

CLERK OF WORKS FOR TOWN CENTRE IMPROVEMENT SCHEMES

1 SUMMARY

- 1.1 This report explains how the County Council has dealt with a request for a Clerk of Works, for the District Town Centre Enhancement Schemes

2 INTRODUCTION

- 2.1 At the meeting of 4 December 2002 Members resolved (Min 588 (2)/02) that:
- “An Officer for the County Council be designated as Clerk of Works to oversee the Districts’ Town Centre Enhancement Schemes”.
- 2.2 Members will be aware that since 1995 the County Council has contracted out its professional services related to highway work.
- 2.3 Staff such as Clerks of Works are provided on a fee basis by our private sector partners. As an example the Clerk of Works on the Rayleigh Town Centre Improvement Scheme cost about 10% of the value of works.
- 2.4 If Members had requested Clerks of Works for that part of the schemes funded by the District, then 10% of the funds allocated to works would have been used on staff costs.
- 2.5 The next stage of work is County funded and solely for works on the ground. The works are intended to make local shopping centres more attractive with a consequent reduction in car journeys.
- 2.6 Since Members have clearly specified that a County Officer be nominated, the employment of a Clerk of Works on a fee basis, is not in any case an option.

3 RESOURCE IMPLICATIONS

- 3.1 The County Council has a team of three Client Staff dealing with all highway issues in Rochford and many Members will be aware of the work load they face.
- 3.2 The specific request for a County Officer to be Clerk of Works means that only a small amount of time can be allocated to this duty without an unacceptable impact on the teams ability to deal with the other important work being undertaken in the District.

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- 3.3 It is proposed that the Team Leader, Lyn Harvey, be nominated as Clerk of Works along with her other duties. The role will involve being the key point of contact regarding the works, monitoring the programme and advising of any changes. She will aim to be available for consultation on site for an hour every weekday morning (times to be agreed). On occasions when she is unable to be present on site a deputy will be nominated.

4 ENVIRONMENTAL IMPLICATIONS

- 4.1 The works will improve the environment in local shopping centres with the aim of reducing car journeys

5 PARISH IMPLICATIONS

- 5.1 The Parish Councils are involved in the projects.

6 RECOMMENDATION

- 6.1 It is proposed that the Committee **RESOLVES:**

That the County Council's arrangements for providing a Clerk of Works for the Town Centre Enhancement Schemes be accepted.

Nick McCullagh

Area Manager, Highways and Transport Group, Essex County Council

Background Papers:

Letters : 13 December 2002 AHM (S) to Chief Executive, Rochford District Council.

20 December 2002 Corporate Director (Finance & External Services), Rochford District Council to AHM(S).

For further information please contact Nick McCullagh on (01268 771458)