

## TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 11 JANUARY 2018

**Present:** Councillor Debs Absolom (Chair).

Councillors Ayub, Ballsdon, Davies, Duveen, Hacker, Hopper, Jones, Page, Terry, and White.

### 55. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM

#### (1) Questions

Questions on the following matters were submitted, and answered by the Chair:

Questioner	Subject
Mike Facherty	Reading Buses 22 Service
Stephen Roberts	Reading Buses 22 Service
Judith Dawson	Reading Buses 22 Service
Jackie Holland	Traffic Lights at the Junction of Gosbrook Road and George Street

(The full text of the questions and replies was made available on the Reading Borough Council website).

#### (2) Presentation - Cow Lane

Simon Beasley, Network and Parking Manager, and James Penman, Assistant Network Manager, gave a presentation on the Cow Lane Bridge Scheme. The Cow Lane Bridge Scheme was a highway improvement scheme between Portman Road and Cardiff Road being conducted by Network Rail as part of a wider project.

The presentation covered the background to why the scheme was needed, the objectives and the works that were required. Simon explained that the traffic management during the works had initially been proposed to be two-way or four-way traffic signals, spanning the total 420m works site but this had not been considered as appropriate and consideration was then given for a one-way restriction. Simon explained the rationale behind implementing the one-way restriction, which would be in place until summer 2018.

At the invitation of the Chair, members of the public asked the officers questions on the presentation.

A copy of the presentation slides was made available on the Reading Borough Council website.

**Resolved - That the presentation be noted.**

### 56. MINUTES

The Minutes of the meeting of 2 November 2017 were confirmed as a correct record and signed by the Chair.

## 57. QUESTIONS FROM COUNCILLORS

A question on the following matter was submitted, and answered by the Chair:

Questioner	Subject
Cllr Hopper	Cow Lane Bridge One-Way System

(The full text of the question and reply was made available on the Reading Borough Council website).

## 58. PEDESTRIAN CROSSINGS PETITIONS UPDATE

Further to Minute to Minute 42 of the last meeting, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the receipt of a petition asking the Council for improved pedestrian crossing facilities at the junction of Bridge Street, Church Street and Church Road; the junction of Peppard Road, Prospect Street, Henley Road and Westfield Road and Moorlands Primary School (Church End Lane).

The report stated that in respect of the petitions asking for crossings at Bridge Street/Church Road/Church Street and Peppard Road/Prospect Street/Westfield Road/Henley Road officers understood the perceived safety concerns at these junctions and there was a statutory duty placed upon the Council, as the highway authority, to improve road safety through the reduction of casualties. This was done by analysing casualty data that had been supplied by Thames Valley Police. An incident had been recorded involving a pedestrian on 17 June 2016 on Church Road, with a number of causation factors reportedly contributing to the incident. This was the only casualty that had been reported at these junctions in the previous three year period of data that was held, which suggested that these junctions had a very good highway safety record. The junctions were very traffic sensitive, with the meeting of some major streets and one of two river crossings (Bridge Street/Church Road). The addition of an 'all-red-to-traffic' pedestrian phase to the junctions would have a significant impact on traffic flow. The recent Thames Water works on Church Street, requiring an additional traffic signal phase (from the current two phase junction to a temporary three phase junction) had demonstrated the traffic sensitivity of this particular junction, with widespread congestion being experienced. Any proposals would have to be traffic modelled, so that the likely impact could be assessed and considered. This would require external resource to be employed. Funding would need to be identified for the investigation and modelling, as well as any implementation of proposals. The report therefore recommended that these requests were added to the regular 'Requests for Traffic Management Measures' report for unfunded schemes.

With regard to the petition in respect of Moorlands School, Church End Lane the report explained that potential investment in Moorlands Primary School could make funding available for the installation of facilities to assist pedestrians and options could be considered once funding had been identified. Analysis of the casualty data that had been supplied by the police had suggested that Church End Lane had a very good highway safety record, with no pedestrian related incidents recorded within the previous three year period of data. The report again recommended that this request was added to the regular 'Requests for Traffic Management Measures' report for unfunded schemes.

Resolved -

- (1) That the report be noted;
- (2) That the requests for improved pedestrian crossing facilities be added to the 'Requests for Traffic Management Measures' report;
- (3) That the lead petitioners be informed accordingly.

**59. BI-ANNUAL WAITING RESTRICTION REVIEW - 2017B STATUTORY CONSULTATION**

The Director of Environment and Neighbourhood Services submitted a report asking for the Sub-Committee's approval to carry out statutory consultation and implementation, subject to no objections being received, on requests for/changes to waiting/parking restrictions.

The report explained that requests for new or alterations to existing waiting restrictions were reviewed on a 6-monthly basis commencing in March and September each year. It stated that in accordance with the report to the Sub-Committee on 9 March 2017 (Minute 80 refers) consultation with Ward Councillors had been completed.

Appendix 1 to the report provided a list of streets, officer recommendations and relevant proposed plans for the Bi-Annual Waiting restrictions review programme. Drawings to accompany the officer recommendations were attached to the report at Appendix 2.

Resolved -

- (1) That the report be noted;
- (2) That the Head of Legal and Democratic Services be authorised to carry out statutory consultations and advertise the proposals listed in Appendix 1 in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That subject to no objections received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objections received following the statutory advertisement be reported to a future meeting of the Sub-Committee;
- (5) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor be authorised to make minor changes to the proposals;
- (6) That no public enquiry be held into the proposals.

**60. BUS LANES - PROPOSALS FOR STATUTORY CONSULTATION**

The Director of Environment and Neighbourhood Services submitted a report that sought the Sub-Committee's approval for Officers to undertake statutory consultation for the implementation of enforceable bus lanes as part of the South Reading MRT project and for Beresford Road and Garrard Street and for officers to implement an experimental Traffic Regulation Order (TRO) on Kings Road inbound bus lane to better manage the vehicles that

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were permitted to use this public transport infrastructure. The following appendices were attached to the report:

Appendix 1	South Reading MRT drawings;
Appendix 2	Beresford Road location plan;
Appendix 3	Garrard Street location plan;
Appendix 4	Kings Road location plan;
Appendix 5	Regulated traffic sign for proposed Kings Road restriction.

**South Reading MRT** - The report recommended that officers be granted approval to carry out statutory consultation for the implementation of enforceable bus lane restrictions, as part of the Council's South Reading MRT scheme. It also recommended that officers be granted approval to carry out the statutory notice procedure for implementing a new controlled pedestrian crossing on London Street.

**Beresford Road** - The report recommended that officers be granted approval to carry out statutory consultation for the implementation of an enforceable bus [only] gate restriction in place of the 'No Entry' restriction and that this be enforceable by camera, subject to implantation and the availability of funding.

**Garrard Street** - The report recommended that officers be granted approval to carry out statutory consultation for the implementation of an enforceable gate restriction on Garrard Street, at its junction with Station Road, signed to permit buses, bicycles and 'authorised vehicles' to pass through. The TRO would define 'authorised vehicles' to be Reading Borough Council Licensed Hackney Carriages only. Officers considered that this restriction reflected the intended use of this facility and allowed the restriction to be enforced by camera, subject to implementation and the availability of funding.

The Sub-Committee discussed the report and it was agreed that a report be submitted to the next meeting on delays at the Oracle roundabout, including information from Reading Buses and Councillor Page proposed that recommended action in respect of Garrard Street be extended to include the whole of the town centre loop and key approaches such as Bridge Street and Duke Street and that a report on the town centre be submitted to a future meeting.

### **Resolved -**

- (1) That the report be noted;
- (2) That the Head of Legal and Democratic Services be authorised to undertake statutory consultations as recommended in the proposals for South Reading MRT, Beresford Road and Garrard Street and subject to the Bridge Street northbound bus lane within the Oracle roundabout being removed from this programme and the proposal in respect of Garrard Street be considered for extension to include the whole of the town centre loop and key approaches, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That reports be submitted to a future meeting on delays at the Oracle roundabout, including information from Reading Buses, and on the town centre loop and key approaches;

- (4) That subject to no objection(s) being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Orders;
- (5) That any objection(s) received, following the statutory advertisement, be reported to a future meeting of the Sub-Committee;
- (6) That the Head of Legal and Democratic Services be authorised to carry out the statutory notice procedures for the intention to implement a new controlled pedestrian crossing on London Street, in accordance with Section 23 of the Road Traffic Regulation Act 1984;
- (7) That the Head of Legal and Democratic Services be authorised to make the experimental Order as recommended for the proposal on Kings Road, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (8) That subject to no objections being received, the Head of Legal Services be authorised to make the appropriate permanent traffic regulation order;
- (9) That if objections are received these will be reported to the Sub-Committee at the appropriate time;
- (10) That no public inquiry be held into the proposals;
- (11) That per paragraph 6.3 of the report, the lead petitioner will be informed about the decision of the Sub-Committee, with regards to recommendation (6) above, following publication of the meeting minutes.

#### **61. RESIDENT PERMIT PARKING UPDATE - BATTLE WARD INFORMAL CONSULTATION**

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with the results of the informal public consultation that had been carried out in October 2017 on a proposal to introduce a new Resident Parking Permit Scheme in Battle Ward. A plan of the proposed scheme was attached to the report at Appendix 1.

The report stated that the request for a Resident Parking Permit (RPP) scheme in the area bounded by Oxford Road, Alma Road and Chester Street had been high as residents felt parking issues had continued to worsen and the challenge was to design a RPP scheme that would meet high resident parking demand in what was a highly dense residential area. The only option that could be realistically delivered, whilst maintaining the maximum number of parking spaces, was to consider a combination of shared use resident permit bays where carriageways were wide enough to accommodate parking on both sides of the road and “permit only pass this point” restriction in areas with narrower road width such as Westbrook Road, Thornton Road and Fulmead Road. An informal consultation had been carried out between 9 October and 10 November 2017 and a total of 135 responses had been received, of these 46 had objected and 89 had been in favour of the scheme. A table had been included in the report that set out the results in detail.

The report stated that based on the overall result of the informal consultation, 66% of the respondents had been in favour of the proposed scheme. Although there had been fewer residents in support from Gordon Place, Westbrook Street and Thornton Mews, any permit scheme exclusion would likely result in displacement parking in those unrestricted areas.

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The report recommended that a statutory consultation be carried out which would provide residents with a further opportunity to express their thoughts on the proposed scheme formally.

### **Resolved -**

- (1) That the report be noted;**
- (2) That in consultation with the Chair of the Sub-Committee, the Lead Councillor for Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise the proposals shown in Appendix 1 in accordance with the Local Authorities Traffic Orders (Procedure)(England and Wales) Regulation 1996;**
- (3) That subject to no objection being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;**
- (4) That any objection received following the statutory consultation be reported to a future meeting of the Sub-Committee;**
- (5) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor be authorised to make minor changes to the proposals.**

### **62. OBJECTION TO ADVERTISED TRAFFIC REGULATION ORDER - BOSTON AVENUE**

The Director of Environment and Neighbourhood Services submitted a report asking the Sub-Committee to note the responses received to the advertised Resident Permit Traffic Regulation Order in Boston Avenue. Responses that had been received in relation to the advertised TRO were attached to the report at Appendix 1.

The report stated that parking within Boston Avenue had been a long standing issue due to its proximity to the town centre. Previous proposals to introduce a part-time waiting restriction and a one-way plug had been rejected by local residents. Both residents and Ward Councillors had continued to express their support for a resident permit parking scheme in Boston Avenue as they felt commuter parking had increased in recent years. A statutory consultation on a proposal to introduce a shared use resident permit parking scheme had been carried out on 23 November 2017 for three weeks. Of the 22 residents that had responded to the statutory consultation 14 (64%) had objected to the proposed permit scheme.

At the invitation of the Chair Kathy Lewington addressed the Sub-Committee.

### **Resolved -**

- (1) That the report be noted;**
- (2) That following consideration of the objections and support for the scheme, as set out in Appendix 1, the proposals for a Traffic Regulation Order be rejected;**

- (3) That the objectors be informed of the decisions of the Sub-Committee accordingly.

### **63. OFF-STREET PARKING MANAGEMENT AT LEISURE SITES - PROPOSALS FOR STATUTORY CONSULTATION**

The Director of Environment and Neighbourhood Services submitted a report that sought that Sub-Committee's approval for officers to undertake statutory consultation on the introduction of managed parking at some leisure sites. Appendix 1 provided details of the leisure car parks for statutory consultation and the associated tariff.

The report recommended that officers be granted approval to carry out statutory consultation for the implementation of managed parking (including the introduction of parking charges) at some leisure sites. The introduction of managed parking was primarily for the purpose to protect parking for the leisure facilities.

The report stated that some of the Council's leisure car parks attracted parking from surrounding areas leaving little or no car parking for legitimate users of the leisure facility. This was the case at Academy Sport in south Reading where users of the sports facility struggled to park from Monday to Friday. The Council's Parking Services Team already directly managed several leisure care parks in-house, such as Kensington Road and Thameside Promenade. Costs associated with the supply of ticketing machines and enforcement visits were offset by the income that was received from parking fees and the issuing of Penalty Charge Notices (PCNs). This returned a modest surplus operational income to the Council. Parks and Open Spaces car parks were utilised by a diverse audience, many of whom derived social and health benefits from the use of associated park land and sports facilities. It was felt important to balance the needs/interests of user groups with the requirement to deliver services in a sustainable manner and tackle some of the issues that arose from an absence of active car park management, such as anti-social behaviour, travellers, inappropriate sexual activity and misuse/abuse - being used for all day commuter parking.

Councillor Page proposed an amendment to the tariff for South Reading Leisure Centre, Palmer Park and Prospect Park as follows:

Free of charge for first 2 hours

50p for 3 hours

£1 for 4 hours

50p for each extra hour thereafter.

The Sub-Committee also asked officers to produce permit options for regular users, season ticket permits and how festivals etc in the parks would be accommodated.

#### **Resolved -**

- (1) That the report be noted;
- (2) That the Head of Legal and Democratic Services be authorised to undertake statutory consultation for off-street managed parking (including the amended tariff) at leisure sites as shown in Appendix 1, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;

- (3) That subject to no objection(s) being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Orders;
- (4) That any objection(s) received, following the statutory advertisement, be reported to a future meeting of the Sub-Committee;
- (5) That no public inquiry be held into the proposals;
- (6) That officers produce permit options for regular users, season ticket permits and how festivals etc in the parks would be accommodated;
- (7) That the report to be submitted to the Sub-Committee regarding the consultation results include details regarding season ticket options for sports clubs.

(In accordance with Standing Order 38, Councillor White requested that his vote against the resolutions above be recorded).

#### **64. ON-STREET PAY & DISPLAY AND REDLANDS PARKING SCHEME - MINOR AMENDMENTS**

The Director of Environment and Neighbourhood Services submitted a report that sought the Sub-Committee's approval for officers to undertake statutory consultation for the addition of Pay and Display parking on the outskirts of the Town Centre, Oxford Road and Wokingham Road. The following appendices were attached to the report:

Appendix 1	Drawings of the proposed additional Pay and Display restrictions;
Appendix 2	Indicative drawings to show the area covered by the proposed extension of Pay and Display timings in the Town Centre;
Appendix 3	Drawings to show the proposed alterations to the Hospital and University area parking scheme.

Expansion of Pay and Display - The report stated that officers had conducted a review of existing local area limited waiting restrictions, such as single-yellow-line restrictions and bays with short duration free parking, in the context of considering more effective management of parking. Limited waiting restrictions were difficult to effectively enforce with the limited number of enforcement officers and the resource intensity of having to repeatedly revisit, or wait at, a particular restriction to assess parking compliance. On street Pay and Display bays provided a short stay, high turnover, parking solution that was straightforward and efficient to enforce. Removing the scope for abusing the limited waiting restrictions typically provided greater availability of parking spaces, which was particularly beneficial in locations where there was a high customer base. The Pay and Display charging tariffs in the Borough were split into short durations and a pay by phone facility was available. The Pay and Display restrictions offered free parking for blue badge holders and a very flexible offer to all visitors. The proposal for additional Pay and Display, and complementary, restrictions in the Borough were on the following:

- Crossland Road
- Great Knollys Street
- Mill Lane
- Northfield Road
- North Street

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- Weldale Street

Town Centre Pay and Display - Extending Hours of Operation - As an approved Council savings proposal and to better manage on-street parking and traffic flow in the town centre overnight, the report proposed that the on-street Pay and Display restrictions applied 24 hours per day.

Hospital and University area Parking Scheme - Further to Minute 31 of the meeting held on 13 September 2017, the report stated that this area parking scheme had been implemented in early 2017, consisting of Resident Permit and Pay and Display restrictions, in addition to localised yellow line restrictions. Officers and Redlands Ward Councillors had received feedback from residents and organisations in respect of the statutory consultation on expanding the Pay and Display restrictions to include the weekends and had met to consider minor alterations that could be proposed. The proposals had predominantly included changing the no waiting times for single-yellow-line restrictions at locations where parking would not be considered appropriate.

Pay and Display Tariff Changes - As an approved Council savings proposal, the report proposed that all Pay and Display tariffs (every tariff band) should be increased by a nominal £0.10.

At the invitation of the Chair Alan Tomkyn and Councillor David Absolom addressed the Sub-Committee.

### **Resolved -**

- (1) That the report be noted;
- (2) That the Head of Legal and Democratic Services be authorised to undertake statutory consultations in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996, as recommended in the proposals for:
  - (a) Expanding Pay and Display, as detailed in paragraph 4.6 in the report;
  - (b) Extending the operational hours for the Town Centre Pay and Display restrictions, as detailed in paragraph 4.8 in the report;
  - (c) Changes to the Hospital and University area parking scheme, as detailed in paragraph 4.12 in the report;
  - (d) Increasing all Pay and Display charging tariffs by £0.10, as detailed in paragraph 4.15 in the report;
- (3) That subject to no objections being received during the periods of statutory consultation, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Orders;
- (4) That any objection(s) received, following the statutory advertisement, be reported to a future meeting of the Sub-Committee;
- (5) That no public inquiry be held into the proposals.

## **65. MAJOR TRANSPORT AND HIGHWAY PROJECTS - UPDATE**

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the current major transport and highways projects in Reading, namely:

### **Reading Station Area Development**

#### **Cow Lane Bridges - Highway Works**

The report explained that Network Rail had appointed a contractor to deliver the scheme with a scheduled completion date of summer 2018. Enabling works had been completed and the old railway bridge had been successfully demolished during the weekend of 3 to 6 November 2017. Officers continued to liaise with Network Rail regarding the traffic management requirements for the scheme and this had resulted in a one-way system being implemented in December 2017. Following completion of the Network Rail scheme the Council intended to deliver a series of complementary public transport, walking and cycling enhancements on the Oxford Road corridor.

### **Thames Valley Berkshire Growth Deal Schemes**

#### **South Reading Mass Rapid Transit**

Construction of Phases 1B and 2 of the scheme had been carried out between April and November 2017. This had involved the creation of outbound bus lanes between the A33 junctions with Lindisfarne Way (Kennet Island) and Imperial Way, linking to the Phase 1A scheme. Off-peak lane closures had been required to facilitate the construction work and the scheme had been opened in December 2017. Phases 3 and 4 of the scheme, between Rose Kiln Lane and Longwater Avenue, and sections within the town centre, London Street and Bridge Street, had been granted programme entry status by the Berkshire Local Transport Body (BLTB) in March 2017. Preparation of the full business case for the scheme was complete and the scheme had been granted financial approval by the BLTB in November 2017. Subject to scheme and spend approval being granted by Policy Committee on 15 January 2018, works were due to commence on site in March 2018 on the town centre sections, with works on the A33 to follow from the summer.

#### **Green Park Station**

The concept designs for the station had been produced by Network Rail, with the station and track designs having been completed in December 2017 and the signalling designs due in February 2018. Balfour Beatty had been appointed to carry out the detailed design and construction of the station, following approval of this approach by Policy Committee on 25 September 2017 (Minute 31 refers). An indicative programme for delivery of the station by summer 2019 had been agreed with the DfT, Network Rail and GWR, and had been based on the requirement of the station to be included within the specification of the Great Western Franchise. The revised programme was due to delays with the concept design work which was being carried out by Network Rail, and the change in scope of the project due to the recently announced additional funding from the New Stations Fund.

#### **TVP Park and Ride and East Reading Mass Rapid Transit**

The planning application was currently being considered by the Local Planning Authorities for both Reading and Wokingham. Preparation of the full scheme business case for the MRT scheme was complete and financial approval had been granted for the scheme by the BLTB that had met in November 2017. The business case demonstrated that the scheme represents 'high value for money' in line with the central Government guidance and would provide significant benefits to Reading and the wider area.

### National Cycle Network Route 422

The second phase of works, which had been developed in consultation with local interest groups, would be delivered from January 2018 and the final phase of the NCN programme would be available for feedback in early 2018. The proposed scheme built on works that had been delivered as part of the LSTF programme by extending shared use facilities along Wokingham Road from Cemetery Junction to the Three Tuns. Measures would include improved pedestrian and cycle crossing facilities, junction treatments, signing and footway widening.

### Unfunded Schemes

#### Reading West Station Upgrade

Delivery of the scheme was split into two distinct phases, with Network Rail due to implement Phase 1 as part of their wider programme of works for electrification of the line between Southcote Junction and Newbury. The second phase was currently unfunded however, the Council would continue to explore potential funding sources for the scheme alongside Network Rail and GWR.

#### Third Thames Bridge

The Cross Thames Travel Group was currently exploring option to fund the next stage of scheme development work, which included production of the full scheme business case.

**Resolved - That the report be noted.**

(Councillor Duveen declared a non-pecuniary interest in this item. Nature of interest: Councillor Duveen's son worked for Network Rail).

## **66. PROJECT FUNDING AWARDS - C-ITS AND SMART CITY CLUSTER**

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of two capital funding awards for transport related projects; Co-operative Intelligent Transport Systems (C-ITS) and Smart City Cluster.

The report explained that the C-ITS project award was £250k direct from the DfT and the Smart City Cluster award was £1.7m and was funded via the Thames Valley Berkshire Local Enterprise Partnership (LEP). The C-ITS project had a total project cost of £337.5k, with an additional £87.5k match funding from EU projects and Reading Buses. Cooperative systems better enabled network managers to properly balance all transport modes to improve the overall highway network efficiency. This proposal looked to improve street works information, parking information and highway network optimisation to the benefit of all road users within the context of sustainable transport policies. The C-ITS project would deliver a new data engine which would be linked to the Universal Transport Management and Control (UTMC) system which would anticipate the data from the rollout of C-ITS units

in vehicles and enhance the use of public transport C-ITS. It would also demonstrate the potential of bicycle C-ITS in intersection management. The C-ITS £250k funding award was matched with EU project funding from the SIMON and EMPOWER projects as well as a contribution from Reading Buses resulting in a total project cost of £337.5k.

The Smart City Cluster project was a two year £1.73m smart city project which was being funded through a capital grant from the Thames Valley Berkshire LEP. There was no requirement for match funding and there was no direct cash funding required to be secured from other sources. However, this award was expected to promote additional external funding. The purpose of the project was threefold as follows:

- To deliver a smart city communications and data platform to enable the development and application of Internet of Things (IoT) technology across Reading, Bracknell, Newbury and West Berkshire;
- To deliver smart city solutions that addresses local authority/city challenges around transport, energy, assisted living and the environment through two challenge fund calls;
- To create a cross authority/cross sector group which could further the development of the smart city agenda in the region and create further investment opportunities.

The Smart City platform would consist of the following:

- A low Powered Wide Area Network (LPWAN) across Reading, Bracknell, Wokingham and West Berkshire;
- Traffic Signal Smart Communication Devices;
- A33 Wireless Communications Backhaul;
- Smart Data Platform.

Smart applications would be delivered on the platform through the award of Challenge Funds to business. These would be grant funds which would be let through two round of competition and would require in kind contribution from the applicants. Competitions would be around transport, energy, assisted living and the environment and the details of these calls would be determined by a steering group such they addressed real city challenges. In addition there would be some direct procurement of smart technologies including air quality monitors. The formation of the steering group was also a key outcome from the project. The report asked for the Sub-Committee to support the recommendations in a report that would be considered by Policy Committee on 19 February 2018 to grant spend approval of both awards in order to deliver the objectives of both projects.

**Resolved -**

- (1) That the report be noted;
- (2) That the officer recommendation to Policy Committee on 19 February 2018 for spend approval of both awards (C-ITS £250K, Smart City Cluster £1.73M) totalling £1.98M of grant funding to deliver the objectives of the two projects be supported.

**67. ANNUAL PARKING SERVICES REPORT 2016-2017**

The Director of Environment and Neighbourhood Services submitted a report which explained that the Traffic Management Act 2004 required each local authority with Civil Parking Enforcement to publish an Annual Report about their enforcement activities, covering financial and statistical data.

The Parking Services Annual Report for 2016-17 was attached to the report at Appendix 1 and would be published in January 2018. The annual parking reports for 2008-2016 were available on the Council's website.

The report stated that the Statutory Guidance required that as a minimum the local authority had to include financial details that related to total income and expenditure on the parking account and statistical information that related to the number of PCNs that had been issued, paid, cancelled and challenged. The Annual Report for 2016-2017 included the Statutory Guidance requirements and also included information for Resident Parking Permits, Bus Lane Enforcement, Blue Badge Issues and Enforcement, Car Parks, Pay and Display and Freedom of Information requests.

The Traffic Management Act 2004 and Transport Act 2000 (for bus lane Penalties) set out the appeals process that recipients of Penalty Charge Notices had to follow if they believed they had grounds for the ticket to be cancelled. There were three sequential stages to this process as follows:

- An informal Challenge to the Council;
- A formal representation to the Council upon receipt of the Notice to Owner;
- An appeal to the Traffic Penalty Tribunal, if representation to the Council was unsuccessful.

The appeals process for bus lane penalties was the same except there was no informal challenge to the Council, as the first notification was the "Notice to Owner" notice.

A Legal requirement of both Acts was for the Council to provide an address where these could be sent. The Council provided two dedicated addresses for motorists to correspond with (one for parking penalties and one for bus lane penalties) and had a secure online facility for direct representation to be made against the penalties. An important element of the process was the requirement for the registered keeper of the vehicle (the person named on the vehicle registration document or the registered hirer) to communicate directly with the Council. This meant that a third party could only act on the registered keeper's behalf if legally authorised to do so. Therefore there were very limited circumstances in which an MP or Councillor could act for someone else.

**Resolved -**

- (1) That the report and that the availability of the Annual Reports for 2008-2016 on the Council's website be noted;
- (2) That the intention to publish the annual report for 2016-2017 in January 2018 be noted.

**68. EXCLUSION OF PRESS AND PUBLIC**

**Resolved -**

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of Items 20 and 21 below, as it was likely that there would be disclosure of exempt information as defined in Paragraphs 1 and 4 of Part 1 of Schedule 12A of that Act.

**69. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS**

The Director of Environment and Neighbourhood Services submitted a report giving details of the background to her decisions to refuse applications for Discretionary Parking Permits from a total of 13 applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That, with regard to application 2 a first discretionary resident permit be issued, personal to the applicant;
- (2) That, with regard to application 3 a discretionary resident permit be issued, personal to the applicant and charged at second permit fee;
- (3) That, with regard to application 1 a fourth resident parking permit be issued, personal to the applicant and charged at the third permit fee;
- (4) That, with regard to application 5 a third discretionary resident permit be issued, personal to the applicant;
- (5) That, with regard to applications 9, 10, 11 and 12 a discretionary teacher's permit be issued;
- (6) That the Director of Environment and Neighbourhood Services decision to refuse applications 4, 6, 7 and 8 be upheld;
- (7) That application 13 be granted subject to officers checking if any permits have been issued to the property and if less than 2 permits issued then it can be granted. Proofs of residency/vehicle ownership will be required as per the rules and if there is already one permit issued, the permit is granted at the second permit fee.

(Exempt information as defined in Paragraphs 1 and 2).

(The meeting started at 6.30 pm and finished at 9.02 pm).