

To: Councillor Lovelock (Chair)  
Councillors Duveen, Eden, Ennis, Gavin,  
Hacker, Hopper, Hoskin, Jones, Page,  
Skeats, Stevens, Terry and White

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Committee\Agenda\170925.doc  
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15 September 2017

Your contact is: Simon Hill - Committee Services

### NOTICE OF MEETING - POLICY COMMITTEE - 25 SEPTEMBER 2017

A meeting of the Policy Committee will be held on Monday 25 September 2017 at 6.30pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

*Please Note - the Committee will first consider items in closed session. Members of the press and public will be asked to leave the Chamber for a few minutes.*

### ITEMS FOR CONSIDERATION IN CLOSED SESSION

The following motion will be moved by the Chair:

"That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following items on the agenda, as it is likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A (as amended) of that Act"

<u>ACTION</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO</u>
1. DECLARATIONS OF INTEREST FOR CLOSED SESSION ITEMS	-	-
2. LAND AT AMETHYST LANE  Councillor Lovelock / Director of Environment and Neighbourhood Services	SOUTHCOTE	A1
3. LAND AT NORTH STREET  Councillor Lovelock / Director of Environment and Neighbourhood Services	ABBEY	A15

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**4. PROPERTIES IN READING**

Councillor Lovelock / Director of Environment and Neighbourhood Services

To follow

**ITEMS FOR CONSIDERATION IN PUBLIC SESSION**

**CHAIR'S ANNOUNCEMENTS**

**5. DECLARATIONS OF INTEREST**

Councillors to declare any interests they may have in relation to the items for consideration in public session.

**6. MINUTES**

To confirm the Minutes of the Policy Committee meeting on 17 July 2017.

**B1**

**7. PETITIONS AND QUESTIONS**

To receive any petitions from the public and any questions from the public and Councillors.

**8. DECISION BOOK REFERENCES**

**9. CONSULTATION ON GYPSY AND TRAVELLER PROVISION**

Councillor Page / Director of Environment and Neighbourhood Services

This report sets out a proposal for consultation on provision for gypsy and traveller accommodation within Reading.

**ABBNEY &  
BOROUGHWIDE**

**C1**

**10. READING GREEN PARK STATION - DESIGN & BUILD**

Councillor Page / Director of Environment and Neighbourhood Services

This report sets out the latest position regarding proposals for Green Park Station, and recommends that the Council enter into agreements with Balfour Beatty, Network Rail and Great Western Railway to progress the detailed design and construction of the station and multi-modal interchange.

**WHITLEY**

**D1**

- |     |   |                            |           |
|-----|---|----------------------------|-----------|
| 11. | <b>CONTRACT AWARD - COMMUNITY TRANSPORT SERVICES (DIAL-A-RIDE)</b>  | <b>BOROUGHWIDE</b>         | <b>E1</b> |
|     | Councillor Page / Director of Environment and Neighbourhood Services  |                            |           |
|     | This report seeks approval for the award of a contract for the provision of Community Transport Services, including the outsourcing of the Council's current Adult Social Care Transportation Service.  |                            |           |
| 12. | <b>NATIONAL CYCLE NETWORK 422 - PHASE 2</b>   | <b>MINSTER &amp; ABBEY</b> | <b>F1</b> |
|     | Councillor Page / Director of Environment and Neighbourhood Services  |                            |           |
|     | This report outlines progress in delivering Phase 1 of the new National Cycle Network route along Bath Road and seeks scheme and spend approval for the Phase 2 programme from Berkeley Avenue to London Road.  |                            |           |
| 13. | <b>JOINT BERKSHIRE LOCAL HIGHWAY AUTHORITY BRIDGE MAINTENANCE CHALLENGE FUND BID 2017</b>   | <b>BOROUGHWIDE</b>         | <b>G1</b> |
|     | Councillor Page / Director of Environment and Neighbourhood Services  |                            |           |
|     | This report sets out a proposed Joint Berkshire Local Authority Bridge Maintenance bid to the Local Highways Maintenance Challenge Fund.  |                            |           |
| 14. | <b>REVALUATION DISCRETIONARY BUSINESS RATES RELIEF SCHEME TO IMPLEMENT NATIONAL BUDGET MEASURES</b>   | <b>BOROUGHWIDE</b>         | <b>H1</b> |
|     | Councillor Lovelock / Director of Finance & Head of Customer Services   |                            |           |
|     | This report provides the Committee with an update on the Chancellor's Spring Budget 2017 changes in relation to Business Rates Relief and seeks approval for a proposed local revaluation Discretionary Relief Scheme and revisions to the existing Discretionary Rate Relief Scheme. |                            |           |
| 15. | <b>BUDGET MONITORING 2017/18</b>  | <b>BOROUGHWIDE</b>         | <b>J1</b> |
|     | Councillor Lovelock / Director of Finance   |                            |           |
|     | This report sets out the budget monitoring position for the Council to the end of July 2017.  |                            |           |

## WEBCASTING NOTICE

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Members of the public who participate in the meeting will be able to speak at an on-camera or off-camera microphone, according to their preference.

Please speak to a member of staff if you have any queries or concerns.

## POLICY COMMITTEE MINUTES - 17 JULY 2017

**Present:** Councillor Lovelock (Chair)

Councillors Duveen, Eden, Ennis, Gavin, Hacker, Hopper, Hoskin, Jones, Page, Skeats, Stevens, Terry and White.

### 10. EXCLUSION OF THE 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 11-13 below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

### 11. PROPERTY IN CENTRAL READING

Further to Minute 20 of the meeting of Policy Committee held on 18 July 2016, the Director of Environment and Neighbourhood Services submitted a report on the outcome of a restricted bidding process for the voluntary sector for the Central Club Building.

The report outlined two bids received from the voluntary sector, together with other options available to the Council to dispose of this asset. The report recommended the option of marketing the property to all sectors, and receiving conditional bids subject to obtaining planning consent. The report also set out information on the current condition of the mural, which was showing signs of deterioration.

The report explained that a sum of £220k had previously been identified for this property in the capital programme, which had been envisaged to be paid to a successful group if they could show that they had the remaining funding necessary to repair the property and bring it back into use for community purposes. It was recommended that this provision now be deleted.

**Resolved -**

- (1) That the options for disposal and financial implications be noted;
- (2) That agents be procured and the property advertised on the open market with all bids including variant bids received being considered by a future meeting of the Committee;
- (3) That the provision of £220k allocated to the Central Club building in the approved capital programme be deleted;
- (4) That the latest position in relation to the condition of the mural be noted.

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(Exempt information as defined in paragraph 3).

### 12. WORKS TO CORPORATE BUILDINGS 2017/18

The Director of Environment and Neighbourhood Services submitted a report giving an update on the programme for condition and compliance works to corporate buildings completed in 2016/17 and setting out the proposed 2017/18 programme.

**Resolved -**

**That the allocation of resources in the 2017/18 Capital Programme for condition/compliance and priority health and safety works to corporate buildings be approved.**

(Exempt information as defined in paragraph 3).

### 13. HOMES FOR READING: SHAREHOLDER CONSENT

The Director of Environment and Neighbourhood Services and Director of Finance submitted a report to seek approval from the Committee, acting as shareholder of Homes for Reading Ltd (HfR) for a proposed purchase of a small block of flats. Shareholder approval was required as the proposed transaction was above the threshold of £1m set out in the shareholder agreement.

**Resolved -**

**That, in accordance with the shareholder agreement between the Council and Homes for Reading Ltd (HfR Ltd), HfR Ltd be given consent to purchase the property on the terms set out in the report.**

(Exempt information as defined in paragraph 3).

### 14. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcement regarding a decision taken in closed session (see Minute 11 above):

"During the closed session the Committee considered bids received from the third sector to purchase the old Central Club building on London Street.

Firstly, I would like to thank the groups for the effort and time they put into their bids.

The decision we have come to has been a very difficult one.

You will be aware that later this evening we will again be reviewing the Council's financial position and considering a further tranche of savings and income generating proposals, to help close the budget gap. Given this ongoing financial context, the

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Committee has decided not to proceed with either of the third sector bidders, and instead has agreed to offer this property on the open market. It is hoped that this approach of seeking new bids will provide the Committee with a full range of bids upon which to make an informed decision based on best value. The marketing process will not preclude bids from the third sector, and the existing third sector bids will remain in contention (if they so wish), or they can submit fresh bids.

With regards to the Mural, a small piece of render recently fell off the wall and we have asked officers to undertake an urgent survey of the mural, so that bids can take account of the condition of the mural.

Due to the Council's financial position we have also agreed to remove the £220k provision in the Council's capital programme earmarked for development of this building."

### 15. MINUTES

The Minutes of the meeting held on 12 June 2017 were agreed as a correct record and signed by the Chair.

### 16. PETITIONS AND QUESTIONS

Peter Burt submitted a petition on the subject of 'Keep the Arthur Hill Site for Community Site'. Councillor Hacker responded to the petition.

Questions on the following matters were submitted by members of the public:

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Roger Lightfoot	School Transport to Swimming Pools	Cllr Jones
2.	Peter Burt	Arthur Hill Building	Cllr Hacker
3.	Tony Warrell	Trees in King George V Memorial Garden	Cllr Hacker
4.	Tony Warrell	Kings Road and Queens Road junction	Cllr Page
5.	Ruth Pearse	Proposal to reduce Information Advice & Support Service	Cllr Gavin
6.	Leslie McDonald	Proposal to reduce Information Advice & Support Service	Cllr Gavin
7.	Jo Billington	Proposal to reduce Information Advice & Support Service	Cllr Gavin
8.	Ramona Bridgman	Proposal to reduce Information Advice & Support Service	Cllr Gavin
9.	Leslie McDonald	Proposal to reduce RCVYS Grant	Cllr Gavin

Questions on the following matters were submitted by Councillors:

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	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	Cllr White	Cost to Local Taxpayer of East Reading MRT and Park-and-Ride	Cllr Page
2.	Cllr O'Connell	Take up of Free School Meals	Cllr Jones
3.	Cllr Duveen	Children's Services	Cllr Gavin

### 17. BUDGET MONITORING 2017/18

The Director of Finance submitted a report setting out the budget monitoring position for the Council to the end of May 2017.

The report set out results of the Directorate budget monitoring exercises with a commentary for each Directorate on the emerging variances and proposed remedial actions.

Resolved -

That it be noted that, based on the position at the end of May 2017, budget monitoring forecast an overspend of around £1.216m, and that plans to address this position (if it persisted) would be presented to the Committee in September with the July monitoring report.

### 18. BRIDGING THE GAP: MEDIUM TERM FINANCIAL STRATEGY

The Director of Finance submitted a report presenting and seeking agreement to a revised Medium Term Financial Strategy (MTFS) including a number of new savings and income proposals. The following documents were attached to the report:

- Appendix A - Summary of savings and income options;
- Appendix B - Summary of new savings and income options by category;
- Appendix C - Brief description, by directorate, of the new savings proposals;
- Appendix D - Detailed proposals for new savings;
- Appendix E - Estimates of the cost of change and implementation;
- Appendix F - Financial Guidelines for setting Revenue Budget 2017-20;
- Appendix G - Revised Budget 2017-2018.

The report explained that, since the 2017-18 budget had been agreed by full Council on 21 February 2017 (Minute 48 refers), officers and the Administration had reviewed all previous savings and income proposals. Any savings no longer deliverable in the same way had been removed or amended, and new options had been identified to fill the gap. In addition, there had been a review of base budget assumptions around areas such as interest rates, borrowing and inflation. Appendix A to the report set out a summary of the changes from February 2017, through removal of undeliverable proposals, allocation of the contingency, and addition of new proposals. £36.1m of savings had been identified over the period from 2017/18 to 2019/20, through proposals to deliver different ways of working, efficiencies, savings, generate income



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and manage demand.

Appendix C gave a brief description, by directorate, of new savings and income options totalling £11.251m. These were categorised as management action (£2.410m), proposals submitted for approval by the Committee (£5.848m), and proposals submitted for approval for further work on the implications and feasibility (£2.993m). Detailed business cases for the new savings proposals which required approval by the Committee were set out in Appendix D. It was recognised that many of the proposals required investment and/or additional resources to implement, and estimates of the cost of change and implementation including provision for corporate capacity were attached to the report at Appendix E.

The report noted that, if all the savings proposals were agreed and delivered and other finances were brought under control then the MTFS would result in a much reduced budget gap by the end of 2019/20. This was dependent on a number of underpinning assumptions and caveats, details of which were set out in the report. The report also outlined opportunities to release funds which had emerged from checking of the proposals and base budget for 2017/18, in areas including Treasury Management, Council Tax base, National Non-Domestic Rates & the NNDR Levy, Better Care Fund, National Insurance, National Living Wage, and Staff Terms & Conditions. In addition, reviews of Fees and charges, the Capital Programme, Workforce Planning and Procurement were continuing. Some of this work had strengthened the budget for 2017/18, although the budget still depended on the use of £4.451m of reserves and it remained challenging to deliver all of the savings required in the current year. Close monitoring of progress would continue.

**Resolved -**

- (1) That the financial context and budget outlook be noted;
- (2) That the proposals for change in Appendices A to D be approved, and officers authorised to undertake any necessary public consultation and individual Equality Impact Assessments, with the outcomes and recommendations being reported back for decision at the relevant Committee or Sub-Committee;
- (3) That the change and improvement cost estimates set out in Appendix E be approved;
- (4) That it be noted that the proposals for change set out in Appendices A to D would be utilised in order to ensure that the 2017/18 budget agreed by Council in February 2017 could be delivered, with the impact on the 2017/18 budget as set out at Appendix G, and to set the conditions for a provisional budget to be prepared for 2018/19, subject to approval by full Council in February 2018;
- (5) That the budget guidelines for the 2018/19-2019/20 planning period,

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as set out at Appendix F, be approved;

- (6) That the Corporate Management Team be requested to bring forward additional savings and income proposals in the autumn to bridge the remaining budget gap between 2018-20.

### 19. PROPOSED SAVING TO HOMELESSNESS SUPPORT SERVICES: RESPONSE TO CONSULTATION AND PROPOSALS TO RECONFIGURE SERVICES

Further to Minute 87 of the meeting held on 13 February 2017, the Director of Environment and Neighbourhood Services submitted a report summarising the key findings from consultation on a proposal to reconfigure Homelessness support services, and seeking approval to implement the proposals and make a budget saving.

The report noted that a consultation had commenced in February 2017 on a new service model reflecting a budget reduction of £245,000, approximately 17% of the total value of currently commissioned homelessness support service contracts. The proposed new model was more flexible and would provide immediate and emergency responses to those who were homeless or rough sleeping, a more tailored and personalised support service for single homeless people, and a stronger multi-agency approach to meeting complex needs and services that pre-empted and prevented homelessness.

The report set out the features of the proposed new service model which would include:

- A hub that brought together services for those who are homeless or rough sleeping, including emergency assessment beds, 24/7 supported hostel accommodation and support services;
- An outreach team focussed on supporting rough sleepers into accommodation and reconnecting those without a local connection to their area of origin;
- A 'No Second Night Out' model to ensure a rapid response for anyone who was sleeping rough for the first time to prevent them sleeping out for a second night;
- Emergency bed spaces for rough sleepers, regardless of their immigration or local connection status, during severe weather;
- Shared supported accommodation for those presently unable to manage independent living and wrap-around support to ensure that if an individual's needs increase moving them was a last resort;
- Some accommodation under 'Housing First' principles where an unconditional offer of independent housing was made alongside intensive support for people with multiple and complex needs where shared supported housing offers had been unsuccessful;
- Cross-tenure floating support service to help people sustain their tenancy;

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- 'No First Night Out' preventative approach with those at risk of rough sleeping.

The report summarised the key findings from the consultation with further detail in a report attached at Appendix 2, and an Equality Impact Assessment for the proposals was attached to the report at Appendix 1. Following the consultation it was proposed that homelessness support services be reconfigured as proposed. A full competitive tender exercise would be undertaken, with the implementation of new contracts anticipated from 1 September 2018. The report sought authority to extend the current contracts until this date.

### Resolved -

- (1) That the summary of the consultation responses be noted;
- (2) That the proposal to reconfigure homelessness support services in Reading based on the principles set out in the report, and delivering an overall saving of £245,000 per annum, be agreed;
- (3) That the Director of Environment and Neighbourhood Services, in consultation with the Lead Councillor for Housing, the Head of Finance and the Head of Legal and Democratic Services be authorised to award the contracts for the provision of an outreach service for rough sleeping in Reading; supported accommodation to meet the needs of vulnerable single homeless residents and to support the reduction of rough sleeping numbers in the borough and a floating support service to prevent homelessness in lots to be determined; each for a period of three years, with the option to extend up to a maximum of three years, to the successful tenderers in accordance with the Council's Contract Procedure Rules;
- (4) That the Head of Housing and Neighbourhoods, in consultation with the Lead Councillor for Housing, be authorised to extend interim contracts for all Homelessness Pathway Supported Living Non-Registered Services for a period of five months from 1 April until up to 31 August 2018, with the current providers: Bournemouth Churches Housing Association, Launchpad Reading, Riverside and The Salvation Army;
- (5) That the Head of Housing and Neighbourhoods, in consultation with the Lead Councillor for Housing, be authorised to enter into an interim contract for the Outreach Service for Rough Sleeping for a period of five months from 1 April 2018 until up to 31 August 2018 with the current provider, St. Mungo's.

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### 20. USE OF S106 AND RIGHT TO BUY RECEIPTS TO INCREASE THE PROVISION OF NEW AFFORDABLE HOMES

The Director of Environment and Neighbourhood Services submitted a report providing an update on the current Local Authority New Build (LANB) programme and setting out for approval proposals and funding arrangements for the next phase of the programme.

The report set out the government requirements and current position regarding the retention and use of Right To Buy (RTB) receipts, and stated that the Council had a total of £3.2m of unallocated RTB receipts, with a further £2.2m projected to be received by March 2018. When match funded by Housing Revenue Account (HRA) or General Fund borrowing of up to £12.6m (based on the requirement that RTB be used to cover no more than 30% of development or acquisition costs) this would result in a development budget of c£18m. An additional c£1.9m of s106 receipts were also allocated for affordable housing development, providing a potential total budget of c£19.9m to continue the LANB programme. This would deliver around 100 new Council homes, depending on cost inflation, and the report sought initial spend approval for this budget.

The report listed the sites included in Phase 1 of the Council's new build housing programme, which would deliver 148 new units with a capital spend of £26.6m. 63 of the new homes were now completed and tenanted and the remaining 85 units would be completed over the next two years. Feasibility work was being undertaken to assess a number of sites owned by the Council, and a shortlist of potential development sites for the next phase of the LANB programme were being assessed in detail. It was also proposed to continue a small programme of purchasing properties, often within existing Council housing blocks, and to expand this to include purchasing of properties for temporary accommodation funded via a combination of RTB receipts and General Fund borrowing. The Housing Service had also identified opportunities for conversion of storage/ancillary spaces in blocks of flats to create a small number of additional flats.

The report recommended that, in order to expedite the process of delivering viable sites through to completion, the Director of Environment and Neighbourhood Services be authorised to agree which sites to progress within the spend approvals and restrictions set out in the report, and be authorised to enter into contracts with the winning bidders in respect of multi-disciplinary/consultancy services and works to deliver the schemes. Delegated authority was also requested for the Head of Housing and Neighbourhood Services to approve the purchase of existing properties from the open market to be held within the General Fund for the use of Temporary Accommodation, limited to a purchase price of £500k or below.

**Resolved -**

- (1) That the current position regarding site appraisals and funding

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capacity to support the next phase of the Council's Local Authority New Build (LANB) programme be noted;

- (2) That spend approval be given for up to £19.9m to deliver new Council homes on identified sites, and to support the acquisition of market sale properties to provide affordable homes;
- (3) That the Director of Environment and Neighbourhood Services be authorised, in consultation with the Lead Councillors for Housing and Strategic Environment, Planning and Transport, the Director of Finance and the Head of Legal and Democratic Services, to agree which sites to progress within the spend approvals and restrictions set out in the report;
- (4) That the Director of Environment and Neighbourhood Services be authorised, in consultation with the Lead Councillor for Housing, the Director of Finance and the Head of Legal and Democratic Services, to enter into contracts with the winning bidders in respect of multi-disciplinary/consultancy services and works to deliver the schemes;
- (5) That the Head of Housing and Neighbourhood Services be delegated authority, in consultation with the Head of Finance, to approve the purchase of existing properties from the open market to be held within the General Fund for the use of Temporary Accommodation, with a limit of £500,000 per single unit.

### 21. HOMES FOR READING: AMENDMENT TO SHAREHOLDER AGREEMENT

Further to Minute 99 of the meeting held on 13 March 2017, the Director of Environment and Neighbourhood Services and Director of Finance submitted a report seeking approval for an amendment to the Shareholder Agreement between the Council and Homes for Reading (HfR).

The proposed amendment was an increase of the threshold at which shareholder consent for a proposed transaction was required, from £1m to £3m. This would enable HfR to purchase smaller blocks of flats or portfolios of properties without the need to wait for a scheduled meeting of the Policy Committee, or to call an urgent meeting. The need to get Council consent had been seen as a potential barrier to such acquisitions proceeding quickly, with the inherent risk that the opportunity could be lost.

Resolved -

That the Shareholder Agreement between the Council and Homes for Reading Ltd (as set out at Appendix 1 to the report to Policy Committee on 13 March 2017) be amended to change clause 31 from "enter into any contract with a value in excess of £1,000,000" to "enter into any contract

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with a value in excess of £3,000,000” .

### **22. READING'S ARMED FORCES COVENANT AND ACTION PLAN - MONITORING REPORT**

The Chief Executive submitted a report on the development of the Community Covenant, a voluntary statement of mutual support between a civilian community and its local armed forces community, and giving an annual update on progress against the actions outlined in the associated action plan, which was attached to the report at Appendix A.

The report stated that the Council had nominated itself for the bronze award of the Defence Employer Recognition Scheme, and it was reported at the meeting that the award had been achieved.

**Resolved -**

- (1) That the progress against the actions set out in the Armed Forces Covenant Action Plan (Appendix A) be noted;**
- (2) That it be noted that the Council had received the bronze award of the Defence Employer Recognition Scheme.**

(The meeting started at 6.30pm and closed at 8.50pm).

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	9
TITLE:	CONSULTATION ON GYPSY AND TRAVELLER PROVISION		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING	WARDS:	ABBEY/ALL
LEAD OFFICER:	MARK WORRINGHAM	TEL:	0118 9373337
JOB TITLE:	PLANNING POLICY TEAM LEADER	E-MAIL:	<a href="mailto:mark.worringham@reading.gov.uk">mark.worringham@reading.gov.uk</a>

1. EXECUTIVE SUMMARY

- 1.1 This report considers the issue of provision for gypsy and traveller accommodation within Reading. It reports on the results of a Gypsy and Traveller Accommodation Assessment (GTAA), June 2017, which identified accommodation needs including for 10-17 permanent pitches and for 5 transit pitches for gypsies and travellers.
- 1.2 Consideration has been given to whether this need can be met within Reading. The emerging Local Plan, which is to be discussed at the November meeting of the Strategic Environment, Planning and Transport Committee, will need to set out how the issue should be addressed. An assessment of potential Council-owned sites to meet this need has been carried out and the potential for private sites to come forward has also been investigated. Only one potential site, which could potentially meet transit needs, has been identified. It is therefore proposed that a consultation on this site and the overall approach (based on the Consultation Document attached as Appendix 2) be carried out prior to finalising Pre-Submission Draft Local Plan to inform its approach.
- 1.3 The provision of a transit caravan site would meet part of the identified need for Gypsy and Traveller accommodation in the Borough. There are considerable other potential benefits to the provision of a transit site. An available transit site would potentially reduce the amount of unauthorised encampments and associated costs of enforcement and clean-up in the first place and would potentially allow the police to make better use of powers to require travellers to leave land and seize vehicles if they do not.

- 1.4 Appendix 1 to this report is an Equality Impact Assessment of the proposal. Appendix 2 contains the proposed Gypsy and Traveller Provision Consultation Document.

## 2. RECOMMENDED ACTION

- 2.1 That the Committee note the progress that has been made on assessing and providing for the accommodation needs of gypsies and travellers; and
- 2.2 That community involvement on the Gypsy and Traveller Provision consultation document (Appendix 2) be authorised.

## 3. POLICY CONTEXT

- 3.1 Periodically assessing the housing needs of people living in caravans or houseboats is a requirement for local housing authorities under the Housing and Planning Act 2016 (124). At the same time, examining the accommodation needs of gypsies and travellers is an expectation of national planning policy (Planning Policy for Traveller Sites, 2015).
- 3.2 The Council is in the process of preparing a Local Plan for Reading. A Draft Local Plan was approved for community involvement by Strategic Environment, Planning and Transport Committee on 4<sup>th</sup> April 2017 (Minute 26 refers), and a Pre-Submission Draft Local Plan will be discussed at Strategic Environment, Planning and Transport Committee in November 2017. There is an expectation that the Local Plan should properly consider the accommodation needs for gypsies and travellers. The absence of sufficient evidence on gypsy and traveller accommodation needs has led to delays in the progress of Local Plans for other authorities at examination, even where the numerical needs were relatively small.
- 3.3 The national planning policy expectations for traveller accommodation work in much the same way as for other types of housing, in that, once a need has been identified, national policy expects that the need will be met within the area in which it arises, unless there are strong reasons for not doing so. These strong reasons generally mean that meeting the need would conflict with other policies within the NPPF, including that no suitable sites are available. If needs are identified and cannot be met in the area, the Council would need to engage with other authorities under the duty to co-operate to meet these needs elsewhere.
- 3.4 Where need is to be met within the authority, the CLG document Planning Policy for Traveller Sites (2015) states that specific sites must be identified for at least the first five years' need (in this case, 10-11 permanent pitches). For years 6-10 and where possible years 11-15, specific sites or broad locations for provision should be identified.

## 4. THE PROPOSAL



(a) Current Position

- 4.1 In order to inform the Council's Local Plan, a Gypsy and Traveller Accommodation Assessment (GTAA) has been undertaken for Reading to understand the accommodation needs for gypsies, travellers and houseboat dwellers, and take account of those needs in the Local Plan. Arc4 Consulting was appointed to carry out the GTAA. A final draft GTAA was received in June 2017 and this report identifies the needs for accommodation for gypsies, travellers and houseboat dwellers up to 2036. Its purpose is to identify accommodation need only and it does not consider potential policy approaches or specific sites.
- 4.2 The headline results from the GTAA are set out below. The full report is available on the Council's website<sup>1</sup>.
- A need for 10-17 permanent pitches for gypsies and travellers;
  - A need for transit provision of 5 pitches for gypsies and travellers (with each pitch accommodating two caravans);
  - A need for 2 additional plots for travelling show people; and
  - No need for additional residential moorings for houseboats.
- 4.3 There are no current permanent or transit pitches for gypsies and travellers within Reading Borough. There is one authorised travelling show people site at Scours Lane in Reading, with six plots. A number of traveller households are housed in bricks and mortar in Reading.
- 4.4 At the same time, there are current issues with unauthorised encampments within Reading. There were 87 unauthorised encampments within Reading between April 2016 and March 2017, the majority of which were on Council land. This has significant financial costs in terms of enforcement and clean-up costs for many encampments as well as placing pressure on Council officers' time.
- 4.5 A significant amount of background work has been undertaken on trying to identify whether there are sites that could be identified to help to meet the accommodation needs of gypsies and travellers. In terms of land outside Council ownership, consultations on the Local Plan Issues and Options (January 2016) and again on the Draft Local Plan (May 2017) have specifically asked for sites to be put forward for gypsies and travellers. None were forthcoming. As a further measure, in August 2017 the Council wrote to all landowners of sites that had been identified as potential development sites in the Draft Local Plan to specifically request that landowners consider whether provision for gypsies and travellers could be made within their site. No landowners identified any potential. It is therefore considered that there is no realistic likelihood of a private site or sites being provided within Reading.
- 4.6 Therefore, a process was undertaken to thoroughly examine the potential for Council-owned land to be used to help to meet the

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<sup>1</sup> [www.reading.gov.uk/readingldf](http://www.reading.gov.uk/readingldf)

identified needs. Based on guidance and best practice examples for pitch design, it was considered that the minimum size of site to accommodate 5 transit pitches is 0.15 ha and the minimum size to accommodate 5 permanent pitches is 0.34 ha. Therefore, a list of around 80 Council-owned sites was drawn up that included all sites that do not house permanent in-use buildings and which are not covered by a proposed planning open space designation or provide statutory allotments.

4.7 Each of the 80 potential sites was considered in detail in terms of suitability in planning terms (including matters such as flood risk, biodiversity, important trees, access, residential amenity and visual effects) and the likely availability of sites for use during the period of the plan (considering matters such as current leases, covenants and any existing plans for use of land). The sites that were considered are set out in the proposed consultation document in Appendix 2. After full consideration of all sites, only one site was identified which had potential to partially meet identified need. This site is land at Cow Lane and Richfield Avenue and comprises 0.73 ha. This is sufficient to accommodate up to 10 permanent pitches or up to 24 transit pitches (assuming that the whole site is used).

(b) Option Proposed

4.8 With limited land available to meet needs officers recommend that the site identified at Cow Lane/Richfield Avenue should be prioritised for transit pitches on the basis of:

- The significant volume of unauthorised encampments in the borough over the past 2 years: the availability of transit pitches would provide an option for travellers seeking short term provision and it could be reasonably assumed that this would reduce the number of unauthorised encampments and associated costs;
- A greater number of transit pitches can be provided than permanent pitches per ha as the spatial/facility requirements differ;
- As detailed under the Legal section of this report, the provision of transit pitches increases the enforcement options available to the Police where a pitch is vacant at the time of an unauthorised encampment.

4.9 It is considered that it would be appropriate to consult on the identified potential site for transit provision, as well as on the process undertaken so far, prior to including any firm proposals in the Pre-Submission Draft Local Plan. Committee is recommended to approve the consultation document (Appendix 2) for community involvement during September and October, to enable the results to feed into the Local Plan process.

4.10 The consultation document briefly summarises the process so far and asks for feedback on the one potential site that has been identified. More detailed discussion of the site assessment process will be on the Council's website as a background paper to inform the consultation.

4.11 With no other sites identified and proposed as suitable to meet the needs of permanent traveller pitches in Reading, the Council will need to engage with neighbouring authorities under the 'duty to co-operate' to consider the potential for the need to be met in other authorities. Those authorities will need to see evidence of the process that Reading has gone through to identify sites before any possible agreement can be reached, and this evidence will also be required at the Local Plan examination.

(c) Other Options Considered

4.12 In terms of options for alternative sites, the consultation document as well as the supporting background paper identifies the alternative sites and why they have not been taken forward. The main alternative option that could be considered is not to proceed with identifying potential sites in Reading.

4.13 In order to be found 'sound' so that it can be adopted, the Local Plan needs to set out how the authority is dealing with the issue of provision for traveller sites.

## 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 Making provision for gypsies and travellers to meet identified need will contribute to the following priorities in the Corporate Plan 2015-18:

- Providing homes for those in most need; and
- Keeping the town clean, safe, green and active through making suitable transit provision available to travellers visiting the area.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 If consultation on the Gypsy and Traveller Provision Consultation Document is approved, it is proposed that consultation will run for a period of four weeks starting from the end of September. This would not be a statutory consultation under planning regulations, but make use of the Local Plan consultation lists as well as engaging those with particular interests in the topic and the potential site.

6.2 Any decisions on how the Council is to proceed with the issue of gypsy and traveller provision will need to be set out in the Pre-Submission Draft Local Plan. This will be discussed at Strategic Environment, Planning and Transport Committee in November 2017 and a six-week period of consultation will follow. The Council's consultation process for planning policy is set out in the adopted Statement of Community Involvement (adopted March 2014).

## 7. EQUALITY ASSESSMENT

7.1 Detail on Equality Impact Assessment is set out in Appendix 1. It is not considered that there would be any adverse impact on any of the identified groups.

## 8. LEGAL IMPLICATIONS

### Meeting identified accommodation needs

- 8.1 The requirement to periodically identify accommodation needs for those dwelling in caravans and houseboats is set out in Section 124 of the Housing and Planning Act 2016. The publication of the GTAA fulfils this requirement.
- 8.2 Local Plans are produced under the Planning and Compulsory Purchase Act 2004. The process for producing local plans is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

### Powers to deal with unauthorised encampments

- 8.3 A summary of the powers available to local authorities, the Police and private landowners deal with unauthorised encampments is published by the DCLG<sup>2</sup>.
- 8.4 This section is not intended to provide a detailed summary of these powers. However, it is relevant to note the following Police powers in the context of the proposal. Should trespassers refuse to adhere to a request to leave the land, sections 61- 62 of Criminal Justice and Public Order Act 1994 gives the Police discretionary powers to direct trespassers to leave and remove any property or vehicles they have with them in certain circumstances. The power applies where the senior police officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following apply:
- a) that any of the trespassers have caused damage to land or property;
  - b) that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or
  - c) that the trespassers have between them six or more vehicles on the land.
- 8.5 Failure to comply with the direction by leaving the land as soon as reasonably practicable is an offence. Similarly it is an offence for a trespasser who has left the land in compliance with an order to re-enter it as a trespasser within three months of the direction being given.
- 8.6 The Police have additional similar discretionary powers under sections 62 A-E of Criminal Justice and Public Order Act 1994 to direct both trespassers and travellers to leave land and remove any vehicle and property from the land where the senior police officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave **and there is a suitable pitch available on a**

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418139/1503\\_26\\_Dealing\\_with\\_illegal\\_and\\_unauthorised\\_encampments\\_-\\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418139/1503_26_Dealing_with_illegal_and_unauthorised_encampments_-_final.pdf)

caravan site elsewhere in the local authority area. The site must have a relevant site manager (Local authority, Social Landlord or Private registered provider of social housing). In this context, the provision of transit pitches would enable the Police to direct travellers engaged in an unauthorised encampment to any available transit pitches, avoiding the need for more costly intervention and better meeting needs.

## 9 FINANCIAL IMPLICATIONS

- 9.1 Undertaking the GTAA and site assessments have been carried out within existing planning budgets. Undertaking the proposed consultation will also be carried out within existing budgets. Failure to have the necessary evidence in place when a Local Plan goes to examination is likely to either result in a Plan being found unsound, and work on it needing to start from the beginning, or in a significantly extended examination process, either of which will have very substantial financial costs.
- 9.2 This report does not commit the Council to provision of any site. However, it is worth understanding the potential financial implications of provision of a transit site, in the context of the existing costs of dealing with unauthorised encampments and the potential benefit of reduced costs if such provision is made available. Cost reduction should properly be taken into account in considering the net finance implications of provision.
- 9.3 The estimated costs involved in dealing with encampments over 2016/17 are set out below:

Cost	2016/17
Legal (actual)	£24,565
Bailiff (actual)	£9,380
Clean up (estimated)	*£61,000
<b>Total</b>	<b>£94,945</b>
Protection measures - capital	£52,585

*\*note the clean-up costs are based on an estimate of average cost of cleaning up site in 2016/17. These costs are not separated out by the service area or land owner so it is not possible to give a more accurate figure.*

- 9.4 The above does not include officer time. On average an encampment will result in the following:

Officer hours per activity per encampment	Hrs
Initial visit and paper work	3
Legal paper work	1
Court Hearing	2
Serving papers	2
Eviction	4
Other work	2
<b>Total</b>	<b>14</b>

- 9.5 Other work includes updating residents and councillors, file notes and liaising with Thames Valley Police
- 9.6 The savings estimate is based on 62% of all RBC encampments being resolved through the use of S62a-e where there is a temporary site available for 10 caravans. This does not include officer time or capital spend. There is a £100k capital budget for protection works to prevent encampments in 17/18 - around half of this has been spent/allocated as at July 2017.

Estimated Saving	
Legal	£15,230
Bailiff	£5,816
Clean up	£37,820
<b>Total</b>	<b>£58,866</b>

- 9.7 In terms of comparing these costs against estimates for the provision of a transit site, there is some difficulty as there is a wide variation in potential costs of site provision, depending on the level of facilities provided and on any issues related to a specific site.
- 9.8 The capital cost of a transit site has been estimated being upwards of £250,000 for five pitches. This translates to a maximum revenue cost of borrowing cost of circa £10-15k to service this.
- 9.9 It should be noted that transit site provision is relatively new making it difficult to estimate costs accurately.
- 9.10 A more detailed cost analysis would be needed to ascertain the revenue cost implications of provision and this is likely to be dependent of the type of site and facility provided.
- 9.11 The Homes and Communities Agency has confirmed that, whilst there is no separate funding available for the provision of traveller sites, traveller pitches can be included in Affordable Rent bids submitted under the 2016 to 2021 Shared Ownership and Affordable Homes Programme (2016-21 SOAHP).

#### Risk Assessment

- 9.12 There are no direct financial risks associated with the report.

#### **BACKGROUND PAPERS**

- Reading Gypsy and Traveller Accommodation Assessment 2016
- Housing and Planning Act 2016
- Criminal Justice and Public Order Act 1994
- Background Paper on Site Assessment for Gypsy and Traveller Provision

## APPENDIX 1: EQUALITY IMPACT ASSESSMENT

### Provide basic details

Name of proposal/activity/policy to be assessed:  
 Gypsy and Traveller Provision Consultation Document

Directorate: Environment and Neighbourhood Services

Service: Planning and Building Control

Name: Mark Worringham

Job Title: Planning Policy Team Leader

Date of assessment: 11/09/2017

### Scope your proposal

**What is the aim of your policy or new service?**  
 To consider the provision of a site to accommodate transit needs for gypsy and traveller provision.

**Who will benefit from this proposal and how?**  
 The travelling community would benefit from any provision through the identification of a specific site. The Reading community as a whole would potentially benefit through reductions in unauthorised encampments. The Council, and other landowners, would benefit from greater ability to use legal enforcement powers.

**What outcomes will the change achieve and for whom?**  
 The outcome of the consultation will be that the Pre-Submission Draft Local Plan will be informed by the consultation results. If a site is to be provided, the travelling community, the local community, the Council and other landowners will all benefit in the way outlined above.

**Who are the main stakeholders and what do they want?**  
 The existing gypsy and traveller community in Reading were considered as part of the GTAA, and identified a need for both permanent and transit accommodation. The Council are the landowners of the one identified site, and are required to address the issue in Local Plan production and would benefit from greater use of enforcement powers.

### Assess whether an EIA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc)

Yes  No

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, feedback.

Yes  No

If the answer is Yes to any of the above you need to do an Equality Impact Assessment.

If No you **MUST** complete this statement

An Equality Impact Assessment is not relevant because:

### Assess the Impact of the Proposal

Your assessment must include:

- Consultation
- Collection and Assessment of Data
- Judgement about whether the impact is negative or positive

#### Consultation

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
Gypsy and traveller communities, police, Council members and officers, health and education professionals	Stakeholder involvement, including interviews with travellers, was carried out as part of preparing the GTAA and led to the conclusions of the document.	Late 2016-early 2017

#### Collect and Assess your Data

##### **Describe how could this proposal impact on Racial groups**

Romany gypsies and Irish travellers are considered to be ethnic groups under the Equalities Act. The traveller community housed in bricks and mortar in Reading is generally of Irish traveller origin, but unauthorised encampments involve a range of groups. Considering provision to meet the identified needs therefore has a potential impact on racial groups.

The effect of the current consultation would be that the Council would not be able to provide for the identified permanent accommodation needs for gypsies and travellers. This would therefore be likely to have a continuing negative impact on ethnic groups.

However, if as a result of this process a site for transit provision were to be identified, there would also be a positive effect on some of the same groups through providing a site to allow the cultural need to travel whilst better managing the issues that arise.

Is there a negative impact? Yes  No  Not sure

Describe how could this proposal impact on Gender/transgender (cover pregnancy and maternity, marriage)



No impact.

Is there a negative impact?

Yes

No

Not sure

**Describe how could this proposal impact on Disability**

Disabled access was highlighted as a principle that should be highlighted in the Brief.

The Brief expands on this, and ensures that any impacts on disability will be positive.

Is there a negative impact?

Yes

No

Not sure

**Describe how could this proposal impact on Sexual orientation (cover civil partnership)**

No impact.

Is there a negative impact?

Yes

No

Not sure

**Describe how could this proposal impact on Age**

The proportion of people in the surrounding three wards (Norcot, Southcote and Tilehurst) that are 0-15 and 60-84 is higher than the Reading average. The improvements to the centre seek to ensure that the centre appeals to all ages, and the development principles highlight the need to provide for both older people and families with young children.

Is there a negative impact?

Yes

No

Not sure

**Describe how could this proposal impact on Religious belief?**

No impact.

Is there a negative impact?

Yes

No

Not sure

### Make a Decision

Tick which applies

1. No negative impact identified Go to sign off

2. Negative impact identified but there is a justifiable reason

You must give due regard or weight but this does not necessarily mean that the equality duty overrides other clearly conflicting statutory duties that you must comply with.

**Reason**

The negative impact relates to the proposal to not provide for permanent provision for gypsies and travellers. However, this results from the fact that there are not any suitable and available sites to meet these needs, and this includes that provision of land in a number of locations would have a negative effect on those groups through matters such as contamination and flood risk. The Council has thoroughly assessed potential sites, but does not consider that it is possible to meet the identified permanent needs.

3. Negative impact identified or uncertain

What action will you take to eliminate or reduce the impact? Set out your actions and timescale?

**How will you monitor for adverse impact in the future?**

The Council is obliged by the Housing and Planning Act to periodically review the accommodation needs of gypsies and travellers. Policies to be included in the Local Plan (which includes a proposed policy on accommodation for gypsies and travellers) will include their own monitoring measures. Where Reading's needs will not be met within the Borough, the Council will monitor the provision within other authorities to consider whether needs are adequately met elsewhere.

Signed (completing officer)	Mark Worringham	Date: 11 <sup>th</sup> September 2017
Signed (Lead Officer)	Mark Worringham	Date: 11 <sup>th</sup> September 2017

# GYPSY AND TRAVELLER PROVISION CONSULTATION DOCUMENT

Reading Borough Council

September 2017

DRAFT

## 1. BACKGROUND

- 1.1 The Council is currently preparing a Local Plan for Reading, which will set out how Reading is to be developed up to 2036. A consultation on the first stage, Issues and Options, took place early in 2016, and a Draft Plan was subject to consultation in May and June 2017. One of the issues that both consultation documents highlighted was the possible need to find sites for gypsies and travellers.

### The Identified Need

- 1.2 The Council recently carried out an assessment of whether there is a need to provide additional pitches for gypsies and travellers in Reading. This document, the Gypsy and Traveller Accommodation Assessment (GTAA), looked at the needs of gypsies, travellers, travelling show people and those dwelling on houseboats, and reported in June 2017. Carrying out such assessments is both a legal requirement<sup>1</sup>, and an expectation of national policy when preparing a Local Plan.
- 1.3 Reading's GTAA identified that, over the period to 2036, there is a need for 10-17 permanent pitches for gypsies and travellers, and for transit provision of 5 pitches (with each pitch able to accommodate two caravans) within Reading. It also shows a need for 2 additional plots for travelling show people. There is no need identified for additional residential moorings for houseboats.
- 1.4 There are no existing sites for gypsies and travellers in Reading, either for permanent or transit pitches. There is an authorised site for travelling show people at Scours Lane, which has six pitches. There is also very little recent history of interest in providing private sites in Reading.
- 1.5 A rise in the number of illegal encampments in Reading and the Thames Valley area over the past year, including a number of encampments in public parks, has brought the issue of traveller accommodation into sharper focus. While some incursions have not caused any issues for local residents, the Council or Police, others have. Local residents living near to encampments have frequently reported anti-social behaviour. Added to the substantial legal costs of the eviction process, the cost of clean ups or repairs is significant.
- 1.6 The Council and Thames Valley Police have different powers in respect of illegal encampments and work closely together to use the most appropriate powers of enforcement, in line with the relevant legislation. There are additional powers to direct both trespassers and travellers to leave land and remove any vehicle and property from the land where the senior police officer reasonably believes that

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<sup>1</sup> Section 124 of the Housing and Planning Act 2016

two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave and there is a suitable pitch available on a caravan site elsewhere in the local authority area. Regarding this last point, there are clear potential benefits to making transit provision available.

### The Search for Sites

- 1.7 Reading is a very tightly constrained urban area, and as such there are very significant difficulties in finding sites for gypsies and travellers. A large proportion of sites in other parts of the country tend to be within the countryside, but the few parts of Reading that are not already within the urban area are at high risk of flooding and are not therefore suitable for caravans. Nevertheless, the Council must take a thorough approach to examining whether there are sites that could meet the need. There are two potential sources of sites - Council-owned land and non-Council owned land.

#### *Non-Council-owned land*

- 1.8 Unlike many other authorities, there are no existing sites to expand or previous significant planning applications or proposals to re-evaluate. In recent consultations on the Local Plan, the Council has specifically requested that potential gypsy and traveller sites be put forward. In the Issues and Options consultation (January-March 2016), question 9 asked "*Are there any sites that would be suitable for provision for gypsies and travellers?*" The Draft Local Plan consultation (May-June 2017) highlighted the matter in paragraph 4.4.87, and again asked for any sites to be put forward. No landowners came forward with sites at either stage.
- 1.9 In August 2017, the Council once again investigated this, by writing to all owners of potential development sites identified within the Draft Local Plan (apart from high-density proposals within the town centre), to ask whether there is potential availability of all or part of the site to be used for gypsies and travellers. Once again, no potential sites were identified.
- 1.10 In allocating a site for a specific use within the Local Plan, the Council must be confident that there is a likelihood of that use taking place. It is clear from the responses to consultation that there is very little prospect of a site coming forward for gypsy and traveller use on non-Council-owned land.

#### *Council-owned land*

- 1.11 With the above in mind, the Council undertook a thorough assessment of its own land. The process that was used is described in detail in the Gypsy and Traveller Provision Background Document, on the Council's website<sup>2</sup>. In summary, all identifiable Council-owned land

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<sup>2</sup> [www.reading.gov.uk/readingldf](http://www.reading.gov.uk/readingldf)

over 0.15 ha<sup>3</sup> was identified that was not either (a) occupied by in-use buildings or (b) covered by designated public open space or statutory allotments. In total, this resulted in the identification of around 80 sites.

- 1.12 The sites were assessed for their suitability and availability for provision for gypsies and travellers. In terms of suitability, matters considered included effects on residential amenity, ecology or heritage designations, contamination, the presence of important trees, flood risk, visual amenity, topography and vehicle access. Availability considerations include whether the site is covered by existing leases or covenants which would prevent alternative uses, and whether there are already firm proposals that would require the use of the site.
- 1.13 A summary of the sites assessed and the reasons for their rejection are set out in Annex 1. Further detail is within the Background Document. After this process was undertaken, the only remaining site that was considered to be potentially suitable and available for this use was a site at the junction of Richfield Avenue and Cow Lane, identified below.


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<sup>3</sup> Based on the Council's interpretation of best practice on designing sites for gypsies and travellers, it was considered that 0.15 ha was the minimum size of site needed to accommodate five transit pitches. A site for at least five permanent pitches would need to be larger, with an estimated minimum size of 0.34 ha.

## 2. POTENTIAL SITE

- 2.1 This document asks for your views on the potential site that has been identified at the junction of Richfield Avenue and Cow Lane. Details of the site are set out below. The proposal is that this site would be used for transit rather than permanent pitches. The site is more than large enough to accommodate the full transit need of 5 pitches.

Land at Junction of Cow Lane and Richfield Avenue	
Ward:	Abbey
Site Size:	0.73 ha
<i>Issues</i>	
Highway access:	Vehicle access from Cow Lane
Access to facilities:	Close to town centre
Effect on character:	Site adjoins industrial, leisure and agricultural uses, and should not detrimentally affect character. No nearby heritage assets. Possible to screen from main road.
Effect on amenity:	No nearby residents.
Trees/biodiversity:	Some trees and vegetation on site, but much of site is gravel/hardstanding.
Other:	Site is within Flood Zone 2, requiring sequential and exception test in line with NPPF.
Availability	Site used in part for Festival, which would need to be addressed.



- 2.2 The site forms part of a wider site between Cow Lane and Richfield Avenue, but the remainder of the area to the south is at high risk of flooding (Flood Zone 3) and, in line with national policy, would not therefore be appropriate for development involving caravans.
- 2.3 If, after consultation, the site is considered suitable for transit provision, it is intended that it would potentially be included as an allocated site within the Pre-Submission Draft Local Plan. Further work would need to be undertaken to assess how and when the site could be delivered.

## 3. REMAINING ACCOMMODATION NEED

- 3.1 If allocated in the Local Plan, the Richfield Avenue and Cow Lane site could meet the need for transit provision. However, no available or suitable sites have been identified that could meet the permanent needs for 10-17 pitches.

- 3.2 In line with national policy, where there are unmet development needs within an area, the Council must work with other local authorities to consider whether the needs can be met in other areas. The Council will therefore need to engage with its neighbours to address this issue within the Local Plan.

#### 4. CONSULTATION DETAILS

- 4.1 We would like to hear your views on the matters set out in this document. In particular, we would like you to consider the following questions:

1. *What are your views on the Cow Lane/Richfield Avenue site identified in this document?*
2. *Do you agree that there are no other potentially suitable and available sites within Reading Borough?*

- 4.2 Your comments will be taken into account in drawing up the next version of the Local Plan, the Pre-Submission Draft, which is due to be subject to consultation starting at the end of November 2017. Please could you therefore provide any comments by 5:00 pm on Tuesday 24<sup>th</sup> October 2017, using the following contact details.

Email: [planningpolicy@reading.gov.uk](mailto:planningpolicy@reading.gov.uk)

Address: Planning Policy Team  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU



## ANNEX 1: SUMMARY OF ASSESSMENT OF OTHER COUNCIL-OWNED SITES

A1.1 The following Council-owned sites were considered during the site assessment process, and rejected for the summary reasons set out below. More detail, including maps of the sites, is available in the Gypsy and Traveller Provision Background Document on the Council's website.

Ward	Address	Size (ha)	Reason for rejection
Abbey	Rivermead overflow parking areas	1.18	Required for continued use as car park.
Abbey	Land at Orts Road	0.18	Residential amenity Visual amenity
Abbey	County Lock	0.25	Visual amenity No vehicular access
Abbey	Reading Family Centre, North Street	0.22	Required for alternative use
Battle	Field at Littlejohn's Farm	2.94	Flood risk Biodiversity significance Landscape significance
Battle	Thames Side Promenade	2.11	Flood risk Biodiversity significance Landscape significance
Caversham	Land at Elliotts Way	0.22	Residential amenity Visual amenity
Caversham	Former Caversham Nursery	0.16	Flood risk
Caversham	Hills Meadow Car Park	1.25	Required for continued use as car park Visual amenity
Caversham	Land west of Deans Farm	0.31	Flood risk
Caversham	Nire Road	0.5	Flood risk Biodiversity significance
Caversham	Land at Charles Evans Way	0.9	Flood risk Biodiversity significance
Church	Land at Windermere Road	0.38	Residential amenity Visual amenity
Church	Land rear of The Lawns	0.14	No vehicular access
Church	Land rear of Monksbarn	0.41	Biodiversity significance Landscape significance Topography
Church	Foxhays Road	1.12	Residential amenity Visual amenity
Church	Wentworth Avenue	0.29	Residential amenity Visual amenity
Katesgrove	Canterbury Road	0.24	Residential amenity Visual amenity
Kentwood	Scours Lane	1.01	Flood risk
Kentwood	Land north of Scours Lane allotments	3.42	Flood risk
Kentwood	Land west of Riverside Park	0.4	Flood risk Biodiversity significance
Kentwood	Garages at Rodway Road	0.28	Required for alternative use
Kentwood	Land at Wealden Way	0.47	Biodiversity significance Landscape significance Topography
Kentwood	Land between Denby Way and Chelsea Close	0.2	Residential amenity Visual amenity

Ward	Address	Size (ha)	Reason for rejection
			Public footpath crosses site
Mapledurham	South of Ridge Hall Close	0.44	Biodiversity significance Landscape significance Topography
Minster	East of A33	3.26	Flood risk Biodiversity significance Landscape significance
Minster	West of A33	6.45	Flood risk Biodiversity significance Landscape significance
Minster	Land adjacent to water treatment works	4.59	Flood risk Biodiversity significance Landscape significance
Minster	Rear of 284-290 Wensley Road	0.19	Residential amenity Topography
Minster	South of Coley Park Allotments	0.99	Flood risk No vehicle access
Minster	Land rear of Arbour Close	0.18	Flood risk No vehicle access Residential amenity
Minster	Land at Coley Place	0.18	Topography
Minster	Land west of Swallows Croft	0.49	Biodiversity significance
Norcot	Land at Tarlon Court	0.22	Residential amenity Visual amenity Heritage considerations
Norcot	Land at The Meadway	0.19	Visual amenity
Park	Former Tennis Courts, Bulmershe Road	0.51	Site required for alternative use
Park	Land at Green Road	0.49	Site required for alternative use
Park	Mockbeggar Allotments	0.37	Site required for alternative use
Peppard	Land west of Harveys Nurseries and north of Cemetery	0.38	Site required for alternative use Landscape significance
Peppard	Grove Road Green	0.23	Visual amenity Public footpath crosses site
Peppard	Land between Lowfield Road and Milestone Way	0.28	Residential amenity Visual amenity
Peppard	Car park at the Milestone Centre	0.21	Required for continued use as car park
Peppard	Land at Lowfield Road	0.73	Site required for housing use, currently underway
Redlands	Land at Hexham Road	0.2	Biodiversity significance Residential amenity
Southcote	Granville Road verges	2.61	Visual amenity
Southcote	Devil's Dip, Circuit Lane	0.51	Biodiversity significance Visual amenity
Southcote	Land at Fawley Road	0.18	Residential amenity Visual amenity Public footpath crosses site
Southcote	Alice Burrows Home, Dwyer Road	0.48	Site required for alternative use
Southcote	Land at Holybrook Crescent	0.26	Residential amenity Visual amenity
Southcote	Playing Field, Hastings Close	1.46	Site required for continued playing field use
Southcote	Land east of Brunel Road allotments	2.31	Flood risk
Southcote	Land south of Hatford Road	2.42	Flood risk Biodiversity significance

Ward	Address	Size (ha)	Reason for rejection
Southcote	Land west of Florian Gardens	0.22	No vehicular access Residential amenity
Southcote	Land east of Florian Gardens	0.16	No vehicular access Residential amenity
Southcote	Coronation Square	0.58	Visual amenity
Southcote	Land at Barn Close	0.34	Residential amenity
Thames	Land at The Warren	1.16	Biodiversity significance Landscape significance Topography
Thames	Land south of Ammanford	0.34	Protected trees Residential amenity Visual amenity
Thames	Land at Gravel Hill	0.17	Landscape significance Residential amenity
Thames	Furzeplat	1.46	Biodiversity significance Protected trees Topography
Tilehurst	Junction of Walnut Way and St Michaels Road	0.21	Residential amenity Visual amenity
Tilehurst	Downing Road Playing Field	1.17	Site required for alternative use
Tilehurst	Land at Lansdowne Road	0.19	Residential amenity Visual amenity
Tilehurst	Land at Portland Gardens	0.39	Residential amenity Visual amenity Biodiversity significance
Whitley	Wincanton Road	0.6	Residential amenity Visual amenity
Whitley	Swallowfield Drive	0.35	Residential amenity Visual amenity
Whitley	Land at Whitley Wood Lane	0.24	Residential amenity
Whitley	Land at Vernon Crescent	0.5	Residential amenity Visual amenity
Whitley	Land at junction of Acre Road and Basingstoke Road	0.16	Visual amenity
Whitley	Basingstoke Road verge between Acre and Bennet Road	0.46	Visual amenity
Whitley	Basingstoke Road verge between Bennet Road and Manor Farm Road	0.99	Visual amenity
Whitley	Southside (former Greyhound/Speedway stadium)	9.7	Site required for alternative use
Whitley	Land east of Smallmead and south of Island Road	0.25	Flood risk
Whitley	Land north of Island Road	3.18	Site required for alternative use - recent planning permission for industrial
Whitley	Land south of Manor Farm Cottages	1.16	Flood risk
Whitley	South of Kennet and Avon Canal	4.3	Flood risk Landscape significance
Whitley	South of Fobney Pumping Station	0.6	Flood risk Landscape significance
Whitley	South of Smallmead	3.79	No vehicular access Likely contaminated land
Whitley	South of Sewage Treatment Works	1.61	Site required for alternative use

*NB: The reasons for rejection set out above are not necessarily the only reason why a particular site is considered unsuitable. Once a site had been excluded for robust reasons, there was not considered to be any need to identify further issues*

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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	10
TITLE:	READING GREEN PARK STATION - DESIGN & BUILD		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	WHITLEY
LEAD OFFICER:	CHRIS MADDOCKS	TEL:	0118 937 4950
JOB TITLE:	ACTING STRATEGIC TRANSPORT PROGRAMME MANAGER	E-MAIL:	chris.maddocks@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the latest position regarding proposals for Reading Green Park Station and the recommendation to enter into agreements with Balfour Beatty, Network Rail and Great Western Railway (GWR) to progress the detailed design and construction of the station and multi-modal interchange.

2. RECOMMENDED ACTION

- 2.1 That the Committee gives scheme and spend approval for the Reading Green Park Station scheme.
- 2.2 That delegated authority is given to the Head of Transportation & Streetcare, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services and the Head of Finance, to enter into a Delivery Agreement with Balfour Beatty to undertake the detailed design and build for Green Park Station through the Scape procurement framework.
- 2.3 That delegated authority is given to the Head of Transportation & Streetcare, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services and the Head of Finance, to enter into contract for the implementation of the station interchange.
- 2.4 That delegated authority is given to the Head of Transportation & Streetcare, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services and the Head of Finance, to enter into an Asset Protection Agreement with Network Rail to progress the scheme and that the

Committee approves that the Council's named representative within the Agreement to be Cris Butler, Head of Transportation & Streetcare.

- 2.5 That the Committee welcomes the award of £2.3m from the New Stations Fund 2 (NSF2) for Green Park Station from the Department for Transport (DfT), and that delegated authority is given to the Head of Transportation & Streetcare, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services and the Head of Finance, to enter into the NSF2 Asset Purchase Agreement with Network Rail.
- 2.6 That delegated authority is given to the Head of Transportation & Streetcare, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services and the Head of Finance, to enter into Cooperation Agreement with Great Western Railway (GWR) to progress the scheme in partnership with the train operator.

### 3. POLICY CONTEXT

- 3.1 Green Park Station is included within the Council's Corporate Plan 2016 - 2019, Local Plan 2008 (revised 2015) and Local Transport Plan 2011 - 2026; and Thames Valley Berkshire Local Enterprise Partnership's Strategic Economic Plan 2015/16 - 2020/21.

### 4. BACKGROUND

- 4.1 Reading Green Park Station is a proposed new railway station on the Reading to Basingstoke line. The station and multi-modal interchange is a long-standing element of Reading's transport strategy which would significantly improve accessibility and connectivity in south Reading.
- 4.2 The station will provide an alternative sustainable transport option helping to manage the forecast increase in traffic congestion on the A33 corridor within Reading. There is a significant amount of development proposed for this area including Green Park Village, the expansion of Green Park Business Park and the Royal Elm Park mixed use development.
- 4.3 The scheme was included within Thames Valley Berkshire LEP's bid to Government for funding from the Local Growth Fund, and funding has been allocated by the LEP and the Council through specific S106 contributions. The full business case for the scheme has been approved by the Department for Transport (DfT) and the Berkshire Local Transport Body (the transport advisory body for the LEP).
- 4.4 Planning permission was granted for the station, multi-modal interchange, car park and access road by Reading Borough Council in April 2015 and West Berkshire Council in May 2015. The process of discharging the planning conditions associated with the two planning consents has commenced with each authority.

- 4.5 The Council has reached agreement with Berkeley Homes to acquire the land required for the station, interchange and car park on the eastern side of the railway track. Agreement in principle has been reached with the landowner for the small piece of land required on the western side of the railway.
- 4.6 As authorised by Policy Committee in June 2016, the GRIP (Governance for Railway Investment Projects) stages 1-3 concept design work for the station has been progressed in partnership with Network Rail through a Development Services Agreement. This work has been undertaken by Network Rail's framework contractor and is due to be completed in October.
- 4.7 As authorised by a Decision Book report in July 2017, Balfour Beatty plc have been appointed to support the completion of GRIP stage 3 and undertake the GRIP stage 4 concept design work through the Scape procurement framework. This work is progressing well and is due to complete by the end of the year.
- 4.8 The Department for Transport announced in July that the Council had been awarded £2.3m from the New Stations Fund 2 for additional passenger facilities at Green Park Station, specifically for a station building and longer platforms.

## 5. THE PROPOSAL

- 5.1 The GRIP stage 1-4 concept design work currently being undertaken by Network Rail and Balfour Beatty will ensure that the fundamental aspects of the station and interchange design are fixed and formally approved by Network Rail. This includes the location and dimensions of the platforms, footbridge, station entrance and passenger building. It is anticipated that the outcome of this work will require the station platforms to extend south by approximately 50 meters from the current scheme, to ensure the station is future-proofed and located in the optimum position. Revised plans to take account of this change will be submitted to the relevant planning authorities when the station designs have been formally approved by Network Rail.
- 5.2 To progress the scheme beyond the concept design, it is recommended that the Council appoints Balfour Beatty through the Scape procurement framework to undertake the GRIP stages 5-8 detailed design and build contract. It is considered that this approach provides the best opportunity to deliver the station to the shortest programme possible, alongside providing a value for money solution by taking advantage of the efficiencies achieved through the wider Scape framework. Pursuing this route will provide greater cost certainty for the scheme as Scape requires the contractor to market test build costs to inform the design phase and provide construction estimates at an early stage. Thereafter, value for money will be secured for the construction itself as Balfour Beatty will tender individual elements of the build to gain the best price and provide the opportunity for local SMEs to be involved in construction of the scheme.
- 5.3 The alternative options would be for the Council to contract development of the station through Network Rail, or to undertake a competitive procurement process to appoint a contractor to undertake the design and build contract. Neither of these options is considered to provide the best solution in terms of

achieving the best outcome for the Council regarding delivery of the station to programme and budget in compliance with all relevant legislation, in comparison to appointing an experienced rail contractor through an existing procurement framework. In addition, appointing Balfour Beatty at this stage will provide continuity with the same contractor leading completion of the concept design prior to undertaking the detailed design and construction.

- 5.4 Detailed design of the multi-modal interchange and car park has been undertaken by the Council's engineering term consultants. A number of minor amendments to the consented scheme have been made in response to comments from Network Rail and to ensure consistency with Berkeley Homes' revised plans for Green Park Village, and these are currently being discussed with the planning authority. It is recommended that the Council undertakes a competitive procurement process to appoint a contractor to undertake the initial phases of interchange construction by requesting quotes from three suitable contractors. These contractors will be selected based on those currently undertaking works in the nearby area to ensure that value for money is achieved by the Council.
- 5.5 In order to progress development of the station in accordance with the latest railway standards, the Council is required to enter into an Asset Protection Agreement with Network Rail. This is required to ensure that Network Rail can oversee and approve designs for the station as they are progressed from concept to detailed design, ensuring that the final design for construction is fully signed-off by Network Rail prior to any works being undertaken. The Council is required to enter into a similar separate agreement with Network Rail, the NSF2 Asset Purchase Agreement, to cover the additional funding and works provided for under the New Stations Fund 2.
- 5.6 In addition it is recommended that the Council enters into a Cooperation Agreement with GWR as the current franchise holder on the line. This will help to ensure that the station is developed in accordance with GWR's requirements to serve and manage the station facility when it opens. This will ensure GWR input into the detailed design process at the relevant design to help avoid any delays as the designs develop.
- 5.7 Discussions are on-going with Network Rail, GWR and Berkeley Homes regarding the asset boundary to be transferred to the railway post construction, including options for leasing and management of the station car park facility which will be jointly owned by Berkeley Homes and the Council. A recommendation on the way forward for the asset transfer will be brought to a future meeting of this Committee.
- 5.8 An indicative programme for delivery of the station by May 2019 has been agreed with the DfT, Network Rail and GWR, based on the requirement for the station to be included within the specification for the Great Western Franchise. There is also a requirement for an additional diesel train to be supplied for the Reading-Basingstoke line as part of this franchise to enable Green Park Station to be served prior to delivery of electrification of the line (which will enable the station to be served with the existing provision of two trains on the line) which has been agreed with the DfT.



5.9 The Council will continue to work with all relevant parties including the DfT, Thames Valley Berkshire LEP, Network Rail and Great Western Railway to progress development of this scheme. Progress will continue to be reported to the Council's Strategic Environment, Planning and Transport Committee and Traffic Management Sub-Committee; and the Berkshire Local Transport Body.

## **6. CONTRIBUTION TO STRATEGIC AIMS**

6.1 The delivery of this scheme would help to deliver the following Corporate Plan Service Priorities:

- Keeping the town clean, safe, green and active.
- Providing infrastructure to support the economy.

## **7. COMMUNITY ENGAGEMENT AND INFORMATION**

7.1 Informal consultation on the scheme was undertaken as part of the public consultation for the Local Transport Plan 2011 - 2026.

7.2 Statutory consultation on the scheme was undertaken through the planning process in 2015.

## **8. EQUALITY IMPACT ASSESSMENT**

8.1 Under the Equality Act 2010, Section 149, the Council must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.2 The detailed designs for the station will be subject to a full Equality Impact Assessment as they are developed.

## **9. LEGAL IMPLICATIONS**

9.1 It will be necessary to enter into a formal Agreement with Balfour Beatty plc, under the terms of the SCAPE Framework. The terms of this Agreement will be approved by the Council's Legal Services.

9.2 The initial interchange works are estimated to be significantly below the works threshold stipulated in the Public Contract Regulations. Due to there being a number of Contractors already operating close to the station site, it is proposed that best value will be achieved through undertaking a closed quotation process with these Contractors. This proposal has been agreed by the Council's Legal Services.

9.3 Following this quotation exercise, it will be necessary to enter into a formal Agreement with the successful Contractor to undertake the initial interchange

works. The terms of this Agreement will be approved by the Council's Legal Services.

- 9.3 Further advice will be sought from the Council's Legal Services prior to entering into a formal agreement with Network Rail for the Asset Protection Agreement or NSF2 Asset Purchase Agreement.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The cost of undertaking the detailed design and construction of the station and interchange is included within the overall funding package for the scheme which comprises of £9.15m from the Thames Valley Berkshire Local Growth Deal, £2.3m from the New Stations Fund 2, and £5.5m from the already agreed S106 agreement for the Green Park Village development which is specifically fettered towards the station.

- 10.2 There is no commitment on Reading Borough Council finances and if these sums are not used for this purpose then they would have to be returned to the LEP, DfT and developer as appropriate.

## **11. BACKGROUND PAPERS**

- 11.1 Major Transport & Highway Projects - Update Reports, Traffic Management Sub-Committee, from November 2015 onwards.

- 11.2 Major Transport & Highway Projects - Update Reports, Strategic Environment, Planning and Transport Committee, from November 2015 onwards.

- 11.3 Green Park Station - Scheme Progress Reports, Berkshire Local Transport Body, from March 2013 onwards.

- 11.4 Reading Green Park Station - Design Work, Policy Committee (Part 2), June 2016.

- 11.5 Reading Green Park Station - Design Work, Decision Book, July 2017.

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	11
TITLE:	CONTRACT AWARD - COMMUNITY TRANSPORT (DIAL-A-RIDE)		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICER:	CRIS BUTLER	TEL:	0118 937 2068
JOB TITLE:	ACTING HEAD OF TRANSPORTATION AND STREETCARE	E-MAIL:	<a href="mailto:cris.butler@reading.gov.uk">cris.butler@reading.gov.uk</a>

#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report seeks approval for the award of contract for the provision of Community Transport Services including the outsourcing of the Council's current internally provided Adult Social Care Transportation Service.

#### 2. RECOMMENDED ACTION

- 2.1 That Policy Committee resolves to award a contract to Readibus Limited for the provision of Community Transport Services for an initial period 30 months, with the option to extend by a further 36 months, subject to performance.

#### 3.0 POLICY CONTEXT

- 3.1 On 30 November 2015, Policy Committee agreed a series of savings proposals that would help bridge the budget gap. This included a proposal to create a fresh approach to grant giving, ensuring that where appropriate a procurement process is put in place for services to achieve a balance of grants and contracts.
- 3.2 On 13 June 2016 Policy Committee approved that a procurement exercise be undertaken to identify a single Service Provider to operate the Council's Community Transport Contract, including the outsourcing of the current in-house Adult Social Care Transport Service.

#### 4.0 BACKGROUND

- 4.1 Reading Borough Council's Community Transport services are currently provided through a variety of arrangements, including existing agreements for Dial-a-ride services, as well as services operated internally by the Council.

- 4.2 Reading Borough Council Adult Social Care currently provide transport through a variety of options to people with learning disabilities, people with mental health problems, people with physical disabilities and older persons across Reading.
- 4.3 Readibus provides the Council's current Dial-a-ride services for people of all ages who can't make use of the mainstream bus services offered in the area.

## 5 THE PROPOSAL

- 5.1 As part of the Council's continued objective to deliver best value, high quality services to its residents, it has undertaken a comprehensive procurement process to source a single operator for the provision of all its Community Transport based services.
- 5.2 This procurement process has been conducted in accordance with the Public Contract Regulations and was published via the Official Journal of the European Union (OJEU), Contracts Finder, and on the Council's procurement portal, In-Tend.
- 5.3 This procurement process included the outsourcing of the in-house Adult Social Care Transport Service, and its staff. The Council is currently working with these employees, to ensure a smooth transition to the incoming employer. This is being conducted with the support of HR and Union representatives.
- 5.4 The deadline for the receipt of tenders was noon on 4 August 2017. Upon conducting a formal tender opening ceremony, one tender submission was received. Following a detailed evaluation this submission was found to be fully compliant with the Council's requirements.
- 5.5 Immediately prior to the deadline for the receipt of tenders, the Department for Transport released some revised guidance regarding the issue of permits under Section 19 and 22 of the Transport Act 1985.
- 5.6 A recent decision by the Driver and Vehicles Standards Agency (DVSA) determined that the derogation from the requirement in EU Regulation 1071/2009 for operators of road passenger transport services to hold a PSV Operator's Licence could not properly be considered applicable simply because the operator was a registered charity (and was therefore prohibited from distributing its profits).

An operator whose activities are essentially those of a bus company (in that it employs salaried drivers and carries out passenger transport services under contracts won in contestable markets and/or in exchange for fares charged to passengers at more than nominal rates) cannot be regarded as carrying out its activities "*exclusively for non-commercial purposes*". That is so even if the operator is a registered charity or other "not for profit" organisation.

Where *any* of an operator's services are not being carried out "*exclusively for non-commercial purposes*", then the operator cannot operate *any* vehicles

under a Section 19 or 22 permit, since it falls outside the scope of the derogation.

5.7 The Department for Transport intends to clarify this further by way of a formal public consultation in autumn 2017, which will set out the detailed changes required in order to update current guidance, together with proposed amendments to the Transport Act 1985. However it is expected that the principles set out in the letter of 31 July 2017 will remain valid, and therefore based on this guidance Readibus is required to hold a valid PSV licence for its provision of commercial operations, beyond just those covered by this Contract award.

5.8 This change in legal guidance could not have been anticipated prior to the commencement of the procurement process; however the procurement process required that the successful operator hold either a valid PSV licence or Section 19 or 22 permit, and therefore the Council is satisfied that this change has not had an impact on the commerciality of the tender result.

5.9 The Council intends to award this Contract in accordance with the criteria stipulated in the procurement process. Additional clauses will be included within the Terms and Conditions setting out the requirement to comply with this revised guidance, and discussions have already commenced with Readibus to manage and monitor the transition.

## **6 CONTRIBUTION TO STRATEGIC AIMS**

6.1 Objectives are in line with the Council Priorities as set out in the Corporate Plan 2015-2018, in particular: -

- Safeguarding and protecting those that are most vulnerable
- Providing the best life through education, early help and healthy living
- Keeping the town clean, safe, green and active
- Providing infrastructure to support the economy
- Remaining financially sustainable to deliver these service priorities

## **7 COMMUNITY ENGAGEMENT AND INFORMATION**

7.1 N/A

## **8 EQUALITY IMPACT ASSESSMENT**

8.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:-

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.2 There is no change to Readibus nor the existing service users as a result of the proposals detailed in this report.

## 9. LEGAL IMPLICATIONS

9.1 As the estimated lifetime cost of this service contract exceeds the "Service Threshold", this procurement exercise was subject to the Public Contract Regulations 2015, and as such the principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality were applied.

9.2 In accordance with the Public Contract Regulations 2015 and the Council Contract Procedure Rules, the opportunity was advertised on 6 July 2017 in the Official Journal of the European Union (OJEU) as well as on the Council's electronic tendering portal and via 'Contracts Finder'.

9.3 This report sets out the decision to enter into contract based upon the most economically advantageous tender, in accordance with the criteria stated in the invitation to tender.

## 10. FINANCIAL IMPLICATIONS

10.1 This contract will be funded through existing Revenue budgets and will replace any and all existing grant funding payable by Reading Borough Council to Readibus.

10.2 The sums contracted under this arrangement are as follows:

- Oct 17 - Mar 18 - £300,000
- Apr 18 - Mar 19 - £600,000
- Apr 19 - Mar 20 - £525,000

Should the contract be extended beyond the initial period, the sum payable shall reduce to £425,000 per annum for the remaining term of the Contract.

10.3 This Contract therefore fulfils the ambition to make a budget reduction in the service.

## 11. BACKGROUND PAPERS

- Readibus Additional Funding report to Policy Committee on 16<sup>th</sup> June 2016.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	12
TITLE:	NATIONAL CYCLE NETWORK 422 - PHASE 2		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	MINSTER & ABBEY
LEAD OFFICER:	EMMA BAKER	TEL:	0118 937 4881
JOB TITLE:	SENIOR TRANSPORT PLANNER	E-MAIL:	<a href="mailto:emma.baker@reading.gov.uk">emma.baker@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report outlines progress in delivering Phase 1 of the new National Cycle Network route along the Bath Road between Greenwood Road and Berkeley Avenue. It also sets out improvements developed as part of the Phase 2 programme, from Berkeley Avenue to London Road, and our recommendation to seek scheme and spend approval from Policy Committee.
- 1.2 Appendix A - Detailed designs of the proposals in Phase 2.

2. RECOMMENDED ACTION

- 2.1 That the Committee note the progress in delivering the National Cycle Network (NCN) 422 scheme.
- 2.2 That the Committee gives scheme and spend approval for Phase 2 of the NCN 422 scheme.

3. POLICY CONTEXT

- 3.1 The Local Transport Plan (LTP) is a statutory document setting out the Council's transport strategy and policy. Reading Borough Council's third Local Transport Plan (LTP3) for the period 2011-26 was adopted by the Council on 29 March 2011.
- 3.2 The Cycle Strategy 2014: Bridging Gaps, Overcoming Barriers & Promoting Safer Cycling, was adopted by the Council on 19 March 2014 as a sub-strategy to the Local Transport Plan. The strategy includes detailed policies regarding the design principles for delivering infrastructure and route improvements for cyclists on the public highway, as well as policies to encourage and promote cycling.
- 3.3 The NCN 422 scheme is included within the Council's Corporate Plan 2016-19 and Thames Valley Berkshire LEP's Strategic Economic Plan 2016-21.

## 4. THE PROPOSAL

- 4.1 National Cycle Network (NCN) Route 422 was granted full funding approval from the Berkshire Local Transport Body in November 2015 to the value of £4.2 million. The cross-Berkshire cycle route between Newbury and Windsor will provide an enhanced £1.2 million east-west cycle facility through Reading, linking to existing cycle routes to the north and south of the borough and directly serving schools and other local facilities/services.
- 4.2 Phase 1 works commenced on-site along Bath Road in January following approval from Policy Committee. The initial phase sought to extend the existing off-carriageway cycle facilities to the west of the borough boundary to Berkeley Avenue, better connecting local people to key destinations, including schools, local shops and leisure facilities. The works consisted of widened and resurfaced footways, decluttering, the installation of signing and the construction of two raised tables. The remaining Phase 1 programme is expected to be delivered over the autumn, including traffic signal upgrades at Liebenrood Road and Southcote Road and kerb realignment works at New Lane Hill.
- 4.3 The Phase 2 delivery programme consists of a mixture of on and off-carriageway cycle facilities linking Bath Road to east Reading via the town centre. Existing cycle lanes on Berkeley Avenue will be widened and complemented by an off-carriageway shared-use path catering for less confident and inexperienced cyclists, including those travelling to nearby secondary schools. The route will continue along Berkeley Avenue to Temple Place where it will join local cycle route R1 and NCN 4 at Lower Brook Street before travelling along Fobury Street and Bridge Street. At this point, cyclists will have the option of continuing along the existing NCN4 route through the Oracle or riding along Mill Lane to London Street. From here the route travels along the River Kennet to Watlington Street and London Road where the Phase 2 route ends.
- 4.4 The scheme will be delivered by our in-house Highways team who will be supported by existing contractors where specialist services are required. The delivery programme will include:
- Widened cycle lanes on Berkeley Avenue between Bath Road and Coley Avenue that will be converted to mandatory cycle lanes.
  - Entry treatments at junctions including raised tables, imprinting or tighter geometry.
  - Improved crossing facilities at Yield Hall Place and London Street, including dedicated cycle facilities.
  - Localised footway resurfacing and widening, supported by the installation of shared-use tiles
  - Decluttering and the relocation of street furniture to maximise the effective width of the footway.
  - Directional and regulatory signs, including official NCN branding.
- 4.5 The Phase 2 detailed designs are shown in Appendix 1.
- 4.6 The detailed designs for the Phase 3 route between London Road and the borough boundary will be developed over the autumn and take into consideration wider transport improvements that are currently being investigated, including red routes and the East Reading Study. These designs will be shared with Ward Councillors and user groups before scheme and financial approval is sought at a future Committee meeting.



## **5. CONTRIBUTION TO STRATEGIC AIMS**

5.1 The delivery of the new National Cycle Network route – NCN 422 outlined in this report helps to deliver the following Corporate Plan Service Priorities:

- Keeping the town clean, safe, green and active;
- Providing infrastructure to support the economy

5.2 The new National Cycle Network route also supports the following strategic aims by providing infrastructure that encourages people living, working and visiting Reading to cycle for local journeys:

- To Develop Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley; and
- To promote equality, social inclusion and a safe and healthy environment for all.

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

6.1 Regular updates on the development of the NCN scheme have, and will continue, to be reported at Traffic Management Sub-Committee, the Cycle Forum and Older People's Working Group.

6.2 The Phase 2 detailed designs have been circulated to Ward Councillors, the Cycle Forum and Older People's Working Group for comment and are currently in the process of being finalised.

6.3 Statutory consultation will be carried out in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 and any objections reported to Traffic Management Sub-Committee.

## **7. EQUALITY IMPACT ASSESSMENT**

7.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:-

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 An Equality Impact Assessment scoping report has been carried out for the Phase 2 detailed designs, which will be appended to the Policy Committee report seeking scheme and financial approval.

## **8. LEGAL IMPLICATIONS**

8.1 Traffic regulation orders will be made under the Road Traffic Regulation Act 1984 and any objections reported to Traffic Management Sub-Committee.

## **9. FINANCIAL IMPLICATIONS**

9.1 The Phase 2 work programme will be delivered in-house by our Highways team, who will be supported by existing contractors where specialist services are required.

9.2 Costs associated with the National Cycle Network Phase 2 delivery programme will be met by LEP Growth Deal funding up to the value of £500,000. There is no commitment on Reading Borough Council finances and if this sum is not used for this purpose then it would have to be returned to the LEP.

## 10. BACKGROUND PAPERS

10.1 Traffic Management Sub-Committee Report, Major Transport & Highways Projects - Update reports from November 2015 onwards.

10.2 Policy Committee Report, National Cycle Network Route NCN422, January 2017.

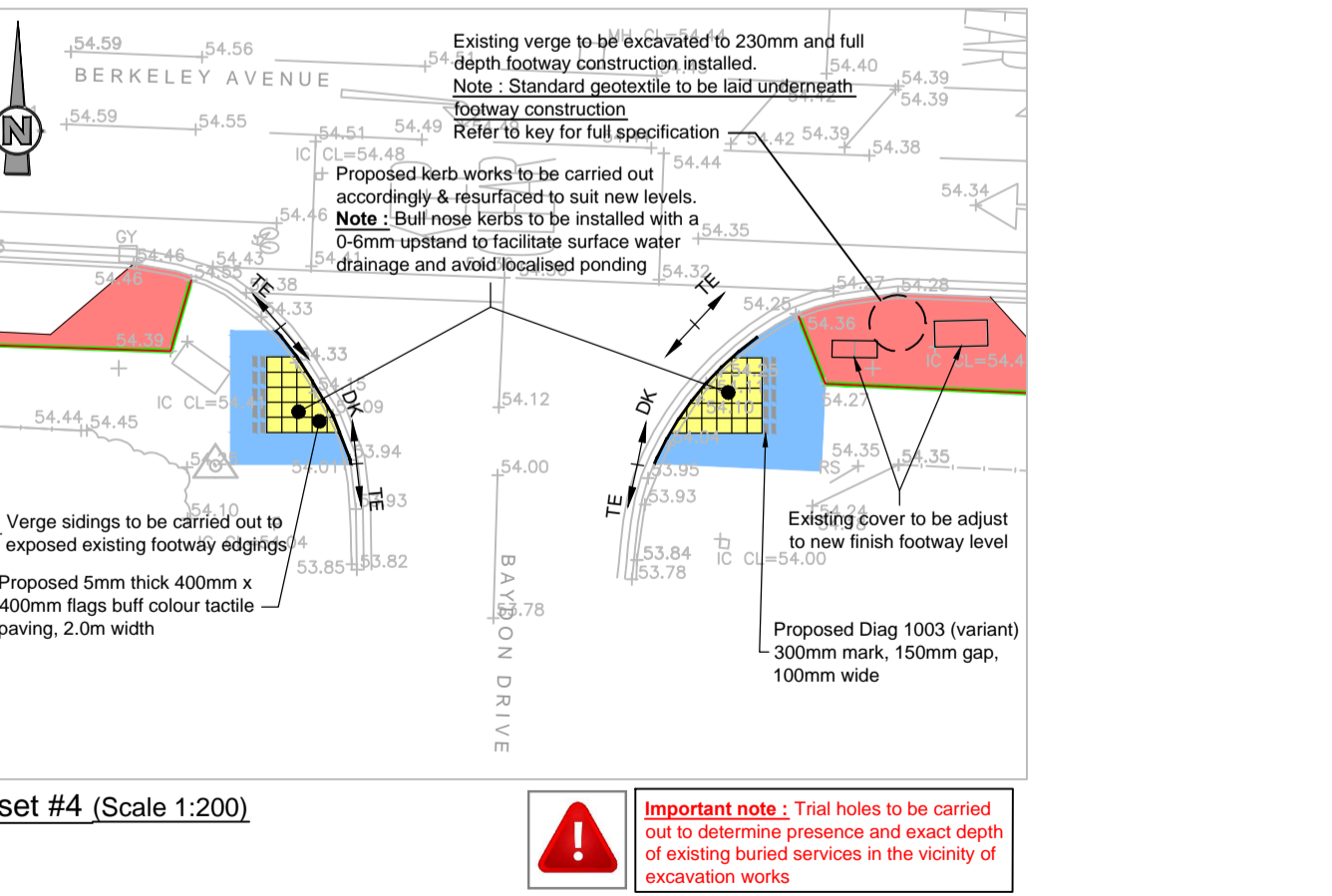
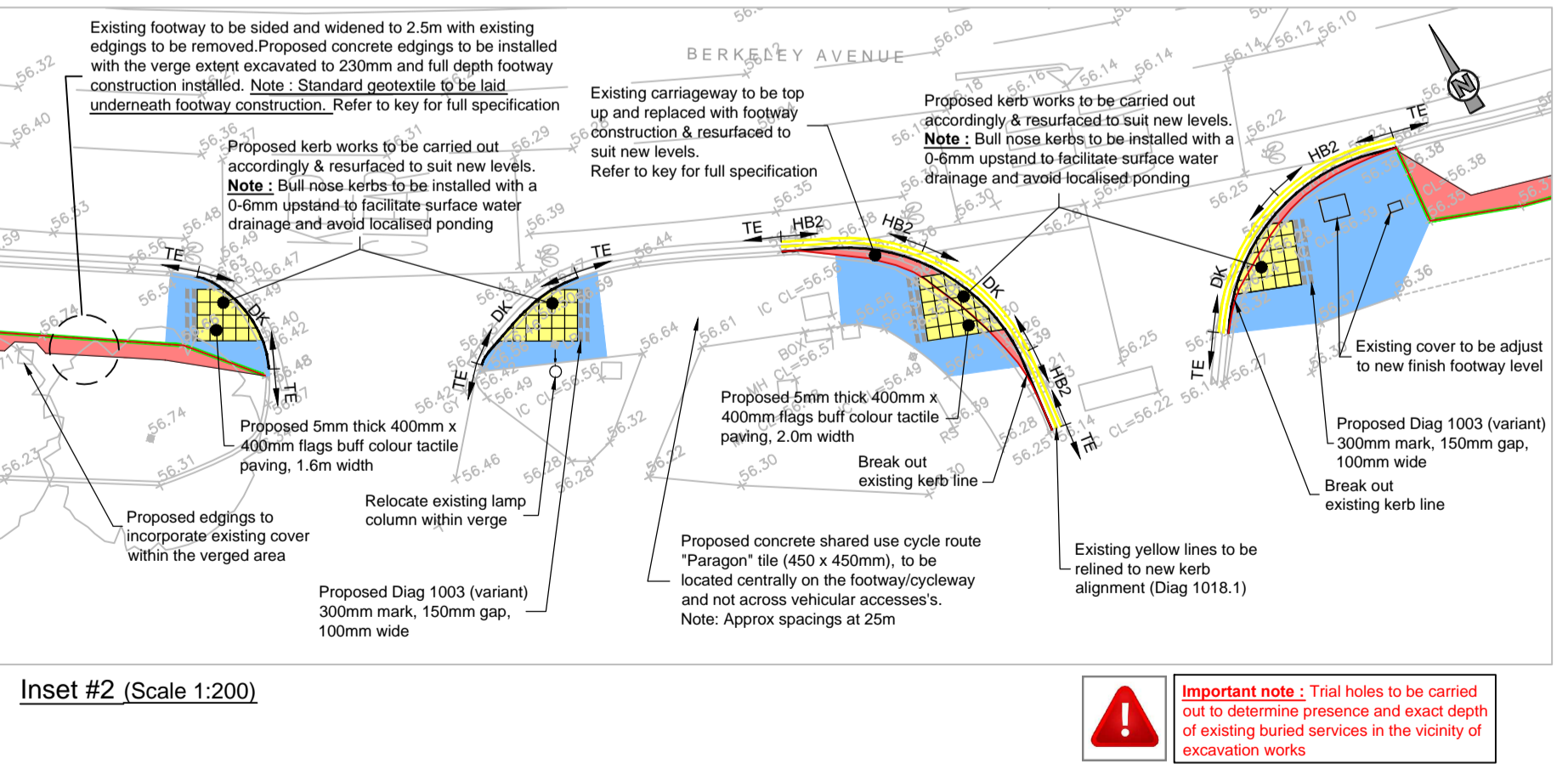
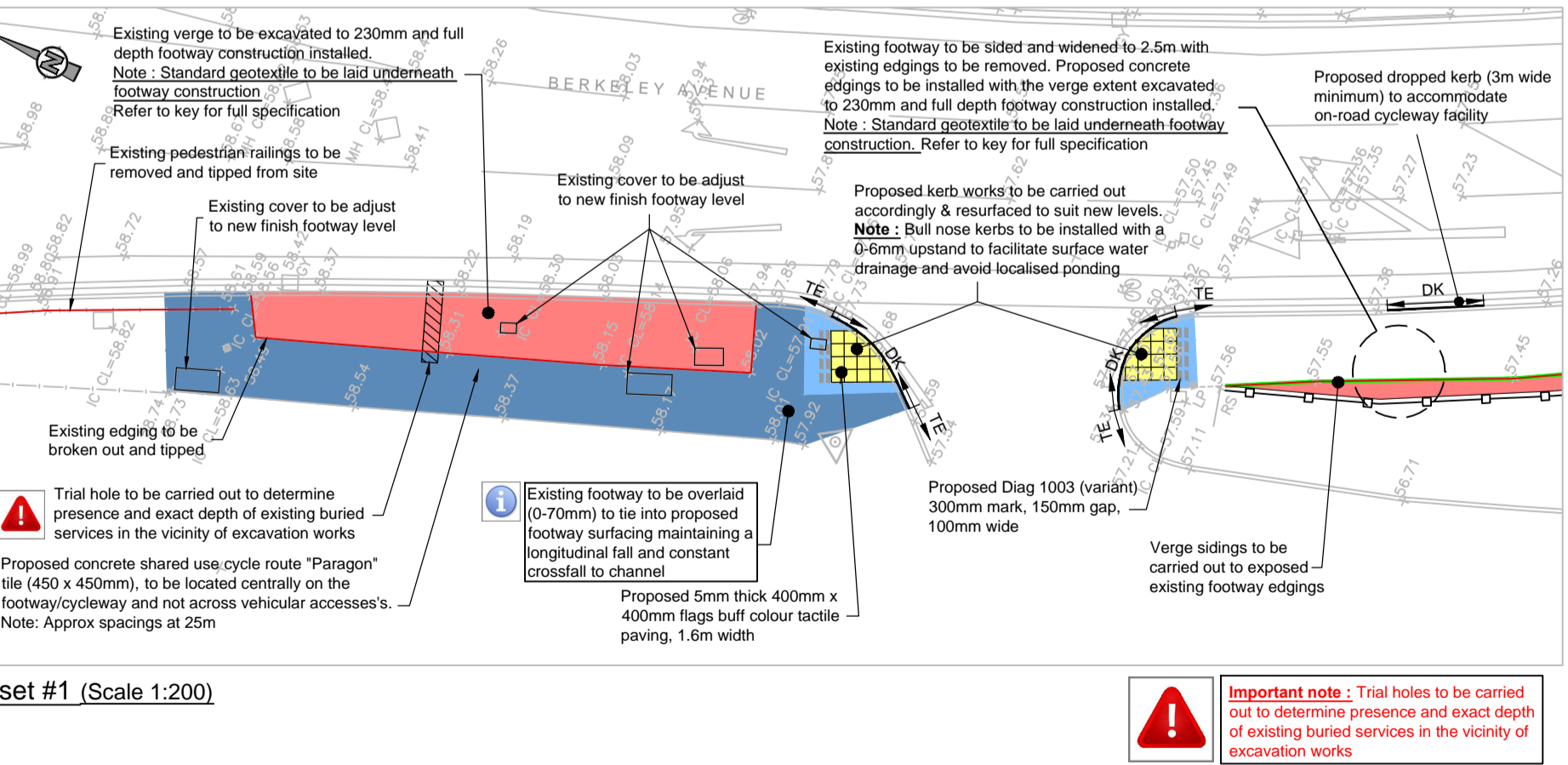
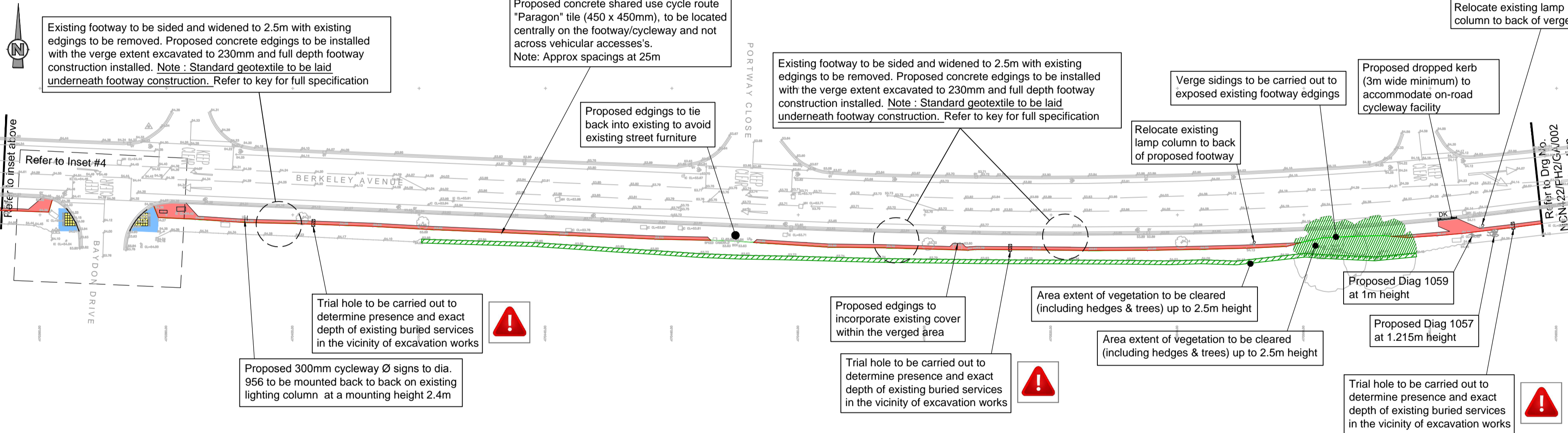
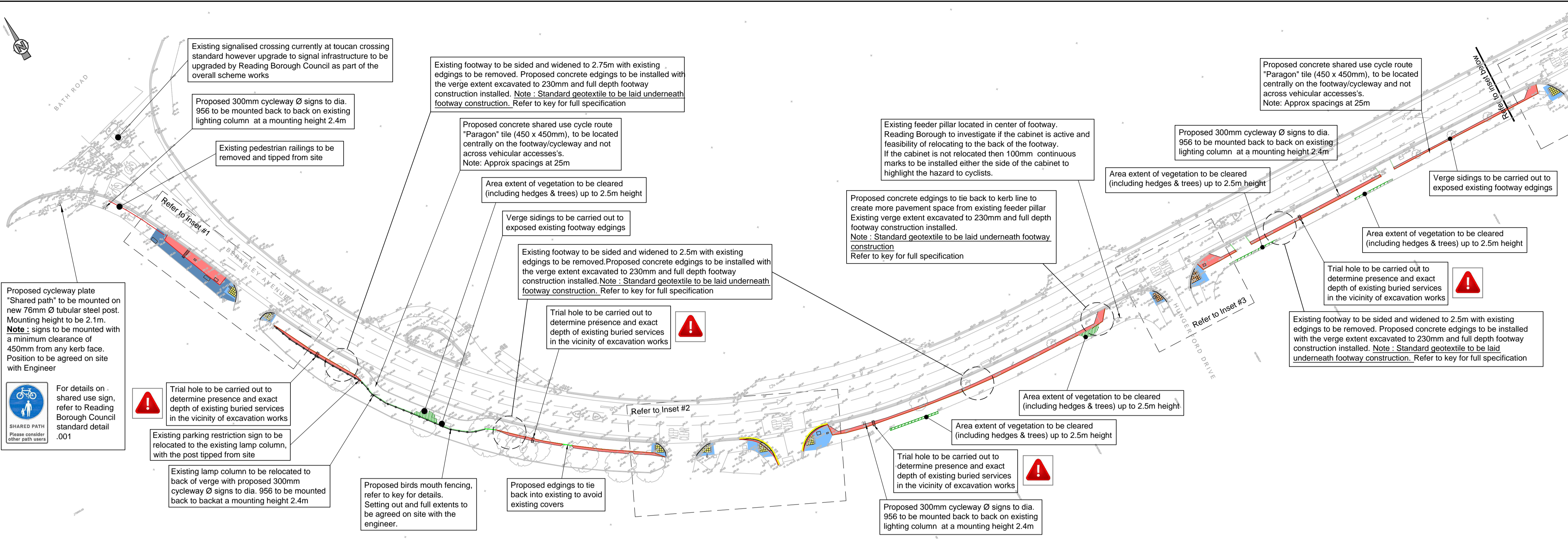
10.3 NCN 422 Phase 2 Detailed Designs: <http://www.reading.gov.uk/transport-schemes-and-projects>.

DO NOT SCALE

- Key**
- Item to be removed/broken out
  - Area extent of vegetation to be cleared (including hedges & trees) up to 2.5m height
  - Siding to be carried out
  - Proposed dropped kerb with transitions using a H82 transition and BN kerb with 0.6m upstand, refer to RBC standard detail SD1101
  - Tie into existing kerb line
  - Proposed full height concrete half battered kerb at 125mm height, refer to RBC standard detail SD1101
  - Proposed pre-cast concrete edging
  - Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm buff colour and shall comply with BS 7263-3:2001
  - Proposed 5mm thick 400mm x 400mm flags buff colour stick-on tactile paving from JA Tactile System or similar
  - Existing footway construction to be broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay including an application of a weed killer. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - Refer to RBC standard detail SD1105
  - Existing surface to be dug out to a depth of 230mm or topped up on existing carriageway surface. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material
    - Refer to RBC standard detail SD1105
    - Note: Standard geotextile to be laid underneath footway construction. Terrain T1000 or similar where new construction was previously verge.
  - Concrete shared use cycle route "Paragon" tile (450 x 450mm), refer to standard detail NCN422/SD1001. Tile to be located centrally on the footway/cycleway and not across vehicular accesses.
  - Proposed birds mouth fencing, refer to standard detail NCN422/PH2/GA/001

- Notes**
- All dimensions are in metres unless otherwise stated.
  - This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  - Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  - All works are to be in accordance with Reading Borough Council specifications and standard details.
  - Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  - Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  - The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  - All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  - All setting out to be agreed with Engineer.
  - Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
  - Mounting heights of all signs to be:
    - footway 2.1m
    - cycleways 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
    - If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  - All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  - All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

**Important note:** Presence of existing services within vicinity of excavation works, including YODAFONE, BT, THAMES WATER CLEAN & FOLI, VIRGIN, INSTALCOM, ZAVO, SCN and SSE HV & LV. Refer to status information provided. Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.



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REV	DATE	BY	DESCRIPTION	CHK	APD
C	24/07/17	IM	TACTILE PAVING TYPE REVISED & BIRD MOUTH FENCING ADDED	TRA	EH
B	10/07/17	IM	OS SURVEY REPLACED WITH TOPOGRAPHICAL SURVEY	TRA	EH
A	19/06/17	IM	FIRST ISSUE	TRA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION

Reading Borough Council  
Working better with you

CLIENT: READING BOROUGH COUNCIL

ARCHITECT: PHASE 2 BERKELEY AVENUE

PROJECT: NCN CYCLE ROUTE IMPROVEMENT

TITLE: PHASE 2 BERKELEY AVENUE SHEET 1 OF 8

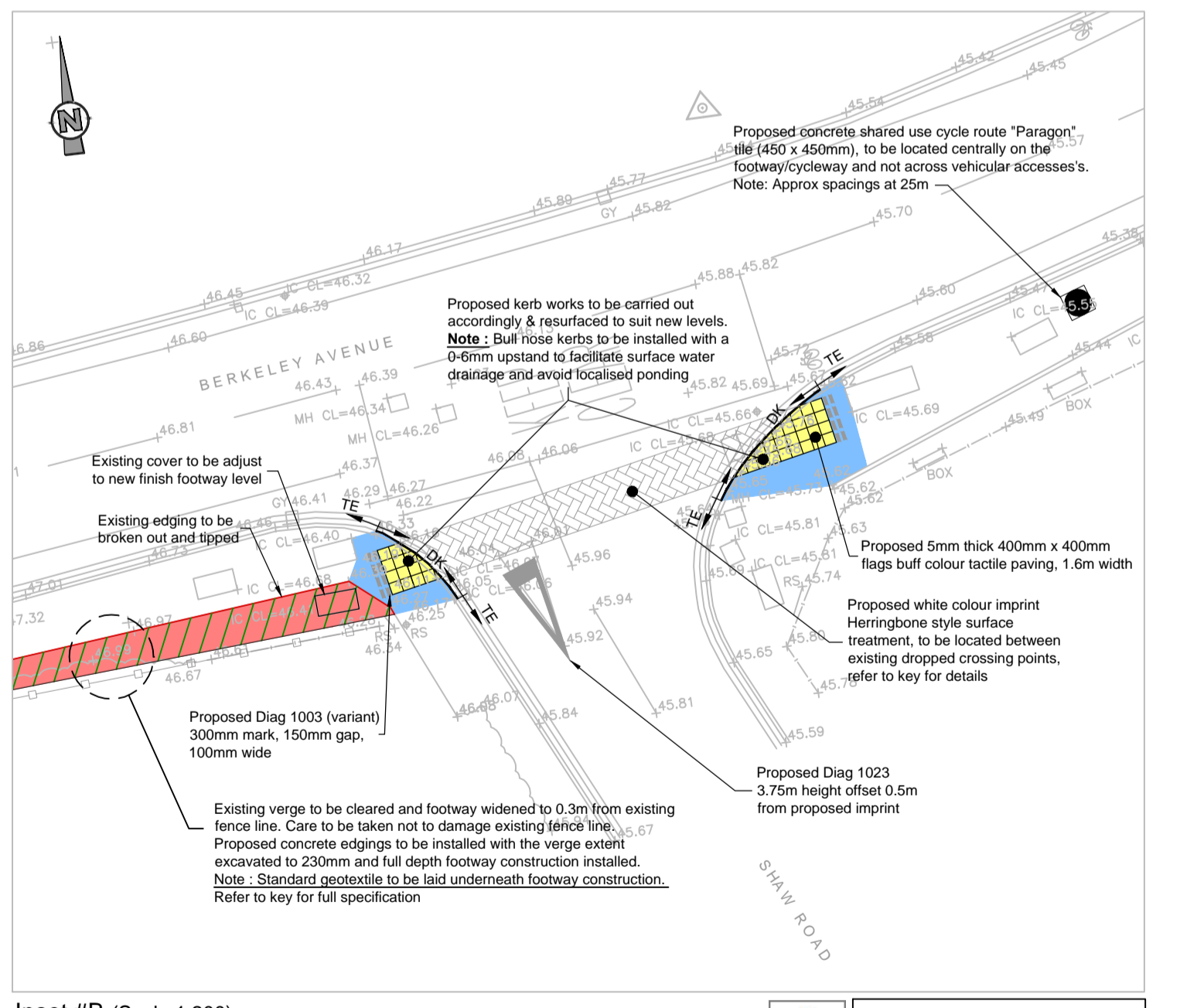
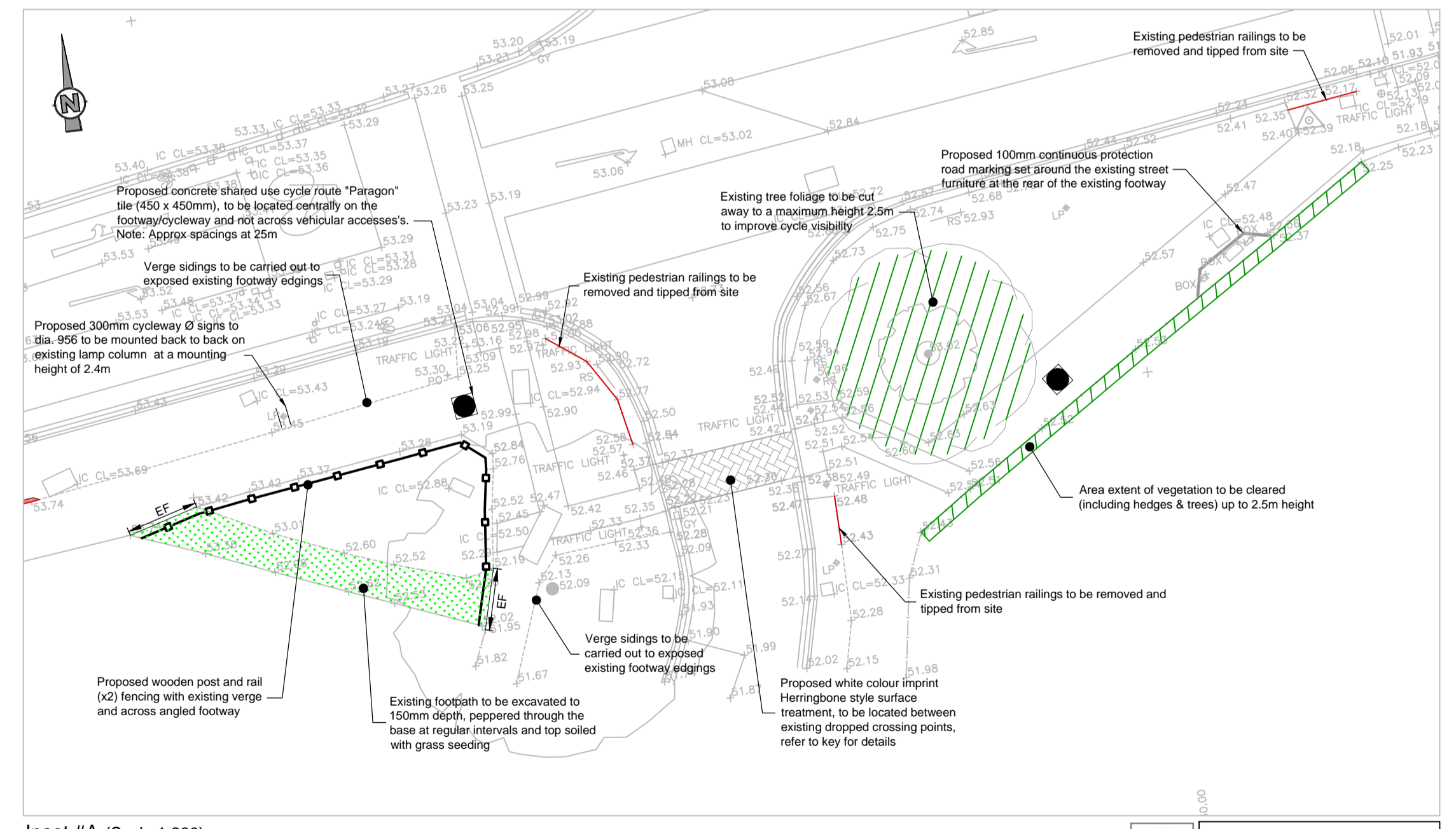
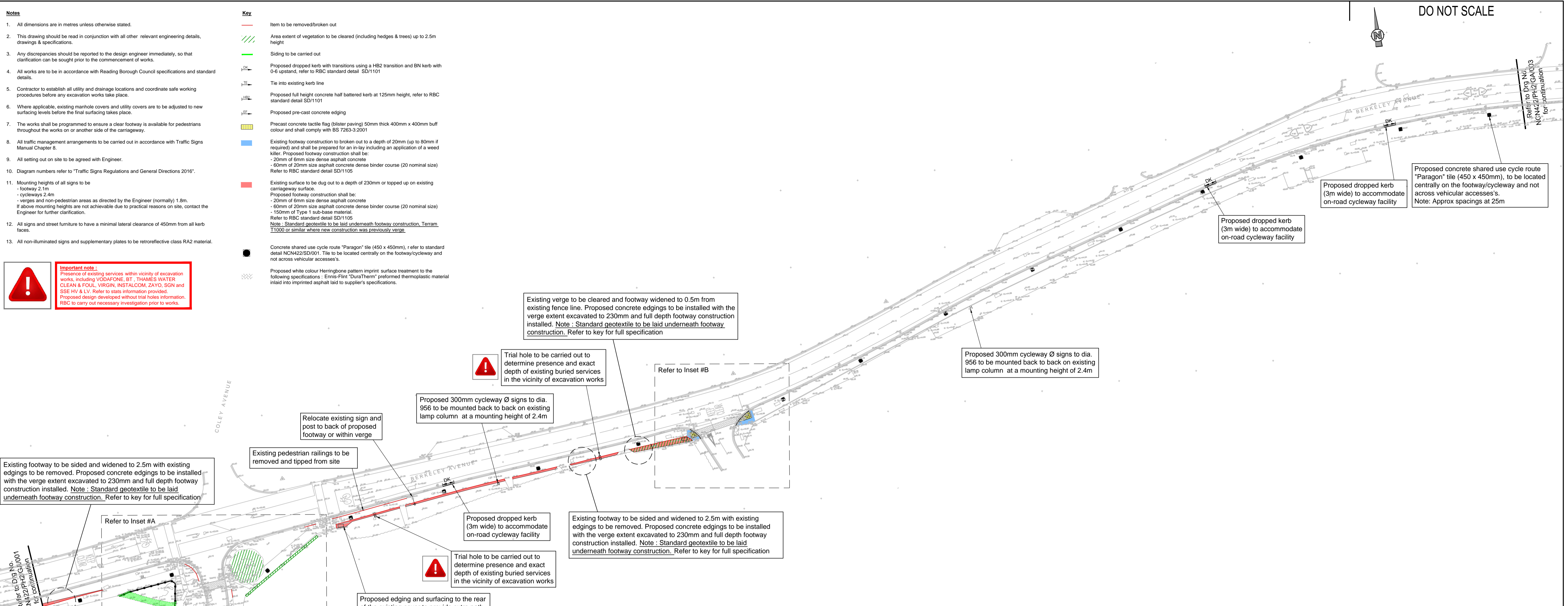
SCALE @ A1:	CHECKED:	APPROVED:
1:500	TRA	EH
CAD FILE:	DESIGN/DRAWN:	DATE:
NCN422_PH2_GA_001C	IM	July 2017
PROJECT No:	DRAWING No:	REV:
NCN422	NCN422/PH2/GA/001	C

- Notes**
- All dimensions are in metres unless otherwise stated.
  - This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  - Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  - All works are to be in accordance with Reading Borough Council specifications and standard details.
  - Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  - Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  - The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  - All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  - All setting out on site to be agreed with Engineer.
  - Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
  - Mounting heights of all signs to be:
    - footway 2.1m
    - cycleways 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  - All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  - All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

- Key**
- Item to be removed/broken out
  - Area extent of vegetation to be cleared (including hedges & trees) up to 2.5m height
  - Siding to be carried out
  - Proposed dropped kerb with transitions using a HB2 transition and BN kerb with 0-6 upstand, refer to RBC standard detail SD/1101
  - Tie into existing kerb line
  - Proposed full height concrete half battered kerb at 125mm height, refer to RBC standard detail SD/1101
  - Proposed pre-cast concrete edging
  - Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm buff colour and shall comply with BS 7263-3:2001
  - Existing footway construction to be broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay including an application of a weed killer. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material.
 Refer to RBC standard detail SD/1105  
 Note: Standard geotextile to be laid underneath footway construction. Terrain T1000 or similar where new construction was previously verge.
  - Existing surface to be dug out to a depth of 230mm or topped up on existing carriageway surface. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material.
 Refer to RBC standard detail SD/1105  
 Note: Standard geotextile to be laid underneath footway construction. Terrain T1000 or similar where new construction was previously verge.
  - Concrete shared use cycle route "Paragon" tile (450 x 450mm), refer to standard detail NCN422/SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular accesses.
  - Proposed white colour Herringbone pattern imprint surface treatment to the following specifications: Ennis-Fint "DuraTherm" preformed thermoplastic material inlaid into imprinted asphalt laid to supplier's specifications.

**Important note:**  
 Presence of existing services within vicinity of excavation works, including VODAFONE, BT, THAMES WATER CLEAN & FOUL, VIRGIN, INSTALCOM, ZAYO, SON and SSE HV & LV. Refer to stats information provided. Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.

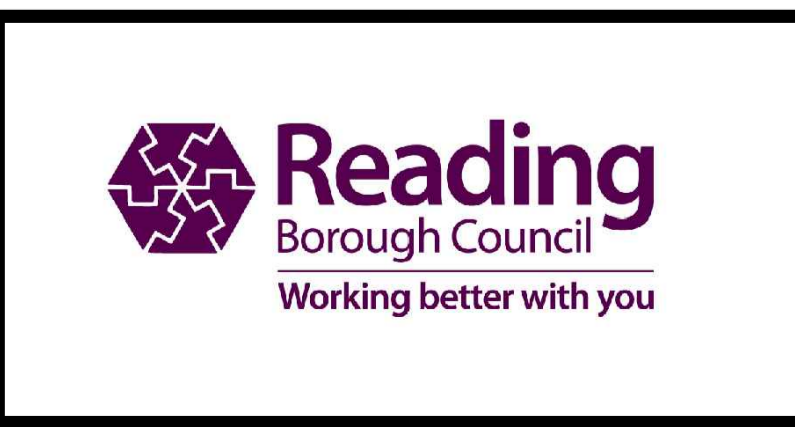
DO NOT SCALE



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REV	DATE	BY	DESCRIPTION	CHK	APD
C	01/08/17	W	TACTILE PAVING TYPE REVISED AND LOCALISED PATH WIDENING AT EXISTING TRAFFIC POLE	TRA	EH
B	10/07/17	M	OS SURVEY REPLACED WITH TOPOGRAPHICAL SURVEY	TRA	EH
A	19/06/17	M	FIRST ISSUE	TRA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION



CLIENT: READING BOROUGH COUNCIL

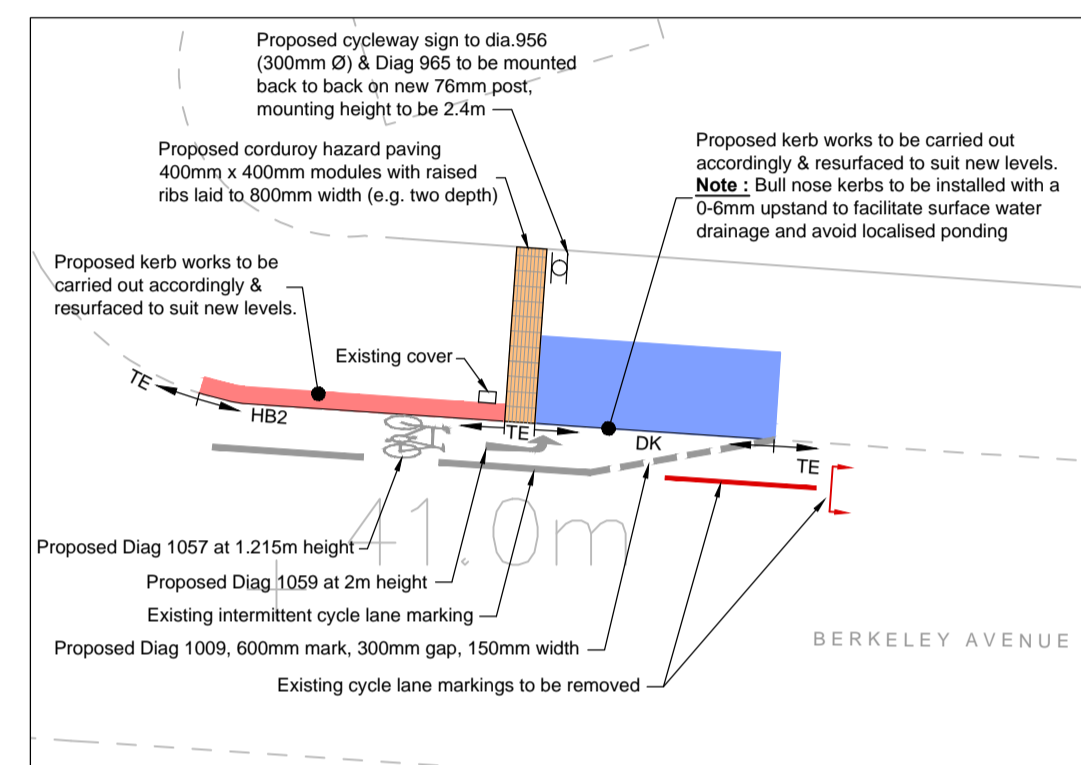
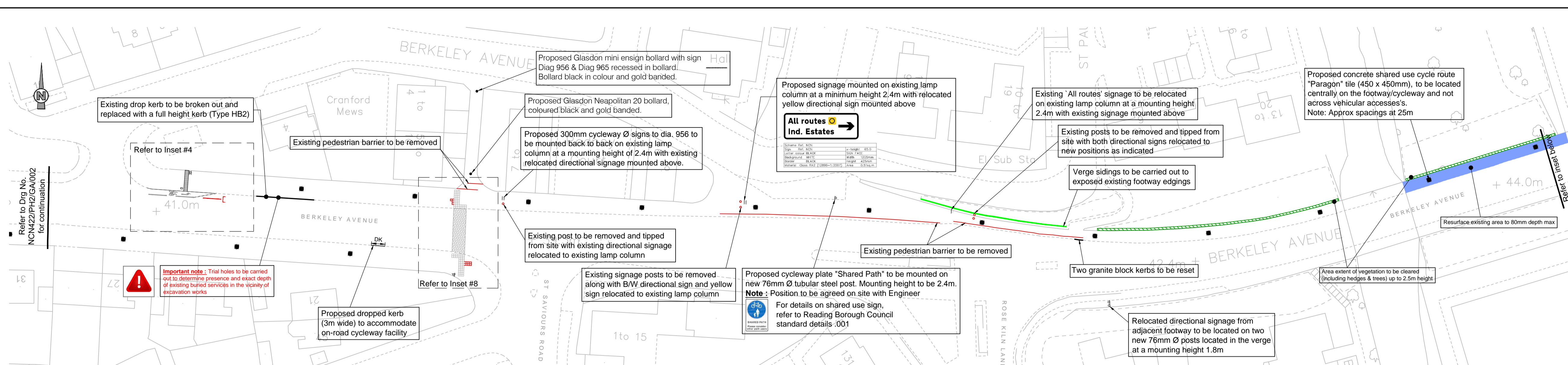
ARCHITECT:

PROJECT: NCN CYCLE ROUTE IMPROVEMENT  
 READING  
 PHASE 2  
 BERKELEY AVENUE  
 SHEET 2 OF 8

SCALE AT: 1:500	CHECKED: TRA	APPROVED: EH
CAD FILE: NCN422_PH2_GA_002C	DESIGN/DRAWN: IM	DATE: December 2016
PROJECT No: NCN422	DRAWING No: NCN422/PH2/GA/002	REV: C

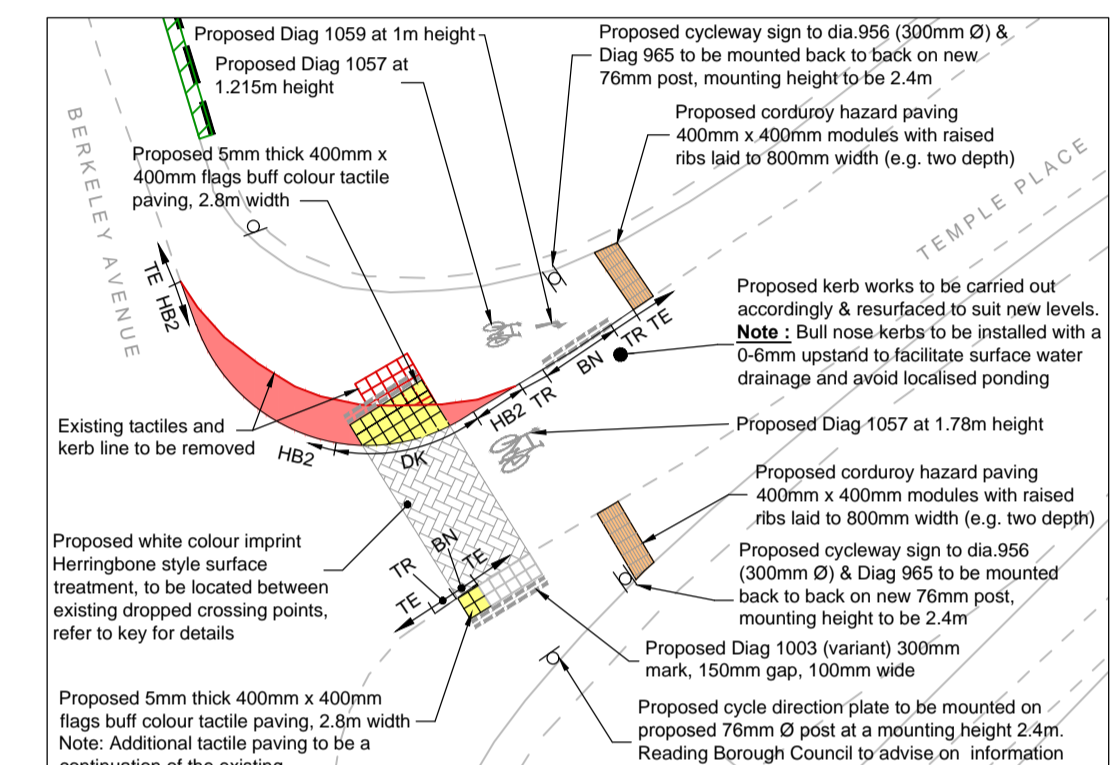
DO NOT SCALE

- Key**
- Item to be removed/broken out
  - Siding to be carried out
  - Proposed dropped kerb with transitions using a HB2 transition and BN kerb with 0-6 upstand, refer to RBC standard detail SD/1101
  - Tie into existing kerb line
  - Proposed full height concrete half battered kerb at 125mm height, refer to RBC standard detail SD/1101
  - Proposed concrete bull nosed kerb at 0-6mm height, refer to RBC standard detail SD/1101
  - Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm buff colour and shall comply with BS 7283-3:2001
  - Existing footway construction to be broken out to a depth of 20mm (up to a wheel if required) and shall be prepared for an in-situ including an application of a weed killer. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material.
 Refer to RBC standard detail SD/1105  
 Note: Standard geotextile to be laid underneath footway construction. Terram T1000 or similar where new construction was previously verge.
  - Existing surface to be dug out to a depth of 230mm or topped up on existing carriageway surface.
  - Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material.
 Refer to RBC standard detail SD/1105  
 Note: Standard geotextile to be laid underneath footway construction. Terram T1000 or similar where new construction was previously verge.
  - Concrete shared use cycle route "Paragon" tile (450 x 450mm), refer to standard detail NCN422SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular access'es.
  - Proposed white colour Herringbone pattern imprint surface treatment to the following specifications: Emnis-Flint "DuraTherm" performed thermoplastic material inlaid into imprinted asphalt laid to supplier's specifications.



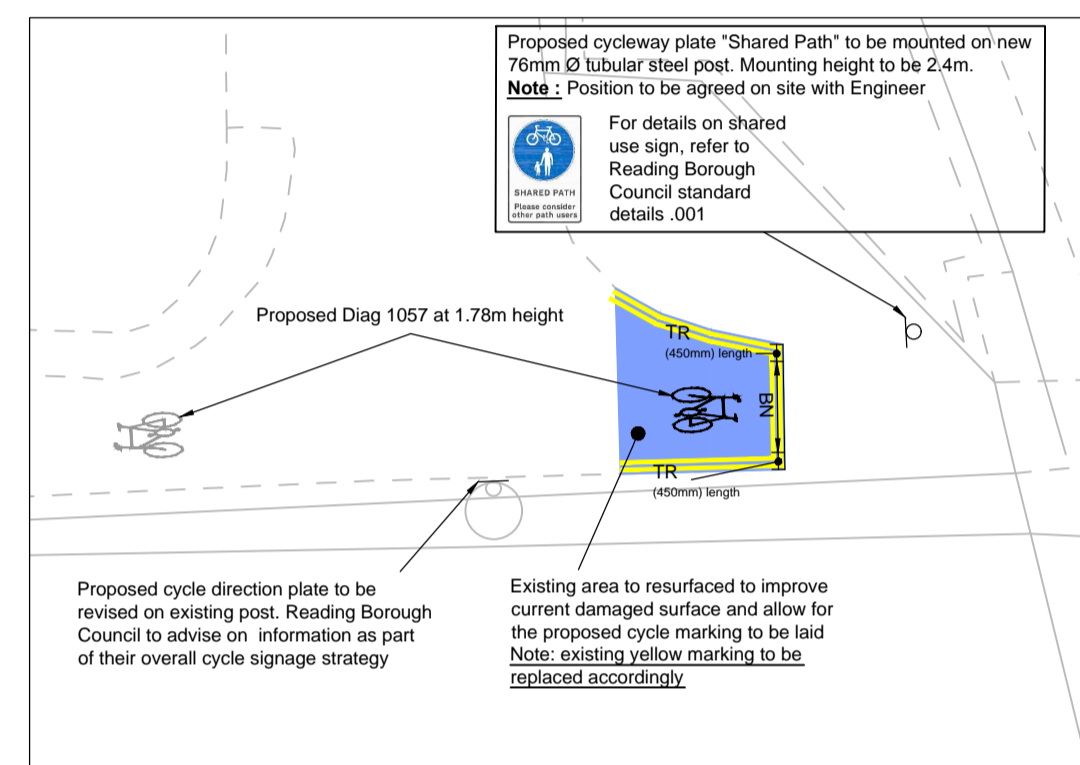
Inset #4 (Scale 1:200)

**Important note:** Trial holes to be carried out to determine presence and exact depth of existing buried services in the vicinity of excavation works



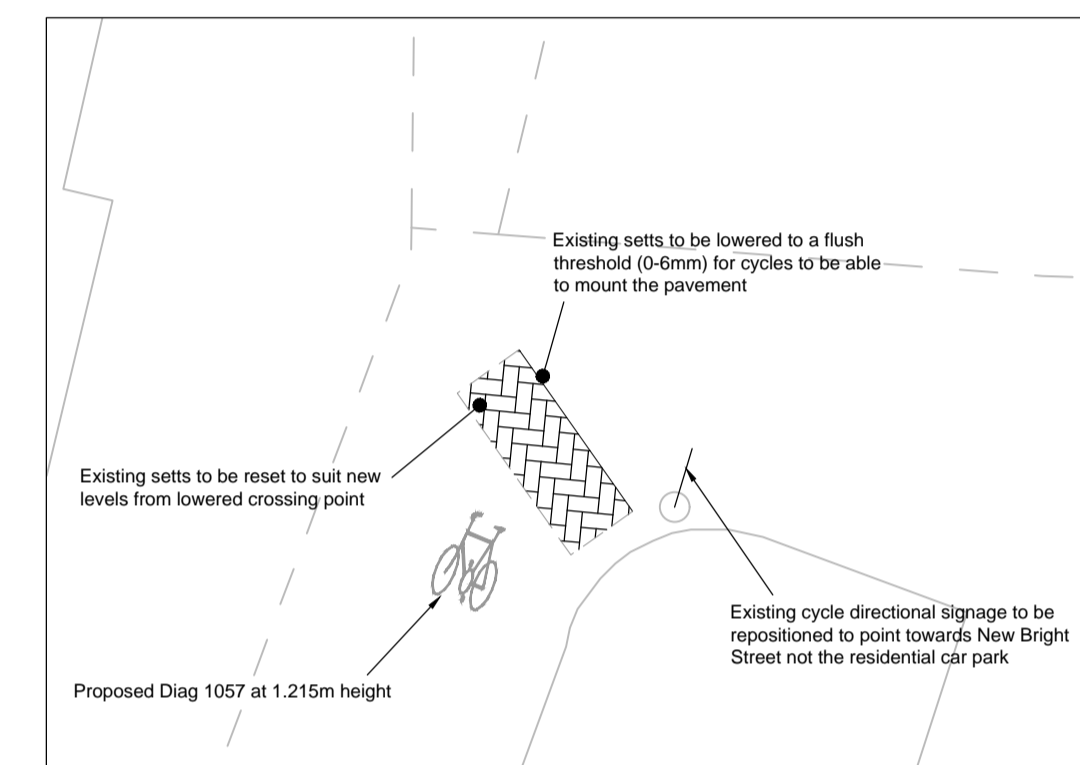
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**Important note:** Trial holes to be carried out to determine presence and exact depth of existing buried services in the vicinity of excavation works

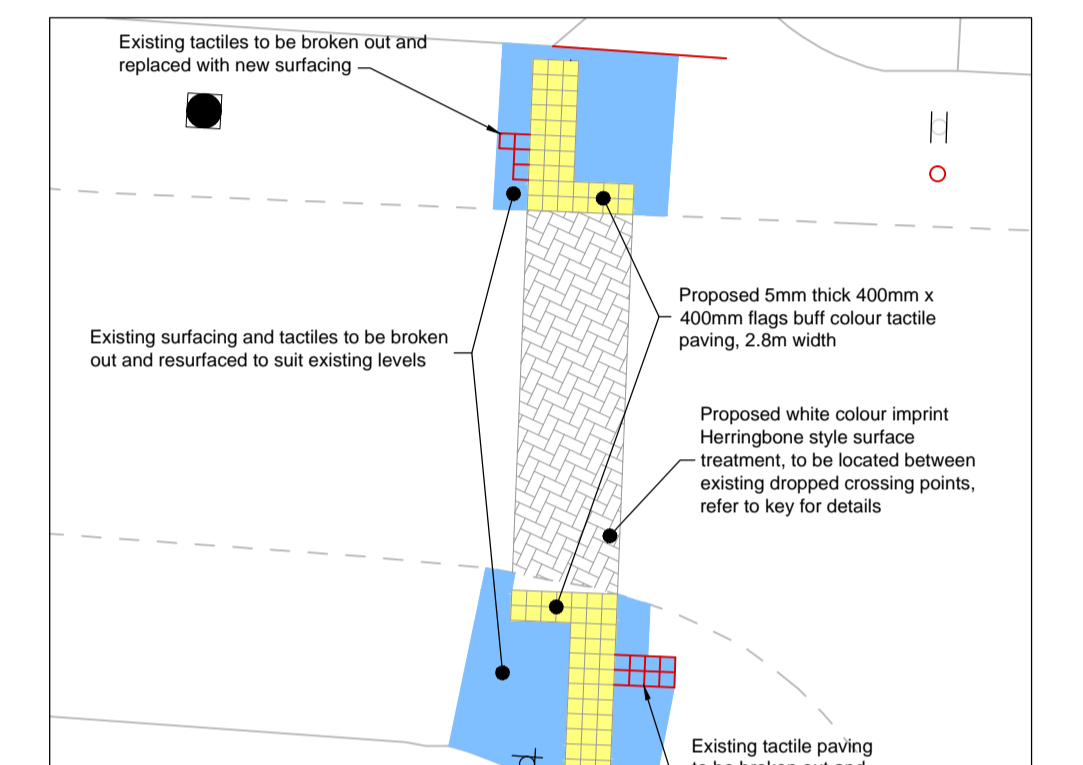


Inset #6 (Scale 1:200)

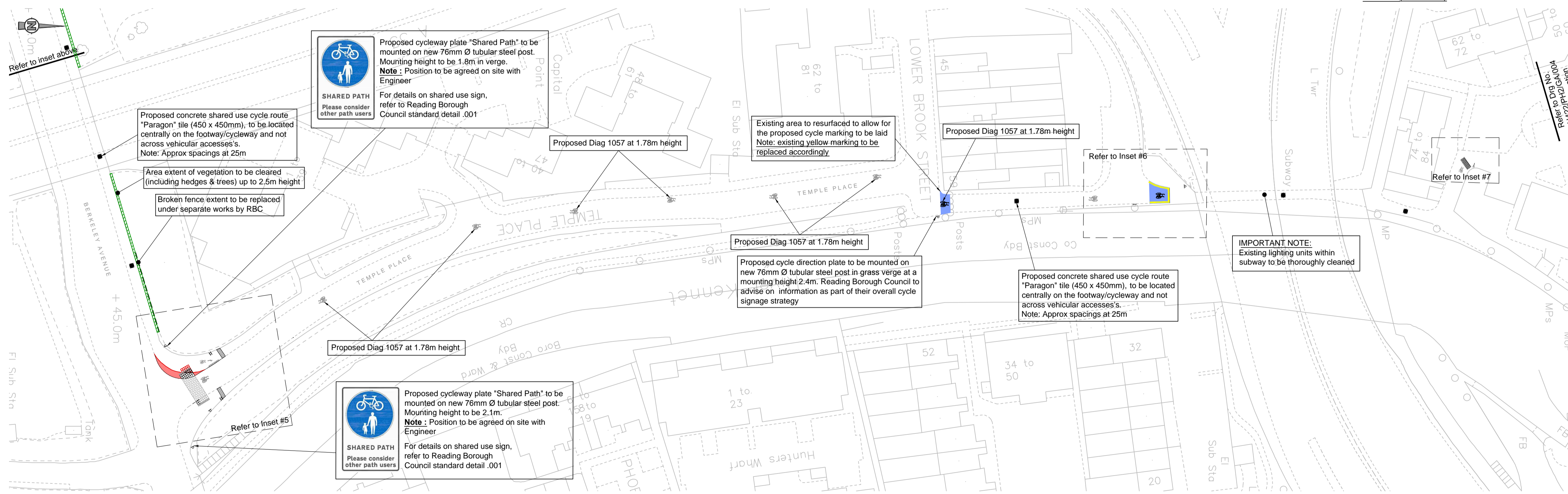
**Important note:** Trial holes to be carried out to determine presence and exact depth of existing buried services in the vicinity of excavation works



Inset #7 (Scale 1:100)



Inset #8 (Scale 1:200)



- Notes**
- All dimensions are in metres unless otherwise stated.
  - This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  - Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  - All works are to be in accordance with Reading Borough Council specifications and standard details.
  - Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  - Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  - The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  - All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  - All setting out on site to be agreed with Engineer.
  - Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
  - Mounting heights of all signs to be:
    - footway 2.1m
    - cycleway 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  - All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  - All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

**Important note:** Presence of existing services within vicinity of excavation works, including VODAFONE, BT, THAMES WATER CLEAN & FOUL, VIRGIN, GTC, INSTALCOM, SGN, SSE HV & LV and TELENT. Refer to site information provided. Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.

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REV	DATE	BY	DESCRIPTION	CHK	APP
C	01/08/17	IM	TACTILE PAVING TYPE REVISED, VEGETATION ANNOTATION ADDED AND ADDITIONAL "SHARE WITH CARE" SIGNS INSTALLED	TRA	EH
B	18/07/17	PM/CE	CYCLE SYMBOLS ADDED ALONG TEMPLE PLACE REQUESTED BY RBC	TRA	EH
A	28/12/16	TRA	FIRST ISSUE	TRA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION

CLIENT:	READING BOROUGH COUNCIL
PROJECT:	NCN CYCLE ROUTE IMPROVEMENTS READING
ARCHITECT:	PHASE 2 BERKELEY AVENUE/TEMPLE PLACE SHEET 3 OF 8

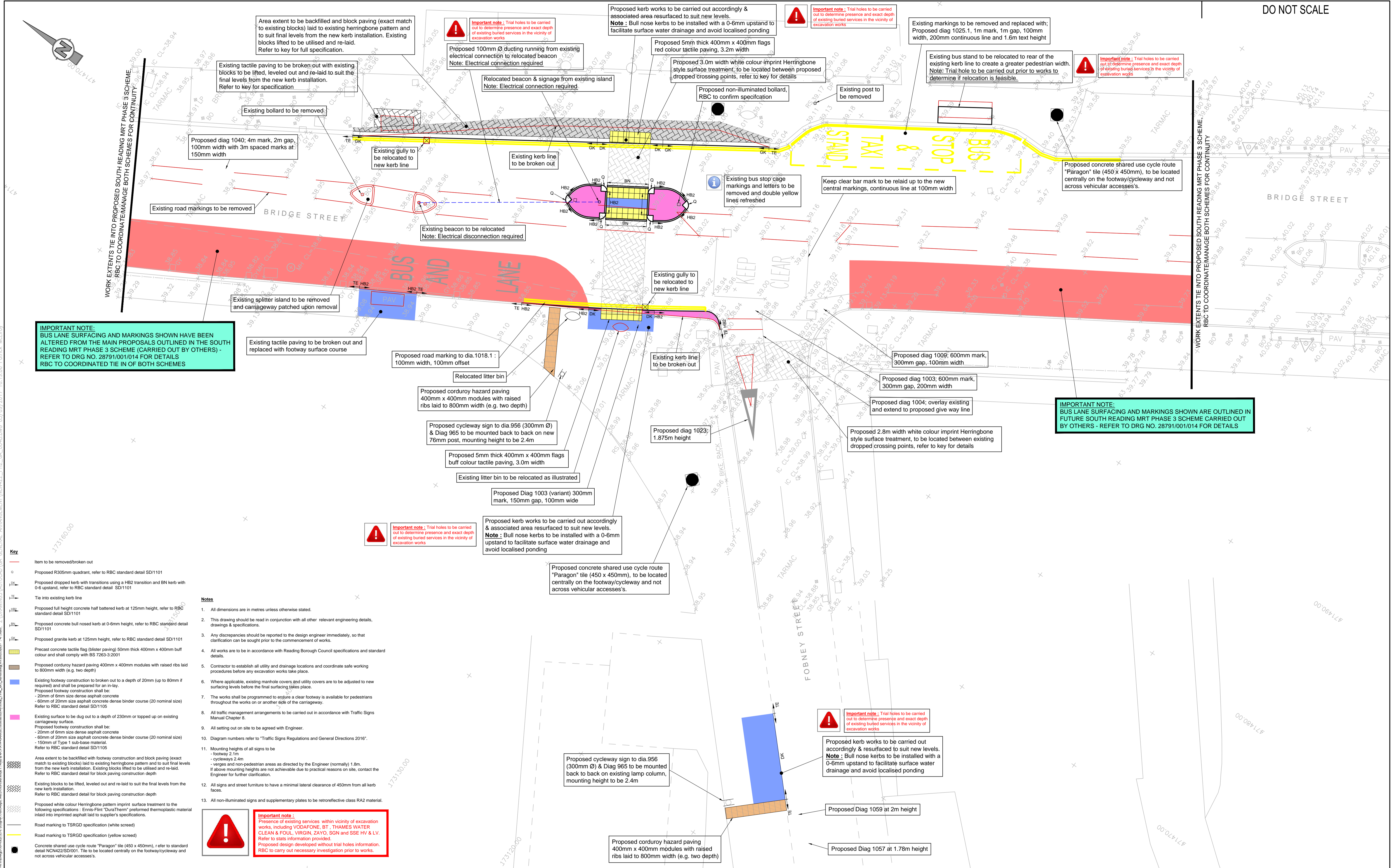
**Reading Borough Council**  
Working better with you

SCALE @ A1:	1:500	CHECKED:	TRA	APPROVED:	EH
CAD FILE:	NCN422_PH2_GA_003C	DESIGN/DRAWN:	OB	DATE:	December 2016
PROJECT No:	NCN422	DRAWING No:	NCN422/PH2/GA/003	REV:	C

CLIENT:	READING BOROUGH COUNCIL
PROJECT:	NCN CYCLE ROUTE IMPROVEMENTS READING
ARCHITECT:	PHASE 2 BERKELEY AVENUE/TEMPLE PLACE SHEET 3 OF 8

SCALE @ A1:	1:500	CHECKED:	TRA	APPROVED:	EH
CAD FILE:	NCN422_PH2_GA_003C	DESIGN/DRAWN:	OB	DATE:	December 2016
PROJECT No:	NCN422	DRAWING No:	NCN422/PH2/GA/003	REV:	C

DO NOT SCALE



**IMPORTANT NOTE:**  
 BUS LANE SURFACING AND MARKINGS SHOWN HAVE BEEN ALTERED FROM THE MAIN PROPOSALS OUTLINED IN THE SOUTH READING MRT PHASE 3 SCHEME (CARRIED OUT BY OTHERS) - REFER TO DRG NO. 28791/001/014 FOR DETAILS  
 RBC TO COORDINATED TIE IN OF BOTH SCHEMES

**IMPORTANT NOTE:**  
 BUS LANE SURFACING AND MARKINGS SHOWN ARE OUTLINED IN FUTURE SOUTH READING MRT PHASE 3 SCHEME CARRIED OUT BY OTHERS - REFER TO DRG NO. 28791/001/014 FOR DETAILS

**Key**

- Item to be removed/broken out
- Proposed R305mm quadrant, refer to RBC standard detail SD/1101
- Proposed dropped kerb with transitions using a HB2 transition and BN kerb with 0-6 upstand, refer to RBC standard detail SD/1101
- Tie into existing kerb line
- Proposed full height concrete half battered kerb at 125mm height, refer to RBC standard detail SD/1101
- Proposed concrete bull nosed kerb at 0-6mm height, refer to RBC standard detail SD/1101
- Proposed granite kerb at 125mm height, refer to RBC standard detail SD/1101
- Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm buff color and shall comply with BS 7263-3:2001
- Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)
- Existing footway construction to broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay. Proposed footway construction shall be:
  - 20mm of 6mm size dense asphalt concrete
  - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
 Refer to RBC standard detail SD/1105
- Existing surface to be dug out to a depth of 230mm or topped up on existing carriageway surface. Proposed footway construction shall be:
  - 20mm of 6mm size dense asphalt concrete
  - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
  - 150mm of Type 1 sub-base material.
 Refer to RBC standard detail SD/1105
- Area extent to be backfilled with footway construction and block paving (exact match to existing blocks) laid to existing herringbone pattern and to suit final levels from the new kerb installation. Existing blocks lifted to be utilised and re-laid. Refer to RBC standard detail for block paving construction depth
- Existing blocks to be lifted, levelled out and re-laid to suit the final levels from the new kerb installation. Refer to RBC standard detail for block paving construction depth
- Proposed white colour Herringbone pattern imprint surface treatment to the following specifications: Ennis-Flint "DuraTherm" preformed thermoplastic material inlaid into imprinted asphalt laid to supplier's specifications.
- Road marking to TSRGD specification (white screed)
- Road marking to TSRGD specification (yellow screed)
- Concrete shared use cycle route "Paragon" tile (450 x 450mm), refer to standard detail NCN422SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular accesses's.

- Notes**
- All dimensions are in metres unless otherwise stated.
  - This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  - Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  - All works are to be in accordance with Reading Borough Council specifications and standard details.
  - Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  - Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  - The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  - All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  - All setting out on site to be agreed with Engineer.
  - Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
  - Mounting heights of all signs to be:
    - footway 2.1m
    - cycleways 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  - All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  - All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

**Important note:**  
 Presence of existing services within vicinity of excavation works, including VDA/FONE, BT, THAMES WATER, CLEAN & FOUL, VIRGIN, ZAYO, SGN and SSE HV & LV. Refer to stats information provided.  
 Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.

REV	DATE	BY	DESCRIPTION	CHK	APD
B	24/07/17	IM	EXISTING POST REMOVED	TEA	EH
A	03/01/17	OB	FIRST ISSUE	TEA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION

Reading Borough Council  
 Working better with you

CLIENT: READING BOROUGH COUNCIL  
 ARCHITECT:

PROJECT: NCN CYCLE ROUTE IMPROVEMENTS  
 READING  
 PHASE 2  
 BRIDGE STREET  
 SHEET 4 OF 8

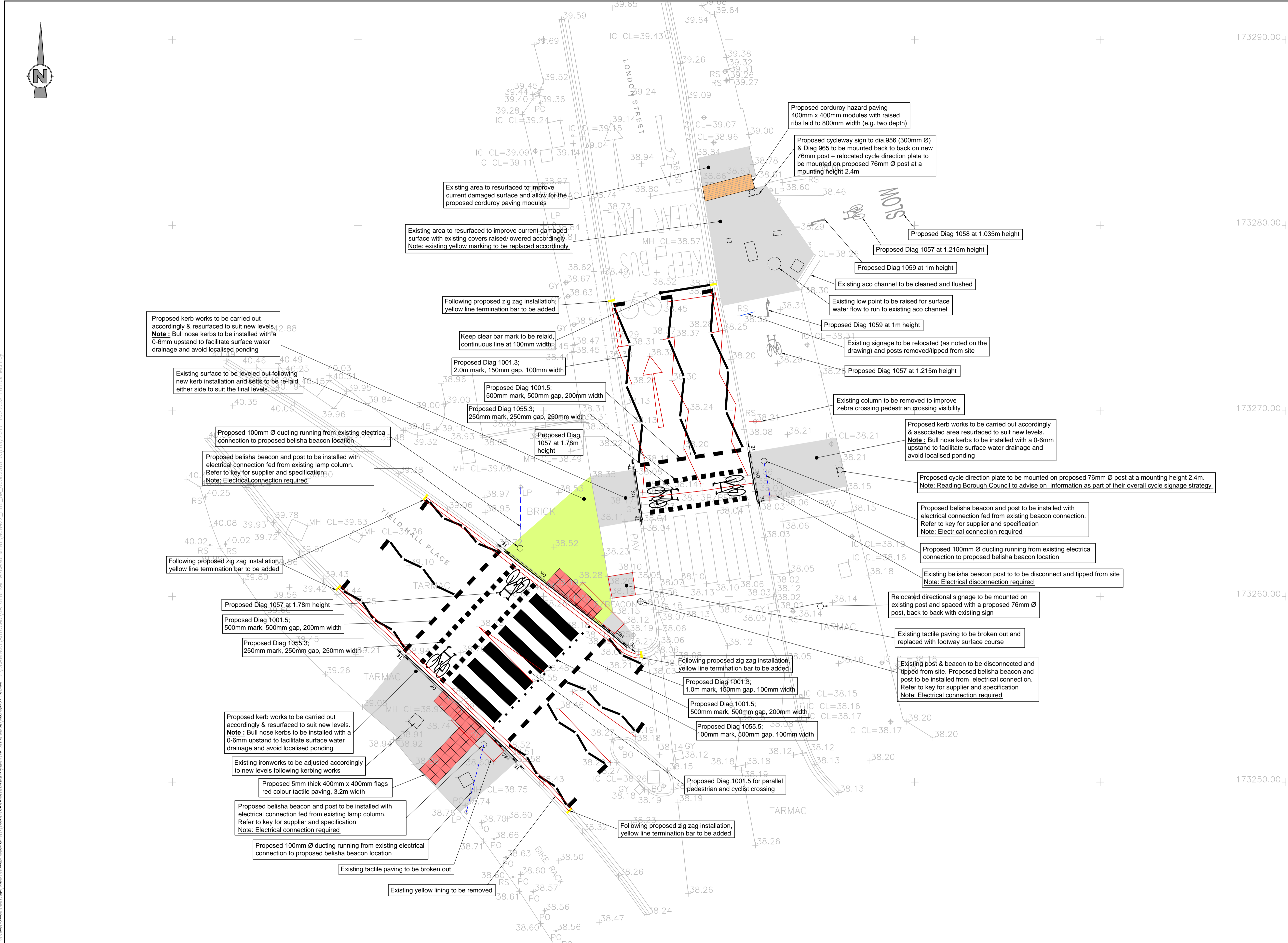
SCALE @ A1:	CHECKED:	APPROVED:
1:125	TRA	EH
CAD FILE:	DESIGN-DRAWN:	DATE:
NCN422_PH2_GA_004B	OB	December 2016
PROJECT No:	DRAWING No:	REV:
NCN422	NCN422/PH2/GA/004	B

DO NOT SCALE

- Key**
- Item to be removed, broken out and/or tipped
  - Item to be relocated as specified
  - Proposed dropped kerb with transitions using a HB2 transition and BN kerb with 0-6 upstand, refer to RBC standard detail SD1101
  - Tie into existing kerb line
  - Proposed full height concrete half battered kerb at 125mm height, refer to RBC standard detail SD1101
  - Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm red colour and shall comply with BS 7283-3:2001
  - Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)
  - Existing footway construction to broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay:  
 - 20mm of 6mm size dense asphalt concrete  
 - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)  
 Refer to RBC standard detail SD1105
  - Existing surface to be levelled out following new kerb installation and setts to be re-laid either side to suit the final levels.
  - Proposed 100mm Ø duct for electrical connection
  - Road marking to TSRGD specification (white screed)
  - Proposed Belisha Beacon
  - Beacon:  
 LED Zebrite beacon  
 Supplier: Zebrite Ltd  
 Address: Unit 5, Mill House Farm, Billingsford Road, North Egham,  
 Norfolk, NR20 5HN  
 Tel. 0845 003 7361
  - Belisha beacon post:  
 Signature CDM ZebraSafe - ZEB4-CDM 4 Band - assembly post 3.7m OAL (600pd)  
 Supplier: Signature  
 Address: Hainge Road, Tividale, Oldbury, West Midlands, B69 2NY  
 Tel. 0121 9570234

- Notes**
1. All dimensions are in metres unless otherwise stated.
  2. This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  3. Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  4. All works are to be in accordance with Reading Borough Council specifications and standard details.
  5. Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  6. Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  7. The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  8. All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  9. All setting out on site to be agreed with Engineer.
  10. Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
  11. Mounting heights of all signs to be:  
 - footway 2.1m  
 - cycleways 2.4m  
 - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.  
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  12. All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  13. All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

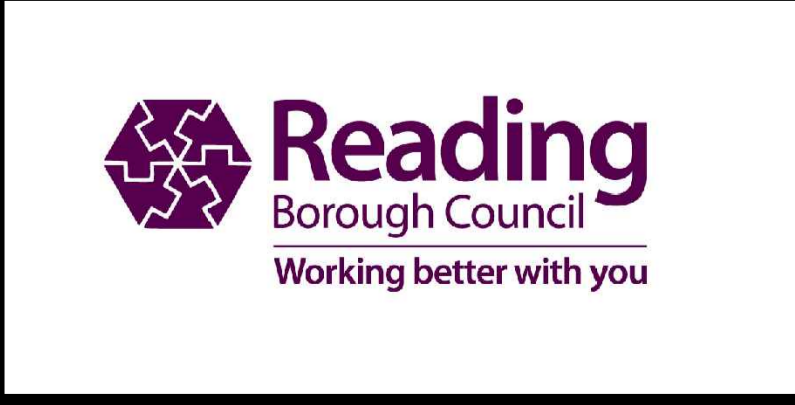
**Important note:**  
 Presence of existing services within vicinity of excavation works, including BT, THAMES WATER CLEAN & FOUL, SGN and SSE HV & LV. Refer to stats information provided.  
 Proposed design developed without trial hole information.  
 RBC to carry out necessary investigation prior to works.



W:\CIP\2017\05\17\162239 Patrick McEroy  
 \DRAWINGS\AUTOCAD\GENERAL ARRANGEMENT\NON422\_P12\_GA\_005B.DWG 05/09/2017 16:22:39 Patrick McEroy

REV	DATE	BY	DESCRIPTION	CHK	APP
B	25/07/17	MI	PROPOSED SIGNAGE RELOCATED	1EA	EH
A	30/01/17	CB	FIRST ISSUE	1EA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION



CLIENT: READING BOROUGH COUNCIL  
 ARCHITECT:

PROJECT: NCN CYCLE ROUTE IMPROVEMENTS READING  
 TITLE: PHASE 2 LONDON STREET/YIELD HALL PLACE SHEET 5 OF 8

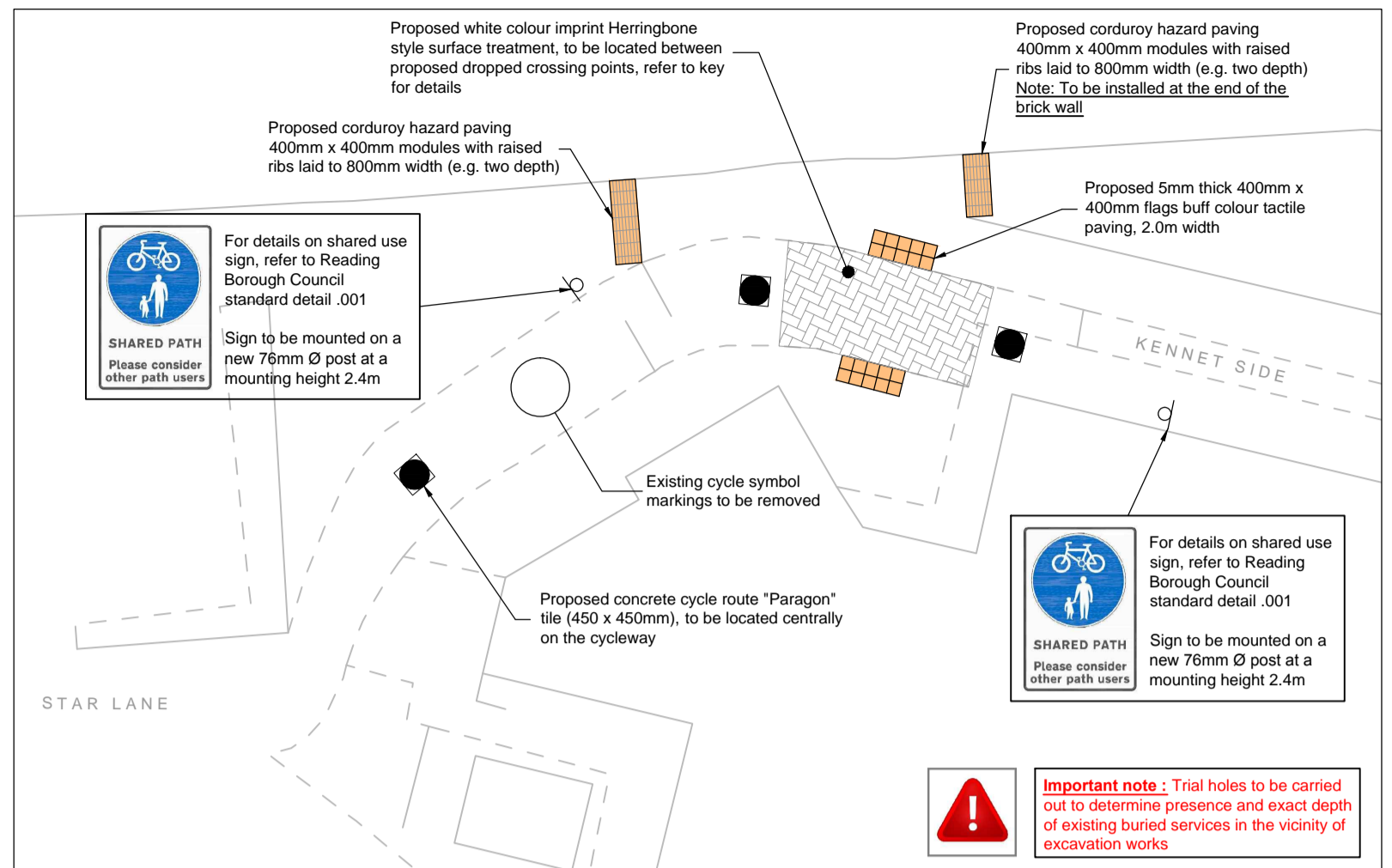
SCALE @ A1: 1:100	CHECKED: TRA	APPROVED: EH
CAD FILE: NCN422_PH2_GA_005B	DESIGN-DRAWN: OB	DATE: December 2016
PROJECT No: NCN422	DRAWING No: NCN422/PH2/GA/005	REV: B

**DO NOT SCALE**

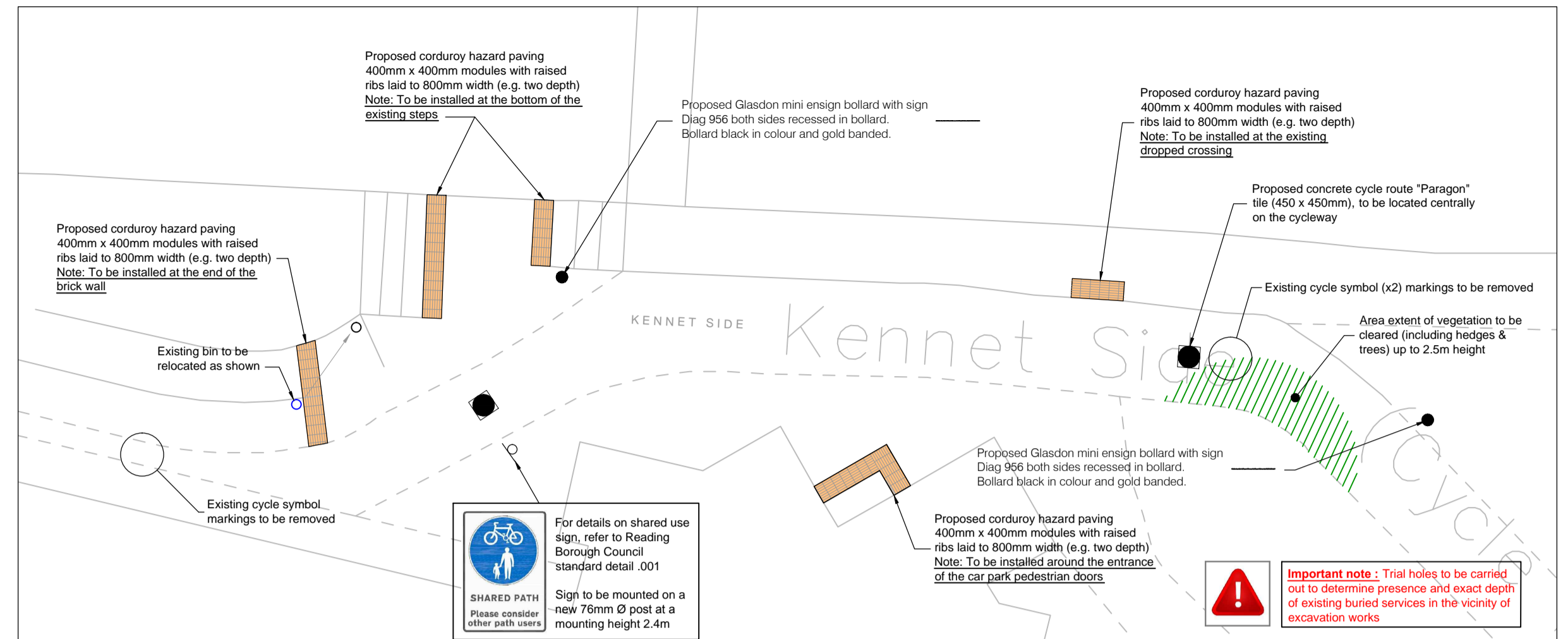
- Key**
- Item to be removed/broken out
  - Item to be relocated
  - Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)
  - Existing footway construction to be broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay including an application of a weed killer. Proposed footway construction shall be:
    - 20mm of firm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - Refer to RBC standard detail SD/1105
  - Concrete shared use cycle route "Paragon" tile (450 x 450mm), refer to standard detail NCN422/SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular access's.
  - Concrete cycle route "Paragon" tile (450 x 450mm), refer to standard detail NCN422/SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular access's.
  - Proposed white colour imprint Herringbone pattern surface treatment to the following specifications: Ennis-Flint "DuraTherm" preformed thermoplastic material inlaid into imprinted asphalt laid to supplier's specifications.
  - Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm buff colour and shall comply with BS 7263-3:2001

- Notes**
- All dimensions are in metres unless otherwise stated.
  - This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  - Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  - All works are to be in accordance with Reading Borough Council specifications and standard details.
  - Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  - Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  - The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  - All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  - All setting out on site to be agreed with Engineer.
  - Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
  - Mounting heights of all signs to be:
    - footway 2.1m
    - cycleways 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  - All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  - All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

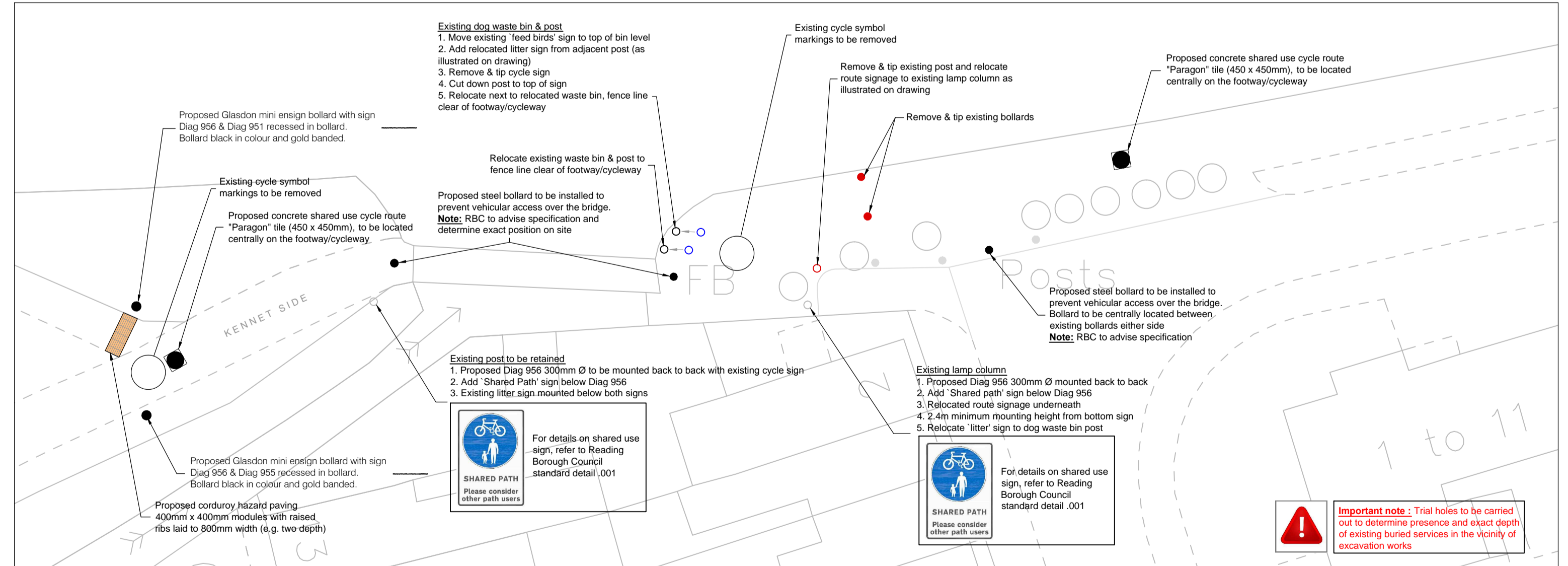
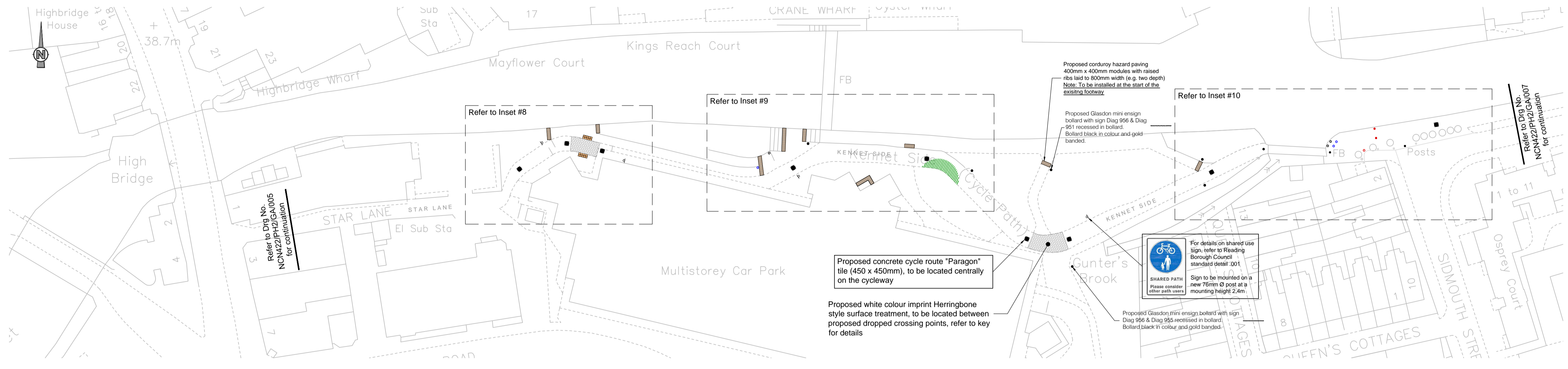
**Important note:** Presence of existing services within vicinity of excavation works, including VODAFONE, BT, THAMES WATER CLEAN & FOUL, ZAYO and TELENT. Refer to status information provided. Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.



**Inset #8 (Scale 1:200)**



**Inset #9 (Scale 1:200)**



**Inset #10 (Scale 1:200)**

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REV	DATE	BY	DESCRIPTION	CHK	APP
C	25/07/17	IM	CONSTRUCTION ISSUE	TEA	EH
B	21/07/17	PM	COROUROY PAVING REVISED ALONG THE LENGTH OF KENNET SIDE FROM QUEENS ROAD CAR PARK TO EXISTING BRIDGE	TEA	EH
A	13/01/17	CB	FIRST ISSUE	TEA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION

**Reading Borough Council**  
Working better with you

CLIENT: READING BOROUGH COUNCIL  
ARCHITECT: PHASE 2 KENNET SIDE SHEET 6 OF 8

PROJECT: NCN CYCLE ROUTE IMPROVEMENTS READING  
TITLE: PHASE 2 KENNET SIDE SHEET 6 OF 8

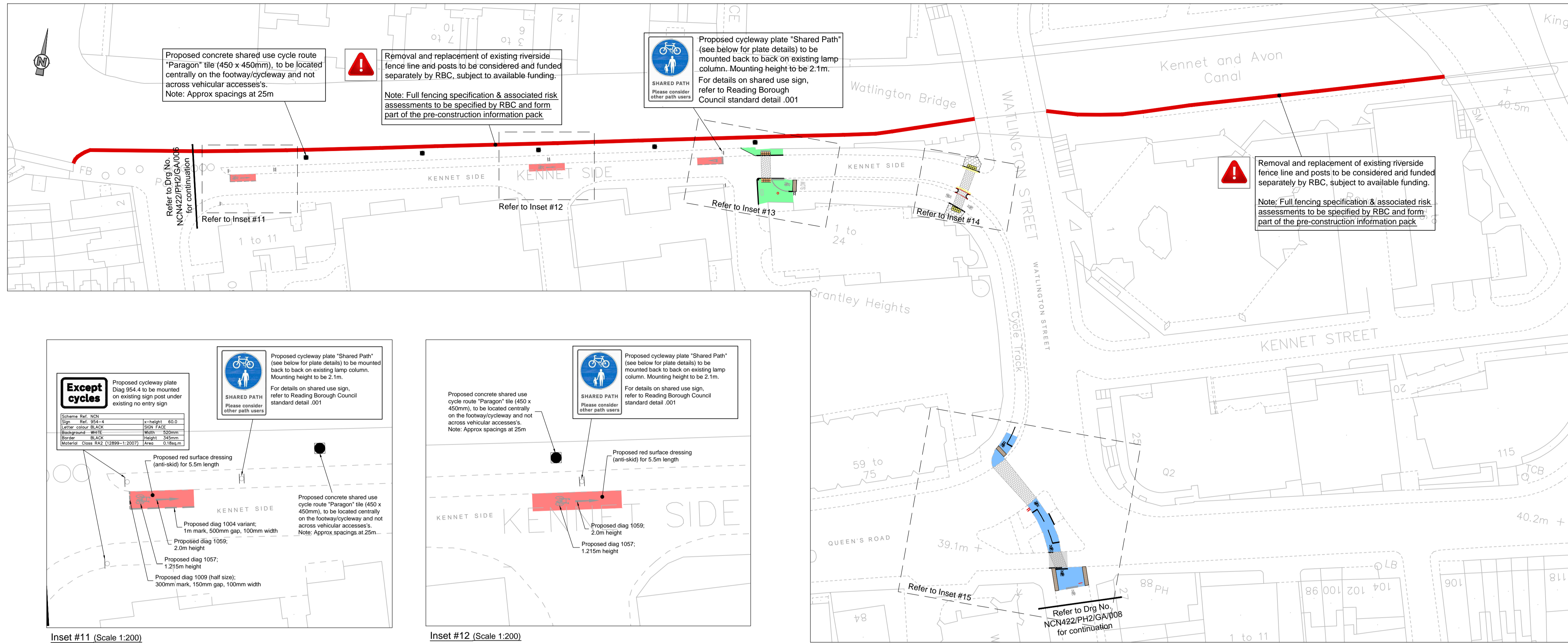
SCALE @ A1: 1:500	CHECKED: TRA	APPROVED: EH
CAD FILE: NCN422_PH2_GA_006C	DESIGN/DRAWN: OB	DATE: July 2017
PROJECT NO: NCN422	DRAWING NO: NCN422/PH2/GA/006	REV: C



- Key**
- Item to be removed/broken out
  - Proposed dropped kerb with transitions using a HB2 transition and BN kerb with 0-6 upstand, refer to RBC standard detail SD/1101
  - Tie into existing kerb line
  - Proposed full height concrete half battered kerb at 125mm height, refer to RBC standard detail SD/1101
  - Proposed concrete bull nosed kerb at 0-6mm height, refer to RBC standard detail SD/1101
  - Proposed pre-cast concrete edging
  - Proposed concrete channel block to match existing
  - Proposed R305mm quadrant, refer to RBC standard detail SD/1101
  - Proposed transition kerb, refer to RBC standard detail SD/1101
  - Precast concrete tactile flag (blister paving) 50mm thick 400mm x 400mm buff colour and shall comply with BS 7263-3:2001
  - Proposed 5mm thick 400mm x 400mm flags buff colour stick-on tactile paving from JA Tactile System or similar
  - Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)
  - Existing footway construction to broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for in-lay including an application of a weed killer. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material
 Refer to RBC standard detail SD/1105
  - Existing slabs to be removed and surface to be dug out to a depth of 230mm. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - 150mm of Type 1 sub-base material
 Refer to RBC standard detail SD/1105  
**Note:** Standard approach to be laid underneath footway construction, Terram 11000 or similar where new construction was previously used.
  - Cold mill by planing to 40mm depth and relay with:
    - 40mm thick thin surface course system to clause 942, site category Q/R, stress level 3, texture depth of 1.5mm maximum AAV 12 and minimum PSV 65.**Note:** Reading Borough Council to confirm surface treatment.
  - Proposed white colour Herringbone pattern imprint surface treatment to the following specifications: Ennis-Fin's 'DuraTherm' preformed thermoplastic material inlay into imported asphalt laid to supplier's specifications.
  - Road marking to TSRGD specification (white screed)
  - Road marking to TSRGD specification (yellow screed)
  - Concrete shared use cycle route 'Paragon' tile (450 x 450mm), refer to standard detail NCN422/SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular access(es).
  - Proposed anti-skid surfacing, resin based treatment (High friction surface) in red. **Note:** Reading Borough Council to confirm surface treatment.

- Notes**
- All dimensions are in metres unless otherwise stated.
  - This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  - Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  - All works are to be in accordance with Reading Borough Council specifications and standard details.
  - Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  - Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  - The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  - All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 6.
  - All setting out on site to be agreed with Engineer.
  - Diagram numbers refer to 'Traffic Signs Regulations and General Directions 2016'.
  - Mounting heights of all signs to be:
    - footway 2.1m
    - cycleways 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer and further clarification.
  - All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  - All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

**Important note:** Presence of existing services within vicinity of excavation works, including VOIDARONE, BT, THAMES WATER CLEAN & FOUL, INSTALCOM, ZAYO, SGN, SSE HV & LV, VERIZON and TELENT. Refer to stats information provided. Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.



**Except cycles**

Proposed cycleway plate 'Paragon' tile (450 x 450mm) to be mounted on existing sign post under existing no entry sign.

Scheme Ref:	NCN	Ref:	954-4	Height:	60.0
Letter colour:	BLACK	Sign:	509	Face:	SDN RA2
Background:	WHITE	Width:	500mm		
Border:	BLACK	Height:	500mm		
Material:	Class RA2 (12899-1:2007)	Area:	0.18sqm		

Inset #11 (Scale 1:200)

Proposed cycleway plate 'Shared Path' (see below for plate details) to be mounted back to back on existing lamp column. Mounting height to be 2.1m. For details on shared use sign, refer to Reading Borough Council standard detail .001

Proposed concrete shared use cycle route 'Paragon' tile (450 x 450mm), to be located centrally on the footway/cycleway and not across vehicular access(es). Note: Approx spacings at 25m

Proposed red surface dressing (anti-skid) for 5.5m length

Proposed diag 1004 variant: 1m mark, 500mm gap, 100mm width

Proposed diag 1059: 2.0m height

Proposed diag 1057: 1.215m height

Proposed diag 1009 (half size): 300mm mark, 150mm gap, 100mm width

Inset #12 (Scale 1:200)

Proposed cycleway plate 'Shared Path' (see below for plate details) to be mounted back to back on existing lamp column. Mounting height to be 2.1m. For details on shared use sign, refer to Reading Borough Council standard detail .001

Proposed concrete shared use cycle route 'Paragon' tile (450 x 450mm), to be located centrally on the footway/cycleway and not across vehicular access(es). Note: Approx spacings at 25m

Proposed red surface dressing (anti-skid) for 5.5m length

Proposed diag 1059: 2.0m height

Proposed diag 1057: 1.215m height

Inset #13 (Scale 1:125)

Proposed cycleway plate 'Shared Path' (see below for plate details) to be mounted back to back on existing lamp column. Mounting height to be 2.1m. For details on shared use sign, refer to Reading Borough Council standard detail .001

Proposed concrete shared use cycle route 'Paragon' tile (450 x 450mm), to be located centrally on the footway/cycleway and not across vehicular access(es). Note: Approx spacings at 25m

Proposed red surface dressing (anti-skid) for 5.5m length

Proposed diag 1057 at 1.215m height

Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)

Proposed Diag 1003 variant 300mm mark, 100mm width, 150mm gap

Proposed tactile paving to 2.0m with stick-on tactiles, in line with opposite side.

Proposed Diag 1057 at 1.215m height

Proposed Diag 1058.1 at 1.035m height

Proposed cycleway sign to dia.957 (300mm Ø) & Diag 965 to be mounted back to back on new 76mm post, mounting height to be 2.4m

Proposed 100mm continuous marking

Existing post and sign to be removed and tipped from site

Existing slabs to be lifted and tipped from site with areas being replaced with footway construction. Refer to key for full specification

Inset #14 (Scale 1:100)

Proposed cycle marking 4m mark, 100mm width

Proposed Diag 1057 at 1.215m height

Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)

Existing area to be resurfaced to improve current damaged surface and also allow for the proposed cycle marking to be laid

Proposed Diag 1001.2 at 200mm width

Proposed Diag 1057 at 1.215m height

Proposed Diag 1001.2 at 200mm width

Proposed Diag 1057 at 1.215m height

Proposed Diag 1055.2 100mm mark, 100mm width, 500mm gap

Existing area to be resurfaced to improve current damaged surface and also allow for the proposed cycle marking to be laid

Proposed Diag 1057 at 1.215m height

Proposed Diag 1003 variant 300mm mark, 100mm width, 150mm gap

Proposed corduroy hazard paving 400mm x 400mm modules with raised ribs laid to 800mm width (e.g. two depth)

Proposed Diag 1057 at 1.215m height

Inset #15 (Scale 1:200)

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REV	DATE	BY	DESCRIPTION	CHK	APP
D	25/07/17	IM	CONSTRUCTION ISSUE	1PA	EH
C	17/07/17	PM	RIVERSIDE FENCE NOTE REVISED	1PA	EH
B	14/02/17	CB	CONTRA FLOW & IMPRINT ADDED	1PA	EH
A	17/01/17	CB	FIRST ISSUE	1PA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION

CLIENT: READING BOROUGH COUNCIL

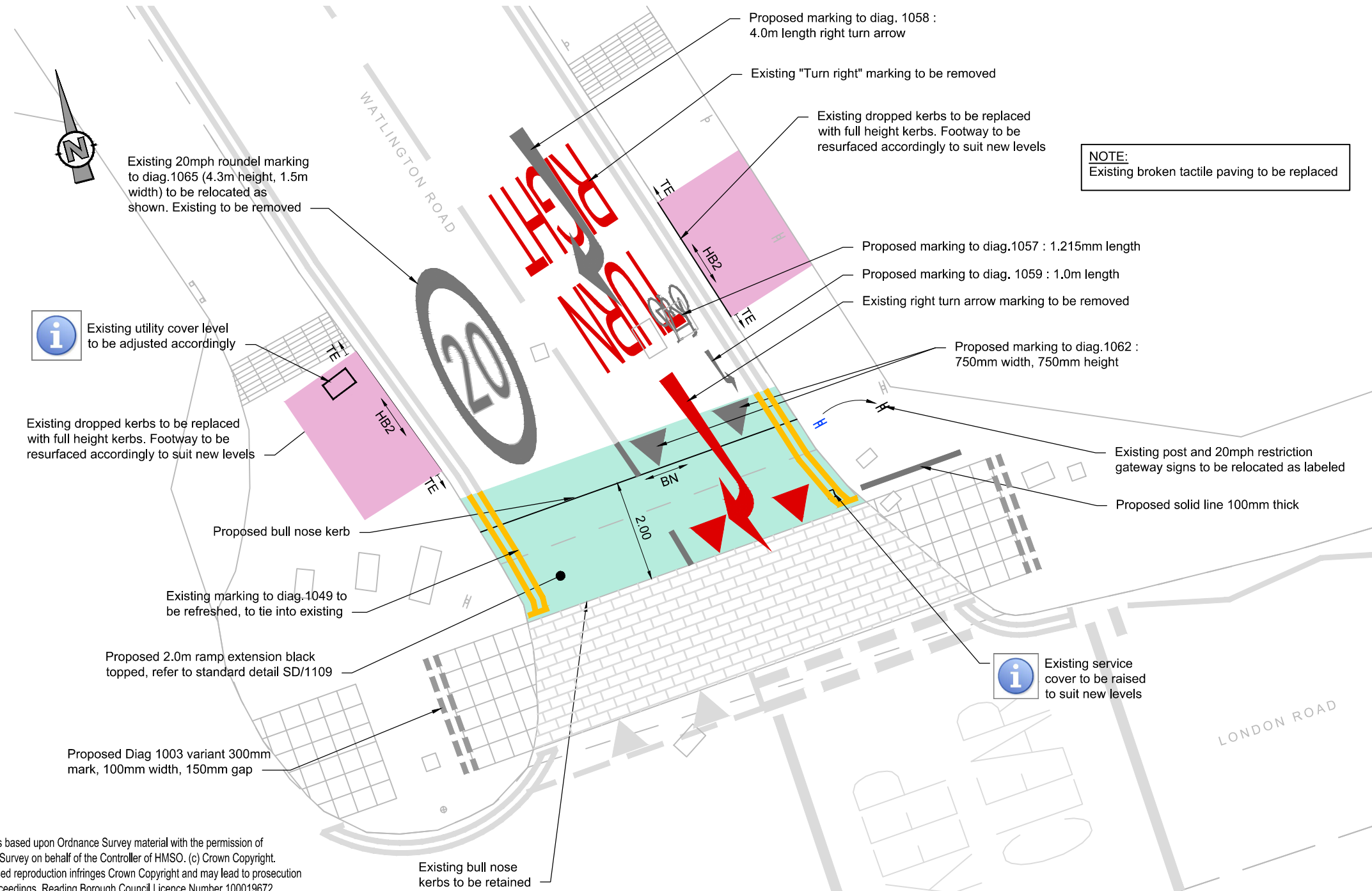
PROJECT: NCN CYCLE ROUTE IMPROVEMENT READING

ARCHITECT: PHASE 2 KENNET SIDE/WATLINGTON STREET SHEET 7 OF 8

Working better with you

SCALE @ A1: 1:500	CHECKED: TRA	APPROVED: EH
CAD FILE: NCN422_PH2_GA_007D	DESIGN/DRAWN: OB	DATE: August 2017
PROJECT No: NCN422	DRAWING No: NCN422/GA/007	REV: D

DO NOT SCALE



- Key**
- Items to be removed / broken out and tipped
  - Items to be relocated as specified
  - Proposed full height kerb, refer to RBC standard detail SD/1101
  - Proposed bull nose kerb, refer to RBC standard detail SD/1101
  - Tie into existing kerb line
  - Existing footway construction to be broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
 Refer to RBC standard detail SD/1105
  - Proposed road resurfacing to build road hump, refer to standard detail SD/1109 for regulating course and surface course material.
 

**Note:** Reading Borough Council to confirm surface treatment.
  - Road marking to TSRGD specification (white screed)
  - Road marking to TSRGD specification (yellow screed)

**NOTE:**  
Existing broken tactile paving to be replaced



**Important note :**  
Presence of existing services within vicinity of excavation works, including - VODAFONE, BT, THAMES WATER CLEAN & FOUL, VIRGIN, INSTALCOM, ZAYO, SGN, SSE HV & LV and TELENT. Refer to stats information provided. Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.

The map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of HMSO. (c) Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Reading Borough Council Licence Number 100019672

**Notes**

1. All dimensions are in metres unless otherwise stated.
2. This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
3. Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
4. All works are to be in accordance with Reading Borough Council specifications and standard details.
5. Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
6. Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
7. The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
8. All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
9. All setting out on site to be agreed with Engineer.
10. Diagram numbers refer to "Traffic Signs Regulations and General Directions 2016".
11. Mounting heights of all signs to be
  - footway 2.1m
  - cycleways 2.4m
  - verges and non-pedestrian areas as directed by the Engineer (normally) 1.8m.
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
12. All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
13. All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.

REV	DATE	BY	DESCRIPTION	CHK	APD
B	25.07.17	IM	CONSTRUCTION ISSUE	TRA	EH
A	24.01.2017	OB	FIRST ISSUE	TRA	EH

DRAWING STATUS: ISSUED FOR CONSTRUCTION



CLIENT:  
**READING BOROUGH COUNCIL**

ARCHITECT:  
**F12**

PROJECT:  
**NCN CYCLE ROUTE IMPROVEMENT  
READING**

TITLE:  
**PHASE 2  
WATLINGTON ROAD J/W LONDON ROAD  
SHEET 8 OF 8**

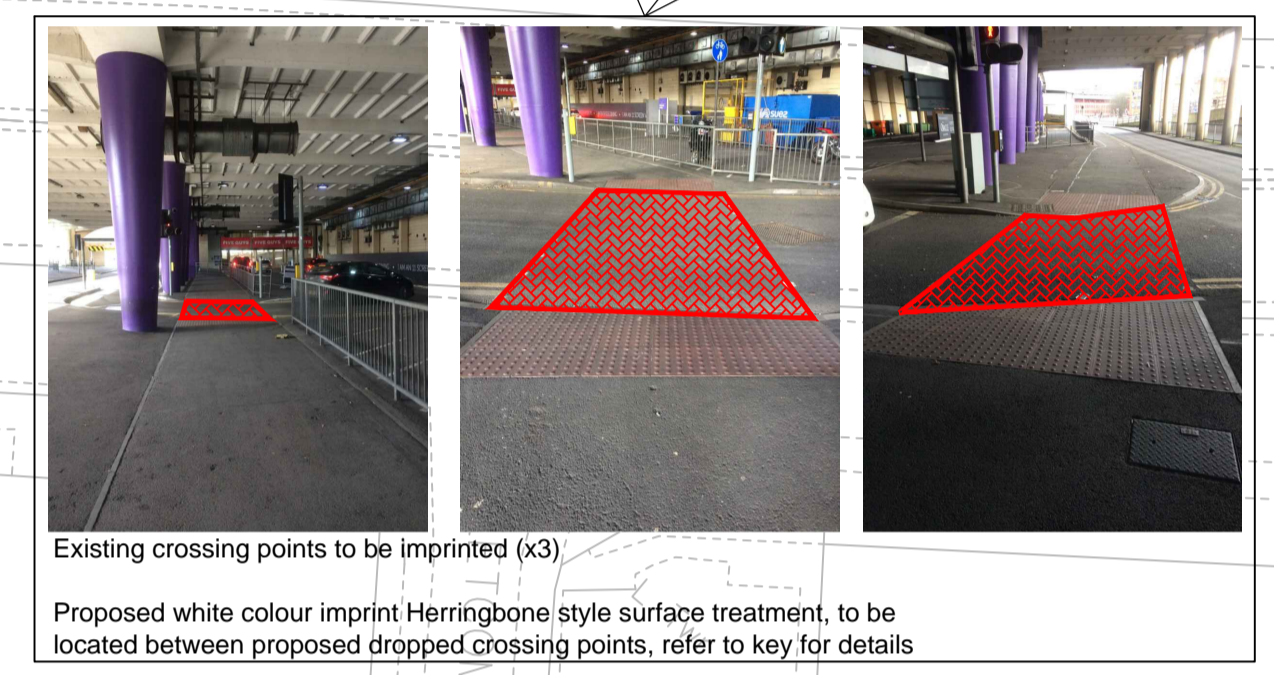
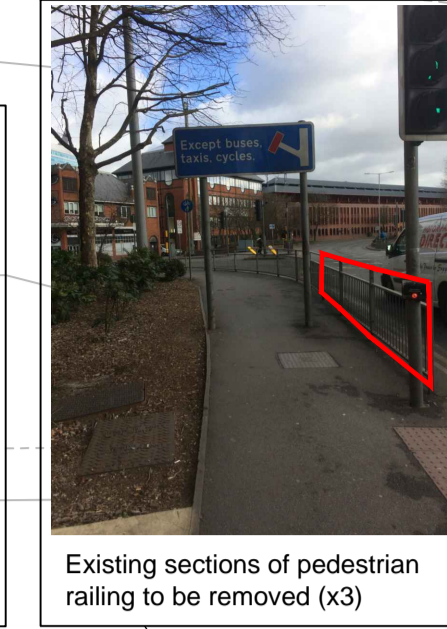
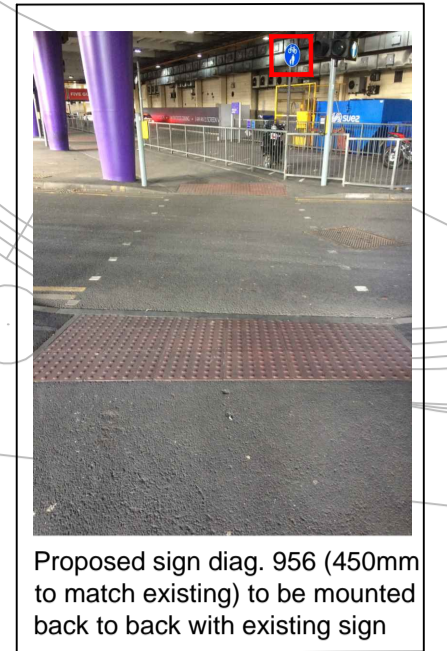
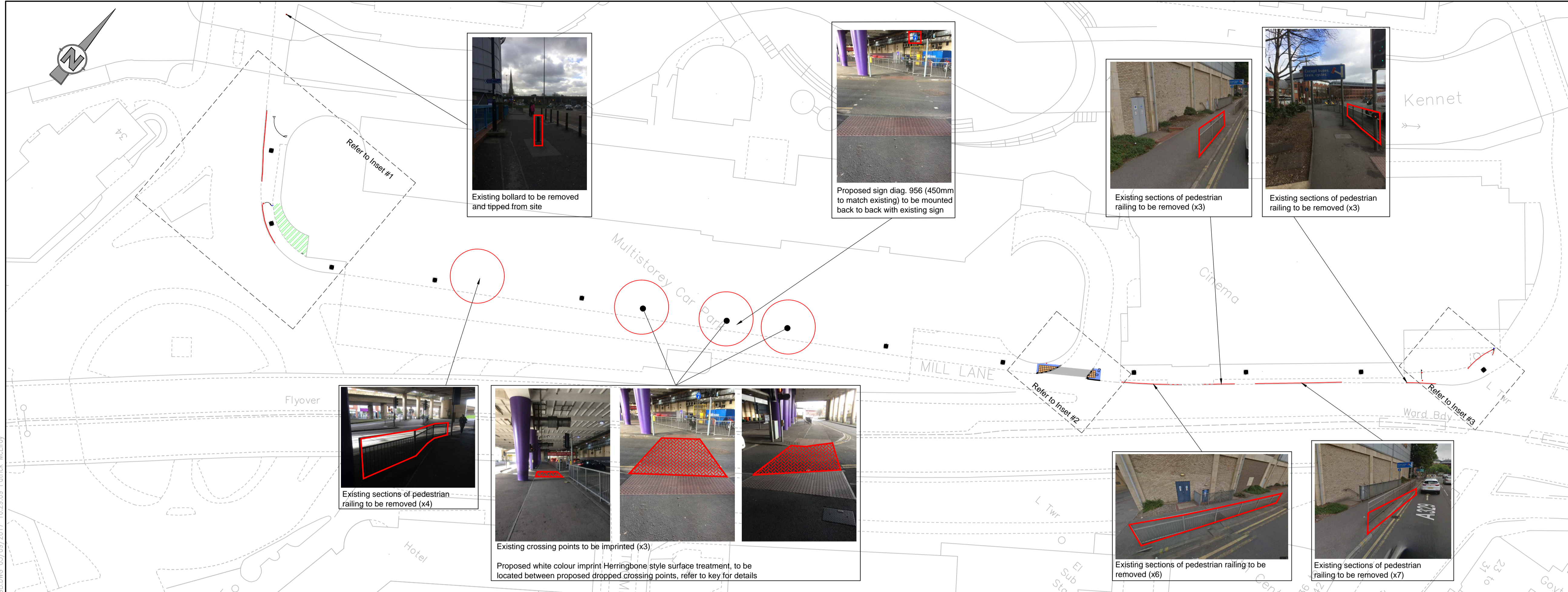
SCALE @ A3: 1:100	CHECKED: TRA	APPROVED: EH
CAD FILE: NCN422_PH2_GA_008B	DESIGN-DRAWN: OB	DATE: January 2017
PROJECT No: NCN422	DRAWING No: NCN422/PH2/GA/008	REV: B

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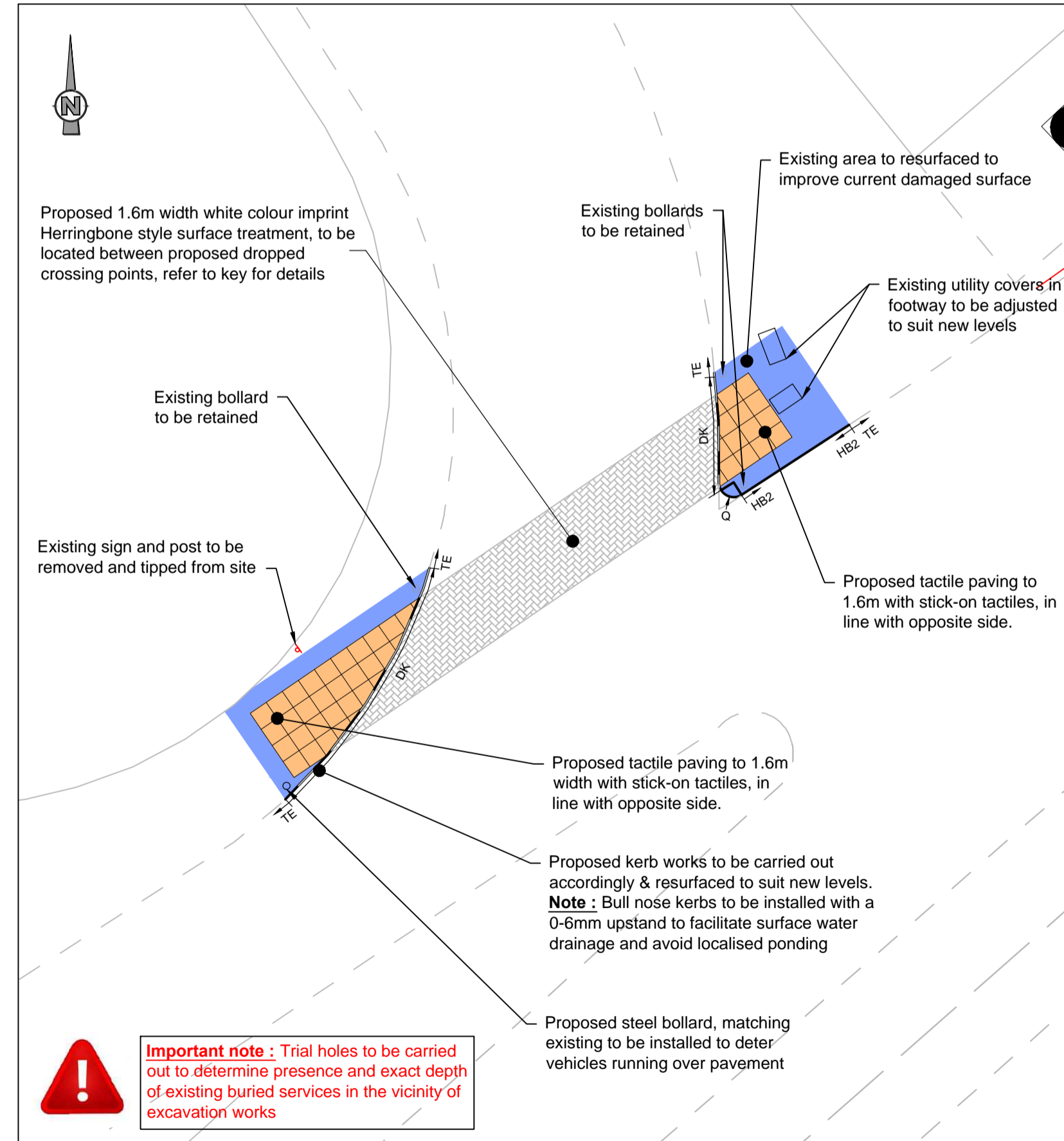
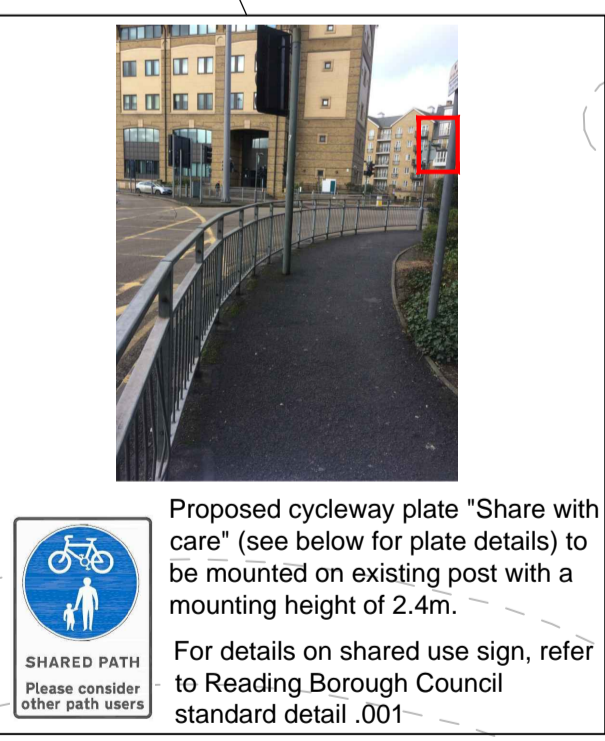
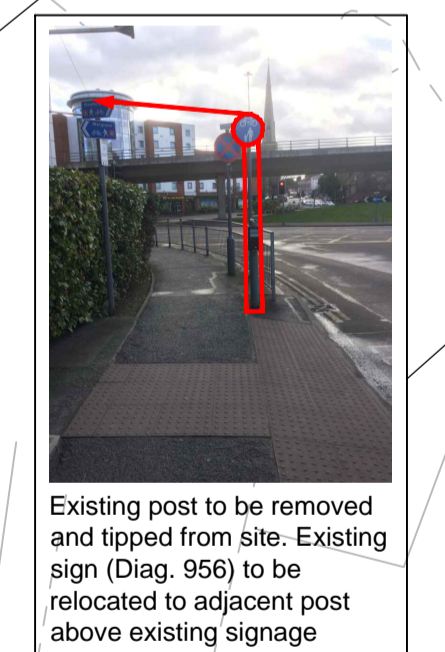
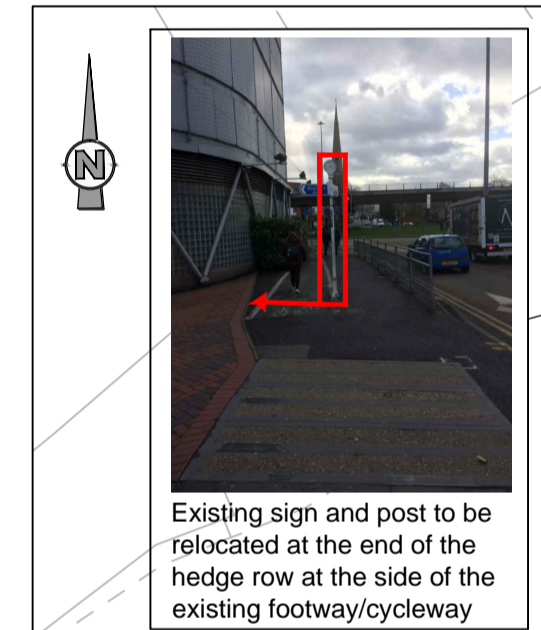
DO NOT SCALE

- Key**
- Item to be removed/broken out
  - Proposed dropped kerb with transitions using a HB2 transition and BN kerb with 0-6m upstand, refer to RBC standard detail SD/1101
  - Proposed concrete bull nosed kerb at 0-6m height, refer to RBC standard detail SD/1101
  - Proposed pre-cast concrete edging
  - Proposed R305mm quadrant, refer to RBC standard detail SD/1101
  - Proposed 5mm thick 400mm x 400mm flags buff colour stick-on tactile paving from JA Tactile System or similar
  - Existing footway construction to be broken out to a depth of 20mm (up to 80mm if required) and shall be prepared for an in-lay including an application of a weed killer. Proposed footway construction shall be:
    - 20mm of 6mm size dense asphalt concrete
    - 60mm of 20mm size asphalt concrete dense binder course (20 nominal size)
    - Refer to RBC standard detail SD/1105
  - Proposed white colour Herringbone pattern imprint surface treatment to the following specifications: Ennis-Fira 'DuraTherm' preformed thermoplastic material inlay into imprinted asphalt to supplier's specifications.
  - Concrete shared use cycle route 'Paragon' tile (450 x 450mm), refer to standard detail NCN422/SD/001. Tile to be located centrally on the footway/cycleway and not across vehicular accesses's.
  - Proposed steel bollard to match existing, RBC to advise specification

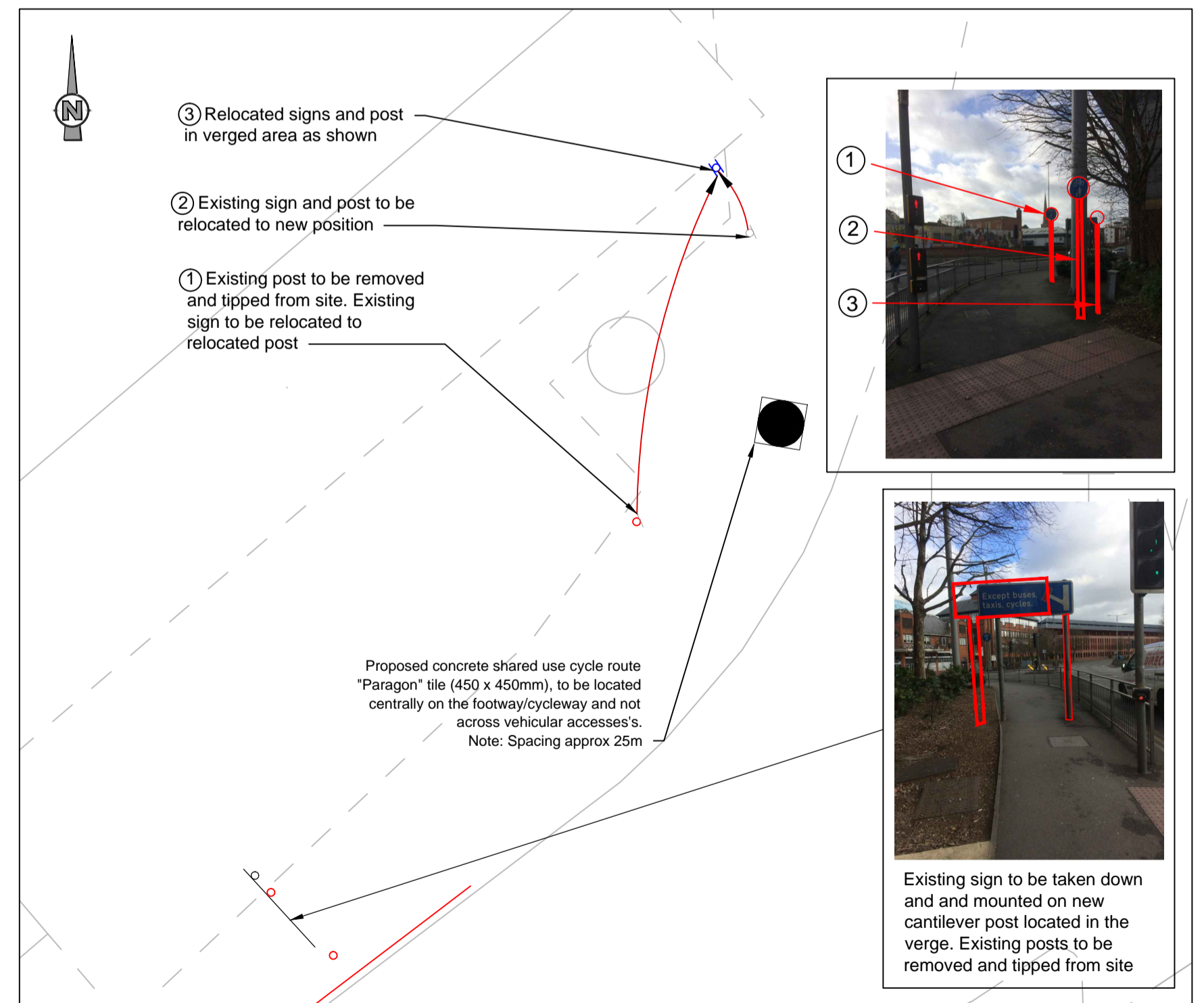
- Notes**
1. All dimensions are in metres unless otherwise stated.
  2. This drawing should be read in conjunction with all other relevant engineering details, drawings & specifications.
  3. Any discrepancies should be reported to the design engineer immediately, so that clarification can be sought prior to the commencement of works.
  4. All works are to be in accordance with Reading Borough Council specifications and standard details.
  5. Contractor to establish all utility and drainage locations and coordinate safe working procedures before any excavation works take place.
  6. Where applicable, existing manhole covers and utility covers are to be adjusted to new surfacing levels before the final surfacing takes place.
  7. The works shall be programmed to ensure a clear footway is available for pedestrians throughout the works on or another side of the carriageway.
  8. All traffic management arrangements to be carried out in accordance with Traffic Signs Manual Chapter 8.
  9. All setting out on site to be agreed with Engineer.
  10. Diagram numbers refer to 'Traffic Signs Regulations and General Directions 2016'.
  11. Mounting heights of all signs to be
    - footway 2.1m
    - cycleway 2.4m
    - verges and non-pedestrian areas as directed by the Engineer (normally 1.8m).
 If above mounting heights are not achievable due to practical reasons on site, contact the Engineer for further clarification.
  12. All signs and street furniture to have a minimal lateral clearance of 450mm from all kerb faces.
  13. All non-illuminated signs and supplementary plates to be retroreflective class RA2 material.



**Important note:**  
Presence of existing services within vicinity of excavation works, including: SGN, SSE HV & LV, BT AND THAMESWATER. Refer to stats information provided.  
Proposed design developed without trial holes information. RBC to carry out necessary investigation prior to works.



Inset #2 (Scale 1:100)



Inset #3 (Scale 1:100)

Inset #1 (Scale 1:200)

REV	DATE	BY	DESCRIPTION	CHK	APP
B	25/07/17	PMc	QUARD RAILING BETWEEN CAR PARK PILLARS RETAINED FOLLOWING RBC INSTRUCTION	TEA	ESH
A	30/05/2017	PMc	FIRST ISSUE	TEA	ESH

DRAWING STATUS: ISSUED FOR CONSTRUCTION

Reading Borough Council  
Working better with you

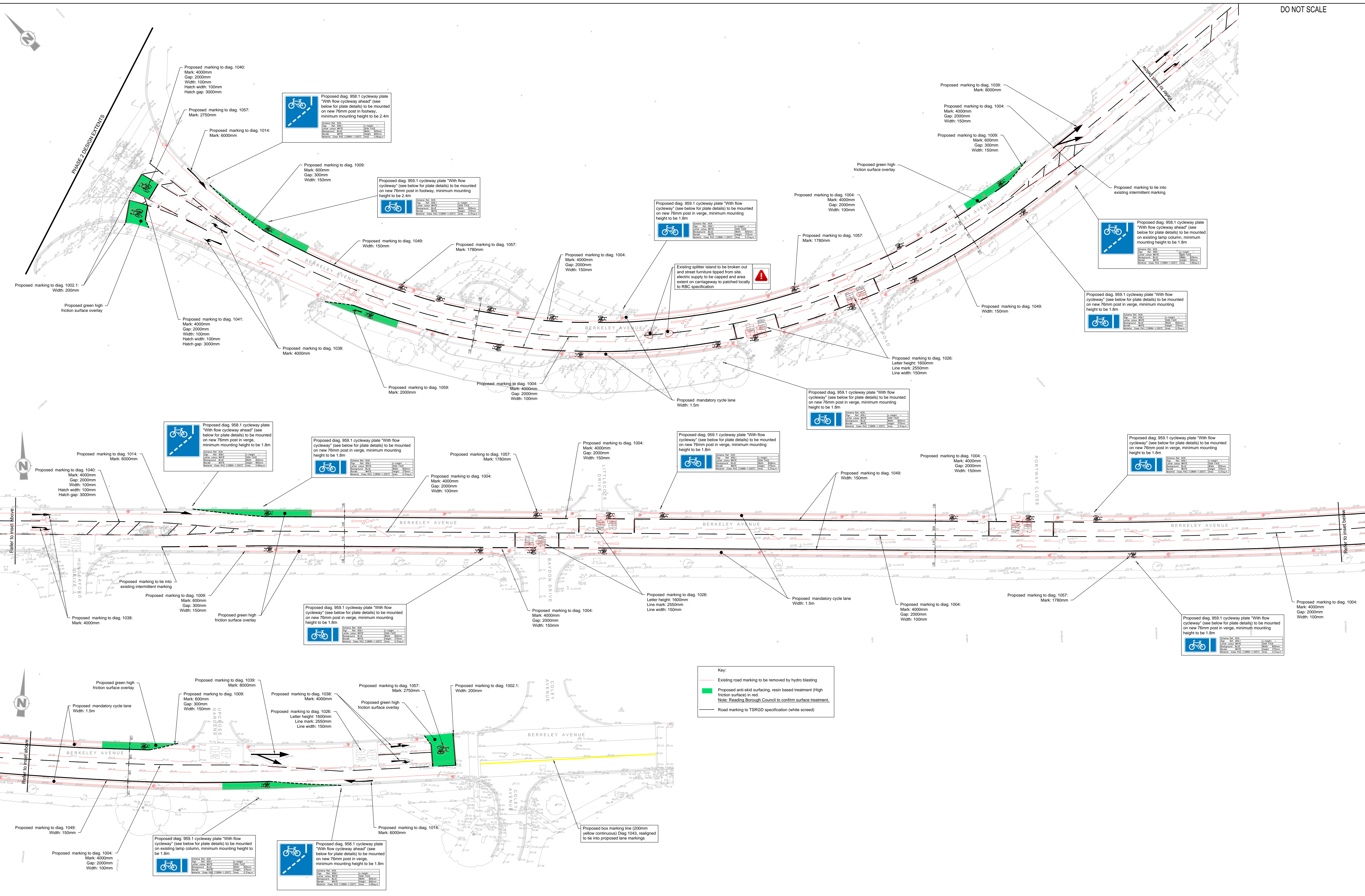
CLIENT: READING BOROUGH COUNCIL

ARCHITECT: PHASE 2 MILL LANE / A329 GENERAL ARRANGEMENT

PROJECT: NCN CYCLE ROUTE IMPROVEMENTS READING

TITLE: PHASE 2 MILL LANE / A329 GENERAL ARRANGEMENT

SCALE @ A1: 1:500	CHECKED: TRA	APPROVED: EH
CAD FILE: NCN422_PH2_GA_009B	DESIGN/DRAWN: PMc	DATE: March 2017
PROJECT No: NCN422	DRAWING No: NCN422/PH2/GA/009	REV: B



REV	DATE	BY	DESCRIPTION	CHK	APP
1	04.09.17	M	REV MARKING REALISED & CONSTRUCTION ISSUE	TRA	BT
2	13.07.17	M	FINAL ISSUE	TRA	BT

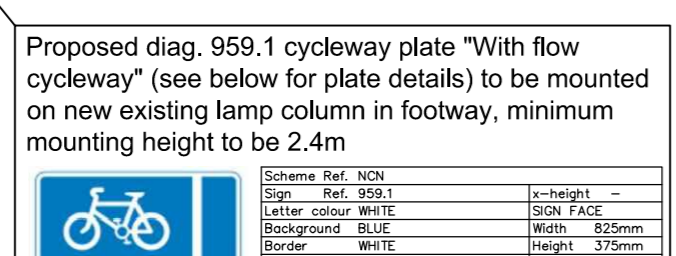
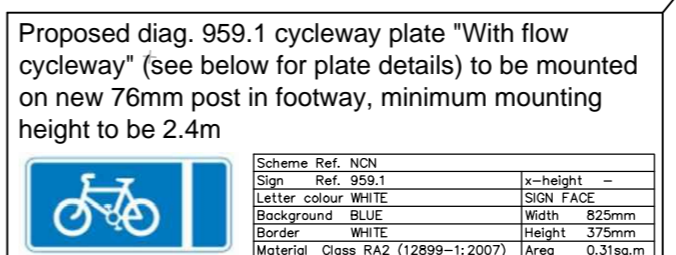
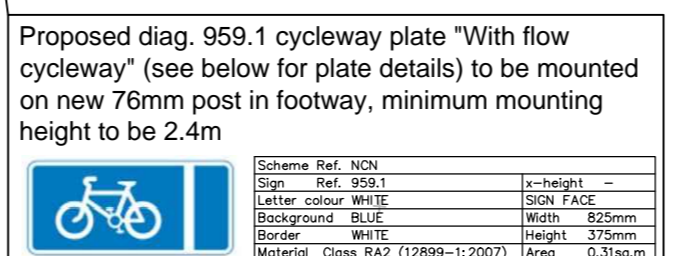
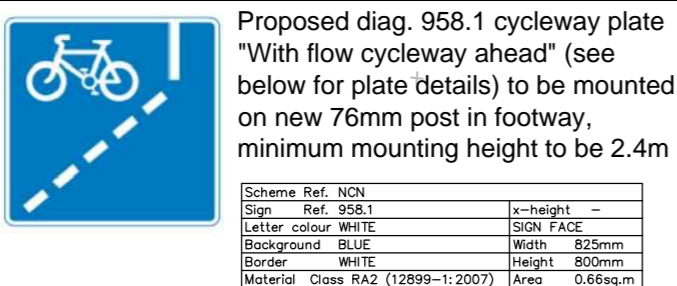
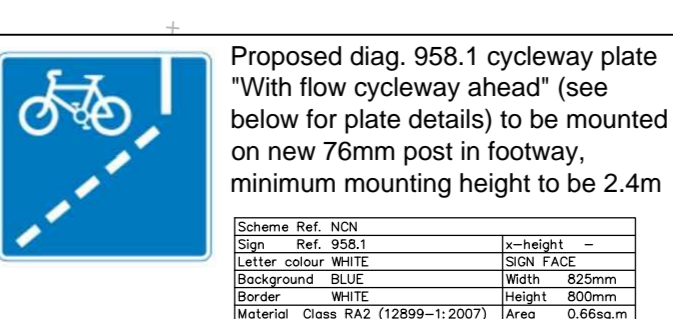
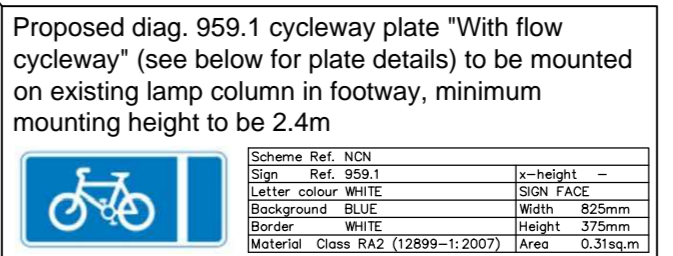
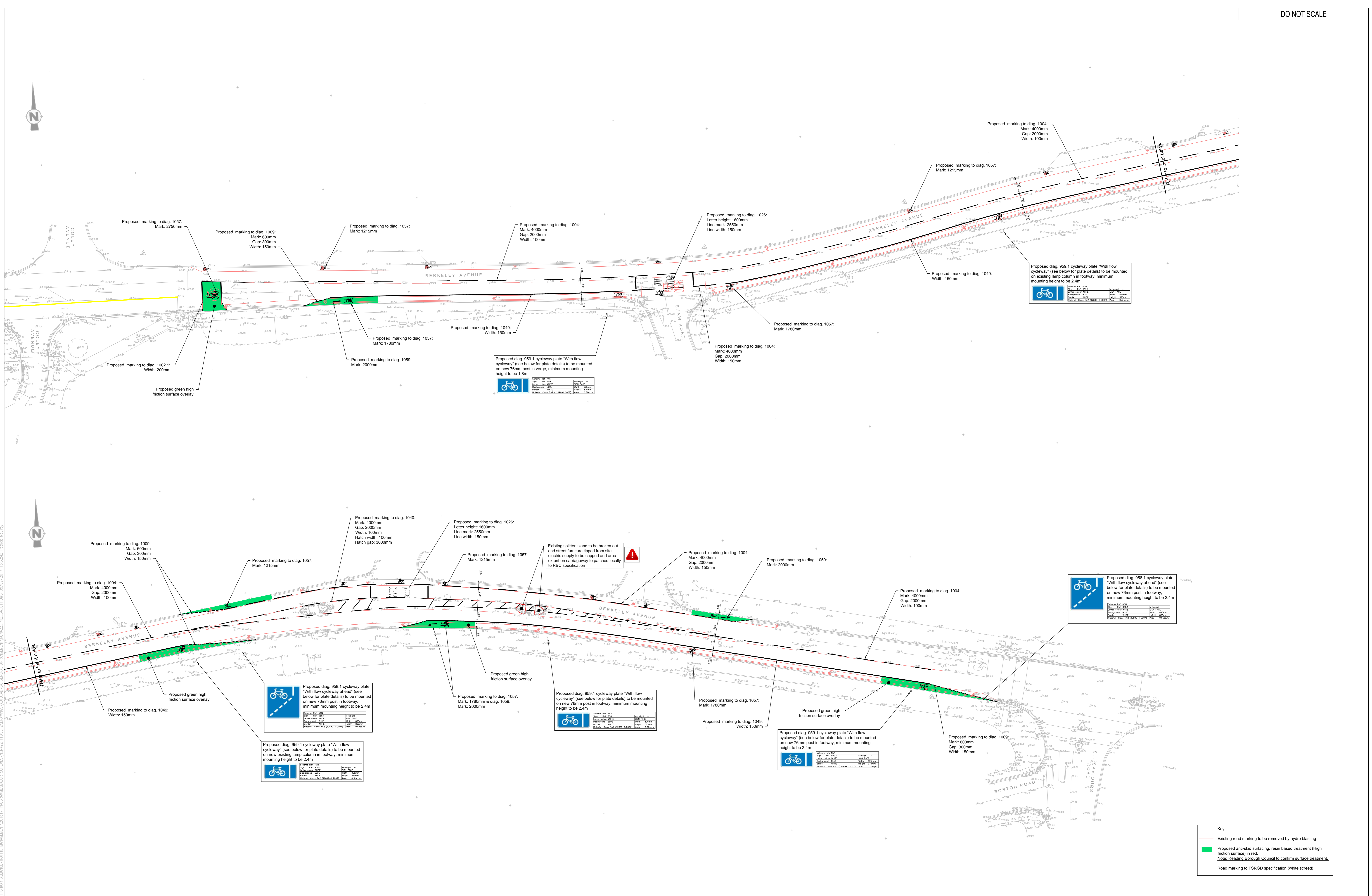
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Reading Borough Council  
Working better with you

READING BOROUGH COUNCIL

NON CYCLE ROUTE IMPROVEMENT  
READING  
PHASE 2  
BERKELEY AVENUE ON-ROAD FACILITY  
SHEET 1 OF 2

SCALE (A3)	1:250	CHECKED	TRA	APPROVED	BT
CAD FILE	NCN422_P2_GA_010	DESIGNED BY	TRA	DATE	July 2017
PROJECT NO.	NCN422	DRAWING NO.	NCN422/GA/010	REV	B



**Key:**

- Existing road marking to be removed by hydro blasting
- Proposed anti-skid surfacing, resin based treatment (High friction surface) in red.  
Note: Reading Borough Council to confirm surface treatment.
- Road marking to TSRGD specification (white screed)

REV	DATE	BY	DESCRIPTION	CHK	APP
1	13.07.17	M	FIRST ISSUE		

FOR INFORMATION ONLY



CLIENT: **READING BOROUGH COUNCIL**

PROJECT: **NCN CYCLE ROUTE IMPROVEMENT  
READING**

PHASE 2  
BERKELEY AVENUE ON-ROAD FACILITY

SHEET 2 OF 2

SCALE (A3)	CHECKED	APPROVED
1:250	TRA	BH
CAD FILE	DESIGN/DATE	DATE
NCN422_PH2_GA_011	TRA	July 2017
PROJECT NO.	DRAWING NO.	REV.
NCN422	NCN422/GA/011	A

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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	13
TITLE:	JOINT BERKSHIRE LOCAL HIGHWAY AUTHORITY BRIDGE MAINTENANCE CHALLENGE FUND BID 2017		
LEAD COUNCILLOR:	COUNCILLOR	PORTFOLIO:	STRATEGIC ENVIRONMENT PLANNING & TRANSPORT
SERVICE:	T PAGE TRANSPORTATION & STREETCARE	WARDS:	BOROUGH WIDE
LEAD OFFICER:	SAM SHEAN	TEL:	0118 937 2138
JOB TITLE:	STREETCARE SERVICES MANAGER	E-MAIL:	<a href="mailto:sam.shean@reading.gov.uk">sam.shean@reading.gov.uk</a>

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the proposed Joint Berkshire Local Authority Bridge Maintenance Challenge Fund Bid and the financial advantages and implications for Reading.
- 1.2 Appendix 1 - Berkshire Authorities scheme list.

2. RECOMMENDED ACTION

- 2.1 That Policy Committee notes and approves the Joint Berkshire Local Authority Bridge Maintenance Challenge Fund Bid 2017.

3. BACKGROUND

- 3.1 The Local Highways Maintenance Challenge Fund was announced in the 2014 Autumn Statement. The fund aims to provide a mechanism to fund major maintenance schemes, which could ordinarily not be funded using Local Highway Authorities' funding allocations. Funding is available for schemes in England (outside London), and applications are welcomed from Local Highway Authorities (LHA) and other bodies such as National Parks, Development Corporations, Local Enterprise Partnerships or Urban Regeneration Companies (although these must secure the support of the LHA).
- 3.2 LHA's can submit two bids, one for a small scheme (between £5m and £20m) and one for a large scheme (£>20m). LHA's need to contribute at least 10% of the scheme costs (taken to include design, procurement and construction costs), but it should be noted that the assessment criteria favoured LHA's

which contributed more. Since the funding is 100% capital, LHA's must confirm funds will be spent as such.

- 3.3 In the first year of bid submissions (2015/16), 147 bids were received of which 31 were successful. The assessment criteria prioritised value for money and the strategic case for schemes, followed by project delivery timescales and local contribution.
- 3.4 The results of the 2<sup>nd</sup> round of bid submissions (tranche 2a) were announced on 1<sup>st</sup> August 2017. On this occasion 19 bids were successful. The assessment criteria were the same as for tranche 1.
- 3.5 Collaborative working with other Berkshire Local Authorities on highway structures works was proposed in June 2016. This followed on from a successful Challenge Fund bid by Reading, Slough and Wokingham Councils in 2014/15 to upgrade street lighting with energy saving LED units. It was felt that a joint highway structures bid would be more likely to win because of its scale and potential efficiencies in procurement and other areas.

#### 4. PROPOSAL

- 4.1 The six Local Highway Authorities (LHA's) in Berkshire met to discuss Asset Management challenges, priorities and share best practice. Attendees expressed a desire to submit a Joint Berkshire Challenge Fund Bid for highway structures.
- 4.2 Initial priorities were stated at the first meeting in September 2016 and further refined at subsequent meetings during November 2016, (refer to item 5).
- 4.3 The priority list provides a starting point for a Joint Berkshire Challenge Fund Bid submission. The structures list is likely to evolve as funding requirements are further explored and data is examined to determine those structures which have a good case for funding.
- 4.4 Reading has an ageing bridge stock and this joint bid will provide much needed capital to tackle some of the £ 21M backlog we have with our highway structures.
- 4.5 It was agreed by the Berkshire LHA's that they would target a 25% contribution towards each scheme to provide the best chance of securing DfT funding based on previous awards.
- 4.6 As of writing application documents for the Tranche 2(b) Challenge Fund (2018/19 to 2020/21) have not yet been released but were expected to be required in September. The exact nature of the assessment questions is unknown, although it is likely that they will follow a similar format to last year's questionnaire for Tranche 2a funding, which followed HM's Treasury Five Case model.

- 4.7 Local Highways Authorities would be asked to complete an initial application (less resource-intensive) and only those whose application was successful would then proceed to the next stage, completing a full application.
- 4.8 In preparing for the 2017 round of submissions, there is merit in producing some of the preparatory work before the bid requirements are fully defined.
- 4.9 It should be noted that the Joint Berkshire Bridge Maintenance Bid is a single application made up of various schemes submitted by each of the Berkshire LA's.
- 4.10 All parts of the application need to meet the economic case set out by the DfT, which relies on structures supporting the strategic transport routes in order for the whole bid to be successful.
- 4.11 Any award made by the DfT will be for the full Joint Berkshire Bridge Maintenance Bid package contained within the joint application. It is imperative that only schemes meeting the economic case criteria are submitted to achieve a successful outcome.

## 5. CHALLENGE FUND BID

### 5.1 Bid £ 3.8M with £ 950k local contribution

Reading Borough Council structures list (see below) includes bearing replacements on 6 No. IDR bridges, 1 No. culvert strengthening scheme and 3 No. bridge strengthening schemes amounting to an estimated cost of £3.8M with a £ 950k local contribution funded by the Department for Transport (DfT) LTP Carriageway & Bridges Capital Grant Award over two financial years (2018/19 & 2019/20)

1. Chatham Street North Bridge bearing replacement (£375k)
2. Chatham Street South Bridge bearing replacement (£375k)
3. Oxford Road Bridge bearing replacement (£400k)
4. Castle Street North Bridge bearing replacement (£450k)
5. Castle Street South Bridge bearing replacement (£450k)
6. IDR-Kennet Bridge bearing replacement (£350k)
7. George Street Hills Meadow Culvert strengthening (£250)
8. High Bridge Stone Parapet Repair/Restoration (£75k)
9. Berkeley Avenue Railway Bridge Strengthening (£350k)
10. Berkeley Avenue Canal Bridge Strengthening (£375k)

- 5.2 The structures listed above are currently all on the Reading Borough Council future capital programme; however, there is insufficient funding to carry out these schemes at this time. The Council manages the risk through the cyclic inspection programme and prioritising minor remedial works when and where necessary.



- 5.3 It should be noted that the Council has other high priority structures schemes listed below in items 11 to 20 inclusive, that would not fulfil the current DfT economic case criteria and if put forward would reduce the likelihood of the Joint Berkshire Challenge Fund Bid being successful.

The cost of these schemes is estimated at £ 5.5M which would need to be entirely funded by local contributions or another source of funding would need to be found.

Additional schemes requiring future funding as follows: (note that these are less likely to pass the DfT economic case criteria funding test as they are not located on strategic routes):

- 11. Bridge Street Canal (Over Kennet) Bridge bearing replacement (£350k)
- 12. Fobney Bridge Deck Replacement (£400k)
- 13. Caversham Mill Footbridge Replacement (£200k)
- 14. Northbrook Road Subway Retaining Wall Repair (£30k)
- 15. Kings Meadow Footbridge Repairs (£20k)
- 16. Brook Street West Retaining Wall Strengthening (£450k)
- 17. Kennetside Retaining Walls Strengthening (£4M)
- 18. De Montfort Road Culvert Strengthening (£200k)
- 19. Lynmouth Road Culvert Strengthening (£200k)
- 20. Kings Meadow Road Culvert Strengthening (pending results of confined space inspection after obtaining bat licence)

- 5.4 The additional scheme structures listed in 5.3 above are all currently on the Reading Borough Council future capital programme, however, there is insufficient funding to carry out these schemes at this time. The Council manages the risk through the cyclic inspection programme and prioritising remedial works when and where necessary, while we explore other funding opportunities.

## 6. PROCUREMENT

- 6.1 The Berkshire Local Authorities have agreed to procure the works through the SCAPE framework which is a public sector framework designed specifically for use by local authorities.

- 6.2 Using this existing framework avoids the need to undertake a separate procurement process that would be both costly and lengthy, making it difficult to meet the tight spending timescales that are likely to be imposed by the DfT.

- 6.2 The Berkshire Local Authorities group are liaising with the SCAPE contractor (Balfour Beatty) regarding feasibility and are providing them with preliminary designs and costs estimates to enable them to carry out the feasibility study.

## **7. CONTRIBUTION TO STRATEGIC AIMS**

7.1 To contribute to the Council's Corporate Plan 2016 - 2019 priorities:

- Keeping the town clean, safe, green and active
- Remaining financially sustainable to deliver these service priorities

## **9. EQUALITY IMPACT ASSESSMENT**

9.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:-

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9.2 The Council has carried out an equality impact assessment scoping exercise on all projects, and considers that the proposals do not have a direct impact on any groups with protected characteristics.

## **10. FINANCIAL IMPLICATIONS**

10.1 It is proposed that Reading Borough Council make a match-fund contribution of 25% of the Challenge Fund Bid of £3.8m; that is £950k over two financial years (2018/19 & 2019/20). A lesser sum could be put forward, but experience from previous bidding rounds suggests that 25% is the optimum matching proportion.

10.2 The £950k RBC contribution would be secured through the DfT LTP Bridges & Carriageway Capital Grant Award over the 2018/19 and 2019/20 financial years. The DfT LTP grant is an annual grant provided to Local Authorities and the grant amounts are confirmed for 18/19 and 19/20.

## **11. RISK ASSESSMENT**

11.1 Local Highway Authorities are required to carry out their designated statutory duties, as described in the Highways Act 1980.

11.2 Reading Borough Council manages the risk of highway structures by carrying out the required cyclic inspections and load assessments reviews, as set out in the 'Code of Practice for Managing Highway Structures'.

## **12. BACKGROUND PAPERS**

12.1 Letter of support from Public Stakeholders.

## BERKSHIRE SCHEME LIST APPENDIX A

### Berkshire Authorities:

#### 1. Borough of Wokingham

##### Priorities:

- Warren House Embankment Stabilisation (£1.6m)

#### 2. West Berkshire

##### Priorities:

- Denford Mill deck replacement (£150k)

#### 3. Royal Borough of Windsor and Maidenhead

##### Priorities:

- Bray Bridge (£0.8m)
- Cookham Bridge (£2m)
- Victoria Bridge (£0.8m)

#### 4. Reading

##### Priorities:

1. Chatham Street North & South Bridge bearing replacement (£950k)
2. Oxford Road Bridge bearing replacement (£750k)
3. Castle Street North & South Bridge bearing replacement (£950k)
4. IDR-Kennet Bridge bearing replacement (£550k)
5. George Street Hills Meadow Culvert strengthening (£250k)
6. High Bridge Stone Parapet Repair/Restoration (£75k)
7. Berkeley Avenue Railway Bridge Strengthening (£100k)
8. Berkeley Avenue Canal Bridge Strengthening (£175k)

#### 5. Slough

##### Priorities:

- Repair/replace Uxbridge Canal Bridge (£1.7m).
- Langley Interchange Footbridges bearing replacement and pier protection (£300k).

## 6. Bracknell Forest

### Priorities:

- Mill Bridge Lane - bearing replacement and re-waterproofing (£600k)
- Station roundabout East Bridge, re-waterproofing, movement joint replacement (£225k)
- Station roundabout East Bridge, re-waterproofing, movement joint replacement and parapet repairs (£225k)
- Bagshot Road Subway re-waterproofing (£420k)

READING BOROUGH COUNCIL

REPORT BY HEAD OF CUSTOMER SERVICES & DIRECTOR OF FINANCE

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	14
TITLE:	REVALUATION DISCRETIONARY BUSINESS RATES RELIEF SCHEME TO IMPLEMENT NATIONAL BUDGET MEASURES		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	CUSTOMER SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	KIRSTY ANDERSON	TEL:	0118 9372144
	ALAN CROSS		0118 9372058
JOB TITLE:	INCOME & ASSESSMENT MANAGER	E-MAIL:	<a href="mailto:kirsty.anderson@reading.gov.uk">kirsty.anderson@reading.gov.uk</a>
	HEAD OF FINANCE		<a href="mailto:alan.cross@reading.gov.uk">alan.cross@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To provide Policy Committee with an update on the Chancellor's Spring Budget 2017 changes in relation to Business Rates Relief and to propose a local revaluation Discretionary Relief Scheme that is designed to spend the money available and provide details of the implementation of the national Pub Relief Scheme, and also to review and refresh the Council's existing Discretionary Rate Relief Scheme.
- 1.2 The report has two appendixes  
Appendix A New Revaluation DRR Guidance Note (draft)  
Appendix B Revised Standard DRR Scheme Guidance Note (draft)

2. RECOMMENDED ACTION

- 2.1 To approve the proposed Revaluation Local Discretionary Relief Scheme as set out in paragraph 4.5 below & Appendix A.
- 2.2 To approve proposed changes to the Council's exiting Discretionary Relief Scheme as set out in Paragraph 4.12 below & Appendix B.

3. POLICY CONTEXT

- 3.1 The Council collects National Non-Domestic Rates (NNDR) under the Local Government Finance Act 1988. All local authorities pay 50% of what they collect to Central Government, and authorities such as Reading who collect much more than is needed to finance local services are required to pay a tariff and a levy on growth, the impact of which is that a further 25% gets paid to Government, Reading Borough Council only retaining 25% of what is collected.

4. THE PROPOSAL

- 4.1 Current Position:

The rateable value of all properties are normally reassessed every 5 years, but the 2017 revaluation which came into force on 1 April 2017 having been deferred by the previous (2010) Government for 2 years.

The 2017 Rates Revaluation has seen considerable increases in bills for some ratepayers and the Government introduced a transitional scheme to phase in both large increases and larger reductions. In Reading many more properties benefit from the phasing of increases than have seen their reduction damped.

However, even though the transitional scheme has provided some assistance, a large number of ratepayers still face considerable increases in their bills. Properties with a (new) rateable value above £100,000 can face increases of up to 44.5% after transitional relief. For those with the largest increases this can be repeated in 2018/19 in due course.

In the (pre-election) Spring Budget, the Government decided to introduce 3 measures to provide some additional support to businesses:

- Supporting small businesses
- New Local Discretionary Relief Scheme
- New Business Rate Relief Scheme for Pubs

The Government anticipates billing authorities (such as Reading) will use their discretionary powers under section 47 of the Local Government Finance Act 1988 to deliver these new reliefs, which are being funded by grant (which in some cases is cash limited) designed to put authorities in the same position as if the relief had not been given. However, the final scheme did not include year end flexibility and any money not used will need to be returned to Government at the year end.

#### **4.2 Supporting Small Businesses Relief**

Supporting small businesses relief was introduced for those ratepayers facing large increases as a result of the loss of small business rate relief. For Reading Borough Council it is estimated that this relief will apply to less than 42 businesses.

Its effect is to limit increases in business rates to a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief are brought back into paying something.

Central government will reimburse billing authorities for the actual loss to them under the rates retention scheme of this new Supporting Small Businesses Relief.

The software for applying this relief was released to Local Authorities on the 21<sup>st</sup> August 2017; this is currently being tested and will be applied to relevant accounts as soon as possible.

#### **4.3 New Discretionary Relief Scheme**

In the Spring Budget the Chancellor announced that he would make £300m available nationally for local councils to finance business rates relief for revaluation support over a 4 year period. The Government consulted authorities about the distribution of this money and at that stage proposed year end flexibility (so effectively allocations could move between financial years). The Government confirmed these allocations just before the General Election, but removed the year end flexibility. The Government's extra funding intended to support relief schemes targeted at businesses facing a large increase in their business rates bill following the 2017 Revaluation.

Reading's allocation was is follows:

2017 £1,014k  
2018 £ 492k  
2019 £ 203k  
2020 £ 29k

Each billing authority is required to devise its own local Discretionary Relief Scheme for the 2017-2018 financial year and before we can introduce our own scheme there is a requirement to consult with relevant major precepting authorities; in our case the Fire Authority (which officers have done). However, the precise distribution is at the discretion of the Council as a local authority.

#### 4.4 Developing a Local Scheme

The Government has stated that it distributed money available based on properties having a rateable value under £200k and where the revaluation has caused an increase in the ratepayer's bill of more than 12.5%.

Most local authorities have taken these basic principles into their DRR scheme, although as a discretionary scheme, there is no obligation to do so. However, in developing a local scheme that has been funded by the Government, it may be difficult to defend not passing much of that funding on to ratepayers meeting similar criteria.

To decide how to use the money we analysed the impact of revaluation on all 5181 properties on the rating list. (This includes a few with a nil rateable value (RV), rising to the Tesco Distribution Centre with an RV of £7.62m).

Overall the revaluation increased the RV of the borough from £247m to £297m, and the (gross) rates payable from £113m to £126m. These figures are before transitional relief. The Transitional Relief scheme which is funded separately by Government constrains increases to under 5% + inflation for properties with new rateable value under £20,000, to 12.5% + inflation for properties with a rateable value of £20k-£100k, and 42.5% + inflation for properties with rateable value greater than £100k.

Officers therefore concluded that in very broad terms the government appears to be trying to partially extend the 12.5% transitional protection to properties with rateable value between £100k - £200k (but not specifically allowing for the inflation allowance).

We have calculated based on our database those properties that would not be eligible for varying reasons, including state aid rules, Reading Borough Council properties and where the bill has increased less than 2%.

This initial analysis is as below

	Exclude because	Properties	RV Total	£ billed
RV>£200k	Not funded by Government	311	166.6m	73.988m
RV<£100k	Increases relieved by TR	4,549	85.6m	31.698m

£100k-£200k Occupied by RBC	Legal constraint	8	1.3m	0.618m
Increase in bill is < 2% inflation	Not increasing above inflation	104	14.6m	7.251m
<b>TAKING THE ABOVE OUT LEAVES</b>				
		<b>Properties</b>	<b>RV Total</b>	<b>£ billed</b>
RV £100-£200k	Increase > 2%	209	29.8m	12.710m

This analysis therefore reduces the properties needing detailed consideration from over 5,000 to just over 200.

4.5 Officers then propose that consideration be given to agreeing some qualifying criteria.

- i) The ratepayer must be in occupation on 31/03/2017. No relief will be awarded to those taking up occupation on or after 01/04/2017.
- ii) No relief will be awarded if the property is empty on the 01/04/2017 (i.e. i) & ii) together mean only ratepayers occupying property at the time the Revaluation comes into effect should be able to benefit from the discretionary scheme).
- iii) Relief will be terminated on liability ending or the property becoming vacant & empty.
- iv) All other mandatory reliefs must have been applied for/considered prior to an application for Local Discretionary Relief being considered.
- v) The 2017 RV must be under £200,000 (and a "better buy" calculation will be carried out to ensure no-one is disadvantaged if they are already in receipt of other spring budget reliefs)
- vi) Where a property is formed following a split or merger after 31/03/2017, and the occupation has not in essence changed, and qualified before the split or merger a new calculation will be carried out (to ensure the ratepayer is neither advantaged nor disadvantaged from the split/merger).
- vii) Where there is an increase in RV and they were in occupation on 31/03/2017 relief will continue to be awarded if the RV remains under £200,000
- viii) Full recalculations will be made where reductions in RV for either the 2010 or 2017 RV are made (as these are highly likely to impact the rates payable based on the new list).
- ix) An application form must be completed by, or on behalf of the ratepayer. All applications will be considered on their merits. Relief is intended for those that have fallen out of Small Business Rate Relief or are facing large increases. Relief will apply from 1st April 2017. A new application may be required in each subsequent year if applicable (though we will give consideration in due course to a simplified process for 2018/19 for ratepayers facing further large increases whose essential circumstances are unchanged, noting that much less money is available for relief in the later years)

Exclusions

- i) Relief cannot be awarded to precepting bodies (i.e. the Fire & Police Authority), or the Council's own property.



- ii) Applications will not be invited from banks, building societies or other major financial institutions.
- iii) Applications will not be invited from large multi-national businesses or large chains (given likely State Aid issues - see below).
- iv) Applications will not be invited from the NHS, GP surgeries
- v) Money Lending Shops & Betting Shops will be excluded
- vii) Applications will not be invited from charities, as they already benefit from 80% Charitable relief.
- viii) Application from ratepayers who have had 2 summons within the last 3 years will not normally receive relief (on the basis that ratepayers who do not organise paying their bills properly should not benefit from a Council discretionary scheme).

4.6 The Government has advised that the relief is subject to State Aid Rules. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid.

We have next analysed the 209 properties above to identify those that are likely to fall out of relief because of the above proposed conditions.

4.7 Initial analysis of these properties, based on the above conditions and exclusions suggests just over 50 properties would fall out of the scheme, leaving around 150 potentially eligible properties.

Given that the Government's contribution is cash limited, we would propose developing a scheme that in effect gave an extra step in the Transitional Relief arrangements constraining increases to a lower level than 44.5% (but likely to be higher than 44.5%). At the time of writing work is being done to identify what level is affordable within the resource available, and an 18% step (including inflation) appears to be affordable.

#### 4.8 Potential Further Claims

It is possible that during the year that some properties that currently have a new RV above £200k, so not entitled to help will receive a reduction in their RV, and come within the terms of the scheme. As the Government's funding is cash limited, we propose holding a small contingency back to deal with such eventualities. That sum will get added to if some initial recipients move from their property, or experience other changes. However, to ensure control of spend we propose that where the full funding allowance from Government has been distributed within the financial year, those that become eligible in year but at a time when funding is exhausted be held on a waiting list, and if funding becomes available because another ratepayer has vacated or had a change that results in them no longer qualifying for their original relief amount, that this released funding it is then made available to the next eligible ratepayer on the list. This will keep the cost of the scheme within the funding pot available.

#### 4.9 Future Years

In future years the cash available falls and if we took this approach we could simply take a similar approach adjusting the magnitude to the allowed increase (but that can be considered in due course). In the first instance we propose that the scheme is for 2017/18; we intend to bring forward the 2018/19 scheme as part of the budget papers in February 2018 (which can include a review of actual operation, and a proposal to use up (most of) any unspent money).

This approach targets the available money on the properties with the largest increases for which the government has funded, so effectively we are extending the national transitional relief scheme to the extent affordable.

The proposed draft scheme is attached at Appendix A. (to follow)

#### **4.10 New Business Rate Relief Scheme for Pubs**

Business rate relief for pubs is a discount worth up to £1,000 a year where the rateable value is less than £100,000. Subject to state aid rules, it is estimated that 80 businesses in Reading may be eligible for this category of relief. This measure is a separate measure for the 2017/18 financial year only.

Those businesses identified have been contacted and invited to apply for this relief. We are currently applying this relief to accounts as the forms are returned.

The Government will reimburse billing authorities for the actual cost to them under the rates retention scheme of the relief that falls within the adopted criteria for pubs relief.

#### **4.11 Other Options Considered**

Members could choose not to recommend the proposed schemes for approval, but in view of the fact that expenditure will be reimbursed the Government expects billing authorities to grant relief to all qualifying ratepayers. If the money is not spent, it will have to be returned to Government.

#### **4.12 Update to Existing DRR Scheme**

We have reviewed our current Discretionary Rate Relief guidance and are suggesting the following amendments to our scheme given our current financial position, that the cost of this scheme has a financial consequence to Reading Borough Council as it has to be met from current Budget which impacts all residents within the borough.

We therefore propose to add to our existing guidance notes on Discretionary Business Rates Relief. In particular we propose restricting possible claims for backdating of relief which may cause financial pressures on the Local Authority during a financial year:

- Applications should be submitted by the 30th September following the financial year for which the application is being made. No further backdating will normally be considered.
- If successful DRR will be applied from the 1st of April of the financial year in which the relief has been applied for, or the date from which they became liable should this be later (providing that the application has been submitted within the allowable timescale above).
- Applicants must continue to pay rates as billed until a decision is made.

### **5. CONTRIBUTION TO STRATEGIC AIMS**

5.1 The purpose of this section is to ensure that proposals contained in reports are in line with the overall direction of the Council by meeting at least one of the Corporate Plan priorities:

1. Safeguarding and protecting those that are most vulnerable;
2. Providing the best start in life through education, early help and healthy living;
3. Providing homes for those in most need;

4. Keeping the town clean, safe, green and active;
5. Providing infrastructure to support the economy; and
6. Remaining financially sustainable to deliver these service priorities.

5.2 The proposed scheme helps support the local economy and by only spending the money Government has made available contributes to financial stability.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Our Precepting authorities have been sent a copy of the proposed schemes for comment.

## 7. EQUALITY IMPACT ASSESSMENT

7.1 Equalities considerations will be included in the examining individual application for the reliefs. However, given the nature of what the Government has asked us to do they will generally not be applicable.

## 8. LEGAL IMPLICATIONS

Section 47 of the Local Government Finance Act 1988 and subsequent amending legislation provides the criteria for awarding discretionary rate relief to certain categories of non-domestic ratepayer.

Section 69 of the Localism Act 2011 provides a new discretionary power to reduce business rates for any local ratepayer. It is this new power that the Government is directing billing authorities to use to award the new categories of relief.

Relief from taxes, including non-domestic rates, can constitute state aid under European Union legislation. There are block exemptions from the state aid rules where the aid is below a de minimis level. The de minimis level applies to all de minimis aid received, including other Government subsidies or grants, in addition to any rate relief given as a de minimis aid. It will be for the Council to ensure that any relief granted does not transgress state aid rules. The de minimis threshold is €200,000 from all sources to the recipient as a whole over a rolling period of three years.

## 9. FINANCIAL IMPLICATIONS

9.1 The council will receive funding from government for all local discretionary relief granted and this will be re-claimed via the yearly NNDR1 return which estimates for government the expected income received and reliefs granted. The Government is providing grant to put the General Fund in the same financial position it would have been had the relief not been given, after allowing for the levy on growth. Consequently to get the maximum amount of grant of £506,964, we need to give relief of £1,013,925 (essentially because our levy rate is almost 50%).

9.2 The government have announced that authorities will be granted New Burdens funding to deal with the implementation costs of this change but have not yet confirmed how much. However this is likely to largely be offset by extra costs (to budget) the Council will need to incur directly or indirectly from developing and implementing the scheme, so is ultimately budget neutral.

9.3 There is a risk to the authority where the Valuation Office changes a valuation or allows an appeal. This may have a consequential impact on the allocation of the discretionary relief; so we are proposing that where the full funding pot we have

been granted has been distributed within the financial year, those that become eligible in year at a time when no funding is available be held on a waiting list, and if funding becomes available because another ratepayer has vacated or had a change that results in them no longer qualifying for their original relief amount, that this released funding is then made available to the next eligible ratepayer on the list. This will keep the cost of the scheme within the funding pot available from Government.

## 10. BACKGROUND PAPERS

### 10.1 Business Rates Information Letter 2 (2017)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/598272/BRIL\\_2-2017\\_Budget\\_Measures.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/598272/BRIL_2-2017_Budget_Measures.pdf)

## APPENDIX A

### Reading Borough Council REVALUATION BUSINESS RATES DISCRETIONARY RATE RELIEF GUIDANCE

The authority to grant DRR is delegated to the Head of Customer Services in consultation with the Head of Finance.

#### Criteria

We will consider applications for Revaluation DRR from properties which on the 2017 rating list have a rateable value between £100,000 and £200,000. The scheme will cap increases in rates for such properties when in occupation (with no changes affecting liability) between 2016/17 and 2017/18 to RPI+16.25% or a lower increase, but no lower than RPI+12.5% as explained below, rather than the (up to) RPI+42.5% increase that would arise with the Government's Transitional Relief scheme

In addition, to qualify the following criteria will be considered.

- i) The ratepayer must be in occupation on 31/03/2017 and 1/4/2017. No relief will be awarded to those taking up occupation on or after 01/04/2017.
- ii) No relief will be awarded if the property is empty on the 01/04/2017 (i.e. i) & ii) together mean only ratepayers occupying property at the time the Revaluation comes into effect should be able to benefit from the discretionary scheme).
- iii) Relief will be terminated on liability ending or the property becoming vacant & empty.
- iv) All other mandatory reliefs must have been applied for/considered prior to an application for Local Discretionary Relief being considered.
- v) The 2017 RV must be under £200,000 (and a "better buy" calculation will be carried out to ensure no-one is disadvantaged if they are already in receipt of other spring budget reliefs)
- vi) Where a property is formed following a split or merger after 31/03/2017, and the occupation has not in essence changed, and qualified before the split or merger a new calculation will be carried out (to ensure the ratepayer is neither advantaged nor disadvantaged from the split/merger).
- vii) Where there is an increase in RV and they were in occupation on 31/03/2017 relief will continue to be awarded if the RV remains under £200,000
- viii) Full recalculations will be made where reductions in RV for either the 2005, 2010 or 2017 RV are made (as these are highly likely to impact the rates payable based on the new list).
- ix) An application form must be completed by, or on behalf of the ratepayer. All applications will be considered on their merits. Relief is intended for those that have fallen out of Small Business Rate Relief or are facing large increases. Relief will apply from 1st April 2017. A new application may be required in each subsequent year if applicable (though we will give

consideration in due course to a simplified process for 2018/19 for ratepayers facing further large increases whose essential circumstances are unchanged, noting that much less money is available for relief in the later years)

- x) The application process will require Ratepayers to confirm that receipt of the relief will not breach State Aid regulations (and ratepayers will be able to indicate how much relief they can receive without doing so)

The following will be excluded, even if the above criteria are met

- i) Relief cannot be awarded to precepting bodies (i.e. the Fire & Police Authority), or the Council's own property (including Local Authority Schools).
- ii) Applications will not be invited from banks, building societies or other major financial institutions. (for State Aid reasons)
- iii) Applications will not be invited from large multi-national businesses or large chains (given likely State Aid issues - see below).
- iv) Applications will not be invited from the NHS, GP surgeries
- v) Money Lending Shops & Betting Shops will be excluded
- vii) Applications will not be invited from charities, as they already benefit from 80% Charitable relief.
- viii) Application from ratepayers who have had 2 summons within the last 3 years will not normally receive relief (on the basis that ratepayers who do not organise paying their bills properly should not benefit from a Council discretionary scheme) unless the ratepayer can demonstrate that the summons was issued in arrears.

### Discretionary Rate Relief

When granted, DRR will end on the 31 March of the financial year for which it was granted. Normally a new application will be required for each new financial year, though we will consider how this can be kept simple.

DRR will only be considered after all other eligible mandatory and discretionary reliefs have been applied.

### Towards Year End Review

The scheme is being funded by a fixed Government grant; in order to ensure the allocation is spent there will be a review in February where the Council will endeavour to agree arrangements for fully using the allocation.

### How to apply & Application Process

Applications should normally be submitted by as early as possible in the year for which relief is sought, though can be submitted later, up to 31 January. Applications will include a declaration that the receipt of DRR will not lead to a breach of State Aid Regulations. Applications after the date will not normally be considered (i.e. 2017/18 applications can be made up to 31/1/2018).

Applications will be invited from Ratepayers who in the opinion of the Head of Customer Services meet the criteria shortly after Policy Committee on Monday 25 September 2017. Ratepayers will be asked to reply by Friday 27 October in the first instance, and the Council will consider the applications received in the two weeks thereafter, and the Director of

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Finance will determine (after consultation with the Leader and Chair of Audit & Governance Committee), based on applications received the level of cap that is affordable within the allocation the Council has received from the Government. Relief will then be applied to accounts as soon as possible thereafter.

Applications that are received later than Friday 27 October will be considered and processed as soon as possible, but there may be a need to review the level of cap applying to late applications to a higher level (i.e. the ratepayer will pay more) for affordability reasons at the end of each month, so the Council reserves the right to consider applications in batches at the end of each month.

Applications will not normally be considered after 31 January 2018 (as if there is any unspent allocation at that stage a proposal will be brought forward in February 2018 to spend it before 31 March 2018).

- Applicants will be informed of the outcome once a decision has been made.
- If successful DRR will be applied from the 1 April for the financial year in which the relief has been agreed.
- Applicants should continue to pay rates as billed until a decision is made.

An application form for DRR is available to [download](#). For any queries, contact Business Rates on 0118 937 3727 or [business.rates@reading.gov.uk](mailto:business.rates@reading.gov.uk).

**Where to send your application form**

Business Rates

Reading Borough Council

Civic Offices

Bridge Street

RG1 2LU

Classification: OFFICIAL

## APPENDIX B-

### Reading Borough Council STANDARD BUSINESS RATES DISCRETIONARY RATE RELIEF GUIDANCE

The authority to grant DRR is delegated to the Head of Customer Services in consultation with the Head of Finance.

#### Criteria

We will consider applications for DRR based on the extent to which the application meets all of the following criteria:

- The extent to which the organisation helps the Council meet local needs  
AND
- The extent to which the organisation matches priorities set out in the Council's Corporate Plan  
AND
- It can be demonstrated that the organisation will face hardship if support is not provided through DRR

#### Maximum Discretionary Rate Relief

When granted, DRR will end on the 31 March of the financial year for which it was granted. Normally a new application will be required for each new financial year.

DRR will only be considered after all other eligible mandatory and discretionary reliefs have been applied.

In granting DRR we will consider the sustainability of the organisation.

DRR will only be granted if there is a risk that the organisation will become unviable, and that the granting of DRR in the short term will make the organisation sustainable for a reasonable period in the future.

There are a number of exceptions:

- Early Years Providers will be considered for DRR as part of a funding formula that targets children and families in greatest need. Both privately owned and voluntary managed Early Years providers will be eligible. Please contact the Early Years and Play Services on 0118 937 3737.
- Voluntary, not for profit and private sector providers that are currently commissioned to provide services on behalf of Reading Borough Council will not generally be considered for DRR as they should already have demonstrated that they are financially viable at the start of the arrangement.



### How to apply

Applications should normally be submitted by 30 June in the year for which relief is sought, though can be submitted later. But will not be considered after 30 September in the following financial year to that which the application is being made for (i.e. 2017/18 applications can be made up to 30/9/2018). No further backdating will be considered.

- Applicants will be informed of the outcome once a decision has been made.
- If successful DRR will normally be applied from the 1 April (or occupation of the property if later) for the financial year in which the relief has been agreed, or the date from which they became liable should this be later (providing that the application has been submitted within the timescale above).
- Applicants should continue to pay rates as billed until a decision is made.

An application for DRR for charitable / not for profit organisations is available to [download](#). For any queries, contact Business Rates on 0118 937 3727 or [business.rates@reading.gov.uk](mailto:business.rates@reading.gov.uk).

### Where to send your application form

Business Rates

Reading Borough Council

Civic Offices

Bridge Street

RG1 2LU

READING BOROUGH COUNCIL

REPORT BY STRATEGIC DIRECTOR OF FINANCE

TO:	POLICY COMMITTEE		
DATE:	25 SEPTEMBER 2017	AGENDA ITEM:	15
TITLE:	BUDGET MONITORING 2017/18		
LEAD COUNCILLOR:	COUNCILLORS	PORTFOLIO:	FINANCE
SERVICE:	LOVELOCK/ PAGE FINANCE	WARDS:	BOROUGHWIDE
LEAD OFFICER:	PETER LEWIS	TEL:	01189372058 (x72058)
JOB TITLE:	STRATEGIC DIRECTOR OF FINANCE	E-MAIL:	Peter.Lewis@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report sets out the projected Council revenue budget outturn position for 2017/18 based on actual, committed and projected expenditure for the Council as at the end of July 2017. It also contains limited information on the capital programme and the Housing Revenue Account (HRA).
- 1.2 It is projected that, due to a variety of reasons, the revenue budget will be overspent by £1.8m as at the year end and that this amount can then be contained within the contingency of £2.3m set aside to manage unexpected pressures and savings shortfalls. However, there are serious concerns to be noted within this overall headline:
- 1.2.1 That the total of negative variances is £6.8m, which does contain some projection of further pressures on care places through to the year end;
- 1.2.2 That some of the positive variances and mitigations are not ongoing, so will not provide relief for any of the negative variances that are ongoing into 2018/19 and beyond. These issues will need to be dealt with in the budget setting process for 2018/19;
- 1.2.3 That the contingency is already significantly committed at this early stage of the year and when it is known that the General Balance is at the minimum
- 1.3 It is noted that each service area is seeking further proposals for reducing the pressure on the 2017/18 budget through a range of interventions. It is particularly important that these proposals are deliverable and sustainable beyond 2017/18.

## 2. RECOMMENDED ACTION

- 2.1 To note that based on the position at the end of July 2017 revenue budget monitoring forecasts an overspend of around £1.781m as at the year end.

## 3 BUDGET MONITORING

- 3.1 The results of the Directorate budget monitoring exercises are summarised below:

	Negative Variances £'000s	Positive Variances £'000s	Remedial Action £'000s	Net Variation £'000s	% variance budget
Environment & Neighbourhood Services	1,802	-2,012	-60	-270	-0.9%
Childrens, Education & Early Help Services/	1,600	-100	0	1,500	3.80%
Adults Care and Health Services inc. Public Health	1,917	-450	-717	750	2.10%
Corporate Support Services	1,428	-1,323	-104	1	0.00%
Directorate Sub total	6,747	-3,885	-881	1,981	
Treasury		-200		-200	
Total	6,747	-4,085	-881	1,781	

### 3.2 Environment & Neighbourhood Services

Based on the information currently available, the directorate is predicting a year-end net positive variance against budget of £270k. However, this is the consequence of a much more significant range of variances across a number of budgets, increased costs of £0.4m, reduced income of £0.22m and as yet unrealised savings of £1.1m.

Of the total gross projected negative variance of £1.8m, £1.3m occurs in Transportation and Streetcare (T&S). A significant proportion of this results from as yet unachieved savings/income generation, including removal of a further waste collection round (£284k) and additional income from off street car parking (£175k). T&S also has increased costs, such as a one-off purchase of car parking equipment (£130k, although this may yet prove to be capital expenditure), and in some areas reduced enforcement income (£175k) in comparison to current budget expectations. Planning,

Development & Regulatory Services are predicting an adverse variance of £0.20m. Economic & Cultural Development (ECD) are also predicting an adverse variance (£0.3m), predominantly relating to delays in plans to generate additional income from advertising due to a legal challenge and schools business development income.

However, this negative variance is more than compensated for by £2.1m of positive variances. Of this, £1.04m is increased income, most of which arises in T&SC, and includes £0.4m additional on street car parking income and £0.36m of additional income from green waste.

£1m of the positive variance arises from reduced costs in T&SC, ECD & Housing & Neighbourhood Services (H&NS). Notably for T&SC, £0.4m across the park & ride contract & concessionary fares, with much of the remainder (£0.3m) being salary costs where in some cases vacancies have been held back to mitigate pressures above. Within H&NS bed and breakfast use has reduced from 144 rooms in March to 111 rooms currently in use, reflecting needs presenting and a concerted effort to prevent homelessness; increase supply and access to affordable housing; intensive casework with individual households; and effective market management/cost control. With better than anticipated first quarter performance alongside the Lowfield Road temporary accommodation development due to come online in the Autumn, the service is aiming to finish the 2017-18 financial year with no more than a total of 100 occupied rooms. This would lead to an underspend of approximately £0.36m. Demand can fluctuate through the year and some loss of provision is currently anticipated which may create a short term pressure.

### **3.3 Children, Education & Early Help Services**

Following the placement of an additional 10 Looked After Children (LAC) in external residential placements, an overspend of £1.5m is projected for the year, which represents 3.8% of the annual budget. The forecast assumes 8 additional residential placements will occur in year at an estimated cost of £555k assuming these placements are based on 1 per month (average cost of £3,677 per week) and is included in the overall forecast of £1.6m until the end of March. Details are in the following paragraphs.

The negative variance has arisen due to the impact of children being included in Operation Epping, with their assessed need indicating a requirement to be placed in residential provision. There are currently 11 children identified as at risk of Child Sexual Exploitation (CSE), missing and at risk from drug dealers and known criminals, at a cost of £1.69m until the end of year. At present there are currently 76 children known as at CSE risk, and 5 additional placements have been included in the projection to the end of year. In addition there have been 4 additional residential placements at a cost of £745k for the year, previously external residential placements were static (circa 14 to 15), but in the last 6 months there has been a spike in high level risk and identified needs are best met through residential provision.

The current overspend is reduced by £100k following the early implementation of the Business Admin restructure required by 1<sup>st</sup> April 2018 to achieve the proposed savings for 2018/19. However, temporary interim arrangements are required in 2017/18 where additional admin is required to support the improvement within Children's Services. Therefore, the overspend is mitigated by £153k but in year required to spend one off £53k on additional temporary support.

Further work is to be undertaken by the Directorate to mitigate the overspend within year. In addition, the restructure of Children's Centres is to be implemented during 2017/18 to enable the Directorate to implement the 2018/19 savings earlier than 1<sup>st</sup> April 2018. The impact of this is not yet known as the Directorate is still in the consultation stages.

During the year, investment in the Access to Resources Team (ART) to improve the Commissioning of Services will also assist in reducing this overspend. In addition the current in house foster carer recruitment will assist in the reduction of placement costs if there are disruptions to current external placements and in the longer term. All top 10 external residential placements are to be reviewed over the next 6 weeks with the aim of auditing the cases to ensure the residential placement is the correct placement according to care plans, and Finance will be involved in this exercise. New tighter regimes will be introduced when making future placements, particularly emergency placements through improved commissioning arrangements within the ART. The current Solutions Panel will become more challenging and support the audit work aiming to reduce costs further within the existing placements.

The paragraphs above describe the impact for the General Fund Services, however the Directorate is also currently anticipating an in year deficit of £2m relating to the Dedicated Schools Grant (DSG). This will increase the deficit of the DSG to £3.4m which will be carried forward into 2018/19. The implementation of a new SEN strategy is intended to mitigate this risk in order to bring the budget back under control before new funding arrangements are introduced.

### **3.4 Adult Care & Health Services**

Largely due to pressures on placements in Mental Health and in Learning Disability, an overspend of £1.917m is projected for this Directorate. The largest pressures are: Mental Health £0.7m and Learning Disability Services £0.9m, and occur across all service types, although particularly in residential and community services.

The negative variance on Mental Health Services breaks down as £157K on placements in nursing homes due to an additional 5 clients being placed over the budgeted number of clients, £392K on residential placements based on an additional 11 clients over budget and an overspend of £188K on Community Services.

For the Learning Disabilities Service, the overspend is due to an additional £280K on residential placements because the average cost of placements

are £48 per week per client higher than budgeted although client numbers are as budgeted. There is also a £638K overspend on Community Services which is related to the clients and demography but is difficult to assign to exact client numbers.

So far the Directorate has identified £1.167m of positive variances and remedial action to reduce the gross overspend. The main remedial action identified to reduce the deficit has included reworking the use of parts of the Public Health grant (£0.365m), keeping inflation awards to a minimum with providers (£0.250m) and around trying to find savings from either reworking service delivery or holding vacancies (£0.351m). Better contract management should yield additional Continuing Health Care (CHC) funding, although most of this is expected to be historical and will be one-off. The Directorate has also managed to push a £0.121m pressure on extra care into 18/19, and proposes capitalising costs of implementing new computer systems and software (around £0.06m, although this has not yet been approved).

Overall, the remedial actions identified so far indicate around £0.450m of positive variances and £0.717m as one-off and non-recurrent remedial actions, so further work is still needed to reduce the overspend on an ongoing basis. £0.450m of this may be capable of being on-going into 2018/19. The positive variances and remedial actions result in a net overspend prediction of £0.750m for the whole Directorate.

Further remedial actions are still being sought but it is not currently expected that these will reduce the overall forecast position back to budget by the year end.

It should also be noted that £0.8m of savings remain amber/red and are at risk of not being delivered, but are assumed to be delivered in this monitoring report. This includes projects around the ASC restructure, right-sizing and review of packages and charging policy. Further work is ongoing to confirm the expected savings from these plans and to cover any shortfall by increasing savings within the other transformation projects.

### **3.5 Corporate Support Services**

The directorate is currently reporting a £1k overspend against a £13.1m budget; however there are large variances underlying this position which are detailed below.

The most significant variance sits within the Childcare Lawyers service; this is a Berkshire wide joint arrangement operated by Reading Borough Council. Increased caseloads and duration of cases due to their complexity means the team is employing interims and agency staff over and above establishment at an additional cost of £976K. These costs are recharged to the other five Berkshire LA's, including administration fees, causing a positive variance on income which offsets the negative variance on costs. The RBC element of the Joint Arrangement is currently expected to be in line with the budget.

The digitisation saving that is currently held within the Corporate budget is being shown as a pressure (£153K) whilst more detailed work is ongoing to identify how this saving will be achieved. In order to deliver this saving CMT have recently agreed to give targets to each of the directorates to work towards digitisation. There is also a pressure on the £40K income target for the Corporate Investigations Team and an exception report has been written for CPDG to ask that it is moved into 2018/19 when resource will be available to deliver it.

The Finance & Accountancy Team are currently undergoing a period of transformation with a new structure expected to be in place by the start of 2018/19. As part of the future for Finance, it is essential that the underlying processes and practices for preparing the 2017/18 accounts are improved to ensure that the accounts closure for 2017/18 can be achieved on time. For this reason a Chief Accountant will be recruited early in the new year to provide technical accounting leadership and capacity in the team. During this period of transformation for Finance & Accountancy, interim staff have been brought in to cover vacant posts and provide stability to the team at an additional cost of £40K. It is also anticipated that there will be additional external audit fees of around £80K arising from the additional work that EY have carried out on the audit of 2016/17 accounts. As the improvements in Finance are driven through, there could be additional demands on staffing and system costs for which applications will be made to the change fund.

The overspends in the directorate are mitigated by vacancies being held in the Policy Team and in the Learning and Workforce Development Team (£104K). There is also a non-recurrent saving (£180K) on the elections budget for 2017/18 as it is a fallow year.

#### **4. TREASURY MANAGEMENT**

- 4.1 Following the review of budgets in July, the net capital financing budget was reduced to £10m. Currently an underspend of £200k is forecast (though there remain some uncertain factors impacting the budget, some of which may prove volatile during the remainder of the financial year).

#### **5. FORECAST GENERAL FUND BALANCE**

- 5.1 Based upon the draft accounts for 2016/17, the General Fund Balance at the end of 2016/17 was £5.2m. As indicated in the table above, assuming the remedial action highlighted is carried out, there is a forecast overspend on service revenue budgets of £2.0m, which is likely to be offset by a slightly favourable treasury position (see para 4.1), leaving an overall £1.8m overspend forecast. This is within the level of contingency in the budget for unrealised savings and unexpected pressures. Therefore, based on the budget funding plan the General Fund Balance will remain above the minimum requirement. Nevertheless officers should continue to develop remedial plans to address the projected overspend. Should these plans go beyond management actions and require councillor approval they will need to be presented to the next Policy Committee meeting in September at the same time as this monitoring report is received.

## 6. CAPITAL PROGRAMME 2017/18

- 6.1 To the end of July £5.092m of the c.£121m programme had been spent. Capital spending is normally weighted to the latter part of the year and a full detailed review of the position has yet to be completed.

## 7. CAPITAL RECEIPTS

- 7.1 The financial strategy depends on successfully obtaining capital receipts. At least £6.3m of capital receipts are required to deliver the 2017/18 budget including funding for the change programme. In addition to the £1.3m delivered, good progress has been made on a further £9.4m of receipts.

7.2

	2017/18	2018/19
Planned	£12.3m	£2.5m
Of which delivered	£1.3m	£0.0m

## 8. HRA

- 8.1 Operational budgets (for repairs and management costs) at this stage in the year appear to be broadly on track and although some minor variances have been identified these will be managed within the overall operational budget.
- 8.2 An initial review of the likely HRA capital financing position for 2017/18 has identified those costs should be around £400k under spent, and an initial consideration of the prospect for rent income, suggests that actual income should be at least £300k better than budget, amongst other reasons because of continuing good control of rent arrears.

## 9. RISK ASSESSMENT

- 9.1 There are risks associated with delivering the Council's budget and this was subject to an overall budget risk assessment. At the current time those risks are being reviewed as part of budget monitoring and can be classed as follows:

- High use of agency staffing & consultants;
- Pressures on pay costs in some areas to recruit staff or maintain services;
- In year reductions in grant;
- Demand for adult social care;
- Demand for children's social care;
- Increased requirement for childcare solicitors linked to activity on the above;
- Homelessness, and the risk of a need for additional bed & breakfast accommodation;
- Demand for special education needs services;
- Housing Benefit Subsidy does not fully meet the cost of benefit paid

## 10. BUDGET SAVINGS RAG STATUS



10.1 The RAG status of savings and income<sup>1</sup> generation proposals included in the 2017/18 budget are subject to a monthly review. The expanded RAG status in terms of progress is summarised below:

	£000	%
Blue (fully delivered)	6,080	40.0
Green (on track)	3,243	21.3
Amber (<10% off track)	3,066	20.2
Red (>10% off track)	2,804	18.5
Grey (undeliverable)	0	0.0
<b>Total</b>	<b><u>15,913</u></b>	<b><u>100.0</u></b>

10.2 The RAG status of budget savings supplements the analysis in budget monitoring above, and the red risks do not represent additional pressures to those shown above.






## 11. COUNCIL TAX & BUSINESS RATE INCOME

11.1 We have set targets for tax collection, and the end of July 2017 position is:

Council Tax	2017/18 £000	Previous Year's Arrears £000	Total £000
Target	35,683	940	36,623
Actual	35,333	966	36,299
Variance	(350) below	26 above	(324) below

11.2 For 2017/18 as a whole the minimum target for Council Tax is 96.5%, (2016/17 collection rate 96.8%). At the end of July 2017, collection for the year was 37.81% compared to a target of 38.18%, and collection is slightly behind 2016/17 (38.13% by end of July 2016).

### Financial RAG

-  = 100% of savings delivered, and verified by Finance (Directorate/Programme Accountant)
-  = On track to deliver 100% of savings target
-  = Up to 10% at risk, however corrective action in place to deliver 100%
-  = Above 10% of savings at risk, or plans not yet developed and approved, or resource issues
-  = Removal of Savings

1

### 11.3 Business Rates Income to the end of July 2017

Business Rates	2017/18 £000	2017/18 %
Target	46,810	36.10%
Actual	46,789	35.75%
Variance	(21) below	0.35%

The target for 2017/18 as a whole is 98.50%. By comparison, at the end of July 2016, 34.93% of rates had been collected.

### 12. OUTSTANDING GENERAL DEBTS

- 12.1 The Council's outstanding debt total as at 31 July 2017 stands at £6.280m in comparison to the 31<sup>st</sup> March figure of £4.280m. This shows an increase of £2.000m, and we note that £3.810m of the balance as at 31 July 2017 is greater than 151 days old.

### 13. CONTRIBUTION TO STRATEGIC AIMS

- 13.1 The delivery of the Council's actual within budget overall is essential to ensure the Council meets its strategic aims.

### 14. COMMUNITY ENGAGEMENT AND INFORMATION

- 14.1 None arising directly from this report.

### 15. LEGAL IMPLICATIONS

- 15.1 The Local Government Act 2003 places a duty on the Council's Section 151 Officer to advise on the robustness of the proposed budget and the adequacy of balances and reserves.

- 15.2 With regard to Budget Monitoring, the Act requires that the Authority must review its Budget "from time to time during the year", and also to take any action it deems necessary to deal with the situation arising from monitoring. Currently Budget Monitoring reports are submitted to Policy Committee regularly throughout the year and therefore we comply with this requirement.

### 16. FINANCIAL IMPLICATIONS

- 16.1 The main financial implications are included in the report. The Council's constitution envisages remedial action is implemented when there are adverse budget variances.

### 17. EQUALITY IMPACT ASSESSMENT

17.1 None arising directly from the report. An Equality Impact Assessment was undertaken for the 2017/18 budget as a whole.

**18. BACKGROUND PAPERS**

18.1 Budget Working & monitoring papers, save confidential/protected items.