four Council owned sites, for mixed use, residential, retail and commercial as part of the regeneration of Maidenhead results in the removal of some existing surface town centre public car parking provision.
- 2.3 The Council's parking plan will ensure there is no overall loss of parking provision during the regeneration process and that once the regeneration is completed a significant increase in public parking exists.
- 2.4 On the 26 September 2017 Council agreed a budget of £12,344,600 for the construction of new temporary and permanent parking provision across the

Borough in line with the emerging parking plan. Delegated authority was provided to the executive director and lead member to finalise the parking plan and carry out procurement for temporary and permanent parking provision. During the period September 17 to date several options and locations have been explored for the provision of car parking. Including exploration on provision of additional permanent car parking, and reduction of the expenditure on temporary car parking, which does not deliver value for money.

- 2.5 Three locations have been confirmed for the provision of temporary car parking:
 - Clyde House warehouse -Reform Road - 60 spaces
 - Ten pin bowling site – St Clouds Way - 100 spaces
 - The landing site – Queen Street- 80 spaces
- 2.6 Vicus Way, known as 1&2 Stafferton Way, is a Council owned site. Vacant possession of the site recently has provided an opportunity for the provision of temporary car parking for council employees, and for longer term permanent parking.
- 2.7 Vicus Way, does have the ability to offer a potential site for mixed use retail and residential. However, due to the recently constructed 'Loftings' site next door, and the volume of planned redevelopment within the town centre, it has been determined that the location of this site close to the station is better suited to provision of permanent car parking. Initial feasibilities were carried out that confirmed that this use class would be appropriate.
- 2.8 The option for permanent car parking provision at Vicus Way, means the Council can significantly reduce its planned expenditure on temporary parking, which provides poor value for money, and instead invest capital in a permanent public parking solution for the long term benefit of residents, visitors, commuters and businesses, in addition to delivering a financial return to the Council.
- 2.9 The project would replace the proposal to add an additional deck of parking at Stafferton Way car park. The Council subsequently received Local Enterprise Partnership (LEP) funding to support the expansion of Stafferton Way car park. The LEP funding will be utilised towards the build cost of the car park at Vicus Way, providing a better value for money option.
- 2.10 The project delivers on the Council's plan to maintain parking capacity during the regeneration of the Town as the temporary parking and new permanent Vicus Way Car Park would be completed and open prior to the planned redevelopment of Broadway Car park commencing.
- 2.11 In addition to the temporary parking outlined in paragraph 2.5 and Vicus Way car park project, £1,248,000 has been set aside from the original parking budget for work on additional permanent parking at River Street Windsor and £250,000 to bring forward surface public parking provision early as part of the new Braywick Leisure Centre. This means the original £12,344,600 capital budget for parking would be allocated as set out in the table below:

Table 1: Allocation of original capital budget for parking

	Schemes	Spaces	Amount
1	Temporary Surface Parking	240	£2,846,600
2	Braywick Leisure Centre	250	£250,000
3	Vicus Way Car Park	513	£8,000,000
4	River Street Car Park	145	£1,248,000
	Totals	1148	£12,344,600

2.12 The Council will also explore with the Local Pensions Partnership (LPP) the potential for a joint venture for the funding of this scheme and the planned Broadway Car Park redevelopment.

Table 2: Options

Option 1	Comments
Proceed with the delivery of a Multi-Storey split deck car park at Vicus Way, providing 513 permanent car parking spaces. Recommended	This maintains parking capacity during redevelopment of town centre regeneration sites and improved public parking provision for the long term.
Option 2	
Retain site for future redevelopment opportunities, which could include mix use, retail and residential. Not recommended	With the planned regeneration of the Town arrival of Crossrail, it is essential that we can deliver permanent car parking provision to meet current and future need and demand.

3 KEY IMPLICATIONS

- 3.1 The provision of permanent car parking at Vicus Way will increase permanent parking provision for commuters, local businesses and residents by 513 spaces.
- 3.2 The provision of Vicus Way, will ensure that during the redevelopment and regeneration of key town centre council owned sites including Broadway Car Park, parking capacity will never reduce for users below the current levels.

Table 3: Key implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Planning Submission	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	June 2018
Planning Decision	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	September 2018
Vacant Possession of Site	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	September 2018

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Start on Site	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	October 2018
Practical Completion of Project	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	December 2019
Handover to Parking Team	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	January 2020
Demolition of Broadway Car Park.	2 months after date of delivery	Date of Delivery	1 month before date of delivery	2 months before date of delivery	January 2020

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The cost of the project is £13,207,249. The project costs have been 75% market tested through the SCAPE Framework, with Balfour Beatty. An investment case showing a positive Net Present Value (NPV) is included at Appendix B.
- 4.2 The project will be funded through utilisation of £8,000,000 of the car parking budget; £1,520,000 of LEP funding and the additional capital award of £3,687,249 from the Council's capital programme.

Table 4: Financial impact of report's recommendations

REVENUE	2018/19	2019/2020	2020/2021
Addition	£0	£0	0
Reduction	£0	£0	£615,600
Net impact	£0	£0	£0

CAPITAL			
Addition	£0	£3,687,249	£0
Reduction	0	0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 The Council are the freeholder of this site, and the site is currently being used for the provision of temporary surface car parking for staff. The Council has the power to allocate capital spend, and deliver projects its own land, for the benefit of providing infrastructure requirements for the Borough.

6 RISK MANAGEMENT

6.1 Please see attached at appendix D, a full risk register for this project.

Risks	Uncontrolled Risk	Controls	Controlled Risk
The contractors do not have the necessary skills to progress the project	High	Robust specification and procurement process	Low
The projects exceed the cost envelope or planned timescales	High	Effective development management processes	Low

7 POTENTIAL IMPACTS

7.1 It is essential that Vicus Way Car Park is delivered before Broadway Car Park, can be demolished, and re-provided, in order to maintain parking provision numbers.

8 CONSULTATION

8.1 The proposal has been discussed with local stakeholders through the Partnership for the Rejuvenation of Maidenhead (PROM).

8.2 The report will be considered by the Overview and Scrutiny Panel, comments will be reported to Cabinet.

8.3 Additional consultation is planned with local residents and businesses as part of the planning process.

9 TIMETABLE FOR IMPLEMENTATION

9.1 The following table gives the planned programme for the delivery of this project, which is subject to planning, further site due diligence and investigation.

Table 5: Implementation timetable

Date	Details
June 2018	Submit Planning Application
September 2018	Resolution to Grant Planning
October 2018	Start on site
December 2019	Practical Completion
January 2020	Handover of project to Council's Parking Services

9.2 Implementation date if not called in: Immediately

10 APPENDICES

10.1 The Appendices that support this report are:

- Project Brief – Appendix A

- **Investment Case – Appendix B – Part II – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- **Budget Analysis – Appendix C – Part II – Not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**
- Project Risk Register – Appendix D
- Project Governance Arrangements – Appendix E

11 BACKGROUND DOCUMENTS

12.1 None

12 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Evans	Lead Member	29/5/18	
Alison Alexander	Managing Director	29/5/18	30/05/18
Russell O’Keefe	Executive Director	29/5/18	
Andy Jeffs	Executive Director	29/5/18	
Rob Stubbs	Section 151 Officer	29/5/18	30/05/18
Nikki Craig	Head of HR and Corporate Projects	29/5/18	30/05/18
Louisa Dean	Communications and Marketing Manager	29/5/18	30/05/18
	Other e.g. external		

Report History

Decision type: Key decision May 2018 added to the Forward Plan as a Cabinet item.	Urgency item? No	To Follow item. Not Applicable
Report Author: Russell O’Keefe – Executive Director, 01628 796222		



Project Brief

RBWM Car Park Regeneration – Vicus Way MSCP



THE ROYAL BOROUGH OF
WINDSOR AND
MAIDENHEAD

Balfour Beatty

Document Status

Rev No	Prepared By	Reviewed By	Approved By	Status	Date
1	Liam O'Donovan (Balfour Beatty)	Farakh Bungish & James Cuckow	Tim Heather	Feasibility Draft	25/04/18
2	Liam O'Donovan (Balfour Beatty)	Farakh Bungish & James Cuckow	Tim Heather	Updated Pre- Construction	27/04/18

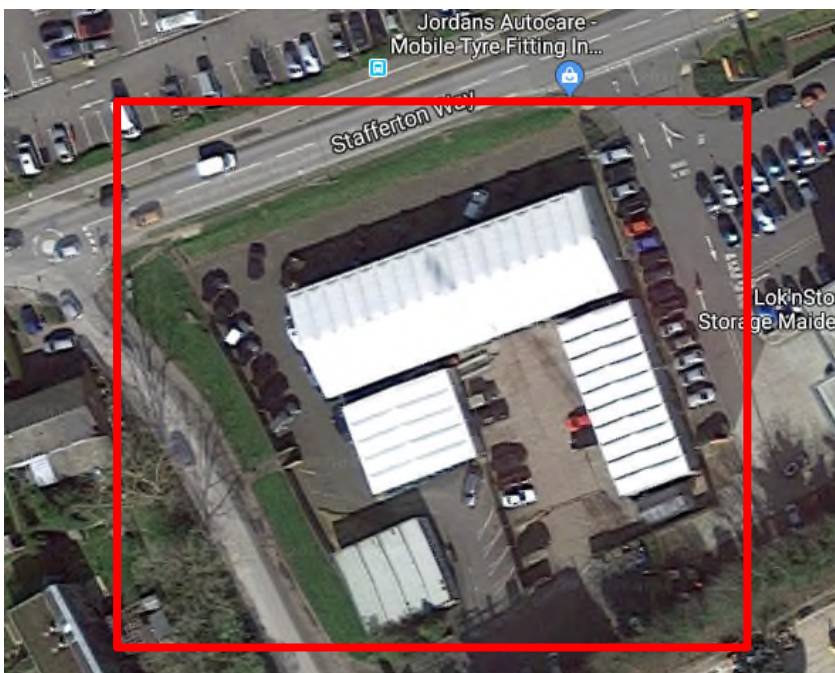
For Client's Approval:
Client's Signature
Date

Scheme Background

The Royal Borough of Windsor and Maidenhead (RBWM) wish to undertake a feasibility study for the potential delivery of additional car parking spaces to support the overall Maidenhead Regeneration Programme.

With the new Broadway Car Park acting as the catalyst for this development, Vicus Way has been identified as an opportunity to provide additional spaces for the Borough during, and also after completion of the Broadway scheme.

Vicus Way Multi-Storey Car Park



Currently a level site on the corner of Stafferton Way and Vicus Way to the south of the town centre. The area shown in red on the plan above shows the site as a storage facility, however this has now been demolished since and the extent of the enabling works is to remove the existing structures in preparation to begin the main works.

Project Brief

Key Requirements:

- c513 Total number of new spaces
- Car parking bay size 2.5x5m
- Proposed as a 4 upper floors in split deck arrangement and ground level surface parking
- Minimum 2.2m clear head height with 3.2m storey height
- 5% target DDA spaces at Ground Floor
- Assumed piled foundations required
- Assumed car park to be traditional construction with steel frame
- Proximity sensors required for deck lighting
- 2nr. lifts required with BT lines to each lift also required
- Entrance / exit barriers required
- Ticket machines to be pay on return with 1nr. required p/core + 1 additional on GF level
- CCTV required to stair cores & decks
- ANPR not required
- 5nr. electric charging points required with requirement for a future 5nr. – charging points to be 7-11k/w 3/4hr charge time
- Sprinkler system not required
- Full fire alarm system required
- Landlord's meter enclosure required
- Anti-graffiti paint required to stair cores
- Cladding required to main car park, allowed for hit & miss, and cladding to cores required
- No suicide protection measures required
- Disabled refuge points required at each level of each core

Programme Requirements

The anticipated programme for the delivery will be;

Feasibility Report submission	23 February 2018 (Actual)
Appointment for Pre-Construction Work	30 April 2018
RIBA Stage 1-3 commence	16 April 2018 – 29 June 2018
Planning Submission / Approval	25 June 2018 – 24 September 2018
Subcontractor Design and Mobilisation	4 September 2018 – 12 November 2018
Onsite works complete by	January 2020 (Approximate)

The forecast project budget is £13,207,249 inclusive of Contractor's pre-construction services, all planning fees, demolition costs, and project contingencies.

Vicous Way Car Park – Risk Register

		Date of Update:			May 2018			Days to End Date		575	
		Provided by:			Shared Building Services			Overall Programme RAG Status			
Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead	
Legals											
L01	Ownership & Title (MSCP)	3	3	9	- Satisfactory Title	- Report On Title Completed (SLS)	- Most title issues should be able to be resolved, but could add to costs.	- Revie of costs added to project contingency.	-	RL	
L02	Right of Way (Adjoining Property)	3	3	9	- Satisfactory Title during Construction and Post-Construction Phases	- Report on Title Completed (SLS) - Make an additional allowance during construction phase	- Discussion with relevant Parties required	- Contingency for costs needs to be clear on any costs associated with provision of right of way during construction	- Check Construction Phase Plan – location of contractors area and access	RL	
L03	Existing users within the land ownership, or development area of MSCP.	3	3	9	- Continuation of provision of adequate parking for RBWM Staff	- Staff parking to be relocated prior to site hand over	- Confirmation of site possession date - to agree	- Working date of Site Possession is 01 October 2018	- Firm up the date	RH/NW	

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
Planning										
PO1	Design upto planning stage (RIBA Stage 3)	3	3	9	- Pre-Application imminent	- Discussions with LPA ongoing.	- Professional team to consider LPA comments and solutions.	-	-	RH/AB
PO2	Planning Submission Target Date – June 2018	3	3	9	- Increased bay sizes this will require a reduction in number of spaces.	- Review once design layout is firmed up.	-	- 513 spaces now available as evolving design.	-	RH/AB
PO3	Location & Relationship to neighbouring buildings.	3	3	9	- Effect of height & massing on neighbouring buildings.	-	- Coordinate with LPA	-	- Consultation with Key Stakeholders and local residents.	RH/AB
P04	Proposed Highways Works	3	3	9	- Access and egress to coordinate with the proposed design	- Review once design is firmed up	- Coordinate with LPA	-	-	RH/AB
P05	LPA requirements	3	4	12	- Specific LPA requirements such as FRA and AQA may have an impact on overall cost and	- Review once planning decision is secured	- Coordinate with LPA	-	-	RH/AB

P06	Off site Highways Works	3	4	12	time - Traffic modelling may require some off site Highways improvement which may increase the overall cost	- Review once planning decision is secured	- Coordinate with LPA	-	-	RH/AB
P07	Planning conditions	4	3	12	- Number of conditions and time taken to discharge	- Pre-application meetings with the planning team	-	- Seek to minimise amount of pre commencement conditions.	-	AM/BB
P08	Planning permission denied	2	4	8	- Significant delay to project which will impact other projects in the Borough	- Pre-application meetings with the planning team	-	- Ongoing discussions with planners, currently supportive of concept.	-	AB/AM
P09	20% electrical charging points	5	3	15	- Loss of car parking spaces	- Currently reviewing the option to issue annual permits which may help free up charging bays.	- Client internal coordination	-	-	AM

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
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Construction										
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CO1	Procurement of Professional Team	2	2	4	- OJEU Compliance required.	- Crown Commercial Services Framework	- Procurement Team Sign off - Shared Legal Services Team sign off.	-	-	RH
CO2	Procurement of Contractor	2	3	6	- OJEU Compliance required.	- SCAPE Framework is available to call off, however, this may be more expensive. - OJEU tender process will push the delivery timescale beyond the RBWM requirement date	- Pre-construction Agreement agreed with Balfour Beatty - Construction Agreement will be agreed in November/December 2018	-	-	RH/AB
CO3	Contract Type	3	3	9	- Selection of the appropriate contract to mitigate cost over-runs is essential	- SCAPE Framework uses NEC Option A (LumpSum) Form of Contract	-	-	-	RH/AB
CO4	Risk of contamination (existing land)	3	4	12	- LQA can not be undertaken until the existing slab is removed	- Establish if the slab can be removed before agreeing the Construction Price	- Target October 2018	-	-	RH/AB

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
CO5	Disruption and management of site and impact on existing retail and residents	3	3	9	- Shut downs of local business and noise and dust to neighbours.	- Full construction plan to be developed with stage 3 report and design.	-	-	-	AM/BB
CO6	Asbestos located	3	3	9	- Delays to demolition impact on design.	- Full R&D Survey to be carried out	-	-	-	AM
CO7	Construction Period & Process	3	3	9	- Impact on users and Broadway project	- Programme to be monitored against key milestones	-	-	-	AM/BB
C08	Noise	3	2	6	- Complaints from residence and adjacent businesses	- As part of the design development the contractor will advise noise mitigation measures	-	-	-	BB
C09	Design sign off	2	2	4	- Unavailability of client staff delays sign off	- Schedule of design sign off meetings to be established so client can plan resources	-	-	-	AM
C10	Agreement and sign off of PSA	3	3	9	- If internal sign off is prolonged it could cause extension to programme.	- Project order raised for initial engagement of resources	-	-	-	F+G / BB / AM
C11	Weather	4	3	12	- Contractor risk unless abnormal	- Project Management team to monitor any significant weather events	-	-	-	AM
C12	Ground obstructions	3	3	9	- Obstructions could delay piling which will impact the programme	- Ground penetration radar to be undertaken once ground slab removed	-	-	-	AM / F+G
C13	Utility connections/supplies	3	3	9	- Local supplier may not be adequate for power demand of car park	- Early assessment of demand and early engagement with supplier	-	-	-	AM / F+G
C14	Flooding of site	3	3	9	- Flood risk zone 1 site. Flooding of site will delay works	- Construction to avoid winter months	-	-	-	AM
C15	Unknown Services beneath slab	5	3	15	- Service will need diverting or building over both of which will require agreement from utility providers	- Ground penetration radar to be undertaken once slab removed - Early engagement with utilities provider	-	-	-	BB

C16	Blocked drains	3	3	9	- May require relay of existing drains	- CCTV survey drains during the design phase	-	-	-	AM
C17	Unforeseen ground conditions	3	3	9	- Impact of foundation design which could impact programme and cost	-	- Project Contingency £250k	-	-	AM
C18	Car park displacement	2	2	4	- Existing users of the car park need alternative parking location	- Client currently reviewing potential locations	- Staff car parking can return to Hines Meadow, prior to handover of site.	-	-	AM
C19	Relocating meter housing	3	2	6	- Time taken for utility supplier to move services	- Early engagement with the utilities provider	-	-	-	BB
C20	Right of access	5	3	15	- Temporary site compound needs to be constructed on this road	- Client to engage with tenant to agree temporary use of road as compound	-	-	-	F+G / AM
C21	Services crossing site - build over agreements	5	3	15	- Time taken for utility supplier to agree diversion/build-over agreement	- Early engagement with utility supplier	-	-	-	F+G /AM
Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 =Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
Strategic										
SO1	Stakeholder Engagement	3	3	9	- Poor Communication	- Presentation to be made to: PRoM, Friends of Maidenhead, Maidenhead Town Forum, Maidenhead Developers Forum. - Public Consultation as part of planning application. - Communication with Lead Member & Deputy Lead Member for Regeneration. - Communication with wider Cllrs	- Regular update briefings with PR & Communications Team in Royal Borough. - Regular update at Parking Project Board Meetings.	- Arranged for Presentation to PRoM, 12 th June 2018. - Arranged initial public consultation for 7 th June 2018.	-	RH/S J
SO2	Relocation of Temporary Car Parking	3	4	12	- All users to be relocated by September 2018	-	-	-	-	RH/N W
SO3	Ultimate number of new car parking spaces provided for the retail offer in the Town Centre.	2	3	6	- Assumes G+4, for 500 spaces.	- Professional team appointed to deal with any questions raised by planners.	- Project Brief required 500-520 spaces, LPA requires wider bays and 20% future proofing of EV charging bays	- Design delivery currently 513 spaces.	-	RH/F +G

S04	Client changes	2	3	6	- Client change could impact programme and cost	- Freeze design brief early in the design phase	-	-	-	AM
S05	Change in personnel	2	2	4	- Disruption that could lead to delay	- Early commitment from the contractor through a resource plan	-	-	-	BB
S06	Public relations	4	2	8	- Complaints from residence due to works	- Engagement via residence meeting and contractor to operate under CCS	-	-	-	BB / F+G
S07	Timely response to BB queries/design submissions	2	2	4	- Any delay responding to submissions could impact programme	- Single point of contact to be identified by client to coordinate response from key personnel	-	-	-	F+G / AM
S08	Bird nesting season	4	3	12	- Works on site to commence on site prior to nesting season	- Early advice from specialist to mitigate any impact	-	-	-	AM / BB
S09	Client clarification on MEP requirements	3	3	9	- Timely advice from client to avoid delay	- Early design freeze by client	-	-	-	AM
S10	Daylight and sunlight impact on residents	3	3	9	- Unacceptable impact on residence	- Undertake assessment with a view to minimising impact	-	-	-	AM / F+G
S11	Air quality/acoustic impact on residents	2	2	4	- Potential planning issues	- Assessments to be undertaken which will inform mitigating measures	-	-	-	F+G

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
Financial										
FO1	Budget of TSC to stay within £13.8m, in order to achieve appropriate financial returns, and cost effective car parking provision.	3	4	12	<ul style="list-style-type: none"> - Any unknown costs associated with contamination - Any unknown costs associated with re-provision of users - Contingency for build - Funds already committed of £200k to get to RIBA Stage 2 (planning) and £650K (pre-construction) 	<ul style="list-style-type: none"> - Monitor risks and changes 	<ul style="list-style-type: none"> - Faithful & Gould appointed as Quantity Surveyor and Employers Agents. - Project Board to oversee and receive regular updates on financial spend, and commitment. 	-	-	RH/F & G
FO2	Construction cost changes	3	4	12	<ul style="list-style-type: none"> - SCAPE is a 2 stage process so the construction cost will be firmed up in November/December 18 based on the current BB programme, fluctuations in market and material prices remain a risk 	<ul style="list-style-type: none"> - Monitor Construction cost build up 	<ul style="list-style-type: none"> - Faithful & Gould appointed as Quantity Surveyor and Employers Agents. - Project Board to oversee and receive regular updates on financial spend, and commitment. 	-	-	RH/F & G

Ref:	Programme Area	Likelihood 1 = Rare 2 = Unlikely 3 = Possible 4 = Likely 5 = Very Likely	Impact 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	Risk	Sub Risks	Controls Currently in Place	Assurance External or Internal	Quarterly Update	Improvements to be made	Lead
					-	-	-	-	-	
					-	-	-	-	-	

Quantum of Risk (May 2018)

Extrem

5. Catastrophic					
4. Major		P08	P05,P06,P07,C04,S02,F01,F02		
3. Moderate		C02,S03,S04	L01,L02,L03,P01,P02,P03,P04,C03,C05,C06,C07,C10,C12,C13,C14,C16,C17,S01,S09,S10	C11,S08	P09,C15,C20,C21
2. Minor		C01,C09,C18,S05,S07,S11	C,08,C19	S06	
1. Insignificant					
<i>Insignificant</i>	1. Rare	2. Unlikely	3. Possible	4. Likely	5. Very Likely

LIKELIHOOD

Significant/Extreme Risks:	
P09	20% Electrical Charging Points - due to the size allocation of bays for this provision, it may not be possible to delivery full compliance without reducing overall car parking spaces.
C15	Unknow Services Beneath Slab - early engagement with utilities, and ground penetration radar to be undertaken - this could increase project costs.
C20	Right of Access - negotiations and consultation with adjoining tenant required.
C21	Build over licences may be required - early engagement with utility suppliers required.

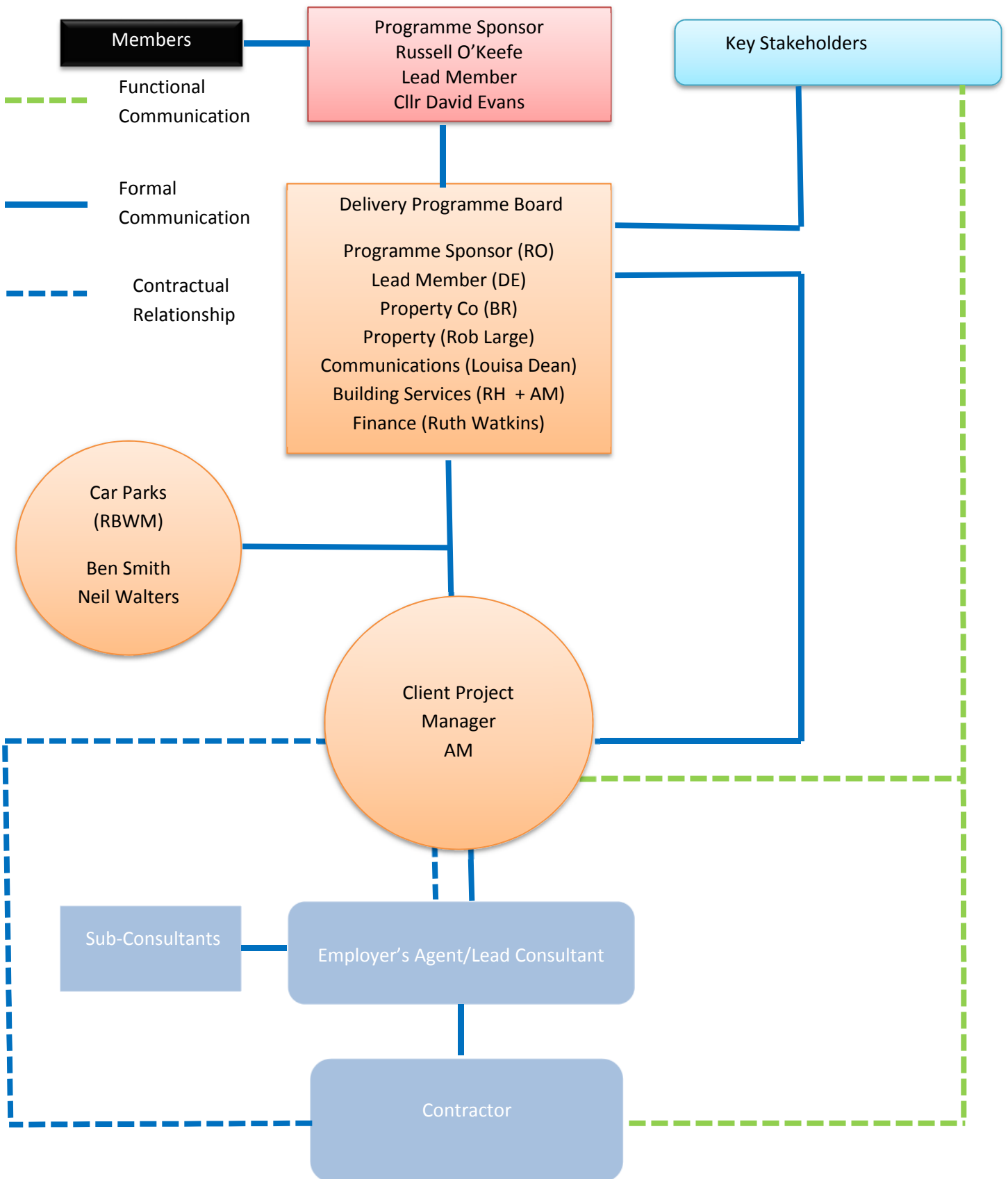
Key to Risk Ref Codes:
Risk ref starts with L = Legal' s Risk ref starts with P = Planning Risk ref starts with C = Construction Risk ref starts with S = Strategic risk Risk ref starts with F = Financial risk

Risk Definitions & Action

1-2 Insignificant	3-6 Low	8-12 Moderate	15-20 Significant	25 Extreme
Control measures are in place. Risk is monitored however considered insignificant to day to day work and the ongoing future of the function	The majority of control measures are in place. Risk subject to regular review and should be reduced as part of directorate long term goals	There is moderate probability of major harm or high probability of minor harm, if control measures are not implemented. Prioritised action plan required with timescales. To be monitored and reviewed six-monthly	Significant probability that major harm will occur if control measures are not implemented. Urgent action is required. Consider stopping procedures. Actions to be monitored until in control. Review monthly	Where appropriate stop all action IMMEDIATELY. Controls to be implemented immediately and monitored until risk score reduced. Review weekly

Vicus Way New MSCP

Governance Arrangements - Communication Lines



Roles

Project Sponsor (Russell O’Keefe), Lead Member (Cllr David Evans)

- Setting strategic vision and direction, ensuring organisational fit
- Releasing required resources
- Ensuring project stability
- Representing Member interests

Commissioning Service RBWM Property Company Ltd (Barbara Richardson)

- Representing Commissioning Service
- Coordinating transformation between existing facilities and proposed facilities
- Ensuring adequacy and sufficiency of deliverables
- Acting as the “business change” manager

Car Parks (Ben Smith/Neil Walters)

- Facilitating project interdependencies with existing provisions
- Sourcing and managing operator provisions
- Facilitating shut down of existing provisions and switch to new provisions

Property (Rob Large)

- Acting as Corporate Landlord
- Dealing with Land/Asset requisition, tenancy, CPO etc.
- Dealing with all aspects of Vacant Possession

Communications (Louisa Dean)

- Acting as the corporate focal point for all external and Member comms
- Leading public consultation events
- Formulate and management of Comms Plan

Building Services (RH/AM)

- Acting as the Delivery Manager, taking instructions from the Board
- Reporting progress, issues and risks to the Board
- Overall risk management
- Managing the key parameters of change, time and cost

Finance (Ruth Watkins)

- Ensuring funding release

Vicus Way New MSCP

- Internal cost monitoring and reporting directly to Board and internal systems

Client Project Manager (AM)

- Undertake the Duties of Client as defined under the CDM 2015 Regulations and ensure obligations of the legislation are met
- Liaison with the key stakeholders and professional team to develop Employer's Requirements and the tender documentation
- Instigate, lead and manage the tendering process for the selection of main Contractor including the OJEU process
- Appoint Contractor ensuring legal and statutory obligations are met
- Lead and manage the delivery process including coordination and liaison with the key stakeholders
- Control the change process
- Ensure reporting mechanisms are met for internal governance including preparing Project Board reports
- Oversee the payment mechanisms for the professional team and the Contractor including ensuring audit requirements are satisfied
- Lead and manage the two key risks of cost and time.
- Accept the completed development once the practical completion certification and other completion documentation is in place.
- Manage the Defects period
- Ensure BIM compliance requirements as required under the current legislations are satisfied

Next steps

1. Form and initiate Project Board
2. Review and Sign off Budget, Delivery Brief and outline programme by the Board
3. Review and Sign off delivery strategy by the Board
4. Stakeholder – mapping and management
5. Continue to proceed with planning submission preparation

WORK PROGRAMME FOR HIGHWAYS, TRANSPORT & ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

14 June 2018

REPORT	AUTHOR
Performance Management Report	Anna Robinson
Vicus Way Car Park	Russell O'Keefe / Barbara Richardson
TASK AND FINISH	

REPORT	AUTHOR
TASK AND FINISH	

REPORT	AUTHOR
TASK AND FINISH	

REPORT	AUTHOR
TASK AND FINISH	

ITEMS ON THE FORWARD PLAN BUT NOT YET PROGRAMMED FOR A SPECIFIC SCRUTINY PANEL MEETING

REPORT	AUTHOR
Buses: Public engagement (Task & Finish group with bus cos, RBWM & public) to create routes, frequencies and services relevant to residents needs including: <ul style="list-style-type: none"> ○ <i>Service 2 – Dedworth, Windsor, Slough</i> ○ <i>Service 10/11 – Slough, Datchet, Sunnymedes, Wraysbury & Heathrow</i> ○ <i>Service – 15 Slough and Eton Wich (Wick?)</i> ○ <i>Service 702</i> 	
Street lighting; implementation review; location and coverage of lights to enhance CCTV and improve security of residents	
Road maintenance: areas failing or soon expected to fail reasonable standards, needing prioritised attention	
Council waste; recycling own waste (e.g. coffee cups); policy for purchasing, to set highest environmental legacy	

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

REPORT	45	AUTHOR
TASK AND FINISH		

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Agenda Item 9

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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