

Skipton Bus Station Management Agreement



Skipton Bus Station Management Agreement

This agreement is made between Craven District Council and North Yorkshire County Council and covers the long term and daily management of the bus station off Keighley Road in Skipton.

1. The owner of the site, to the west of Keighley Road, Skipton and registered under title number NYK311263 ("the site") is Craven District Council ("CDC") and it is currently used as a bus station.
2. The site has been developed with £1.2 million LTP funding provided by North Yorkshire County Council ("NYCC").
3. CDC will ensure the continued use of the site as a bus station for a minimum of 20 years from 20th December 2008.
4. If the freehold ownership of the site is transferred during the 20 year period CDC shall require the new owner to enter into a restrictive covenant on the following terms to ensure the continued use of the site as a bus station until 19th December 2028.

" the Transferee for itself and its successors in title hereby covenants with the Transferor and its successors in title pursuant to section 33 of the Local Government (Miscellaneous Provisions) Act 1982 in so far as applicable that the Transferee and its successors in title will not until 20th December 2028 use or permit the Property or any part or parts thereof to be used for any purpose other than as a public bus station"

5. Both parties will manage the site to ensure its effectiveness as a bus station as set out in the tasks and responsibilities listed overleaf.
6. All registered local bus services whether they be contracted to NYCC or commercial may use the bus station. Also home to school contracted services that are contracted to NYCC, National Express Services, Community Transport services and other services with the prior approval of CDC may use the bus station.

Tasks and responsibilities

Management

Frequency	Task	By
As necessary	Authorising use of the bus station by an operator, and the production of conditions relating to use.	CDC
As necessary	Allocation of bus services to stands	NYCC
As necessary	To carry out Health and Safety Checks	CDC
Daily	Day to day management and supervision of bus station	CDC
Daily	Checking the bus station for damage to shelters, timetable cases, telephones, running surface and pedestrian areas etc.	CDC
24 Hours	CCTV system – maintain and monitor coverage of site where CCTV system is present	CDC
As necessary	Production of publicity	NYCC
As necessary	Inform NYCC if publicity is damaged and request new inserts	CDC
As necessary	Update inserts at the bus station upon receipt from NYCC	CDC
Annually	Provide information in relation to the number of yearly departures for CDC	NYCC
Annually	Set and agree annual departure changes with operators	CDC
Annually	Invoice operators for annual departures and collect revenue	CDC
Monthly	Maintenance agreement with Healthmatic for the toilet facility for the duration of Healthmatic facilities being in operation	CDC
Monthly (or other frequency to be determined by CDC)	Collection and banking of revenue from toilet facility	CDC

Cleaning

Frequency	Task	By
Daily	Emptying of litter bins and picking up of litter	CDC
Daily	Sweeping of bus station concourse.	CDC
Daily	Cleaning of shelter	CDC
Weekly	Sweeping of running surface	CDC
Monthly	Cleaning of Glass screens, removal of residues and staining	CDC
Monthly	Cleaning of seats and horizontal surfaces, to include the removal of residues and staining.	CDC
Monthly	Cleaning of signage	CDC
6 Monthly	Cleaning of concourse to remove staining and deposits eg chewing gum.	CDC
6 Monthly	Cleaning of running surface, including removal of oil staining	CDC
As necessary	Cleaning up of diesel and oil spills	CDC
As necessary	Emergency cleaning of passenger areas as result of incident	CDC
As necessary	Cleaning of walls, to include removal of residues and staining	CDC
As necessary	Removal of blockages to drainage and emptying of drainage system	CDC
Within 24 Hours	Keeping surfaces clear of graffiti and fly-posting – needs to be	CDC

	done within 24 hours of discovery	
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The techniques and cleaning agents used should take regard of the construction materials used.

Frequency	Task	By
Within a week	Repairs to reported damage	CDC
As necessary	Replacement of equipment and fittings	CDC
As necessary	Repairs to pedestrian surfaces and running surface	CDC
As necessary	Tidying and watering of planted areas	CDC
As necessary	Re-Painting to maintain appearance	CDC
3 Monthly	Cleaning to paintwork	CDC
3 Yearly	Planned re-painting	CDC
At least yearly but as necessary	Electrical and mechanical equipment – to manufacturer’s specification or more frequent to maintain overall standard.	CDC
As necessary	Costs to be paid for the supply of electricity and maintenance to the street lights, road bollards and shelter.	NYCC
As necessary	Costs to be paid for the supply of electricity to the toilet block, parking meters.	CDC
As necessary	Provide clearance and gritting of the site during snow/icy conditions.	CDC

I agree to accept the above agreement on behalf of Craven District Council

Signed.....

Name.....

Position.....

Date.....

I agree to accept the above agreement on behalf of North Yorkshire County Council

Signed.....

Name.....

Position.....

Date.....