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To: Councillor Maskell (Chair)
Councillors Ayub, Duveen, K Edwards,
Gittings, Harris, Page, Ruhemann, Stanway,
Tickner, White and Willis

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Your contact is: **David Moore - Committee Services**

**NOTICE OF MEETING -STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE -
20 NOVEMBER 2013**

A meeting of the Strategic Environment, Planning and Transport Committee will be held on Wednesday 20 November 2013 at 6.30pm in the Council Chamber, Civic Offices, Reading. The meeting Agenda is set out below.

AGENDA

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1. DECLARATIONS OF INTEREST		
2. MINUTES OF THE MEETING OF THE STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE HELD ON 9 JULY 2013		1
3. MINUTES OF THE MEETINGS OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE OF 12 SEPTEMBER AND 5 NOVEMBER 2013		8
4. MINUTES OF OTHER BODIES		
(A) READING CLIMATE CHANGE PARTNERSHIP BOARD - 10 JULY AND 23 OCTOBER 2013		40
(B) JOINT WASTE DISPOSAL BOARD - 29 MAY AND 5 SEPTEMBER 2013		49

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5.	<p>PETITIONS</p> <p>Petitions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's Powers & Duties which have been received by Head of Legal & Democratic Services no later than four clear working days before the meeting.</p>		-
6.	<p>QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC</p> <p>Questions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's Powers & Duties which have been submitted in writing and received by the Head of Legal & Democratic Services no later than four clear working days before the meeting.</p>		-
7.	<p>DECISION BOOK REFERENCES</p> <p>To consider any requests received by the Monitoring Officer pursuant to Standing Order 42, for consideration of matters falling within the Committee's Powers & Duties which have been the subject of Decision Book reports.</p>		-
8.	<p>CLIMATE CHANGE STRATEGY 2013-2020 'READING MEANS BUSINESS ON CLIMATE CHANGE' ACTION PLAN</p> <p>To approve the Strategy Action Plan insofar as the business relates to the activities of the Council.</p>	BOROUGHWIDE	56
9.	<p>FLOOD & WATER MANAGEMENT ACT 2010 - APPROVAL TO SPEND LOCAL LEVY GRANT FOR SURFACE WATER FLOOD REDUCTION SCHEMES IN READING</p> <p>To seek approval to spend Grant Allocation for surface water flood reduction measures in Reading.</p>	BOROUGHWIDE	104
10.	<p>PROGRESS OF THE TREE STRATEGY AND 2013/14 STREET PLANTING PROGRAMME</p> <p>To detail progress on the implementation of the Reading Tree Strategy over the last 12 months and set out proposed tree planting by the Council for the 2013/14 planting season.</p>	BOROUGHWIDE	110
11.	<p>ADOPTION OF THE MEADWAY CENTRE PLANNING BRIEF</p> <p>To seek approval to adopt the Meadway Centre Planning Brief.</p>	NORCOT	119
12.	<p>REVIEW OF CORE STRATEGY POLICY CS16, AFFORDABLE HOUSING. ALTERATION TO THE READING BOROUGH LDF/LOCAL PLAN</p> <p>To seek approval to commence a fast track review of the existing policies on affordable housing to bring them into line with government policy.</p>	ABBEY	177

13.	FINAL REVISED S106 PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT	BOROUGHWIDE	195
	To set out the key changes included in the Final Revised S106 Planning Obligations Supplementary Planning Document.		
14.	DRAFT RESIDENTIAL CONVERSIONS SUPPLEMENTARY PLANNING DOCUMENT	BOROUGHWIDE	262
	To seek approval to adopt the Residential Conversions Supplementary Planning Document.		
15.	DRAFT STATEMENT OF COMMUNITY INVOLVEMENT AND SUSTAINABILITY APPRAISAL SCOPING REPORT	BOROUGHWIDE	320
	To seek approval to these documents for the purpose of community involvement.		

**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE
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Present: Councillors Maskell (Chair), Ayub, Duveen, K Edwards, Gittings, Page, Ruhemann, Stanway, White and Willis.

Apologies: Councillors Harris and Tickner

2. MINUTES

The Minutes of the meeting of 22 May 2013 were confirmed as a correct record and signed by the Chair.

3. MINUTES OF TRAFFIC MANAGEMENT SUB-COMMITTEE

The Minutes of the meeting of the Traffic Management Sub-Committee on 13 June 2013 were received.

4. MINUTES OF OTHER BODIES

The Minutes of the following meetings were submitted:

- Reading Climate Change Partnership Board, 23 January 2013;
- Joint Waste Disposal Board, 14 March 2013.

Resolved: That the Minutes be noted.

5. DRAFT READING CLIMATE CHANGE STRATEGY 2013-2020 'READING MEANS BUSINESS ON CLIMATE CHANGE'

The Head of Policy, Performance and Community submitted a report on a new draft Climate Change Strategy 2013-20 'Reading Means Business on Climate Change' the current edit of which was attached at Appendix A.

The report stated that the development of the new Strategy, which was to be launched in September 2013, had been overseen by the Reading Climate Change Partnership. Following public consultation in November and December 2012, the draft of the Strategy had been revised and was currently in the process of final edit.

The new Strategy had been developed through extensive stakeholder consultation, including a conference with over one hundred stakeholders in January 2012, a second well attended stakeholder consultation workshop in July 2012, and consultation via the Reading Green Business Network (RGBN) website.

A number of themes had been identified, and 'theme leads' from a range of partner agencies (including RBC) had volunteered to co-ordinate and develop each theme chapter, in consultation with stakeholders.

The themes were:

- Energy
- Low Carbon Development
- Natural Environment

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- Water Supply and Flooding
- Transport
- Purchasing, Supply and Consumption
- Education, Communication and Influencing Behaviour
- Community.

For each of the eight themes, a number of strategic priorities had been identified, as set out in Appendix B. These formed the framework for detailed action plans for each theme of the Strategy.

It was proposed that the final Strategy be submitted to the Policy Committee for approval at its meeting on 23 September 2013.

Members of the Committee commented on aspects of the draft Strategy and also asked questions, which were answered by the Sustainability Manager.

Resolved:

- (1) That the Sustainability Manager consider the comments now made by members on the draft Reading Climate Change Strategy 2013-20, 'Reading Means Business on Climate Change' (Appendix A);
- (2) That the Head of Policy, Performance and Community be authorised to make minor changes to the draft, prior to the final Strategy being submitted to Policy Committee on 23 September 2013 for agreement.

6. DRAFT REVISED S106 PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT

The Director of Environment, Culture and Sport submitted a report setting out the key changes included in the Draft Revised S106 Planning Obligations Supplementary Planning Document (SPD), which was attached at Appendix 1.

The report stated that the existing adopted guidance on S106 planning obligations had been published in 2004 and some of its evidence base was now viewed as relatively out of date. The introduction of the Community Infrastructure Levy (CIL), which had been devised to replace various provisions currently being made under planning obligations, had taken priority over a review of the SPD. As part of this, Cabinet had previously considered new Supplementary Planning Documents on Employment and Skills Training and Affordable Housing, which would remain outside the CIL regime. However, the Government was currently consulting on new regulations for CIL, including a proposal to extend the time for its introduction by a further 12 months. As it might remain in place until 2015, it had been decided that the existing S106 guidance should be reviewed so that there was up to date guidance on matters that would eventually be dealt with under the CIL. It was proposed to adopt a revised version of the guidance as an interim measure prior to the introduction of the CIL.

The main changes proposed in the revised SPD were the update of plans and costs. The primary infrastructure for which S106 would be sought was for transport, education and open space, along with other types of infrastructure in accordance with

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the Council's adopted Sites and Detailed Policies Document Policy DM3: Infrastructure. This set out all the types of infrastructure, which would be sought, where relevant, and in accordance with legal tests.

This revised SPD would need to be read in conjunction with the Employment, Skills and Training SPD and Affordable Housing SPD.

It was proposed that the Draft Revised SPD be the subject of consultation for a period of six weeks, the results of which would be reported to a future Committee meeting.

Resolved:

- (1) That the Draft Revised S106 Planning Obligations Supplementary Planning Document, at Appendix 1, be approved for consultation for a period of six weeks;
- (2) That the results of the consultation be reported back to a future Committee meeting, when approval for adoption would be sought.

7. SUPPLEMENTARY PLANNING DOCUMENT: AFFORDABLE HOUSING REPORT OF CONSULTATION AND ADOPTION

The Director of Environment, Culture and Sport submitted a report providing the results of consultation on the draft Supplementary Planning Document (SPD) on Affordable Housing which had been approved by Cabinet at its meeting on 5 November 2012 (Minute 71 refers), and seeking adoption of the revised SPD document.

Appendix 1 contained a Statement of Consultation which provided a schedule summarising each representation and a recommended Council response to each. Appendix 1 had been made available on the Council website and copies had also been placed in the Group Rooms.

The report stated that the SPD was a significant update to the Affordable Housing section of the existing Planning Obligations Supplementary Planning Guidance (SPG) (adopted September 2004). It set out how relevant affordable housing policies in the Reading Borough Local Development Framework (LDF policies: CS16 (Affordable Housing), CS13 (Impact of Employment Development), DM6 (affordable Housing) and DM7 (Accommodation for Vulnerable People)) could be met in the current financial, legislative and operational environment for the provision of affordable housing. A copy of the revised SPD was attached at Appendix 2 to the report.

Resolved:

- (1) That results of the consultation undertaken during November and December 2012 on the Draft Affordable Housing Supplementary Planning Document be noted and the recommended Council responses be approved;
- (2) That the revised Affordable Housing Supplementary Planning Document (Appendix 2 to the report) be adopted.

8. LOCAL DEVELOPMENT SCHEME

The Director of Environment, Culture and Sport submitted a report seeking approval of a draft Local Development Scheme (LDS).

The report stated that Reading Borough Council had made good progress in producing planning policy documents, and was one of a minority of local authorities to have a full set of development plans in place. Nevertheless, the Core Strategy was now over five years old and the Government had made substantial changes to the planning system including the publication of the National Planning Policy Framework (NPPF). As a result, a small number of the Council's policies were susceptible to challenge on appeal. There was a need to review various parts of the Council's evidence base and to reconsider policies in the light of the NPPF, which would mean production of a single Local Plan.

The first step in preparing a Local Plan required a Local Development Scheme (LDS). The LDS was a programme tool, which set out the planning policy documents that the Council intended to produce, and their purpose, timescales and geographical area. The report therefore sought approval of a draft LDS which showed the documents that the Council intended to produce over the coming years.

Resolved: That the Local Development Scheme (Appendix 2) be approved and brought into effect, and that it form the basis for production of planning policy, with effect from 9 July 2013.

9. THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010 - AMENDING THE SCHEME OF DELEGATION

The Director of Environment, Culture and Sport submitted a report informing the Committee of a proposed change to the scheme of delegation in the method of setting charges for the statutory building regulation function.

The report stated that The Building (Local Authority Charges) Regulations 2010 (the 2010 Regulations) allowed local authorities to fix their own charges in a scheme, based on full recovery of their costs.

These charges allowed for flexibility in setting charges in an environment where the Council was in direct competition with private sector building control providers.

In recognition of the need to regularly review and adjust charges to ensure a break-even position, the report requested that delegated authority be given to allow the Head of Planning and Building Control and the Head of Finance, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, to make any necessary adjustments to the charging scheme from time to time.

Resolved: That the Head of Planning and Building Control be given delegated authority, in consultation with the Head of Finance and the Lead Councillor for Strategic Environment, Planning and Transport, to review and adjust the level of charges set under the charging scheme and to publicise any amendments to the scheme, as required by the Regulations.

10. FLOOD AND WATER MANAGEMENT ACT 2010 - LEAD LOCAL FLOOD AUTHORITY DUTIES: DELEGATION OF AUTHORITY TO HEAD OF HIGHWAYS AND TRANSPORT

The Director of Environment, Culture and Sport submitted a report seeking the Committee's approval to delegate authority to the Head of Highways and Transport to carry out the Lead Local Flood Authority Duties as set out in the Flood & Water Management Act 2010 (FWMA) and Flood Risk Regulations 2009.

The report stated that under the FWMA, County and Unitary Authorities had been designated as the Lead Local Flood Authority (LLFA) and given the leadership role for local flood risk management from all sources of flooding, except main rivers and the sea. The Act identified areas where the LLFA was expected to carry out duties as set out in Section 5 of the report. The Council also had a statutory obligation under the Flood Risk Regulations (2009), which sat side by side with the FWMA, and this obligation included the preparation of a Preliminary Flood Risk Assessment (PFRA) for Reading.

The report described the main areas of new responsibility assigned to the LLFA (both through the FWMA itself and also through other legislation which was amended in Schedule 2 to the FWMA).

Resolved: That the Head of Highways and Transport be given delegated authority to exercise the powers and duties of Lead Local Flood Authority in the Flood & Water Management Act 2010, the Flood Risk Regulations 2009, and the Land Drainage Act 1991, as follows:

Flood & Water Management Act 2010

Section 9 - Duties with regard to the Local Flood Risk Management Strategy

Section 14 - Power to request information

Section 19 - Duty to investigate and report flood incidents

Section 21 - Duty to establish and maintain a register and record of flood risk assets

Section 30 and Schedule 1 - Power to designate structures and features that affect flooding

Section 32 and Schedule 3 - Powers and duties relating to sustainable drainage

Flood Risk Regulations 2009

Part 2 - Preparation of Preliminary Flood Risk Assessment Reports of past and potential future flooding.

Land Drainage Act 1991

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Section 14A as amended - Power to carry out works to manage flood risk from surface water runoff, groundwater and ordinary watercourses, where the work was desirable having regard to the 'local strategy for flood risk management'.

Section 23 as amended - Regulation of Ordinary Watercourses:

- Issuing of Consents for any works to ordinary watercourses that might obstruct or alter the flow of an ordinary watercourse;
- Enforcement action to rectify unlawful and potentially damaging work to a watercourse.

11. DEPARTMENT FOR TRANSPORT - PINCH POINT FUNDING

The Director of Environment, Culture and Sport submitted a report updating the Committee on the Pinch Point applications submitted to the Department for Transport for improvements to the highway network to improve traffic flow.

The report stated that the Council had submitted three bids to the Department for Transport's (DfT) Pinch Point fund. The fund, for which £170 million was available, was to support improvements to the highway network that would remove/reduce current or future bottlenecks.

The three bids submitted were for:

- Reading Bridge Structural Improvements and Traffic Management;
- A33 Congestion Relief;
- A4 Eastern Gateway Improvements.

The DfT had announced on 31 May 2013 that the Council had been awarded funding for two of the bid submissions, ie £3.067 million for the Reading Bridge Structural Improvements and Traffic Management Pinch Point scheme, and £1.442 million for the A33 Congestion Relief Pinch Point Scheme.

The Reading Bridge structural maintenance scheme would address issues that had been identified in the structure as a result of long-term exposure to weather where water leakage through the structure had caused deterioration. As the works would include structural strengthening and re-waterproofing and resurfacing there was also the opportunity to include investigation of the introduction of a 'tidal flow' lane traffic management system to maximise the capacity for peak time traffic southbound in the morning and northbound in the evening.

The A33 scheme comprised a range of measures to improve journey time reliability and reduce congestion along the corridor. This included extending the left-turn filter lanes for exiting the A33 onto Rose Kiln Lane (north and southbound); providing more direct pedestrian and cycle links alongside the A33 crossing of the Kennet; providing an alternative pedestrian and cycle route to negotiate seasonal flooding around the Bennet Road area; and partial signalling at peak times only of the junction of the A33 with South Oak Way.

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The A4 bid had not been awarded any funding. However, funding opportunities would continue to be sought for this cross-boundary scheme, the total cost of which, including local contributions, was £1.546 million.

Officers would now continue to progress the detailed design and delivery programme for the two successful schemes, including spend profiles, and it was proposed that a further report be submitted to a future meeting seeking scheme and spend approval.

Resolved:

- (1) That the report and the successful award of grant funding for the A33 Congestion Relief Pinch Point Scheme and the Reading Bridge Structural Improvements & Traffic Management Pinch Point Scheme, be noted;
- (2) That a further report be submitted to the Traffic Management Sub-Committee at its meeting on 12 September 2013, seeking detailed scheme and spend approval.

(The meeting started at 6.30pm and closed at 7.55pm).

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 12 SEPTEMBER 2013

Present: Councillors Page (Chair), Ayub, Davies, Duveen, Hacker, Hopper, T Jones, Terry, Whitham and Willis.

Also in attendance: Councillor D Edwards.

Apologies: Councillors Anderson and Rodda.

24. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEMS

(1) Presentation - Reducing Sign Clutter

Cris Butler, Assistant Network Manager, gave a presentation and answered questions on the Department for Transport's Traffic Advisory Leaflet entitled "Reducing Sign Clutter". The presentation covered the recommendations contained in the Leaflet, the benefits of reducing sign clutter, and examples of sign clutter, both within the Borough and elsewhere. This matter was also the subject of a report to the Sub-Committee later on the agenda (Minute 35 refers).

Resolved -

That Cris Butler be thanked for his presentation.

(2) Future Presentations

The Chair reported that the following presentations had been arranged for future meetings of the Sub-Committee:

5 November 2013 - Cycling Strategy;
16 January 2014 - Reading Buses.

Resolved -

That the future presentations be noted.

25. MINUTES

The Minutes of the meeting of 13 June 2013 were confirmed as a correct record and signed by the Chair.

26. PETITION: - GEORGE STREET, CAVERSHAM - INCLUSION IN PARKING PERMIT ZONE 02R

The Director of Environment, Culture and Sport submitted a report on the receipt of a petition from the Residents of George Street, Caversham, requesting that they be included in parking permit zone 02R. A location plan was attached at Appendix 1.

The report stated that the petition, containing 18 signatures, read as follows:

"We are residents of George St and would like to be included in parking zone 02R and share the same parking priorities as other residents of the area".

The issues raised within the petition were to be fully investigated and a future report would be submitted to the Sub-Committee for consideration.

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At the invitation of the Chair, lead petitioner Elizabeth Lewis addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the issue be investigated and a further report be submitted to the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

27. RESIDENTS' PARKING (RP) - REVIEW OF STREET BAYS

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of a review that had been carried out to investigate the amount of kerb side space available for RP holders.

Attached at Appendix 1 was a list of requests received in relation to existing RP bays together with officer recommendations.

The report stated that a number of issues had been raised by residents and councillors regarding the amount and type of kerb side space available for residents. These issues had been collated and circulated to the relevant Ward Councillors with officer recommendations.

Two distinct areas of requests had been received from residents and it was proposed that these be investigated within two separate phases:

Phase 1 - Amendments to the existing Traffic Regulation Orders

This would pick up on issues with existing RP bays, for example, 'abuse' of the RP system where areas of unrestricted parking remained within RP areas and were heavily parked up; excessive use of no waiting at any time which could be shortened to accommodate more RP bays; and areas of RP bays that were not clearly defined or were at an "odd length", (e.g. could only fit one and half vehicles in the space). Residents had also requested amendments to streets which had bespoke operational hours which they would want to fall in line with the remainder of the zone.

The report also referred to Minute 12 of the meeting of 13 June 2013, at which it had been decided that motorcycles were no longer required to display either an RP permit or a visitor parking permit when in a bay designated for permit holders. The Chair reported at the meeting that the Sub-Committee's decision had resulted in the removal of motorcycles from the Scheme definitions, and it was now necessary to allow officers to carry out the necessary legal consultation procedure to remove the reference to motorcycles within the RP Scheme Traffic Regulation Orders. This would complete the desire to remove completely the need for motorcycles to have any type of residents' permit when parking within marked RP bays within the Borough. This was, of course, subject to the statutory consultation process and to any feedback received.

The report also referred to Minute 18 of the Sub-Committee's meeting of 13 June 2013, at which it had been decided to re-advertise a proposal for the RP only bay on the east side of Eastern Avenue to revert to Zone B2 as Permit Holders Only. It was proposed to provide

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information concerning this change to each property of Eastern Avenue located within the RP zone.

Phase 2 - Investigation of streets not currently within RP Zones.

Phase 2 of the programme would involve investigation of streets where residents had requested RP, but were not currently within RP Zones. This would require a wider consultation with Ward Councillors and residents in affected streets. In order to ensure a consistent approach with zonal numbering it was proposed that any new RP that was subsequently implemented should fall in line with its adjoining zone. In addition it was proposed that a Zone 15R should be introduced within the University/Hospital area, encompassing three existing single street zones, B4 (Redlands Road), B5 (Upper Redlands Road) and B6 (Whitley Park Lane), together with any new additional RP that would be implemented within the area.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic, Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise the proposed amendments in Appendix 1, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That in consultation with the Chair of the Sub Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and amend the existing Traffic Regulation Order relating to motorcycles in RP bays as set out above and in Paragraph 4.6 of the report, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (4) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation, and re-advertise the RP bay in Eastern Avenue as RP Permit Holders Zone B2 Only, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (5) That subject to no objections being received the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order implementing the proposals;
- (6) That any objections received following the statutory advertisement be reported to a future meeting of the Sub-Committee.

28. ANNUAL WAITING RESTRICTION REVIEW - PROPOSED NEW SIX-MONTHLY PROGRAMME AND REQUESTS FOR WAITING RESTRICTIONS (SPA12)

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of the current list of requests for waiting restrictions within the Borough that

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had been raised by members of the public, community organisations and Councillors, since August 2012. The list of requests was attached at Appendix 1.

It was proposed that the list of issues be fully investigated and Ward Councillors consulted. Upon completion of the Ward Councillor consultation, a further report would be submitted to the Sub-Committee requesting approval to carry out statutory consultation on the approved schemes.

The report also contained details of the process for reviewing issues raised and proposed that the previous practice of carrying out an annual review be revised and that the review be undertaken on a six-monthly basis in future, to enable a quicker response to be made to parking issues raised by the local community.

The report also stated that there were occasions when the need to change traffic regulation orders had to take place outside of the annual waiting restriction review. These could be for development (housing/commercial) related requirements where alterations had to be made sooner than the annual review could deliver. Over the previous two years, six separate traffic regulation orders had been advertised with £9k of external funding. With the annual review reduced to six-monthly cycles there was potentially a greater opportunity for external funding to assist with the advertising costs, thus reducing the calculated increase in advertising costs even further.

At the invitation of the Chair, three residents of Patrick Road, one of the roads listed in Appendix 1, addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the proposal to increase the frequency of the annual waiting restriction review to a six-monthly basis at an annual increase in cost of £2.2K, to be met from existing budgets, be approved;
- (3) That the requests for waiting restrictions as shown in Appendix 1 be noted and that officers investigate each request and consult on their findings with Ward Councillors;
- (4) That should funding permit, a further report be submitted to the Sub-Committee requesting approval to complete the statutory consultation on the approved schemes.

29. WILSON PRIMARY SCHOOL - NEW ACCESS, RELOCATION OF ROAD HUMPS

The Director of Environment, Culture and Sport submitted a report seeking approval to carry out statutory consultation on the relocation of an existing speed hump on Wilson Road at the northern boundary of Wilson Primary School, and to amend the existing School Keep Clear markings. Site Location and Proposals Plans were attached at Appendix A.

The report stated that Wilson Primary School was currently being refurbished and was due for completion in early 2014. The highway works associated with the development involved closing off an existing vehicular accesses and creating a new vehicular access, to be located close to the northern boundary of the site. This new vehicular access would conflict with the existing road hump and to overcome this, it was proposed to relocate the

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road hump five metres to the south of its existing location. Such a measure would ensure that vehicle speeds remained low along the school frontage.

The report also stated that the existing School Keep Clear markings located close to the northern boundary of the site would no longer be required, given that the access point would not be available to pupils. It was therefore recommended that this restriction was replaced with 'no waiting at any time' which was an extension of the restriction located further north of the site.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to advertise the proposed relocation of the road hump and subject to no objections being received, to implement the proposal;
- (3) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to advertise the revocation of the existing School Keep Clear Markings at the new access and to replace them with no waiting at any time restrictions;
- (4) That any objections received during the statutory consultation be reported back to a future meeting of the Sub-Committee.

30. INSTALLATION OF WAITING RESTRICTIONS - SHIRESHEAD CLOSE, READING - CONSULTATION

Further to Minute 63 of the meeting of the Traffic Management Advisory Panel of 17 January 2013, the Director of Environment, Culture and Sport submitted a report updating the Sub-Committee on a consultation undertaken at Shireshead Close with the regard to the installation of waiting restrictions.

A Site Location Plan and Summary of Consultation Responses were attached at Appendix A.

The report stated that the consultation had been undertaken between 13 June and 5 July 2013, with a 30% return rate. The results showed that 65% of respondents believed that the parking issues along Shireshead Close were minor, and 69% of respondents did not want waiting restrictions introduced.

It was therefore recommended that the waiting restrictions should not be introduced.

Resolved -

- (1) That the report be noted;
- (2) That following the results of the consultation, parking restrictions not be installed and the developer be informed;
- (3) That the local residents consulted be made aware of the outcome.

31. VALPY STREET - ALTERATIONS TO BUS STANDS, PARKING BAYS AND MOTORCYCLE PARKING

The Director of Environment, Culture and Sport submitted a report stating that the owners of Minerva House, Valpy Street, had submitted a planning application to refurbish and remodel the existing office building. The proposals would replace the existing blank ground floor wall with a shop, restaurant or café, creating an active frontage which would improve the urban realm.

The application had been granted by the Planning Application Committee at its meeting on 4 September 2013.

The applicant had requested that the current bus stands and parking along Valpy Street be reconfigured so that the current bus stands would no longer be located outside the new active frontage to Minerva House.

The report sought approval to commence the statutory process to amend the existing parking layout as detailed on two drawings in Appendix 1.

The Chair proposed that, in order to accommodate two vehicles, the length of permit parking on the north side of Valpy Street be extended to 11 metres, with the permit parking length extending for the full length.

Resolved -

- (1) That the report be noted;
- (2) That the changes to the parking and bus stands in Valpy Street be approved, subject to the length of permit parking on the north side of Valpy Street being extended to 11 metres, with the permit parking length extending for the full length;
- (3) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 to advertise the proposal and subject to no objections being received, to implement the proposal;
- (4) That any objections received to the statutory consultation be reported to a future meeting of the Sub-Committee.

32. ROAD SAFETY EDUCATION PROGRAMME 2013/14 - UPDATE AND SCHOOL CROSSING PATROL POLICY

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of the Road Safety Education Programme for the current year.

The report also detailed procedures for allocation of school crossing patrols, stating that officers worked with schools to promote patrols which were vacant and wherever possible fill these with local residents with connections to the school, although the take up rate to the positions was very low.

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It was necessary to ensure that the provision of school crossing patrols was cost effective and in some past cases school crossing patrols had been employed in locations where a formal crossing provision had been provided in the form of traffic signal controlled crossings (Pelican, Puffin and Toucan). Given the costs of installing such a provision, with an average installation costing £45,000, to then employ a school crossing patrol at the same location to operate the signals was not making the best use of limited resources, especially as there were schools where no formal crossing facilities were provided.

Zebra crossings were also formal crossing points, but they operated differently to a signal controlled crossing and the driver of a vehicle had to stop if they saw a pedestrian wishing to cross. However, it was not always possible to clearly see a child, and in these cases, the provision of a school crossing patroller was justified.

It was therefore proposed that requests for school crossing patrols should be prioritised to schools which were provided with informal crossing points and zebra crossings in the vicinity of the school grounds. At locations where traffic signal crossing facilities were provided an additional school crossing patroller was not considered justified and would no longer be provided. This policy would not have any implications on the currently employed school crossing patrols as there were currently none employed on traffic signal crossings.

It was reported at the meeting that local authorities had a duty to promote road safety under Section 39 of the Road Traffic Act 1988, and not as stated in the report.

Resolved -

- (1) That the report be noted;
- (2) That the procedure for allocating School Crossing Patrols as set out above and in the report be agreed.

33. NEW ROAD AND THE MOUNT - RESPONSES TO PARKING CONSULTATION

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of responses received from residents of New Road and The Mount, Redlands, following a parking consultation, carried out during August 2013.

The report stated that residents of both New Road and The Mount had raised their concerns regarding inconsiderate parking and subsequent traffic flow issues within their roads. Due to the level of enquires from residents, a councillor-led 'drop-in workshop session' had been held for residents in May 2013, enabling residents to express their views and discuss potential options to alleviate their concerns.

Following on from this workshop, an informal consultation letter had been delivered to all residents of the roads, outlining the ideas and possible solutions discussed, so that all residents had had an opportunity to have their say. This would also enable officers and Ward Councillors to determine whether a level of consensus could be reached between residents on what form of waiting restrictions (if any) they would want to see in their road.

The report had attached:

- Appendix 1 - Parking Consultation Leaflets for New Road and The Mount;
- Appendix 2 - Summary of responses received from consultation.

Resolved -

- (1) That the report be noted;
- (2) That the work carried out with Ward Councillors and residents, resulting in the informal consultation, be noted;
- (3) That it be noted that officers would continue to work with Ward Councillors and the two neighbourhoods to reach a consensus and, should a proposal for statutory consultation be taken forward, this be done as a part of the waiting restriction review process.

34. DEPARTMENT FOR TRANSPORT - PINCH POINT FUNDING UPDATE

Further to Minute 11 of the meeting of the Strategic Environment, Planning & Transport Committee of 9 July 2013, the Director of Environment, Culture and Sport submitted a report updating the Sub-Committee on two schemes for which Pinch Point grants had been awarded to Reading Borough Council by the Department for Transport (DfT) for improvements to the highway network, to improve traffic flow and to improve structural resilience of key infrastructure.

The report also contained details of the proposed programme for the two schemes; Reading Bridge Structural Improvements & Traffic Management Scheme and the A33 Congestion Relief Scheme.

The report stated that the Reading Bridge structural maintenance scheme would address issues that had been identified in the structure as a result of long-term exposure to weather where water leakage through the structure had caused deterioration. Without this work the bridge might have required a weight restriction to be applied in the future, which would create a significant highway pinch point. As the works to the Bridge included structural strengthening and re-waterproofing and resurfacing, there was also the opportunity to include investigation of the introduction of a 'tidal flow' lane traffic management system to maximise the capacity for peak time traffic, southbound in the morning and northbound in the evening. The options available to achieve this aspect of the detailed design would be the subject of a further report to the Sub-Committee.

The A33 scheme comprised a range of measures to improve journey time reliability and reduce congestion along the corridor. This included extending the left-turn filter lanes for exiting the A33 onto Rose Kiln Lane (north and southbound); providing more direct pedestrian and cycle links alongside the A33 crossing of the Kennet; providing an alternative pedestrian and cycle route to negotiate seasonal flooding around the Bennet Road area; and partial signalling at peak times only of the junction of the A33 with South Oak Way.

Resolved -

- (1) That the report be noted and Policy Committee be requested to accept the grant and give spend approval in accordance with the DfT's terms and conditions;
- (2) That the scheme updates be noted and the programmes for the A33 Congestion Relief Pinch Point Scheme and the Reading Bridge Structural Improvements & Traffic Management Pinch Point Scheme be agreed,

subject to an update report in relation to the investigation of the tidal traffic management component of the Reading Bridge scheme being submitted to a future meeting of the Sub-Committee;

- (3) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport, the Head of Legal and Democratic Services be authorised to carry out any statutory consultation required in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 to advertise the proposals and subject to no objections being received to implement them;
- (4) That any objections received to the statutory consultation be reported back to a future meeting of the Sub-Committee;
- (5) That regular update reports be submitted to the Sub-Committee in relation to the Pinch Point schemes.

35. REDUCING SIGN CLUTTER - UPDATE

Further to Minute 89 of the meeting of the Traffic Management Advisory Panel of 14 March 2013, the Director of Environment, Culture and Sport submitted a report highlighting the next steps being taken in reducing sign clutter within the Borough.

As previously reported, the Department for Transport (DfT) had published a Traffic Advisory Leaflet (TAL), 'Reducing Sign Clutter'. The TAL gave practical advice on reducing sign clutter and emphasised that officers should use their engineering judgement and local knowledge to complement the guidance to ensure signing solutions were effective. Following an officer review of the DfT's sign clutter recommendations, the report detailed the proposed approach to sign removal in Reading under the headings:

- Removal of regulatory signs;
- Removal of warning signs;
- Removal of directional signs;
- Removal of local directional signs;
- Removal of tourist destination signs;
- Removal of temporary signs;
- Temporary warning signs;
- Illumination of signs;
- Blue bordered signs.

Officers proposed to adopt the approach set out in the report and remove any signs conforming to the criteria at the earliest opportunity. However, officers would consult with the Lead Councillor for Strategic Environment, Planning & Transport and relevant Ward Councillors on any proposals to review or remove local directional signs or tourist destination signs.

Resolved -

- (1) That the report be noted;
- (2) That the Department for Transport recommendations on reducing sign clutter be applied to all road signs in Reading and officers begin a programme of sign review/removal at the earliest opportunity;

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- (3) That officers consult with the Lead Councillor for Strategic Environment, Planning & Transport and the relevant Ward Councillors on any proposals to review or remove local directional signs or tourist destination signs.

36. WINTER SERVICE PLAN 2013-14

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of the outputs delivered by the 2012/13 Winter Service Plan and providing details of the 2013/14 Plan, to be put in place in October 2013 to manage the 2013/14 winter period.

The report stated that the 2012/13 winter had proved to be a protracted cold winter season with several prolonged severe weather events similar to those experienced in the two winter seasons of 2009/10 and 2010/2011. The 2012/13 Winter Service Plan had provided a robust service for the duration of the winter period with limited disruption to the primary and secondary network. There had been no reported problems with the availability of salt or maintenance of the salt stock level during the 2012/13 winter season.

Highway officers had completed a full review of its 2012/13 Winter Service Plan, the main points of which were summarised, and had produced the 2013/14 Winter Service Plan. This would be reviewed and amended as appropriate at the end of the 2013/14 winter service period in order to continually improve its performance and provide the most cost effective and high performing service. The updated 2013/14 Winter Service Plan and a map showing the primary/secondary routes and grit bin locations had been made available as a background paper, electronically, and on deposit in the Members Room.

Resolved -

- (1) That the outputs delivered by the 2012/13 Winter Service Plan and procedures put in place be noted;
- (2) That the 2013/14 Winter Service Plan be noted and endorsed.

37. HIGHWAY MAINTENANCE UPDATE

Further to Minute 15(1) of the meeting of 13 June 2013, the Director of Environment, Culture and Sport submitted a report on the current position regarding additional pothole repairs.

The report stated that the additional pothole repair plan had commenced on 29 July 2013 on a road-by-road basis as outlined in the previous report and detailed below:

- Priority 1 - A class roads;
- Priority 2 - B class roads;
- Priority 3 - C class roads;
- Priority 4 - Bus Routes not on the A, B or C class roads;
- Priority 5 - Premier/National Cycle Routes not on the A, B or C class roads;
- Priority 6 - On road cycle routes not the A, B or C class roads.

The roads included in each category were detailed at Appendix 1.

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The report contained details of the numbers of potholes identified and repaired in each category. An update was given at the meeting, the figures as at 6 September 2013 being as follows:

<u>Priority</u>	<u>Potholes Identified</u>	<u>Potholes Repaired</u>
Priority 1	112	96
Priority 2	11	5
Priority 3	354	140
Priority 4	-	-
Priority 5	-	-
Priority 6	-	-

Resolved -

- (1) That current position regarding additional pothole repairs be noted;
- (2) That a further progress report be submitted to the next meeting of the Sub-Committee.

38. READING STATION HIGHWAY WORKS UPDATE

The Director of Environment, Culture and Sport submitted a report providing a progress update on the Reading Station Redevelopment Project and the associated highway works, and highlighting the key programme dates for future works associated with Reading Station.

The report had appended:

- Appendix 1 - Plan showing the new interchanges and public squares;
- Appendix 2 - Plan showing the bus stop arrangements at the Northern Interchange;
- Appendix 3 - Plan showing the cycle routes at the Northern Interchange;
- Appendix 4 - Plan showing the drop-off facilities at the Northern Interchange.

Resolved -

That the report be noted.

39. EASTERN AREA STUDY UPDATE

The Director of Environment, Culture and Sport submitted a report updating the Sub-Committee on progress with the implementation of the pedestrian and cycle schemes being delivered through the Eastern Area Transport Study.

The report stated that in June 2013, implementation of a series of pedestrian and cycle schemes in the area had been approved by the Study Steering Group, following a public exhibition held in January 2013 and subsequent undertaking of statutory consultation. The report contained details of progress on the schemes, which had been developed in consultation with key stakeholders and focused on measures to create positive changes to encourage pedestrian and cycle trips, as follows:

- Redlands Road Refuge Islands;
- Redlands Road Zebra Crossing;
- Craven Road Refuge Island;

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- Southampton Street & Silver Street Cycle Lanes;
- London Road & Cemetery Junction Shared Path.

Future progress on the transport schemes being delivered through the Eastern Area Transport Study would be reported to future meetings of the Sub-Committee.

Resolved -

That the report and progress with delivery of the pedestrian and cycle schemes be noted.

40. POCKET PLACES FOR PEOPLE

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of the aims and objectives of the Sustrans-led project 'Pocket Places for People' and the progress to date.

The report stated that Sustrans had approached the Council during summer 2012 concerning the opportunity to build on existing work being undertaken with the charity as part of the Local Sustainable Transport Fund programme, by bidding for further match funding to host a new two-year community engagement project. This project aimed to support local communities to reclaim a series of 'Pocket Places for People' along a busy urban street to help re-knit the social and physical fabric of their area. The Council had subsequently submitted an Expression of Interest focussing on the Northumberland Avenue corridor and had been notified that it had been successful in autumn 2012.

The project involved a dedicated Project Officer, part-funded by Reading Borough Council and part by Health Confirm, and managed by both Sustrans and Reading Borough Council, to engage with local residents and businesses. The objectives were to identify barriers to walking and cycling and improvements that would increase social interaction, thus creating a healthier and happier experience of living in or passing through the local neighbourhood and making people feel safer. The project would initially introduce temporary improvements, but with a view to more permanent interventions.

The report outlined action taken to date, including door-to-door surveys at 115 properties in Northumberland Avenue, monitoring of traffic speeds, and organisation of four workshops at venues in the Avenue.

As a part of this work and with approval of the LSTF Steering Group, one Car Port Lite had been purchased and installed to encourage people in the area to cycle to local facilities/services.

Resolved -

- (1) That the report be noted and officers continue to update progress on this initiative to the Sub-Committee;
- (2) That schemes be progressed in consultation with the Lead Councillor for Strategic Environment, Planning & Transport and relevant Ward Councillors.

41. LOCAL SUSTAINABLE TRANSPORT FUND UPDATE

The Director of Environment, Culture and Sport submitted a report updating the Sub-Committee on progress with delivery of the Local Sustainable Transport Fund (LSTF) Small Package, for which £4.9m funding had been approved by the Department for Transport (DfT) in July 2011, and the LSTF Large Partnership Package, for which £20.692m funding had been approved by the DfT in June 2012.

The report provided an update on each of the five delivery themes of the LSTF programme, with particular focus on projects that had reached milestones within the previous three months.

The report had appended a plan showing details of the upgrading and relocation of the existing signalised pedestrian crossing at the junction of Church Street and Bridge Street in Caversham. This was one of the initiatives being taken under the Active Travel theme.

In particular, the Sub-Committee was asked to note the following:

- The progress made on the Local Sustainable Transport Fund Projects to date, and the fact that officers would continue to deliver this programme and report progress to the Sub-Committee;
- The granting of planning permission by Wokingham Borough Council's Planning Committee for the Park & Ride sites at Mere oak and Winnersh;
- The identification of a preferred option for the Pedestrian Cycle Bridge over the Thames as a bridge with a single mast;
- The receipt of three tenders from bidders for the Bicycle Hire scheme for Reading following publication of the Invitation to Tender;
- The progress made with implementation of the roadside Variable Message Signs throughout the urban area.

Resolved -

That the progress made on the LSTF projects to date be noted.

42. PLAY STREETS UPDATE

Further to Minute 10 of the meeting of 13 June 2013, the Director of Environment, Culture and Sport submitted a report updating the Sub-Committee on progress on Play Streets.

The report stated that residents had been given the opportunity to apply to join the scheme and a total of seven applications had been received. These were listed in Appendix 1 together with requested closure dates and reserve dates.

Following discussions with the police, it was proposed that the Play Street closures be trialled under an Experimental Traffic Regulation Order in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the

Head of Legal and Democratic Services be authorised to make the appropriate Experimental Traffic Regulation Order in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;

- (3) That any objections received to the Experimental Traffic Regulation Order be reported to the Sub-Committee at the appropriate time;
- (4) That the Head of Highways and Transport be authorised to modify or suspend provisions in the Experimental Traffic Regulation Order and that the Experimental Order include provision for this;
- (5) That the Experimental Traffic Regulation Order be approved for a period of up to 18 months.

43. CAR PARK TARIFF REVIEW

Further to Minute 11 of the meeting of 13 June 2013, the Director of Environment, Culture and Sport submitted a report advising the Sub-Committee of a proposal to introduce a 4-hour tariff band at Hills Meadow Car Park and Kings Meadow Car Park.

At the previous meeting of the Sub-Committee, it had been proposed that a 4-hour tariff band was introduced as an additional charging band at the two Car Parks. Based on the current charging rate in the Car Parks as listed in the report, the new tariff rate would be charged at £4.00. Six options for the 4-hour tariff band had been considered, summarised as:

- Option 1: Same charging hours, 4 hour tariff applied everyday;
- Option 2: Extend charging hours 6am - 8pm, 4 hour tariff applied everyday;
- Option 3: Extend charging hours 6am - 6pm, 4 hour tariff applied everyday;
- Option 4: Same charging hours, 4 hour tariff applied weekend only;
- Option 5: Extend charging hours 6am - 8pm, 4 hour tariff weekend only;
- Option 6: Extend charging hours 6am - 6pm, 4 hour tariff weekend only.

The estimated annual income for each of the Options was set out in the report.

There were currently no proposals to change the car park tariff rates at Broad Street Mall, Queens Road, Civic B Car Park, Cattle Market, Chester Street in Caversham, Dunstall Close in Tilehurst and Recreation Road in Tilehurst.

Resolved -

- (1) That a 4-hour tariff charged at £4.00 at Hills Meadow and Kings Meadow Car Parks be agreed;
- (2) That the 4-hour tariff be implemented for weekends and public holidays only at both Car Parks;
- (3) That the charging hours be changed to Monday to Sunday 6am to 6pm for both Car Parks;
- (4) That the statutory requirements for changes to the Borough of Reading (Civil Enforcement Area)(Off Street Parking Places) Order 2012 be agreed

and the Head of Legal and Democratic Services be authorised to advertise the proposals;

- (5) That subject to no objections being received, the Order be made;
- (6) That the Tariff Changes be implemented using the delegated authority of the Head of Highways and Transport;

44. VERGE AND FOOTWAY PARKING BAN UPDATE - TILEHURST AREA EXPERIMENTAL SCHEME AND RESULTS OF SOUTHCOTE NEIGHBOURHOOD ACTION GROUP CONSULTATION

The Director of Environment, Culture and Sport submitted a report updating the Sub-Committee on the experimental verge and footway parking ban in the Tilehurst area and on an informal consultation completed by the Southcote Neighbourhood Action Group (NAG) on a proposed experimental verge and footway parking ban in the Southcote area.

The report stated that the experimental scheme in the Tilehurst area had been introduced on 7 May 2013 and, between this date and 14 July 2013, warning notices had been issued to drivers in contravention of the restrictions. Subsequently, formal Penalty Charge Notices (PCNs) had been issued and it was reported at the meeting that a total of eleven PCNs had been issued up to 6 September 2013. To date, five letters of comment, one letter of objection and one letter of support had been received and it was proposed to submit a report to the next meeting of the Sub-Committee on the comments and objections received during the first six months' operation of the scheme.

With regard to the Southcote area, the Southcote NAG had carried out an informal consultation between 20 April and 28 May 2013 in eight roads, as listed in the report. A total of 954 letters had been hand delivered and the consultation letter was shown in Appendix 1. A total of 281 had been returned (29%), of which 213 (76%) of the respondents were in favour of the proposed verge and footway and parking ban. The results of the consultation were shown on a road-by-road basis in Appendix 2. One of the recurring points made by the several respondents to the consultation related to road safety problems created by inconsiderate parking on or near junctions. It was therefore recommended that this issue was investigated as part of the Annual Waiting Restrictions Review.

Resolved -

- (1) That the report be noted;
- (2) That a further report be submitted to the Sub-Committee in November 2013 detailing the comments and objections received to the experimental verge and footway parking ban in the Tilehurst area;
- (3) That the informal consultation completed by the Southcote Neighbourhood Action Group on a proposed verge and footway parking ban in the Southcote area be acknowledged;
- (4) That the progression of an experimental verge and footway parking ban scheme in the Southcote area be agreed in principle as the next area, subject to any comments which might arise from the experimental ban in the Tilehurst area;

- (5) That parking on or near to junctions in the Southcote area be investigated as part of the Annual Waiting Restrictions Review, including the areas around the roundabouts at Southcote Lane/Circuit Lane and Southcote Lane/Virginia Way.

45. KENNET ISLAND - TRAFFIC MANAGEMENT REVIEW

The Director of Environment, Culture and Sport submitted a report on a review of the current highway layout and traffic management measures in the Kennet Island development which had been undertaken. The review followed several representations made by the residents of the estate and the Whitley Ward Councillors about inappropriate traffic using the estate as a short cut.

The report contained details of speed survey work undertaken in Longships Way and Whale Avenue during the period 8-13 July 2013, with the purpose of measuring the effectiveness of the 20 mph road design which Kennet Island had been subjected to.

On the basis of the survey results, Officers had reviewed the available options for reducing the road safety concerns and encouraging those drivers travelling the fastest to reduce their speed without affecting the use of the roads by the local residents. It was proposed to introduce two 6'6" width restrictions, one in Longships Way and one in Fair Isle Way as detailed in Appendix 1 as a traffic calming feature.

The report had attached at Appendix 1 a Plan showing the proposed width restrictions.

It was also proposed that officers continue to liaise with Thames Valley Police in an attempt to address the ongoing issues of excessive speed as recorded and reported.

The Chair read out a communication received from the Whitley Ward Councillors in support of the proposals.

Resolved -

- (1) That the report be noted;
- (2) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise the proposed 6'6" width restrictions in Longships Way and Fair Isle Way as shown on plan no A4/KI/TM/003RevA, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That, subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee;
- (5) That officers continue to liaise with Thames Valley Police in an attempt to address the ongoing issues of excessive speed recorded and reported in Kennet Island.

46. CYCLE FORUM MEETING NOTES

The Director of Environment, Culture and Sport submitted a report informing the Sub-Committee of discussions and actions arising from the 10 July 2013 meeting of the Cycle Forum under the auspices of the approved Cycling Strategy.

The Notes of the meeting were attached at Appendix 1.

Resolved -

That the Notes of the Cycle Forum meeting of 10 July 2013 be noted.

47. ELECTRIC VEHICLE CHARGEPOINTS

The Director of Environment, Culture and Sport submitted a report providing a summary of a project for the provision of three rapid electric vehicle charge-points and two fast charge-points in Reading.

The report stated that the Council had submitted two bids to the Office for Low Emission Vehicles (OLEV) plug-in vehicle charge-point fund in April 2013. The bids submitted were for:

- The provision of plug-in vehicle rapid chargepoints at Kenavon Drive, Palmer Park and Rivermead Leisure Centre;
- The provision of plug-in vehicle fast chargepoints at Palmer Park and Rivermead Leisure Centre.

OLEV had announced that the Council had been awarded funding for both bid submissions in July 2013. The funding was available for up to 75% of the eligible costs of providing the charge-points, and was therefore capped at £112,500 for the three rapid charge-points and £15,000 for the two fast charge-points.

The next steps were to progress the specification, procurement, detailed design and delivery programme. The grant funding was available for the current financial year and therefore the charge-points must be installed by April 2014.

Resolved -

- (1) That the report and the successful award of grant funding be noted;
- (2) That the Policy Committee be requested to agree to the acceptance of the grant and to give spend approval in accordance with the Department for Transport's terms and condition to provide electric vehicle chargepoints in Reading;
- (3) That, subject to (2) above, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport, the Head of Legal and Democratic Services be authorised to carry out any statutory consultation required in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 to advertise the proposal and subject to no objections being received, to implement the proposal;

- (4) That any objections received to the statutory consultation, be reported back to a future meeting of the Sub-Committee.

48. EXCLUSION OF PRESS AND PUBLIC

Resolved -

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of Item 49 below, as it was likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A of that Act.

49. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

The Director of Environment, Culture and Sport submitted a report giving details of the background to his decisions to refuse applications for Discretionary Parking Permits from a total of six applicants, who had subsequently appealed against these decisions.

The Chair reported at the meeting that application 1.5 had subsequently been withdrawn since the production of the report.

Resolved -

- (1) That the Director of Environment, Culture and Sport's decision to refuse application 1.0 be upheld;
- (2) That, with regard to application 1.1, a discretionary business permit be issued, but no free book of visitor permits be issued;
- (3) That, with regard to application 1.2, a discretionary residents permit, and subject to receipt of the necessary documentation a second charged permit, be issued, on the understanding that the issue of the permits was personal to the applicant, and the normal two free books of visitor permits be issued (and up to five additional charged books, as required);
- (4) That with regard to application 1.3, a discretionary charity permit be issued;
- (5) That with regard to application 1.4, a discretionary permit be issued on the understanding that the issue of the permit was personal to the applicant, and the normal two free books of visitor permits be issued (and up to five additional charged books, as required).

(The meeting started at 6.30pm and finished at 9.05pm).

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 5 NOVEMBER 2013

Present: Councillors Page (Chair), Anderson, Ayub, Davies, Duveen, Hacker, Hopper, T Jones, Rodda, Terry, Whitham and Willis.

Also in attendance: Councillors D Edwards, Gavin and White.

50. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEMS

(1) Questions

The Chair a circulated written response to the following question:

<u>Questioner</u>	<u>Subject</u>
Fiona Seymour	Parking and Congestion Problems in Heath Road

(2) Presentation - Cycling Strategy

Ruth Leuillette, Deputy Head of Highways & Transport, gave a presentation and answered questions on the Council's draft Cycling Strategy which was the subject of public consultation until 14 January 2014. The presentation included achievements since the previous Cycling Strategy in 2008; the aspiration to build on the previous Strategy and the 2012 Olympic cycling events; benefits and ways of encouraging cycling; and partnership, consultation and community engagement.

The Chair thanked members of the public for their comments at the meeting and urged them to submit these in writing, for consideration as part of the consultation on the Strategy.

Resolved -

That Ruth Leuillette be thanked for her presentation.

51. MINUTES

The Minutes of the meeting of 12 September 2013 were confirmed as a correct record and signed by the Chair.

52. PETITIONS

(1) Northern End of Northumberland Avenue - Petition for a Pedestrian Crossing

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition from some residents of Warwick Road requesting a pedestrian crossing at the northern end of Northumberland Ave. A location plan was attached at Appendix 1.

The petition, containing 18 signatures, read as follows:

"We the undersigned call upon Reading Borough Council to investigate the option of installing a pedestrian crossing at the northern end of Northumberland Avenue near to the junction of Warwick Avenue to assist, in particular the older residents of Milward Court, Warwick Avenue and young parents with children to cross the road safely to reach to the bus stop and nursery".

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 5 NOVEMBER 2013

The issues raised in the petition were to be fully investigated and a report would be submitted to a future meeting for consideration.

At the invitation of the Chair, Councillor Gavin addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the issue be investigated and a future report be submitted to the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

(2) 20mph Speed Limit in all Residential Areas Across Reading

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition requesting the introduction of a 20mph speed limit in all residential areas across Reading.

The petition, containing 98 signatures together with 156 names on an electronic petition, read as follows:

"We the undersigned would like to see Reading Borough Council introduce a 20mph speed limit in all residential areas across Reading".

The issues raised in the petition were to be fully investigated and a report would be submitted to a future meeting for consideration.

At the invitation of the Chair, Councillor White addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the issue be investigated and a future report be submitted to the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

(3) Heath Road - Petition to Tackle Traffic and Parking Problems

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition requesting that the Council tackle the traffic and parking problems in Heath Road. A location plan was attached at Appendix 1.

The petition, containing 36 signatures, read as follows:

"We the undersigned would like to see some action from the Council to tackle traffic and parking problems in Heath Road. People park on the road inconsiderately opposite our drives making it very difficult to get out. As this is a narrow road, and a rat run, on street parking also causes congestion, driving on the pavement and other related problems. A solution to this was promised before, but never delivered. Please don't let us down again."

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The issues raised in the petition were to be fully investigated and a report would be submitted to a future meeting for consideration.

At the invitation of the Chair, lead petitioner Fiona Seymour addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
 - (2) That the issue be investigated and a future report be submitted to the Sub-Committee for consideration;
 - (3) That the lead petitioner be informed accordingly.
- (4) St Peter's Road, Earley - Petition for Enforcement of Parking Restrictions

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition requesting that both Reading Borough Council and Wokingham Borough Council tackle dangerous and illegal parking along St Peter's Road, particularly by the junction with Church Road. A location plan was attached at Appendix 1.

The petition, containing 31 signatures together with 75 names on an electronic petition, read as follows:

"We, the undersigned, petition both Reading Borough Council and Wokingham Borough Council to work together to stop cars parking dangerously and illegally (both on double yellow lines no loading zones and on the pavements) along St Peter's Road, particularly by the junction with Church Road and also driving on St Peter's Road's pavements, for the purpose of saving lives and maintaining safe traffic flow at peak traffic times."

The issues raised in the petition were to be fully investigated and a report would be submitted to a future meeting for consideration.

At the invitation of the Chair, lead petitioner Lindsay Padbury addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the issue be investigated and a future report be submitted to the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

53. VERGE AND FOOTWAY PARKING BAN UPDATE - TILEHURST AND SOUTHCOTE

Further to Minute 44 of the meeting of 12 September 2013, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the experimental verge and footway parking ban in the Tilehurst area and formally presenting the details of objections or comments received during the first six month of operation.

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A table of the objections and comments received was attached at Appendix 1. The Sub-Committee was requested to note these and recommended to continue with the experimental scheme in its current form for a further 12 months.

The report also referred to the Sub-Committee's decision of 12 September 2013 (Minute 44(4)) agreeing in principle the progression of an experimental verge and footway parking ban in the Southcote area, subject to any comments which might arise from the experimental ban in the Tilehurst area. It was clear from the low number of objections to the Tilehurst Scheme that to date the experimental verge and footway parking ban in Tilehurst remained supported by the majority of the local community, and therefore it was proposed to progress a similar experimental verge and footway parking ban in Southcote, in Ashampstead Road, Brunel Road, Circuit Lane, Frilsham Road, Gainsborough Road, Southcote Lane and Virginia Way. The scheme would be programmed for introduction early in 2014.

At the invitation of the Chair, Councillor D Edwards addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the objections and comments received to the experimental verge and footway parking ban in Tilehurst as detailed in Appendix 1 be noted;
- (3) That the Tilehurst experimental Traffic Regulation Order continue for a further 12 months;
- (4) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to make an Experimental Verge and Footway parking ban Traffic Regulation Order in Southcote in the streets listed above in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (5) That any objections received to the Southcote Experimental Traffic Regulation Order be reported to the Sub-Committee at the appropriate time;
- (6) That the Head of Transportation and Streetcare be authorised to modify or suspend provisions in the Southcote Experimental Order and that the Experimental Traffic Regulation Order include a provision for this;
- (7) That the Southcote Experimental Traffic Regulation Order be approved for a period of up to 18 months.

54. ROAD SAFETY WORK PROGRAMME - UPDATE

Further to Minute 82 of the meeting of the Traffic Management Advisory Panel (TMAP) of 14 March 2013, the Director of Environment and Neighbourhood Services submitted a report on progress on the following schemes, aimed at reducing casualties as part of the annual road safety programme.

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- Improvements to help pedestrians cross Berkeley Avenue (between Shaw Road & St Saviours Road) and review of the traffic signals at St.Saviours Road junction to incorporate cyclists;
- Improvements to help pedestrians cross Peppard Road and extend and complete the advisory cycle lane (from Derby Road and including Buckingham Drive);
- Improvements to help pedestrians cross School Road (between Downing Rd and Recreation Road) and review on-street waiting restrictions;
- Improvement to reduce conflicts between vehicles at Prospect Street junction with Church Street, Caversham;
- Improvement to reduce conflicts at two roundabouts by spiral marking the circulatory carriageway at :
 - a) Vastern Road roundabout with Napier Road;
 - b) Southampton Street roundabout by The Oracle.

The schemes were shown at Appendices 1-5.

The report stated that Cabinet at its meeting on 15 April 2013 had approved statutory consultation for alterations to waiting restrictions associated with the schemes (Minute 155 refers), and sought sought authority to give notice for the installation of a zebra crossing on Peppard Road.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub Committee/Lead Councillor for Strategic Environment, Planning and Transport, Ward Councillors, and Thames Valley Police, the Head of Legal and Democratic Services give notice in accordance with Section 23 of the Road Traffic Act 1984 for the installation of a zebra crossing on Peppard Road.

55. SCHOOL TRAVEL STRATEGY

The Director of Environment and Neighbourhood Services submitted a report on a proposal to develop a School Travel Strategy based on the Sustainable Modes of Travel Strategy (SMoTS) as a part of the primary school expansion plan currently underway across the Borough.

It was proposed to update the SMoTS through consultation with the schools, subject to expansion, and rebrand the strategy as the School Travel Strategy. As a part of the process the Strategy would be updated to include what had been achieved since its original publication in December 2009 and add road casualty information related to school travel times. School travel plans for each of the expanded schools would be reviewed and republished providing the tools for each school to help parents make the right choice when travelling to school.

The report stated that one of the main concerns around school expansion was the effect of traffic on the surrounding road network at arrival and departure times. Whilst there would always be occasions when the private car was the preferred option to travel to school, the aim of the Strategy was to reduce the impact of car travel on the neighbourhood.

Resolved -

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- (1) That the report be noted;
- (2) That officers consult with the Lead Councillor for Strategic Environment, Planning and Transport, Ward Councillors, schools and neighbourhood and community groups such as neighbourhood action groups, on the School Travel Strategy;
- (3) That following the consultation, officers work with individual schools on travel plans as a part of the school expansion plans to help schools, all staff and parents make the right travel choices; and officers also liaise with neighbouring authorities as part of the process;
- (4) That officers keep the Sub-Committee informed of progress on the Strategy and share good examples within the revised school travel plans that could be used across the wider school community.

56. NEIGHBOURHOOD ACTION GROUPS

The Director of Environment and Neighbourhood Services submitted a report containing details of Neighbourhood Action Group (NAG) priorities, and describing the relationship between the Transport and Safer Reading teams.

The report had attached the results of a survey carried out by NAGs across the Borough during the summer (Appendix 1) and a list of NAG priorities by area (Appendix 2).

Resolved -

That the report be noted.

57. MOTORCYCLES IN BUS LANES

The Director of Environment and Neighbourhood Services submitted a report providing an update on the current use of certain bus lanes in Reading by Motorcycles.

The report also sought approval to complete the relevant Statutory Consultation to increase the number of bus lanes/gates approved for use by Motorcycles as listed in paragraph 4.7 and detailed in Appendix 1.

The report stated that bus lane or gates were supported by a Traffic Regulation Order (TRO) and associated regulatory road markings and traffic signs. Any changes to the TRO's would need to be promoted through the Statutory Consultation process.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise the proposed addition of motorcycles in the bus lanes/gates listed in paragraph 4.7 and Appendix 1, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;

- (3) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee.

58. OXFORD ROAD CORRIDOR STUDY

The Director of Environment and Neighbourhood Services submitted a report providing an update on the details of the work completed to date on the Oxford Road Area Study, linked with the Network Rail-led Reading Station works at Cow Lane bridges.

The report also requested the Sub-Committee's approval to progress the concept designs and associated freight strategy, and complete the public awareness exercise and statutory consultation. The associated plans were displayed at the meeting.

The report stated that officers had continued to liaise with Network Rail to support the design of the main highway elements of the Cow Lane bridges improvements. This work, alongside the information gained through the previous consultation exercises, had helped to inform the development of a package of transport measures for the Oxford Road area. The measures were designed to support the new unrestricted traffic route through Cow Lane bridges, and deliver the maximum benefits for the local community in line with the overall objectives of the Study.

In addition, the proposals had been developed alongside the recently completed Oxford Road Section 106 consultation and had taken into consideration the most commonly requested improvements. However, the area study proposals would be funded by the Local Sustainable Transport Fund to minimise any contribution from the Oxford Road S106.

The proposals consisted of the following:-

Cow Lane bridges - associated network improvements

- Potential downgrade of the road classification of Oxford Road between Chatham Street and Norcot Road and re-designation of the A239 to Richfield Avenue, Cow Lane and Portman Road;
- Strategic signing review including freight routing in consultation with the Highways Agency;
- Richfield Avenue - right turn approach lane improvements to Caversham Road roundabout - shown on drawing no 20291/002/016 F;
- Portman Road/Cow Lane/Beresford Rd junction improvements and review of bus gate/6'6" restrictions - shown on drawing no 20291/002/006 D;
- Portman Road/Norcot Road approach lane improvements - shown on drawing no 20291/002/008 E.

Identified Oxford Road corridor improvements - Phase 1 & 2

- Oxford Road, between Chatham Place and Norcot Road - On carriageway cycle lanes/symbols - Phase 1;
- Oxford Road approach to Norcot Road roundabout - bus lane - shown on drawing no 20291/002/008 E - Phase 1;
- Oxford Road westbound approach to Bedford Road - bus lane - shown on drawing no 20291/002/012 E - Phase 1;

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- Oxford Road eastbound approach to Bedford Road - approach lane modifications to improve cycle access to existing bus lane - shown on drawing no 20291/002/013 E - Phase 1;
- Possible 20mph Zone/Limit - Phase 2;
- Review of existing turning manoeuvres - Phase 2.

The report stated that the proposals to downgrade the road classification of Oxford Road would result in a change to the current inspection regime to now take place quarterly. However, the maintenance regime would remain the same.

The second phase of the Area Study would commence upon completion of the Cow Lane works to ensure the most up to date traffic patterns were captured. The second phase would focus on existing turning manoeuvres and speed limits and parking restrictions.

The proposed delivery programme for the improvements was set out in paragraph 4.8.

Resolved -

- (1) That the progress to date on the Oxford Road Area Study be noted;
- (2) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise the proposals as detailed in paragraph 4.5 and set out above, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Orders;
- (4) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee;
- (5) That the proposed delivery programme as detailed in paragraph 4.8 be approved;
- (6) That the Head of Transportation and Streetcare in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, and Ward Councillors be authorised to make minor changes to the proposals.

59. 20 MPH SPEED LIMITS/ZONES - UPDATE

Further to Minute 13 of the meeting of 13 June 2013, the Director of Environment and Neighbourhood Services submitted a report to progress the work on developing a 20mph speed limit policy for the Borough.

The report stated that, of the five areas reported at the Sub-Committee's previous meeting, a wider scheme within the Eastern Area was to be promoted and consulted upon. This area had been selected as the Eastern Area Study works and stakeholder consultation was already in place. Extensive speed survey work had already been carried out as part of the Study and Appendix 1 showed the results of the speed surveys carried out, the individual streets that met the 20mph criteria and those that did not.

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It was proposed to design a 20mph zone scheme covering the area between the western edges of the Eastern Area Study extending eastward to the existing 20mph speed limit introduced as a part of the Green Road S106 works in 2012. The report explained how, by proposing a 20mph zone, the cost of implementation could be minimised.

Attached at Appendix 2 was a drawing of the eastern area of Reading highlighting those streets that could be lowered to 20mph as a part of a wider zone and the roads that would remain at 30mph. It was proposed to develop a consultation strategy and documentation for use through the Eastern Area Study and consult on the introduction of a 20mph zone for East Reading. The results of the consultation would be reported back to the Sub-Committee for a decision on whether or not to implement the lower speed limit.

Resolved -

- (1) That the report be noted;
- (2) That officers, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, promote a 20mph zone proposal covering streets within the Eastern Area Study;
- (3) That as part of the process a public consultation strategy be developed to ensure that local residents had the opportunity to express their support or opposition to the lower limit;
- (4) That officers continue with the speed survey work to determine where the lower speed limit of 20mph could be assessed against national standards.

60. NEWTOWN - RESIDENTS' PARKING REVIEW - ONE YEAR UPDATE

The Director of Environment and Neighbourhood Services submitted a report on the operation to date of the Residents Parking Scheme in the east of Newtown, since its introduction on 3 September 2012. The area of the Scheme was shown on Appendix 1.

The report noted the effect of the Scheme since its introduction, together with matters raised by residents.

Resolved -

That the report be noted.

61. ANNUAL PARKING REPORT 2012-13

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

The Parking Services Annual Report for 2012-13 was attached at Appendix 2, together with a Statutory Process Map at Appendix 1.

The Annual Reports for 2008-12 had previously been reported to Cabinet in 2011 and Traffic Management Advisory Panel in January 2013. They were also available on the Council website.

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It was intended to publish the Annual Report for 2012-13 in November 2013.

Resolved -

That the Parking Services Annual Report for 2012-13 be noted.

62. DEPARTMENT FOR TRANSPORT - A4 EASTERN GATEWAY IMPROVEMENT SCHEME - PINCH POINT FUNDING UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on an additional Pinch Point grant that had recently been awarded to Reading Borough Council by the Department for Transport (DfT) for improvements to the highway network to improve traffic flow along the A4 at Reading's Eastern Gateway.

The report contained details of the proposed programme for the schemes that would be delivered in partnership with Wokingham Borough Council, as it extended into the neighbouring authority area by including the Sutton Seeds roundabout at its junction with the A3290.

The A4 Eastern Gateway package of works included the following proposals (illustrated at Appendix A):

- The introduction of a bus lane on the A3290/A4 'Sutton Seeds' roundabout under the A3290 flyover for buses exiting onto the A4 London Road towards Reading, including appropriate alterations to traffic signal equipment;
- Provision of a right-turn lane on the A4 London Road at Liverpool Road junction to alleviate the traffic blocking the main through flow of traffic. This would require localised carriageway widening within land controlled by RBC and would result in the removal of the existing under-utilised and isolated footway section on the southside of the A4 London Road, between Liverpool Road and the rail overbridge. Where there was a hard verge adjacent to the road under the railway bridge on the south side, this would remain, due to the constraint of the bridge structure. The existing park boundary fence would require localised realignment over the same section to accommodate this. The extent of fence adjustment would be dependent on topographic surveys and final design;
- A new cycle gate was proposed at Manchester Road to increase the permeability of connections in the New Town area, with a proposed upgrade of the existing crossing to a toucan facility to provide better access for pedestrians and cyclists between Manchester Road and St Bartholomews Road;
- Introduction of new bus lay-bys on the A4 London Road was proposed (one in each direction), which would allow buses to stop without impeding the flow of general traffic. The details were subject to detailed design to be verified through a topographic survey;
- An eastbound bus lane extension on Kings Road at Cemetery Junction to enable enhanced peak time bus priority on the eastbound A4 London Road heading towards the A3290. Outside peak periods, kerbside access for deliveries was proposed to be permitted, subject to the required Traffic Regulation Order consultation processes;

The existing lane provision on the A4 London Road, between Cemetery Junction and the Sutton Seeds Roundabout, (one eastbound and two westbound lanes) would remain.

A number of associated Traffic Regulation Orders would be needed to implement the schemes.

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The report also stated that carriageway/kerb re-alignment works would need to be carried out with single lane closures during off-peak hours, due to the busy nature of this route. It was anticipated that there would be a need for some localised pavement adjustments associated with carriageway widening works at bus lay-by locations and the proposed right-turn into Liverpool Road, and details would be determined through the design and survey process. The proposed working arrangements and associated traffic management measures would be reported back to the Sub-Committee.

A supporting temporary pedestrian management strategy would be required and temporary relocation of some London Road bus stops (between Cemetery Junction and the A3290) would be needed for the period of the works. Further details would be published when detailed design was finalised.

The planning and phasing of the work would be considered carefully against the programme for the Eastern Area Scheme Improvements at Cemetery Junction and in discussion with Wokingham Borough Council as a Partner Authority, to ensure works were undertaken as effectively as possible, in order to minimise network disruption. An outline programme for the works (subject to Stakeholder Agreements and the requirement for utility works) was set out in the report.

It was reported at the meeting that Policy Committee, at its meeting on 4 November 2013 (Minute 54 refers) had agreed to the acceptance of the grant and given spend approval in accordance with the DfT's terms and conditions.

Resolved -

- (1) That the scheme update be noted and the programme for the A4 Eastern Gateway Improvement Pinch Point Scheme be agreed;
- (2) That it be noted that the Policy Committee at its meeting on 4 November 2013 had agreed to the acceptance of the grant and given spend approval in accordance with the DfT's terms and conditions;
- (3) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services be authorised to carry out any statutory consultation required in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 to advertise the proposals and subject to no objections being received to implement the proposal;
- (4) That any objections received to the statutory consultations be reported back to a future meeting of the Sub-Committee;
- (5) That regular update reports be submitted to the Sub-Committee in relation to the Pinch Point schemes.

63. READING STATION - HIGHWAY WORKS UPDATE

The Director of Environment and Neighbourhood Services submitted a report providing a progress update on the Reading Station Redevelopment Project and the associated highway works. The report highlighted the key programme dates for future works associated with Reading Station.

Resolved -

That the report be noted.

64. EASTERN AREA STUDY UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on progress with implementation of the pedestrian and cycle schemes being delivered through the Eastern Area Transport Study.

Resolved -

That the report be noted.

65. HIGHWAY MAINTENANCE UPDATE

Further to Minute 37 of the meeting of 12 September 2013, the Director of Environment and Neighbourhood Services submitted a report on the current position regarding additional pothole repairs.

The report contained details of the numbers of potholes identified and repaired in each of the categories of road included in the pothole repair plan. An update was also given at the meeting, the latest figures as of 4 November 2013 being as follows:

PRIORITY	POTHOLES IDENTIFIED	POTHOLES REPAIRED
Priority 1	117	112
Priority 2	11	11
Priority 3	454	402
Priority 4	99	15
Priority 5	193	0
Priority 6	11	0

The roads included in each category were detailed in Appendix 1. Inspection of Priority 1, 2, 3 and 4 roads and about 95% of Priority 5 roads and 30% of Priority 6 roads had been completed.

The report also noted in paragraph 4.3 that, since the last meeting of the Sub-Committee, an amendment to the list had been made to reflect changes to the cycle route along Liverpool Road following the introduction of a one-way system in the area, as a result of which Route R3 northbound now used Radstock Road and Cholmeley Road, which had been added on the Priority 5 list.

Resolved -

- (1) That the current position regarding additional pothole repairs be noted;
- (2) That the modification to the routes in Priority 5 as outlined in paragraph 4.3 be noted;
- (3) That a further progress report be submitted to the next meeting of the Sub-Committee.

66. LOCAL SUSTAINABLE TRANSPORT FUND UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on progress with delivery of the Local Sustainable Transport Fund (LSTF) Small Package, for which £4.9m funding had been approved by the Department for Transport (DfT) in July 2011 and the LSTF Large Partnership Package, for which £20.692m funding had been approved by the DfT in June 2012.

The report provided an update on each of the five delivery themes of the LSTF programme, with particular focus on projects that had reached milestones within the previous three months.

In particular, the Sub-Committee was asked to note the following:

- The progress made on the Local Sustainable Transport Fund Projects to date and the fact that officers would continue to deliver this programme and report progress to the Sub-Committee;
- That the Planning Applications Committee had granted planning permission for the pedestrian/cycle bridge across the Thames;
- That Hourbike had been awarded the Contract to supply, install and operate a Bicycle Hire scheme for Reading, subject to the Certificate of Lawful Use being decided at the November meeting of the Planning Applications Committee;
- The initial results of the first Sustainable Travel Challenge Fund grant projects, including the launch of the Reward Your World mobile application;
- The progress made on remodelling and enhancing Town Hall Square.

Resolved -

That the report be noted.

67. CYCLE FORUM MINUTES

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the discussions and actions arising from the 23 October 2013 meeting of the Cycle Forum under the auspices of the approved Cycling Strategy. The Notes of the meeting were attached to the report.

Resolved -

That the Notes of the Cycle Forum meeting held on 23 October 2013 be noted.

68. EXCLUSION OF PRESS AND PUBLIC

Resolved -

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of Item 69 below, as it was likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A of that Act.

69. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

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

Resolved -

- (1) That with regard to application 1.0 a free discretionary residents' permit be issued on the understanding that the issue of the permit was personal to the applicant;
- (2) That with regard to application 1.1 a charged discretionary residents' permit be issued on the understanding that the issue of the permit was personal to the applicant's daughter;
- (3) That with regard to application 1.2 a charged discretionary residents' permit be issued on the understanding that the issue of the permit was personal to the applicant;
- (4) That a report on all fees and charges for residents' parking permits be submitted to the next meeting of the Sub-Committee.

(The meeting started at 6.30pm and finished at 9.00pm).

Reading Climate Change Partnership Board Meeting
9.30am-11.30am Wednesday 10th July 2013
Reading Borough Council



Attendees:	
Ben Burfoot	Reading Borough Council (Chair)
Summreen Sheikh	RBC (minutes)
Kim Wilkins	Primary Care Trust
Tracey Rawling Church	Kyocera Document Solutions
Paul Gittings	Councillor, RBC
Jenny Allen	Peter Brett Assoc.
Tom Yearley	University of Reading
John Booth	GREN
Tony Page	Councillor, RBC
Apologies:	
Sally Coble	Environment Agency (Chair)
Chris Rhodes	Transition Town Reading

1	Welcome and introductions
	The Board welcomed Tony Page, Lead Councillor for Strategic Environment, Planning & Transport Committee and Deputy Leader of the Council. He will take the RBC elected member seat on the RCCP Board.
2	Minutes & Matters Arising
	Minutes were agreed. Matters Arising Item 5 - Clarification on an approval process for projects put forward by a wider audience across Reading was sought. This could possibly be channeled through the RGBN website. This will be discussed at the next Board meeting. ACTION: Tom will pull together a form for consideration ACTION: Tracey will look into the viability of using RGBN
3	Green Deal - The Social Enterprise, Fuel poverty and solar revenues
	The Green Deal subsidy (Energy Company Obligation or ECO) can be utilised to sustain Reading Boroughs fuel poverty work. The Warm Homes Initiative has been set up and £30,000 of the LSP Reward Grant has been approved to support x 2 Sustainable Homes Officer posts as well as minor works in vulnerable peoples homes. Until the ECO becomes

	<p>available, the WHI will utilize this capital to carry out minor works to improve homes, such as draught proofing. Once there is an eligible ECO programme in place the project will be able to fund boilers, insulation and bigger works in the home.</p> <p>RBC has joined the APSE energy collaboration. Partners in the collaboration (Southampton) are setting up a contract to select an ECO provider (includes Green Deal) to work with going forward. Reading and any public body within Hampshire or neighbouring counties will be able to access the contract.</p> <p>Tracey fed back that her Green Deal assessment report was not detailed enough to see evidence for payback through installing insulation.</p>
4	Solar Panels
	<p>The project manager of a new free school next to the Meadway Leisure Centre / new Avenue School has been in touch in regards to putting solar on the flat roof. The school is currently being built due for completion in September 2013.</p> <p>Ben proposed using £50,000 of the remainder of the LSP reward grant set aside for solar panels. There is currently £68,000 of the £430,000 left in this fund. The money would fund 200 panels and generate £3,000 return every year in addition to the school saving £2500 electricity a year. (The paper originally proposed £68,000 which may be delayed due to RBC procurement guidelines for spend >£50,000).</p>
5	Business and Public Sector engagement on 7% reduction
	<p>7% is an ambitious target but is also aspirational.</p> <p>The Awards scheme is an incentive to get people signed up. Tracey highlighted that businesses already reducing their carbon emissions will struggle to meet this target and new businesses will do it easily. An award scheme to reward both new comers and existing improvers would help address this.</p> <p>The Public Launch is about actions (not the strategy) and launching a legitimate scheme highlighting what businesses can do to reduce their emissions and sign up to 7%.</p> <p>Tracey suggested putting together a help pack on ‘how to reduce your emissions’ which can be put together from easily available existing information. Ben suggested having a virtual sub-group on this, to discuss issues like the awards categories, how to gather evidence etc.</p> <p>It was noted that SME’s are hard to reach for any agenda and that this should be acknowledged in the strategy somewhere as a reality rather than a criticism and that we should seek to overcome the challenge to engage them. Include actions on how can we attempt to overcome this locally, eg awards scheme, written guidance, RESTART project which is looking to train ‘green’ local businesses on procurement.</p> <p>Tracey continued that different types of businesses need different opportunities: Retail - target Broad Street Mall and The Oracle;</p>

	<p>Target business landlords to overcome the lack of control SME's have on their premises. In addition; Add in a competitive element which will be of reputational value to them and; Put together an easy toolkit with examples and incentives.</p> <p>Councillor Page quoted from a recent report which breaks down Readings business sector: 87% of businesses in Reading are SMEs employing 1 - 9 people; 8% are larger businesses based on employee numbers.</p> <p>However, it is usually the larger companies that are engaged on energy reduction issues.</p> <p>Action - form subgroup to progress targeted business engagement</p>
6	<p>Website for the Climate Change Strategy</p>
	<p>The Board feedback on the website structure: -have a special focus on businesses in the website to make engagement easier for them. -the website should be clear about its purpose to recruit people to actions. This should be prominent -use the table of actions to encourage small steps in the right direction. Give a range of examples of the benefits. -website should be clear on what you can do and what the benefits are for you.</p> <p>Councillor Page recommended contacting Head of Communications at RBC to arrange a link on the RBC front page to give it more prominence. ACTION: Ben to arrange web site link.</p> <p>The name for the 'Community of Action' chosen was 'Reading CAN' (Reading Climate Action Network) which is already newly used by the 'Culture and Arts Network'. It was agreed to use it unless there is a serious problem.</p> <p>ACTION: Contact Reading CAN to make sure they are happy for us to use it as well.</p> <p>We currently have #ClimateRDG on Twitter.</p> <p>ACTION: Extra RCCP meeting in early September before the event for a website dry run.</p>
7	<p>Strategy and action plan</p>
	<p>Action plans are now amended and there is a sense of how they will be delivered. The faces indicate the level of resource. There were a few actions that had no resource and consequently they were moved around to fit into other actions or removed. There are now a smaller number of Strategic Priorities.</p> <p>The next step is to get stakeholders buy-in, before the action plan is published by the Council at the Policy Committee on 23rd September and at the launch on the 24th September.</p> <p>ACTION: All to read the action plan in detail and feedback to Jill - it will be finalised at the end of August.</p>

	<p>a. Use of the term ‘Zero Carbon’ John felt it was not helpful to use this term as it was misleading and mandatory. Ben would like to see this term used as it is included in the development of building standards and geared at allowable solutions.</p> <p>It was agreed to take out the mention of zero carbon in the wording of the relevant strategic priority and amend the wording to remove the term.</p> <p>b. It was felt that a separate ‘summary version’ of the strategy was not needed but that the pages on the website should be printable to be used in the way a summary would be. The wording will be plainer than the full document, it will list the priorities and be brief.</p> <p>It was agreed that going forward, only an overview of the action plan at Board Meetings would be needed with minimal discussion.</p>
8	CCS Launch Event
	<p>Tracey has invited a speaker from BT who will talk about their carbon reduction strategy which uses the products that they supply and their consumers. It is very integral to business and very public, so other people can use this platform. It also includes full life-cycle analysis of products.</p> <p>The Board are happy to invite Reading Buses to be on the panel.</p> <p>The Vice Chancellor of the University is also available.</p> <p>ACTION: Sally to write to Sir Madejski to ask him to open the event with Sir David Bell and donate the venue.</p> <p>ACTION: Summreen to email information about My Electric Avenue.</p> <p>ACTION: Summreen to update event schedule as per discussion.</p>
9	Any other business
	<p>John requested more information on the criteria for the LSP Reward Grant as he is aware of a community hydro project for Reading and wants to know if it could pay for a feasibility study.</p> <p>ACTION: John to contact Ben to discuss potential hydro opportunities.</p> <p>Jenny commented that the potential for renewables on the Thames is being looked into a lot at the moment. Currently there is an auger screw installed at Mapledurham mill, Windsor (silent) and a proposed scheme at Streatly. The EA are looking at sites on the Kennet, especially at Fobney Lock. There is also work being done to utilise the energy in waste water which could be interesting.</p> <p>John commented that he would like the minutes of the meetings uploaded onto the website</p>

	quicker.
	Date of next meeting
	A special meeting on the website and launch to be arranged for early September. D.o.N.M - October 23 rd 9.30 - 11.30am

Reading Climate Change Partnership Board Meeting
 9.30am -11.30am Wednesday 23rd October 2013
 Kyocera Offices, Eldon Square, Reading.



Attendees:	
Sally Coble	Environment Agency (Chair)
Ben Burfoot	Reading Borough Council
Summreen Sheikh	RBC (minutes)
Chris Rhodes	Transition Town Reading
Tracey Rawling Church	Kyocera Document Solutions
Paul Gittings	Councillor, RBC
John Booth	GREN
Apologies:	
Kim Wilkins	Public Health
Jenny Allen	Peter Brett Assoc.
Tony Page	Councillor, RBC
Tom Yearley	University of Reading

1	Minutes of last meeting
	The minutes were agreed and all actions completed or carried forward to this meeting.
2	Matters arising
	<p><u>Hydro on View Island on River Thames.</u></p> <p>The EA have reviewed all of their weirs on the Thames and the weir at Caversham Lock was not chosen for more detailed consideration for a hydro system. It was considered that the limited all year round energy generation would not lead to a viable option. Sally pointed out that the river levels are maintained for navigational purposes.</p> <p>The other consideration is the effects on fish. Therefore a fish pass would be required and any turbines would need fish friendly blades.</p> <p>The EA lease out weirs to investors and have produced a guide on hydro power.</p> <p>A Action: Sally will contact the EA officer who specialises in hydro about this weir.</p> <p>A Action: Ben to arrange a feasibility study through Thames Valley Energy.</p> <p>The marginal financial returns on a scheme like this could appeal to a community group who could look into the private sale of electricity. For example, the Kings Meadow Lido is nearby</p>

	<p>and could use energy to power its facility e.g. it's café (water heating is best done with gas). This would raise 10p per kW or 4p per kW or if sold to the grid. Good Energy might be interested in this.</p> <p><u>Solar panels on free school.</u></p> <p>The money has been committed and the free school will look at implementing this at a later stage. To note that 10:10 will be repeating their solar schools program.</p> <p><u>Green Deal.</u></p> <p>RBC is going ahead with the A.P.S.E. (Association of Public Sector Excellence) Energy collaboration, as one of three higher level participating authorities (along with 19 authorities that have expressed an interest).</p>
3	<p>Process of project approval by RCCP Board</p>
A	<p>Tracey confirmed that RGBN (Reading Green Business Network) can be used to accept project proposals from a wider audience. A project's suitability will depend on its alignment with a strategic priority / action plan. However, in the past decisions have been needed quickly and a new process should address this.</p> <p>Action: To discuss form produced by Tom at the next meeting.</p>
4	<p>Recruitment to RCAN</p>
A	<p>There are seven organisations and six individuals signed up to the challenges so far and in addition one company has made enquiries.</p> <p>Action: contact those signed up to challenges.</p> <p>Suggestions from the board on recruitment included:</p> <ul style="list-style-type: none"> a) Work with 'influencer' groups to contact their 'audience' to promote the challenges. b) Business planning takes place in November for the upcoming year, therefore opportunity to put something up on website and through networks to encourage businesses to incorporate actions into their business planning. c) Ask 'trade groups' for their networking ideas. d) Also faith forums, football club and residents associations. e) Be persistent with regular information on updates on the action plan. f) Some companies have 'digital champions' and use twitter to do this. g) Collect other people's news too. h) Develop case study pages on the website and encourage businesses to take part with a view to being featured on this. i) In addition to the existing materials (action plan, leaflet and website) a signpost to ways to complete the challenges are needed to help build up the network. j) Build on other successful schemes / accreditations i.e. scores on doors - encourage

	<p>further participation through this.</p> <p>k) Ask organisations to complete a self declaration or CV of achievements.</p> <p>There are other actions, some related to publicity, that are not in the action plan that need to be included somewhere for the board to action.</p> <p><u>Annual awards</u></p> <p>An annual event with awards will be good publicity. These will need to be built up over the years - the first few will be more informal than the usual black tie awards ceremonies.</p> <p>Connect Reading are happy to help find sponsorship for this event or align these awards with one of their events if needed.</p> <p>Offer to use Green City Open Spaces Forum (RBC policy forum) for 6 monthly reporting and this event still stands.</p>
5	<p>Climate change strategy action plan : gaps and monitoring process</p>
	<p>The action plan was incomplete in September so was not approved by RBCs internal approval system (committee) therefore was not published for the strategy launch event. It will now be taken to committee on 20th November and be published as a draft by RBC.</p> <p>The gaps in the action plan include deliverers, which are currently being contacted by theme leads. In addition, some of the targets / measures need standardising.</p> <p>The contact between theme leads also needs to be regular and a template to report progress / updates would be helpful. A ‘management panel’ could be formed to oversee the monitoring of the action plan. This process should be open to suggestions and volunteers will be needed to be on this panel from the deliverers as well as theme leads.</p> <p>As part of the monitoring, the board will report on progress against appropriate actions every six months. There are theme leads who are not on the board so they will need a representative from the board. These were discussed - please see table below ‘revised theme leads/ representative on the board’.</p> <p>There will be an annual review of the action plan by the board which will include any changes to it (changes to RBC actions will need to be approved by the November committee meeting every year). Email the theme lead a month before for an update on progress. An evidence based reporting process was suggested, alongside a traffic light type status report.</p> <p>The action plan is to go on the website in mid-November and be updated every six months. This could be presented in a table format and as a summary in a web page to appeal to different audiences.</p>
6	<p>Any other business</p>
	<p><u>Organisations’ engagement</u></p> <p>There will be a sub group for business engagement which Tracey will be on.</p>

A 'key deliverers' meeting is to take place in late November / early December which could help with business engagement by collating people's ideas and contacts. The board will attend this meeting which will discuss the monitoring process as well as other aspects of the action plan and RCAN.

A room accommodating more than 20 people was offered by Tracey for this event (and also a room for future RCCP board meetings).

Reward Your World

Tracey has been approached by Reward Your World who are offering an online discussion forum and rewards system for individuals who sign up to challenges. Taking up this offer will make RCCP a member of 'Cambridge Open Systems' which will lead to wider opportunities of collaborating.

Reading Buses and Kyocera are signing up to this. Reading Council's position on RYW needs clarification and there are also tensions with Connect Reading by aligning with this company. A question of who is benefitting was raised and if that is beneficial to the environment.

A Action: Tracey will explore this offer more and report back in January.

Date of next meeting

A Summreen to set dates next year's meetings

Revised theme leads/ representative on the board

Theme	Current theme lead	Proposed theme lead
Energy supply	Ben Burfoot	Ben Burfoot or Tom Yearley?
Low carbon development	John Booth	Ben Burfoot (if Tom Yearley does energy)
Natural environment	John Booth	John Booth
Water supply and flooding	John Booth	Sally Coble
Purchasing, supply and consumption	Terry McGivern	Tracey Rawlings Church
Transport	Cllr Paul Gittings/ Hannah Budnitz	Cllr Tony Page
Education, communication and influencing Behaviour	Kim Wilkins	Kim Wilkins
Community	Summreen Sheikh	Summreen (theme lead) Chris Rhodes (representative board member)

JOINT WASTE DISPOSAL BOARD
29 MAY 2013
(10.00 - 11.40 am)

Present: Bracknell Forest Borough Council
Councillor Mrs Dorothy Hayes MBE
Councillor Iain McCracken

Reading Borough Council
Councillor Paul Gittings

Wokingham District Council
Councillor Angus Ross
Councillor Rob Stanton

Officers Claire Ayling, Reading Borough Council
Pete Baveystock, Wokingham Borough Council
Oliver Burt, Reading Borough Council
Janet Dowlman, Bracknell Forest Council
Dave Fisher, Reading Borough Council
Kevin Holyer, Reading Borough Council
Steve Loudoun, Bracknell Forest Council
Mark Moon, Wokingham Borough Council

Apologies for absence were received from:
Councillor Page, Reading Borough Council

28. Declarations of Interest

There were no declarations of interest.

29. Minutes of the Meeting of the Joint Waste Disposal Board

RESOLVED that the minutes of the meeting of the Joint waste Disposal Board held on 14 March 2013 be approved as a correct record and signed by the Chairman.

30. Urgent Items of Business

There were no urgent items of business.

31. re3 Project Progress Report

The Board received a report providing an update on progress made since its last meeting on 21 March 2013.

It was noted that the projected overall under spend currently remained at £1.1 million however the split between the local authorities had changed, with Bracknell Forest and Reading's under spends increasing to approximately £51,000 and £41,000 respectively and Wokingham's under spend decreasing by approximately £107,000. Changes that were attributed to the differences between forecast and provisional tonnage within Quarter 4. The final year end figures would be circulated to the Board once they had been finalised.

The Board questioned what effect the Wokingham Borough Council's changes in the charging regime for green waste collection had had on the figures and cautioned that whilst savings may have been made at a local level these could be offset by the extra costs incurred as green waste was sent to landfill.

The Board expressed concern about the queues that were building up in the vicinity of Longshot Lane HWRC and the effect that this was having on the traders operating in the adjacent commercial units. It was noted that under the terms of the contract there were procedures in place to help alleviate traffic problems at busy times. Officers had met with traders in order to try and manage expectations. The possibility of putting in new access roads had been explored but this had been found to be not possible. It was expected that the Operator would submit a revised planning application to enable changes to be made to the site so that an increased number of vehicles would be able to queue onsite in the Autumn.

It was noted that the workshop session scheduled for Board members, on the 13 June at 10am at Smallmead HWRC, to look at the future of the PFI contract and how it might be taken forward would provide the Board with an opportunity to raise any concerns that they might have for example how the projected numbers of new housing proposed across the three local authority areas would impact on the HWRC.

The Board noted the report.

32. Dates of Future Meetings

RESOLVED that future meetings of the Joint Waste Disposal Board would take place on the following dates:

Thursday 5 September at 10am, Longshot Lane HWRC (Annual General Meeting)
Thursday 12 December at 10am, Wokingham Borough Council

33. Exclusion of Public and Press

RESOLVED that pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of items 8 and 9 which involve the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

(3) Information relating to the financial or business affairs of any particular person.

34. Joint Waste Disposal Board Contract Review

The Board received a report providing an update on the progress being made towards addressing Members' requests for greater understanding of various components of the re3 waste PFI contract.

It was agreed that any observations on Phase 1 of this piece of work would be discussed in detail at the workshop on 13 June 2013.

35. **Revenue Sharing from the Sale of Recyclable Materials**

The Board received a report providing an update on the progress made in the ongoing dispute between the re3 council's and the PFI Contractor since the last Joint Waste Disposal Board meeting on 14 March 2013.

The Board discussed the progress made since their last meeting, the proposed next steps and the potential outcomes and implications of the dispute.

RESOLVED that:

- i. The progress made since the Joint Waste Disposal Board meeting held on 14 March 2013 be noted
- ii. The Adjudication Argument appended to the report of the Project Director be endorsed
- iii. The next steps as outlined in paragraph 3.14 of the Project Director's report be endorsed

CHAIRMAN

JOINT WASTE DISPOSAL BOARD
5 SEPTEMBER 2013
(10.00 - 11.45 am)

Present: Bracknell Forest Borough Council
Councillor Mrs Dorothy Hayes MBE
Councillor Iain McCracken

Reading Borough Council
Councillor Paul Gittings
Councillor Tony Page

Wokingham District Council
Councillor Angus Ross

Officers Claire Ayling, Reading Borough Council
Pete Baveystock, Wokingham Borough Council
James Clemments, Reading Borough Council
Oliver Burt, Reading Borough Council
Janet Dowlman, Bracknell Forest Council
Dave Fisher, Reading Borough Council
Kevin Holyer, Reading Borough Council
Steve Loudoun, Bracknell Forest Council
Mark Moon, Wokingham Borough Council
Kevin Parker, Reading Borough Council

Apologies for absence were received from:

Councillor Stanton, Reading Borough Council

1. **Election of Chairman**

RESOLVED that Councillor Mrs Hayes be elected Chairman of the Joint Waste Disposal Board for the next twelve months.

COUNCILLOR MRS HAYES IN THE CHAIR

2. **Appointment of Vice-Chairman**

RESOLVED that councillor Gittings be appointed Vice-Chairman of the Joint Waste Disposal Board for the next twelve months.

3. **Declarations of Interest**

There were no declarations of interest.

4. **Minutes of the Meeting of the Joint Waste Disposal Board**

RESOLVED that the minutes of the Joint Waste Disposal Board meeting held on 29 May 2013 be approved as a correct record and signed by the Chairman.

5. **Urgent Items of Business**

The Board was informed that a report discussed at the Board's March meeting under Part II of the agenda had been inadvertently published on Bracknell Forest Council's

website. An investigation had been carried out and procedures relating to the publication of agenda papers had been checked and the Council was confident that the situation would not reoccur. The Council apologised for any disadvantage that this situation might have placed the Board in.

6. **Progress Report**

The Board received a report providing an update on progress made since its last meeting on 29 May 2013. The report included updates on: proposals to introduce a Code of Conduct for the PFI, performance and the potential development of a Communications Strategy.

It was reported that DEFRA had contacted each of the re3 council's advising them of the desirability of having a Code of Conduct specifically for PFI and PPP operational contracts. It was intended that a Code of Conduct would encourage a collaborative approach between the contracting parties, principally with a view to the delivery of efficiencies and savings. It was acknowledged that a Code of conduct would be a beneficial move for the Partnership and that the re3 Councils were keen to see one entered into. It was confirmed that under the terms of the delegation of executive functions to the Joint Waste Disposal Board any Code of Conduct entered into could be signed by the Board's Chairman on behalf of the Partnership.

The Board noted that the amount of household waste collected continued to fall however it was stressed that the situation was expected to change and that officers were working to ensure that when levels did start to increase residents were able to recycle as much of their household waste as possible.

The Board agreed that it would be beneficial to develop a Joint Communications Strategy covering those areas which affected residents across all boroughs where a long term approach was required.

RESOLVED that:

- i. The contents of the Project Director's report be noted
- ii. Officers seek clarification of the intentions of FCC Environment with regard to the signing a Code of Conduct with the re3 Councils
- iii. Any Code of Conduct entered into be signed on behalf of the Joint Waste Disposal Board by the Board's Chairman
- iv. The development of a re3 Partnership Communications Strategy be endorsed

7. **Adjudication Report**

The Board received a report providing an update on the adjudication of the dispute over excess waste profits.

It was reported that the adjudicator had found in the re3 Councils' favour and had confirmed that the Contractor has to include all recycle and trade waste when it calculates the value of the excess profits from waste. It was noted that whilst the decision of the adjudicator was legally binding it could be challenged in court. The costs of the adjudication were to be shared on a 50:50 basis.

The Board acknowledged the content of letters sent by the Contractor to the re3 Councils before the adjudication ruling had been received. It was agreed that officers would prepare a briefing note for Board members setting out responses to the issues raised in the letters and proposals for a way forward.

RESOLVED that:

- i. The content of the Project Director's report be noted
- ii. Further budget be invested as required to enable the pursuit of issues arising from the payment mechanism
- iii. A letter be drafted appraising DEFRA and HM Treasury of the dispute and its outcomes

8. Audit Report

The Board received the draft re3 Joint Waste PFI Internal Audit Report. The second biennial audit report had been completed by the Audit Team at Reading Borough Council's Internal Audit Team in consultation with the audit teams at Bracknell Forest and Wokingham Borough Councils.

The Audit had examined the following four areas: budget, facilities, governance and contract management and it had been found that overall performance in all areas was sound. Of the eight recommendations had been made following the audit, four had been classified as being medium priority and four as being low priority. This compared well to the fifteen recommendations identified in the 2011 audit. An action plan had been prepared and work was already taking place to address the priority areas identified.

The Board commended the clarity and format of the report.

RESOLVED that:

- i. The audit report relating to the re3 Joint Waste PFI be endorsed
- ii. The management responses, and associated actions, included within the audit report be approved

9. Annual Finance Statement

The Board received a report summarising the financial position of the joint waste PFI. The report included end of year figures for the 2012/13 financial year, the emerging position in the current financial year and a first draft of the budget for 2014/15.

It was noted that the patronage information contained within the results of the Annual User Survey would be applied to the draft 2014/15 budget and once this had been completed the revised draft budget would be circulated to the Board.

RESOLVED that the report of the Project Director be noted.

10. re3 Waste Strategy

The Board received a report providing an update on the development of a Waste Strategy for the re3 Partnership. The report provided an overview of the aim and scope of the strategy, a proposed timetable for completion and adoption of the strategy, a proposed forward plan for the Joint Waste Disposal Board and a proposed dashboard of key performance indicators that would be used to provide a high level illustration of the success of the re3 Partnership. Arising from Member's questions and comments the following points were noted:

- It was suggested that the Forward Plan be included as a standing agenda item at future meetings of the Board

- The strategy needed to give consideration to future aspirations for example new technologies and MRF
- Care needed to be taken to ensure that the language used in the strategy was consistent for example when discussing the measurement of the quantity of waste collected

It was proposed that officers and Members from each respective council consulted on the draft and it was requested that any comments and proposed amendments be forwarded to the re3 Project officers or the Project Director. A further draft, taking into consideration the aforementioned feedback and suggestions, would be brought to the Board's December meeting. It was expected that the Strategy would be finalised for approval by March 2014.

RESOLVED that:

- i. The report of the Project Director be noted
- ii. The proposed timetable for completion of the Strategy as described in paragraph 3.22 of the Project Director's report be approved

CHAIRMAN

READING BOROUGH COUNCIL

REPORT BY DIRECTORATE OF CORPORATE SUPPORT SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	20 th NOVEMBER 2013	AGENDA ITEM:	8
TITLE:	CLIMATE CHANGE STRATEGY 2013-2020 'READING MEANS BUSINESS ON CLIMATE CHANGE' ACTION PLAN		
SERVICE:	CORPORATE POLICY/ SUSTAINABILITY	WARDS:	ALL
AUTHOR:	Jill Marston/ Ben Burfoot	TEL:	72699/ 72232
JOB TITLE:	Senior Policy Officer/ Sustainability Manager	E-MAIL:	jill.marston@reading.gov.uk ben.burfoot@reading.gov.uk

1.0 EXECUTIVE SUMMARY

- 1.1 The Reading Climate Change Partnership was convened in 2009 as part of the delivery of the 2008 Reading Climate Change Strategy, Stepping Forward for Climate Change.
- 1.2 The strategy action plan ran from 2008-2013 and focused on Reading Borough Council services. The Council aimed to lead by example and work in partnership to reduce borough emissions.
- 1.3 The Council reported emission reductions each year except for 2009 and 2012. Emission reductions from 2007 to 2013 were 17.2%. Savings were estimated to be £587k per annum on the Councils energy costs from 2008 to 2013, taking account of growing energy costs.
- 1.4 The emissions from the borough as a whole up to 2011 reduced by 24%, making Reading the 15th best performing local authority area in England and Wales, out of nearly 400.
- 1.5 Other achievements included thousands of houses insulated (with a particular focus on those in fuel poverty), hundreds of people trained in green skills, with many subsequently employed, solar panels on a large number of schools and other public buildings and lower carbon development.
- 1.6 The Committee adopted the new climate change strategy for Reading, Reading Means Business on Climate Change developed by the Reading Climate Change Partnership on 23rd September 2013.

- 1.7 Strategy 'theme leads' have been consulting with partners to develop action plans to deliver the strategic priorities identified for each theme of the strategy. The Action Plan is included in Appendix A.

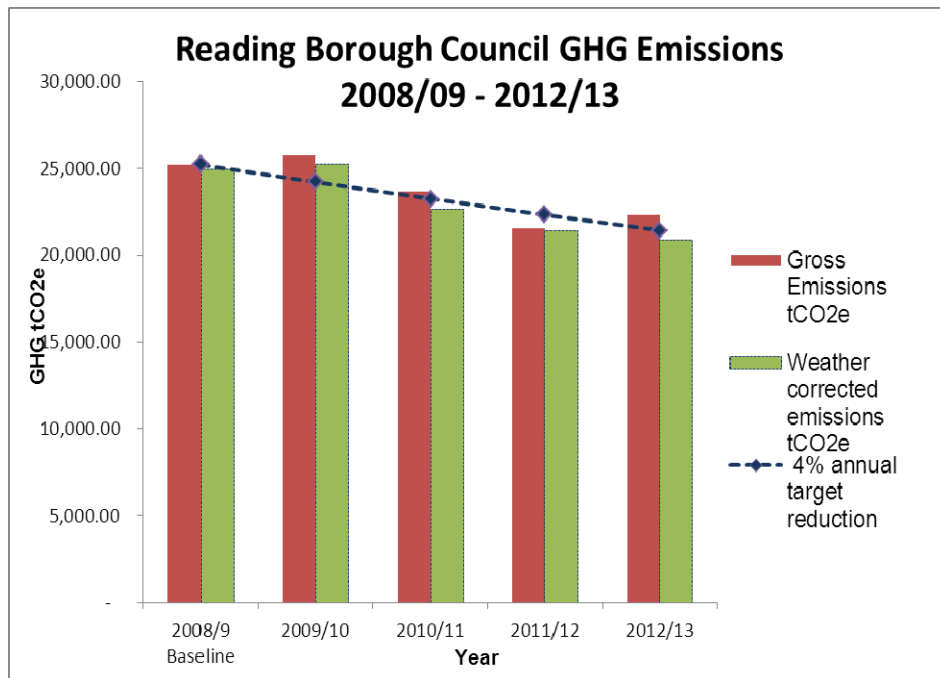
2.0 RECOMMENDED ACTION

- 2.1 That the Committee approve the Reading Climate Change Strategy 'Reading Means Business on Climate Change' Action Plan (Appendix A) insofar as the business relates to the activities of the Council.

3.0 Background

- 3.1 In 2008 Reading Borough Council published its Climate Change Strategy and action plan to 2013, "Stepping forward for Climate Change". The majority of the programmes set out in the action plan have been successfully delivered. The action plan focused primarily on Council functions.
- 3.2 The Climate Change Act 2008 establishes national carbon budgets of 50% reduction in carbon emissions by 2027, below 1990 levels. The government is bound to make provisions to meet this through a range of regulations.
- 3.3 Stepping Forward for Climate Change did not set emission targets for the borough as a whole, but rather set a policy framework to enable cross sector emission reductions to be made to increase the chances of the Borough meeting a 34% reduction by 2020. This was in line with national and European policy. There are no local data sets for carbon dioxide emissions in 1990.
- 3.4 The emissions of greenhouse gases from Reading have reduced significantly during the period 2005 to 2011 with a total reduction in annual emissions of 24% over this period. Reading's population has risen during this same period and the per capita reduction in emissions was 29%. This makes Reading the 15th best performer in England and Wales out of 388 authorities.
- 3.5 The carbon emission reduction targets set out for the Councils own operations in "Stepping Forward for Climate Change" were: 20% reduction in emissions by the end of the strategy period (by 2013), 50% by 2020 and zero carbon by 2050.
- 3.6 The carbon dioxide emissions from the councils own operations were measured in 2006/7 and since this date have reduced each year except for 2009 and 2012. Figure 1 shows the reductions against the Councils target since 2008/9. The graph shows that there has been a reduction in real terms of emissions of 11.6% since 2008/9 (estimated

to be 17.2% since 2007/8). The emissions were shown to be slightly higher than the target. The weather corrected figures are also shown and the impact of the weather on emissions can be seen in 2012/13, in particular.



3.7 Since 2008/9, the annual emissions of greenhouse gases from the operations of the Council have reduced by 2922 tonnes. It is estimated that since 2007/8 greenhouse gases have reduced by 4336 tonnes per annum.

3.8 A summary of the achievements made through Stepping Forward for Climate Change is provided in the new draft strategy, Reading Means Business on Climate Change.

3.9 Some of the accomplishments during the first strategy were:

- Thousands of homes were insulated.
- Hundreds of people trained in 'green skills'.
- Solar panels were installed on many of the boroughs schools and corporate buildings such as the bus depot and Rivermead leisure centre.
- Development sites have been earmarked for energy schemes.
- There was an increase in sustainable transport choices.
- The Council made good progress with its own emissions.

4.0 The New Strategy - "Reading Means Business on Climate Change"

4.1 The new climate change strategy, "Reading Means Business on Climate Change" covering the period 2013-2020 was adopted by the

Strategic Environment, Planning and Transport Committee on 23rd September 2013. The strategy was launched at a high profile event at the Henley Business School on the 24th September 2013 alongside a dedicated interactive website which is designed to inspire both organisations and individuals to join the Reading Climate Action Network. www.readingclimateaction.org.uk

- 4.2 A number of themes from a range of partner agencies (including Reading Borough Council) co-ordinated and developed each theme chapter, in consultation with stakeholders.

The 'theme leads' include: Reading Borough Council councillors, sustainability, planning, transport and communications teams; Kyocera Document Solutions, NHS Berkshire, Greater Reading Environmental Network, Institute for Sustainability and Reading Friends of the Earth.

- 4.3 The themes are:

- Energy
- Low Carbon Development
- Natural Environment
- Water Supply and Flooding
- Transport
- Purchasing, Supply and Consumption
- Education, Communication and Influencing Behaviour
- Community

- 4.4 For each of the eight themes, a number of strategic priorities have been identified.

- 4.5 The detailed Theme Action Plans set out how the strategic priorities will be delivered. These continue to be developed by the 'theme leads' in consultation with delivery partners.

5.0 Vision and target

- 5.1 The draft strategy sets out a vision for Reading for 2020, with low carbon being the normal way to live and work in 2050. It proposes a target for the **borough as a whole** to reduce emissions by **34% by 2020** (against a 2005 baseline), with members of **Reading Climate Action** (see 5.2 below) committing to reduce their emissions by **7% a year**.

- 5.2 The strategy proposes a wider network of organisations, businesses, communities and individuals called Reading Climate Action Network, who will seek to establish ways to meet the targets and aspirations of the strategy.

6.0 Theme Action plans

- 6.1 The strategic priorities set out in the strategy form the framework for the actions for each theme of the strategy. They set out the key objectives of the strategy. They will be reviewed after three years in 2016/17.
- 6.2 The Action Plan sets out how partners will contribute towards the strategic priorities set out in the strategy. It includes specific targets, measures and milestones for each action. The Action Plan has been drawn up by theme leads in consultation with delivery partners. The action plan is a working document and will be reviewed annually.
- 6.3 The action plan will be published on the Reading Climate Action website. www.readingclimateaction.gov.uk Progress against the action plans will be monitored bi-annually by the Reading Climate Change Partnership.
- 6.4 Although the Action plan details the delivery by a range of organisations, a significant element of the action plans will be delivered by the Council. The Council's delivery within the strategy is embodied in existing Council policies such as, for example the Local Transport Plan and Biodiversity Action Plans.

8.0 Timetable

- 8.1 The timeline for the strategy monitoring and review is as follows:

Publish/launch Strategy	24 th Sept 2013
Action Plans to Strategic Environment Planning and Transport Committee	20 th Nov 2013
First monitoring	Apr 2014
First Annual meeting	Nov 2014
First review of action plan	Nov 2014
Review of Strategy	2016/17

9.0 CONTRIBUTION TO STRATEGIC AIMS

- *To Develop Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley*

9.1 The Council has made a commitment to lead in tackling climate change in Reading. The success of the delivery the Climate Change Strategy is paramount in meeting this strategic aim.

- *To establish Reading as a learning City and a stimulating and rewarding place to live and visit.*

9.2 Reading needs to develop a low carbon economy. Jobs and learning opportunities created in the delivery of the strategy are a key part of this. Climate change is a key part of 'sustainable schools' and development of the curriculum to include of climate change is vital in securing the future of Reading.

- *To promote equality, social inclusion and a safe and healthy environment for all*

9.3 The health and welfare of the population of Reading depends in part on understanding and adapting to the impacts of climate change.

10.0 COMMUNITY ENGAGEMENT AND INFORMATION

10.1 Extensive stakeholder engagement, including two very well attended workshops, has influenced the development of Reading Means Business on Climate Change from the outset.

10.2 A draft of the strategy was published for public consultation on 1st Nov, running for six weeks until December 14th and was extended to February 2013. Responses have now been considered and the final strategy published.

11.0 EQUALITY IMPACT ASSESSMENT

11.1 The implementation of Reading Means Business on Climate Change and associated carbon reductions will benefit Reading's population as a whole in helping to mitigate the effects of climate change, as well as benefiting some sections of the population more specifically e.g. the education and skill level of those living and working in Reading will need to be raised in order to meet the demands of an expanding 'green economy'; this will enable people generally to play a fuller part in a more cohesive society.

11.2 Grant assistance will be provided through the Green Deal, to enable those in fuel poverty who find it difficult to heat their homes to be

able to afford work such as insulation so that their homes produce fewer emissions as well as being warmer.

12.0 LEGAL IMPLICATIONS

12.1 The Climate Change Strategy is a key policy under the Local Strategic Partnership, its delivery forming part of the delivery of the Sustainable Community Strategy.

12.2 Nationally, legal obligations in respect of climate change are incorporated into legislation through a range of regulations set out under the Climate Change Act 2008. The Reading Climate Change Strategy does not set out any specific binding actions in relation to these regulations but offers a multi-organisation framework which constitutes the proposals for the Borough to assist in meeting the national carbon budgets.

12.3 The low carbon development chapter sets out the intended course of action for planning policy development and upcoming obligations relating to the Zero Carbon Standards, which are yet to be set in statute and which relate to the Building Control Regulations and National Planning Policy Framework. The strategy and action plan sets out a principle in this regard to incorporate a Zero Carbon approach in respect of new development. In the event that this legislation is not passed by parliament, a programme of research into local carbon funds that are currently in place in other boroughs is included to enable further consideration.

12.4 The Energy Efficiency Directive 2012 came into force in December 2012 and member states have to implement it by June 2014. The Directive requires member states to renovate 3% of buildings "owned and occupied" by Central Government. It also says Member States shall encourage local and regional government to adopt plans, energy management systems and energy performance contracts. It is currently unclear how the government intends to implement this into national law, but a number of key provisions are already in place to 'encourage' regional and local government to adopt a range of measures.

12.5 Whilst a number of initiatives and investment proposals have been incorporated in the Climate Change Strategy Action plan, the obligations relating to the Energy Performance in Buildings Regulations, Carbon Reduction Commitment, Energy Efficiency Regulations and Energy Act will be specifically addressed in an Energy and Carbon Management Policy, which is currently under development. This will set out the specific actions that the Council is intending to make in relation to its use of energy and fuel in its own estate operations.

12.6 The Home Energy Conservation Act and Energy Act sets out the obligations on the Councils to make provisions and plans to improve the energy efficiency of the housing stock within its area of control. This includes stating the intended course of action in relation to the Green Deal (The Government's policy on retrofitting of buildings for energy efficiency). The Council has notified the Department of Energy about its intention to publish its HECA report this year.

13.0 FINANCIAL IMPLICATIONS

13.1 The action plan sets out the actions that the Council and/or other partners will make to meet the strategy. Actions for which the council are the named lead delivery body will only be included where they have been identified as deliverable within the existing budget framework of the Council.

13.2 Under the revised constitutional arrangements the responsibility for climate change policy is now held by the Strategic Environment, Planning and Transport Committee. Since the action plans are yet to be finalised and they will be reviewed annually, it is proposed that the Strategic Environment, Planning and Transport Committee approve the action plan and any changes to ensure that delivery is consistent with the Council's policy and budget frameworks. Should amendments to the action plans require additional resourcing, beyond the existing budget framework then the revisions will need to be approved by full Council.

13.3 The financial implications of the delivery of the Councils actions in relation to energy management form a key element of the financial savings programme of the Council. Annual energy bills amount to around £4m. This annual revenue expenditure is predicted to rise beyond inflation and therefore it is important to maintain investment and operational control on energy and fuel to enable significant reductions in energy consumption. The strategy includes investment plans for the period 2013-16. These are included within the Council's budget and are predicted to generate cost savings and revenues of £878k per annum by the end of 2016

13.5 The estimated savings associated with reductions in energy consumption since 2008 to 2012 are estimated to be £587k per annum. This figure shows the reduction against costs taking into account the increases in energy costs. i.e. what the council would be paying for energy today if it hadn't reduced the consumption.

14 BACKGROUND PAPERS

14.1 Appendix A - Reading Means Business on Climate Change 2013 -2020 (Action Plan).

14.2 Appendix B - Reading Means Business on Climate Change 2013 -2020 (strategy)

READING MEANS BUSINESS ON CLIMATE CHANGE

READING'S CLIMATE CHANGE STRATEGY 2013-2020

THEME ACTION PLANS

DRAFT NOVEMBER 2013

Theme 1: Energy Supply

Strategic Priority 1: Reduce electricity and gas consumption within the commercial and public sectors

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP1.1 ¹	Produce report identifying the commercial and public sector electricity consumption in Reading and identifying key opportunities for energy efficiency	Summer 2014	report	Reading Borough Council	University of Reading T.S.B.E. Centre (Technologies for Sustainable Built Environment)
T1SP1.2	Develop and support a group of organisations to invest in their own energy efficiency programmes	March 2014	Meeting of group	Reading Borough Council	Business group - Reading UK CIC, Climate Berkshire
T1SP1.3	Council Energy Plan Programme - corporate buildings and new Civic Refurbishment project	2013-2016	Civic refurbishment project 2014 Low energy Street lighting 2013 to 2016 Other building refurbishment projects 2014-16	Reading Borough Council	Public sector group
T1SP1.4	Continue to offer schools support on energy and carbon management and seek potential development	ongoing	Service Level Agreement published ahead of each business year. Report number of signatories.	Reading Borough Council	Reading Schools

¹ T = theme; SP = strategic priority

Strategic Priority 2: Introduce smart meters and energy storage solutions in Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP2.1	Produce a model that identifies where electricity loads in buildings can be reduced at peak periods.	Dec 2014	Engineering Doctorate Thesis with T.S.B.E.	Reading Borough Council	University of Reading. T.S.B.E. centre.
T1SP2.2	Raise awareness of benefits of smart meters for households and businesses	December 2015	publicity on smart meters by 2015	utility companies	Reading Borough Council
T6PS5.4	Encourage and increase the number of meters and other resource monitoring/ saving devices installed in buildings and other energy/resource using facilities across Reading	March 2014	source resources to deliver messages year 2	Reading Borough Council	University of Reading

Strategic Priority 3: Develop heat supply networks to deliver low carbon heat in Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP3.1	Identify planning sites that are suitable for decentralised energy networks.	March 2015	Shortlist of suitable sites identified.	Reading Borough Council, Thames Valley Energy	Climate Berkshire
T1SP3.2	Identify existing anchor heat-loads, such as hotels, high density domestic developments, leisure centres etc.	September 2014	produce heat map of borough.	Thames Valley Energy	Reading Borough Council
T1SP3.3	Identify procurement approaches for capital investment and operational functions.	September 2015 March 2016	Initial report on options for specific sites. Business planning for sites or private sector driven through planning/investment.	Reading Borough Council,	Private sector

Strategic Priority 4: Increase amount of energy generated locally using renewable technologies

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP4.1	Create a renewable energy deployment strategy for group of businesses and public sector organisations	March 2014	Produce report for end March 2014	Thames Valley Energy	Reading Borough Council
T1SP4.2	Produce Reading Borough Council Energy and Carbon Management Policy	March 2014	Report to Strategic Environment, Planning and Transport committee March 14	Reading Borough Council	
T1SP4.3	Produce a renewable energy investment strategy to provide 8% of local power, identifying most investable renewable energy in borough, making consideration of solar photovoltaics, solar thermal, ground source heat pumps, wind, anaerobic digestion, biomass and gasification processes, and hydro power.	September 2014	Report to Reading Climate Change Partnership	Thames Valley Energy	Reading Borough Council
T1SP4.4	Deliver Council Energy Plan Programme - Renewable energy projects - includes Photovoltaic Solar panels and biomass heating.	March 2016	<ul style="list-style-type: none"> • 1st Biomass project March 2014 • Solar photovoltaic on housing Aug 2014 	Reading Borough Council,	Thames Valley Energy
T1SP4.5	Work with small businesses to encourage uptake of renewable energy	September 2014	5 x Re-Start Local events, 60 businesses 12hrs assistance	Reading Borough Council, Institute for Sustainability	Thames Valley Energy
T1SP4.6	Build local supply chains for technologies by building local skills and engaging local companies in larger contracts	September 2014	6 x Re-Start Local events, 60 businesses 12hrs assistance	Reading Borough Council, Institute for Sustainability	Thames Valley Energy
T1SP4.7	Attract local and inward investment for renewable energy development	Sept 2015	Identify investment routes for projects identified in 4.3.	Reading UK CIC	Reading Borough Council

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T1SP4.8	Encourage local communities and businesses to support the development of renewable energy in their communities .	July 2014	<p>Communication plan for renewable energy for communities and businesses.</p> <p>Identify potential buildings and locations. Identify interested parties</p> <p>Provide technical advice to interested groups</p>	Reading Borough Council	Reading Voluntary Action, Greater Reading Environmental Network, Transition Town Reading
T1SP4.9	Create a number of community showcase facilities in Reading	March 14	<p>Identify potential buildings, RISC solar and Green Park wind turbine, To identify others</p>	Reading Borough Council	RISC, Green Education
T1SP4.10	Implement a bulk buy scheme for renewable energy	TBC	Identify opportunities for renewable energy supplier discounts	Transition Town Reading	Reading Neighbourhood Network

Theme 2: Low Carbon Development

Strategic Priority 1: Buildings in Reading to be built to high standards of energy efficiency incorporating on-site renewable energy where possible

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP1.1	Ensure new buildings in Reading meet high standards of energy efficiency in design and construction & install the most appropriate on site renewable energy generating technologies; specifically, review available and emerging standards	March 2016	Establish planning policies that support standards with highest feasible FEE (Fabric Energy Efficiency)	Reading Borough Council	
T2SP1.2	Attract low carbon developments to Reading that adopt high standards of energy efficiency such as Minergie or Passive House	March 2015	Actively engage with developers about demonstration homes to gauge market interest	Reading Borough Council	
T2SP1.3	Research and investigate potential for 'Community Energy Fund' ahead of zero carbon standards	Mar 2015	Report with recommendations about implementing scheme.	Reading Borough Council	other authorities who have already implemented carbon offsetting funds
T2SP1.4	Implement a local allowable solutions 'Community Energy Fund' to take advantage of allowable solutions locally; implement planning policies that require its use by developers who are not able to establish sufficient on site measures to reduce carbon emissions to zero carbon through Fabric Energy Efficiency	November 2015 dependant on building regulations and planning policy developments	Implementation of fund mechanism	Reading Borough Council	Adjacent authorities, Climate Berkshire

Strategic Priority 2: Retrofit energy efficiency measures into Reading's buildings

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP2.1	Make guidance available for householders and businesses on retro-fitting renewable energy and energy-saving technologies, including technologies and financial assistance	Six monthly reviews	Regularly updated web pages - Information and links on RCA (Reading Climate Action) website to EST and other websites, as necessary/relevant.	Reading Climate Change Partnership	
T2SP2.2	Review performance of Reading homes as shown by the Private Housing Condition Survey and use information to target energy saving activity and action.	September 2013	Completion of Home Energy Conservation Act report.	Reading Borough Council	Housing associations and Landlord groups
T2SP2.3	Develop case studies and show homes networks ('such as super-homes') that encourage renovation and re-use of empty buildings rather than new homes. Explore links to refurbishments of older buildings.	March 2015	Establish specific show homes in Reading through volunteers and/or where funding available. Possible link to heritage open days.	Reading Borough Council	Superhomes network, Reading community groups

Strategic Priority 3: Improve properties to reduce fuel poverty in Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP3.1	Provide personalised service to help house holders access Energy Company Obligation subsidies and other services/funding available.	December 2013	Continue Warm Homes initiative.	Reading Borough Council	Energy companies and switching services
T2SP3.2	Provide switching/energy bills advice service for those struggling to afford to heat their homes.	Dec 2013	Integrate into Warm Homes Initiative.	Reading Borough Council	Energy companies and switching services
T2SP3.3	Improve standards of empty homes and seek to re-occupy	March 2014	<ul style="list-style-type: none"> • Continue Council Tax premium for long term empty properties • Annual report on empty homes progress 	Reading Borough Council	
T2SP3.4	Loan lease on empty homes working in partnership with Registered Social Landlords	ongoing until March 2015	Approx 30 properties TBC	Reading Borough Council	Housing solution and Radian Housing
T2SP3.5	Continue to support those most vulnerable to fuel poverty, in particular those that are at imminent health risk through the 'Winter Watch' project	March 2014	<ul style="list-style-type: none"> • 2 x staff available to provide service • Reach at least 100 households in need 	Reading Borough Council	

Strategic Priority 4: Enable uptake of Green Deal and associated grants in Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP4.1	Establish a contracted Green Deal Energy Company Obligation provider in Reading; contract to include local employment, high quality of specified works, high customer standards and finance as needed	March 2014	<ul style="list-style-type: none"> • Develop awareness raising programme for Green Deal in the borough • Develop proposals for ECO funded schemes that also incorporate social benefit 	Reading Borough Council	Housing associations - Affinity, Catalyst, other Berkshire Authorities
T2SP4.2	Prepare scheme to publicise the Green Deal to appropriate households	ongoing	Progress report with number of households contacted	Reading Borough Council	
T2SP4.3	Continue to offer advice to householders about the Green Deal through Green Deal Pioneer Place project	March 2014	Provide telephone service. 2 x officers who can assist householders.	Reading Borough Council	Chosen Green Deal contractor and associated sub-contractors Dept of Energy and Climate Change
T2SP4. 4	Monitor and review up-take of Green Deal and Energy Company Obligation funding through government statistics or if not available from the major provider(s) in the area	annually	<ul style="list-style-type: none"> • Number of participants at each stage • Funding allocated • Annual energy saving due to Green Deal Energy Company Obligation 	Reading Borough Council	Green Deal contracted party

Strategic Priority 5: Monitor and minimise the 'embodied carbon' incorporated into construction projects

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP5.1	Identify suitable research to identify case studies of mechanisms to estimate embodied energy/carbon in new development	March 2014	Identify case studies.	Peter Brett Associates	
T2SP5.2	Identify the carbon costs of development for life-time carbon when submitting planning applications in accordance with Code for Sustainable Homes and BREEAM standards	March 2016	Planning policy review	Reading Borough Council	Reading Borough Council
T2SP5.4	Develop policies that stipulate energy and sustainable design solutions that are appropriate to the density and location of buildings	March 2016	Review of planning policy documents.	Reading Borough Council	University of Reading

Strategic Priority 6: Continue to develop planning policies that:

- support the reduction of green-house gas emissions directly and indirectly from the borough
- reduce the risks of climate change on the communities of Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP6.1	Ensure that drainage design is sufficient to allow for increased intensity rainfall in new developments and infrastructure construction/repairs	Ongoing	Six monthly report	Reading Borough Council	Environment Agency (until SuDS Approval Boards take responsibility)
T2SP6.2	Assess care homes for risk of heat waves; implement measures to ensure that care customers are not at risk of hot conditions; develop low carbon cooling approaches for care homes	March 2015	Report	Reading Borough Council	
T2SP6.3	Ensure public spaces and park-areas have sufficient shade and places to rest to reduce risks of over-exposure to sun and potential health impacts, through implementation of Tree Strategy (see Natural Environment chapter and Action Plan)	March 2014	Timetable for Tree Strategy	Reading Borough Council	Tree wardens
T2SP6.4	Establish funding to conduct research into predicted impacts from storm damage in Reading to 2100 to inform building design; revise planning policies in light of evidence	March 2015	Research proposal by March 2014	University of Reading, Meteorology dept TBC	Reading Borough Council
T2SP6.5	Research 'green roofs and walls' to inform specific policies and make available guidance on their costs and benefits for developers, planners and public so that their relative merits for different policy objectives relating to climate change (and other benefits/dis-benefits) can be taken in to account in design and planning	March 2015	Planning policy review	Reading Borough Council	University of Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T2SP6.6	Continue to review strategic plans for economy, housing, population, industry etc. to ensure they are compatible with local and national emissions targets. Revise strategic plans to manage the amount, type, and location of housing and business development in and around Reading to deliver a low-carbon (and low-cost) economy	ongoing	Sustainability reports on strategic plans	Local Strategic Partnership, Reading Climate Change Partnership	Local Enterprise Partnership

Theme 3: Natural Environment

Strategic Priority 1: Improve the quality and connectivity of natural habitats

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP1.1	Review the Reading Biodiversity Action Plan and update the plan to take account of climate change	2015	New Biodiversity Action Plan in 2015	Reading Borough Council	None
T3SP1.2	Monitor the proportion of Local Wildlife Sites in positive conservation management in line with government guidance on Single Data List 160	ongoing	<ul style="list-style-type: none"> • All Reading Borough Council sites to be in positive conservation management by 2015 • Reading Borough Council to encourage other landholders to manage their sites 	Reading Borough Council	Other landowners as appropriate
T3SP1.3	Keep under review, in light of climate change science: Tree Strategy, Orchard Project, Open Spaces Strategy, Thames Parks Plan and the document 'Reading Waterspace - A Vision for the Thames and Kennet'	Sept 2014	Status report. Progress report on each project annually.	Reading Climate Change Partnership	Reading Borough Council
T3SP1.4	Identify areas of grass land of highest habitat value and manage as meadow	March 2014	<ul style="list-style-type: none"> • Staff training / awareness days • Statement about grass cutting policy on website 	Reading Borough Council	Private individuals and volunteer groups

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP1.5	Help facilitate the work of the Berkshire Local Nature Partnership in respect of Reading sites.	ongoing	Input to BNLP	Reading Borough Council	Berkshire Local Nature Partnership
T3SP1.6	Undertake periodic ecological surveys of Reading's Local Wildlife Sites and review status in line with government and local guidance	each site is surveyed as a minimum every 5 years	Annual review of surveyed site status by Berkshire Local Wildlife Site Selection Panel	Reading Borough Council	Thames Valley Environmental Records Centre ,Berkshire Local Wildlife Site Selection Panel
T3SP1.7	Periodically update the Berkshire phase 1 habitat map	2018	Periodic review approx every 5 years, next due circa 2018	Thames Valley Environmental Records Centre	Reading Borough Council
T3SP1.8	Raise awareness of Biodiversity Opportunity Areas and seek opportunities to engage with landowners and encourage them to manage land in accordance with the objectives for their area	December 2013	Progress report and plan	Berkshire Local Nature Partnership	Thames Valley Environmental Records Centre, Reading Borough Council
T3SP1.9	Encourage groups, individuals and organisations to share ecological data with Thames Valley Environmental Research Centre so that this information can be used to inform studies into the effects of climate change on biodiversity	ongoing	Annual report from Thames Valley Environmental Records Centre to Reading Borough Council	Thames Valley Environmental Records Centre	
T3SP1.10	Assess adequacy of control over conversion of front gardens to parking	March 2014	Review of policy to committee with recommendations	Reading Friends of The Earth	Reading Borough Council
T3SP1.11	When reviewing management plans for public land ensure green infrastructure is considered as well as other physical and social issues; consider management plans with involvement of partners	Sept 2014	Produce checklist for key Green Infrastructure considerations to be applied to high profile sites.	Reading Borough Council	

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP1.12	Raise awareness of the importance of green infrastructure for adapting to climate change and the economic benefits it provides	March 2014	Produce a briefing for multi-agency use in publicity.	Reading Borough Council	University of Reading, Reading Friends of the Earth
T3SP1.13	Assess and seek improvement of waterways, river and canal banks as wildlife corridors	March 2014	Identify improvements to managed areas.	Reading Borough Council	Environment Agency, Berkshire Local Nature Partnership Canals and Rivers Trust.
T3SP1.14	Assess and seek improvement of railways as wildlife corridors	March 2014	Identify activity through existing management plans.	Network Rail	Environment Agency, Berkshire Local Nature Partnership

Strategic Priority 2: Encourage local community groups and businesses to become more involved in the management of local green spaces

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T3SP2.1	Sustain and grow local wildlife activities, especially for children	ongoing	Wildlife community events (Estimated 94 meets in 2012)	Econet, Globe Groups	Connect Reading (businesses)
T3SP2.2	Encourage teaching about wildlife in schools; provide training and information for teachers; look at expanding Reading's Outdoor Classroom	March 2014	Produce action plan	Reading Borough Council	Berks, Bucks And Oxon Wildlife Trust, Econet
T3SP2.3	Provide guidance on wildlife gardening with assistance from partners	March 2014	Guidance on website. Establish a channel for local expertise sharing.	Econet, GLOBE groups (ORCG & Ridgeline)	Berks Bucks And Oxon Wildlife Trust, Econet

Theme 4: Water Supply and Flooding

Strategic Priority 1: Manage demand for and supply of water to reduce the expected impact of water shortages on consumers and on wildlife

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T4SP1.1	Publish and deliver the Water Resources Management Plan	ongoing	Improved 'Supply Demand Balance'	Thames Water	Environment Agency
T4SP1.2	Monitor the frequency of occurrence of drought conditions and restrictions on supply	2020	<ul style="list-style-type: none"> • Hosepipe bans less frequent than every 10 years • 'Temporary Use Bans' less frequent than every 20 years 	Thames Water	Environment Agency
T4SP1.3	Ensure that Reading's strategic development plans are compatible with expected availability of water supplies	on review of planning policy documents	Approval by Thames Water and Environment Agency	Reading Borough Council	Thames Water, Environment Agency
T4SP1.4	Identify key groups of Reading water users for whom supply restrictions may be business-critical and assist them to become more resilient	2015	Identification of key groups	Environment Agency	Local Economic Partnership, Reading UKCIC, Chamber of Commerce, Thames Water
T4SP1.5	Reduce demand for water in existing buildings by providing free water saving devices	ongoing	Deployment of devices to building operators.	Thames Water	
T4SP1.6	Incorporate water efficiency measures into development control practice and Reading Borough Council policies.	Mar 2016	Incorporation of water efficiency as a priority into planning policy reviews. Incorporation of water management into Councils policies.	Reading Borough Council	
T4SP1.7	Establish joint working approach with Thames Water, the Environment Agency and Reading Borough Council to engage public support to reduce consumption at times of water stress.	Mar 2015	Establish coordination practices.	Thames Water	Environment Agency, Reading Borough Council

Strategic Priority 2: Reduce the carbon footprint of water supply and water heating

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T4SP2.1	Work with Thames Water to educate consumers and property developers to reduce the use of hot water	Ongoing Annual reporting.	<ul style="list-style-type: none"> • Target water saving actions to include hot water consumption • Report on up-take of measures to reduce hot water consumption 	Reading Climate Change Partnership Behavioural Change Group,	Thames Water, Reading Borough Council
T4SP2.2	Encourage use of low carbon energy sources to heat water - see Strategic Priority 3 in Energy Supply section)	July 2014	Produce a list of measures for reducing household hot water wastage/consumption.	Thames Water	Reading Borough Council
T4SP2.3	Reduce energy used in water supply and sewage treatment	ongoing	Data submitted to Carbon Reduction Commitment Registry (regulated by Environment Agency)	Thames Water	

Strategic Priority 3: Reduce risks of damage due to flooding

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T4SP3.1	Issue flood warnings	ongoing	As per Flood Management Programme.	Environment Agency	Other principal response agencies
T4SP3.2	Implementation of Council Flood Plan	ongoing	Annual report	Reading Borough Council	
T4SP3.3	Implement sustainable urban drainage systems (SuDS) in accordance with Planning policies and in delivery of infrastructure	ongoing	Number of new SuDS installed depm	Reading Borough Council	Developers, Environment Agency (until SuDS Approval Boards take over responsibility)
T4SP3.4	Seek to establish resources to conduct a review of the implementation of effective SuDS across borough	March 2014	Audit report on capability	University Of Reading	Reading Borough Council, Environment Agency
T4SP3.5	Identify properties at risk of flooding and provide advice on resistance and resilience measures	March 2014	Complete survey of users and plan future action	Reading Borough Council	Local Economic Partnership, Reading UK CIC, Chamber of Commerce, Thames Water, Environment Agency
T4SP3.6	Engage with major utilities, service providers and retailers to gain assurance that essential supplies can be maintained in conditions of flood	March 2014	Action plan to do this prepared and agreed	Reading Borough Council	Thames Water Highways Agency, Local Economic Partnership, Reading UK CIC

Theme 5: Transport

Strategic Priority 1: Develop a transport infrastructure which supports more low carbon travel options for people in Reading

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP1.1	Build pedestrian cycle bridge	March 2015	procure, build, monitor use	Reading Borough Council	Sustrans, landowners
T5SP1.2	Launch cycle hire	Spring 2014	monthly use	Reading Borough Council	Various
T5SP1.3	New and upgraded premier cycle routes	ongoing	new links and new facilities	Reading Borough Council, (Local Sustainable Transport Fund partnership)	
T5SP1.4	Support electric vehicle charging	2014	to be developed	Reading Borough Council, business	Car park operators
T5SP1.5	Apply best practice (from around UK) to road layouts	ongoing during resurfacing programme	reduction in injury accidents	Reading Borough Council	
T5SP1.6	Improve pedestrian/cycle facilities at local destinations and local environment	ongoing	New crossings, cycle stands installed; local area enhancements	Reading Borough Council, Local Sustainable Transport Fund partnership	Community, business

Strategic Priority 2: Reduce energy use and embodied energy in transport infrastructure

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP2.1	Expand low energy lighting and control (e.g. dimming)	ongoing	monitor energy use	Reading Borough Council, Local Sustainable Transport Fund partnership	SSE
T5SP2.2	De-illuminate street furniture	ongoing	monitor energy use	Reading Borough Council	SSE

Strategic Priority 3: Manage transport infrastructure and services to prepare for climate change

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP3.1	Reallocate road space to public transport and cycling	ongoing	By road or route	Reading Borough Council	
T5SP3.2	Improve traffic signal operation	ongoing	By junction	Reading Borough Council	
T5SP3.3	Management of transport related assets	ongoing	Faults, repair rates, response in extreme weather	Reading Borough Council	
T5SP3.4	Give appropriate advice for new development	ongoing	to be developed	Reading Borough Council	Developers

Strategic Priority 4: Encourage non-car travel for all sectors of the population, through targeted advice, incentives and enforcement

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP4.1	Personalised travel planning (arranging travel plan for individual)	to March 2015	Take customers through questionnaire - Conversations held	Reading Borough Council	Businesses
T5SP4.2	Develop financial and non-financial incentives to use sustainable travel methods (e.g. challenges, promotions)	ongoing	Participation, mode shift	Local Sustainable Transport Fund partnership, various	Reading Borough Council
T5SP4.3	Parking/bus lane enforcement (inc. camera car)	ongoing	to be developed	Reading Borough Council	
T5SP4.4	Promote new website and add to functionality	to March 2015	Measure use and app development	Reading Borough Council	Media, business
T5SP4.5	Variable Message Signing expansion	2013	to be developed	Local Sustainable Transport Fund partnership	
T5SP4.6	Introduce a Smart ticketing system	to March 2015	Increase sustainable travel	Reading Borough Council, Reading Transport Ltd	Various
T5SP4.7	Social media use for travel planning	ongoing	More reliable journey planning	Community, business	
T5SP4.9	Planned extension of 20mph speed limits/zones as appropriate to local conditions	ongoing	New schemes annually	Reading Borough Council, Police	

Strategic Priority 5: Reduce the air pollution from vehicles

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T5SP5.1	Extend park and ride	March 2015	New park and ride southeast, south & west	Reading Borough Council,	West Berks and Wokingham councils, Local Sustainable Transport Fund partnership and train operating companies, Business
T5SP5.2	Parking management	ongoing	Restrictions, enforcement	Reading Borough Council	
T5SP5.3	Bluetooth network management	2013	Journey time reliability	Reading Borough Council, Local Sustainable Transport Fund partnership	
T5SP5.4	Emissions or congestion permitting, gating	to be developed	Appropriate measures introduced	Reading Borough Council	Department for Transport, Department for Environment Food and Rural Affairs

Theme 6: Purchasing, Supply and Consumption

Strategic Priority 1: Enable people to make sustainable purchasing choices

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP1.1	Identify/support best practice champions in key areas	Sept 14	form a delivery group, recruit champions	Reading Borough Council	Connect Reading
T6SP1.2	Gather information on best practice	Mar 15 then on going	Publish best practice from delivery group on Reading Climate Action website.	Reading Borough Council	
T6SP1.3	Establish a forum for sharing ideas	Mar 15 then on going	Forum launch	Reading Voluntary Action	Reading International Solidarity Centre (RISC)

Strategic Priority 2: Support and encourage local purchasing and the development of local supply chains

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP2.1	Publish impartial/ peer reviewed information to guide local purchasing for dissemination.	On going	Toolkit developed to support local companies to access public contracts.	Demeter (commissioned by Institute for Sustainability)	
T6SP2.2	Compile information guide identifying the key standards and kite-marks.	Mar 14 Mar 15	<ul style="list-style-type: none"> • set up initial info source • provide formal guide then update ongoing 	Reading Borough Council	Institute for Sustainability, Energy Savings Trust, University of Reading

Strategic Priority 3: Promote and encourage new business models focused around the 'circular economy'

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP3.1	Organise regular seminars on key subjects such as circular economy.	Sept 14	First seminar. 1 per annum	University of Reading	
T6SP3.2	Establish a group of organisations that have an interest in exploring 'circular economy' approaches	September 2014	Group established	Kyocera Document Solutions (UK) Ltd	

Strategic Priority 4: Develop standards and the commitment to sustainable procurement in both the public and private sectors

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP 4.1	Link up with existing public and business sector initiatives and build on current standards/procedures	Sept 16	First group of businesses and organisations to have produced a Purchasing Supply and Consumption/ Waste Plan	Reading Borough Council	Environment Agency, NHS, Kyocera Documents Solutions UK Ltd, Connect Reading
T6SP 4.2	Develop local diverse, flexible supply chains and work with them to improve environmental standards of procurement	Sept 14	RE-Start Local Project. Work with 60 SMEs (small and medium enterprises) to outline public sector opportunities and standards.	Reading Borough Council	Institute for Sustainability
T6SP 4.3	Explore the potential to develop an accreditation scheme with Reading businesses	Mar 15	Initial feasibility	Kyocera Document Solutions (UK) Ltd.	Other champions identified through group.
T6SP 4.4	Nominate commercial and public sector “champions” in Reading area to highlight best practice	Mar 15	recruit champions in each sector	Reading Borough Council	Environment Agency, NHS, Kyocera Documents Solutions UK Ltd, Connect Reading
T6SP 4.5	Hold collaborative workshops between public and private sector procurers in Reading and other local Council areas to discuss/share knowledge	Sept 14	First workshop (annually thereafter)	Reading Borough Council	Business champions
T6SP 4.6	Develop financial and non-financial incentives (e.g. challenges, promotions) and competition.	Dec 14	Category award best organisation for Sustainable procurement/waste.	Reading Climate Change Partnership	WRAP
T6SP 4.7	Hold joint demand/supply chain events to bring local procurers and SME suppliers closer together pre competition	Sept 14	RE Start Local project	Institute for Sustainability/ Reading Borough Council	

Strategic Priority 5: Increase recycling rates

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP5.1	Continue to seek ways to improve Council collections and apply known best practice	Mar 15	Review of Council Collections	Reading Borough Council	Re3
T6SP5.2	Research/map and validate currently available methodologies and update knowledge	Mar 15	Set up initial info sources	Institute for Sustainability	Reading Borough Council
T6SP5.3	Disseminate knowledge and best practice in relation to recycling across the Borough to all communities and sectors	ongoing	re3 partnership - integrate into review	Reading Borough Council re3 Partnership	
T6SP5.4	Work with businesses to improve the uptake of recycling of trade waste and to collaborate on finding markets for surplus goods and materials	Mar 14	Town centre recycling cardboard contract	Reading UK CIC	Connect Reading

Strategic Priority 6: Reduce waste by supporting the re-use and repair of products and materials

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T6SP6.1	Use networks and variable communication methods to inform /encourage reduction, reuse and recycling, peer to peer lending and collaborative consumption	Sept 14	Information made available through web and other media.	re3 Partnership	Sue Ryder, Transition Town Reading, share & repair café
T6SP6.2	Identify particular examples/case studies (Reading and beyond) of innovative approaches to waste reduction, recycling and reuse.	Mar 15	% waste reduction for subsectors of borough to 2018	Reading Borough Council	WRAP, Community sector
T6SP6.3	Set up special interest working group to study and report on best practice and innovations.	Mar 15	form a special interest group, source initial case studies/info 1 year : source resources to deliver messages/seminars year 2	Reading Borough Council	
T6SP6.4	Promote and disseminate knowledge widely re practical approaches	year 1 and ongoing	% waste reduction for subsectors of borough to 2018	Kyocera	

Theme 7: Education, Communication and Influencing Behaviour

Strategic Priority 1: Further integrate sustainable behaviour promotion and practice throughout schools, colleges, universities, and workplaces

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T7SP1.1	Map existing activities being delivered across schools, colleges and higher education establishments in Reading which support delivery of the strategy's objectives	December 2013	Record of activities	Reading Borough Council	Reading College, University of Reading, Schools (Headteachers, governors...)
T7SP1.3	Develop plans for each sector to enhance education on climate change	July 2014	Identify opportunities and establish relevant educational resources	Reading Borough Council	School leads, Colleges and University of Reading
T7SP1.4	Encourage school children to become involved in local projects to encourage action to raise awareness of and tackle climate change and encourage continued participation in ECO schools scheme.	March 2014	<ul style="list-style-type: none"> • Raise level of achievement in Eco schools programme • Change with Climate Programme delivered 	Reading Borough Council,	University of Reading, Community groups, external groups such as Inter-Climate Network

Strategic Priority 2: Ensure that communication which is aimed at influencing climate change related behaviour is delivered in a consistent and targeted way

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T7SP2.1	Develop a media and communications strategy for the Climate Change Strategy targeted at and tailored to all relevant audiences, delivering consistent and relevant messages	Mar 14	Strategy delivered Communication plan delivered	Reading Borough Council	Environment Agency, University of Reading, Reading UK CIC
T7SP2.2	Engage partners in identifying potential communication channels for the various activities within the strategy and agreeing how these can be utilised	March 2014	Implement communication strategy with relevant organisations to expand participation	Reading Climate Change Partnership Board	Environment Agency, University of Reading, Reading UK CIC
T7SP2.3	Seek agreement through the Local Strategic Partnership that key partners will identify potential means to communicate messages and/or work in partnership - especially through existing communication channels	Sept 14	Take paper to Local Strategic Partnership outlining key messages and list of organisations that could disseminate	Reading Climate Change Partnership Board	Environment Agency, University of Reading, Reading UK CIC
T7SP2.4	Review membership of the Behaviour Change sub-group and its role in supporting strategy delivery	Mar 14	Develop programme	Reading Climate Change Partnership Board	
T7SP2.5	Use current available academic research to inform communications for the public and public sector approaches	ongoing	Linked to programme in T7SP2.4	Reading Climate Change Partnership Behaviour Change Group tbc	Reading Borough Council and other public sector organisations
T7SP2.6	Share findings and approach of behaviour change group with community groups and other relevant agencies	March 2014	policy evidence base	Reading Climate Change Partnership Behaviour Change Group	
T7SP2.7	Identify and support climate change schemes in the borough that meet the Strategic Priorities of the strategy; help to improve image of schemes and enhance uptake	Sept 15	Establish list of schemes and their hosting groups and organisations.	Reading Climate Change Partnership Behaviour Change Group	Reading Borough Council

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T7SP2.8	Define and consider target group(s) who may not take up measures and therefore remain vulnerable to climate change; consider measures that are suitable for these people	Sept 15	Establish a list of key vulnerabilities to Climate Change.	Reading Climate Change Partnership Behaviour Change Group	Education and training providers, Citizens Advice Bureau, Reading Borough Council

Strategic Priority 3: Engage organisations in the private sector, including residential and commercial landlords, in effective action to mitigate climate change

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T7SP3.1	Develop approaches to promote and engage landlords (and their tenants) across Reading to take up energy efficiency measures taking advantage of Green Deal/ Energy Company Obligation as appropriate	March 2014	<ul style="list-style-type: none"> • Identify key stakeholders/groups • Research activity elsewhere • Convene forum to discuss • Incorporate into Home Energy Conservation Act report 	Reading Borough Council	
T7SP3.2	Work through National Landlords Association accredited landlord scheme to improve insulation standard on properties	March 2014	Recruit further landlords	National Landlords Association, Reading Borough Council	
T7SP3.3	Gain better understanding of business drivers toward action to mitigate climate change	March 2014	Identify business stakeholder group	Reading Borough Council and project partners	

Strategic Priority 4: Develop the market for climate change related local business and the skills to ensure that local jobs are created in line with the growing low carbon economy

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T7SP4.1	Identify available funding to support programmes to enhance range of training in 'green skills' available locally	Mar 14	Review opportunities arising from the Government Depts of Business Innovation and Skills and the Dept of Energy and Climate Change.	Reading UK CIC	Reading College, New Directions, Trades associations
T7SP4.2	Work with the building industry, professional bodies and educational establishments to identify and further develop training or guidance on low-carbon construction and renovation skills	Sept 14	Report on education in low carbon techniques	Reading UK CIC	Reading Borough Council
T7SP4.3	Reading Borough Council internal training programme to incorporate environmental sustainability into appropriate job descriptions, identifying appropriate training where needed	March 2015	First assessment of senior management jobs	Reading Borough Council	

Theme 8: Community

Strategic Priority 1: Building community activity relating to sustainable communities

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP 1.1	Identify groups carrying out activities supporting sustainable communities in Reading.	June 2014	Establish activity groups through RCAN with a range of projects/ activities	Reading Climate Change Partnership Board	
T8SP 1.2	Build relationships with 'non-environmental groups'; encourage uptake of sustainable community related activities through a 'campaign' or other forms of promotion, in line with actions identified in EBC SP2. design and build and launch a campaign to promote climate friendly activities to 'non environmental groups'	<ul style="list-style-type: none"> ●Sept 2014 ●June 2015 ●Sept 2015 	<ul style="list-style-type: none"> ● Build relationships in launch year. Trial methods of promotion. ●Design and build campaign ● Find resources to launch campaign 	Reading Climate Change Partnership board	Reading Borough Council, Reading Voluntary Action, Greater Reading Environment Network, RISC, community forums, Reading Climate Action Network members
T8SP 1.3	Sustain and improve 'environmental' community organisations by improving links between groups contributing to tackling climate change.	July 2014	Use Reading Climate Action Network (RCAN) to build a two way direct and quality communication between Reading Climate Change Partnership and environmental community groups.	RCCP Board	Key environmental groups - TBC - options include Greater Reading Environmental Network, Transition Towns Reading, Econet, Globe Groups

Strategic Priority 2: Build community resilience to climate change and self sufficiency (collective and individual)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP 2.1	Build uptake of energy efficiency, renewable energy & energy co-ops as well as (communal) food growing. Engage appropriate asset holders and develop local schemes.	September 2014	Identify & approach potential asset holders. Identify 3 community assets to invest in energy efficiency, food growing and renewables. Seek investment to benefit those who come forward.	Reading Borough Council	TTR, GREN, RVA, GLOBE groups, Food4 Families,
T8SP 2.2	Communal food growing together and learning; continuation of Food4Families; support allotment and food growing activities;	Sept 14	<ul style="list-style-type: none"> ● Provision of allotment space in accordance with allotment strategy 2011 ● Establish 15 Food4Families food growing gardens 	<ul style="list-style-type: none"> -Reading Borough Council -Food4Families 	Transition Town Reading (orchard and bulk buying sub-groups); organisations with buildings/ grounds
T8SP 2.3	Identify potential for a 'showcase facility' (city farm) where local people can learn about the opportunities to grow food, harness natural products and develop skills	Mar 14	<ul style="list-style-type: none"> ● Complete research into viability of city farm in Reading ● Consider report produced and revise action plan accordingly. 	-Springboard	
T8SP 2.5	Develop a network of accessible self-sufficient community buildings supporting skill development and providing local food.	June 2014	Complete mapping exercise of community buildings	Reading Borough Council	Reading Voluntary Action

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP 2.6	Build householders / individuals resilience in a number of ways; growing food, generating energy, insulating homes, planting trees, installing rainwater harvesting and composting food/garden waste.	Sept 2014	<ul style="list-style-type: none"> • Increase numbers of households adopting measures • Develop monitoring indicators • Design suitable messages, to target particular groups of householders 	Reading Climate Change Partnership.	Reading Borough Council

Strategic Priority 3: Reduce consumption by building a 'sharing economy'

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP 3.1	Promote Reading Local Exchange and Trading Scheme, Time Banking and FREEGLE, to community groups, businesses and residents using existing communication channels Link in with wider communications plan for schemes in action plan.	Sept 14	year 1 - Research existing activities and raise awareness of them Develop messaging that encourages use of these schemes.	Reading Borough Council	Reading Voluntary Action, Connect Reading, Partnership between business/community/public sectors
T8SP 3.2	Build trust and reputation between exchangers to reduce equipment ownership; identify specific examples and share best practice. Publicise through media	Sept 15	Media releases from public sector and community groups, use best practice and share success stories	Reading Borough Council	Other partners identified year 1
T8SP 3.3	Build 'share and repair' movement, increasing skills in the community and reducing waste	March 2015	<ul style="list-style-type: none"> • Establish sharing network • Identify community champion(s) • Establish list of organisations that can repair and refurbish products 	Transition Towns Reading	Greater Reading Environmental Network, Reading Voluntary Action
T8SP 3.4	Mainstream sharing initiatives in Reading residents / businesses culture	March 2016	Recruit business partners and expand network	TRR / Connect Reading To be identified	

Strategic Priority 4: Build an 'alternative economy' focussed on quality of life and emphasising sustainable communities

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners
T8SP 4.1	Conduct research into local outlets that would consider trading in a Reading pound to strengthen the local economy	December 2014	Complete research project	Transition Towns Reading	Local businesses
T8SP 4.2	Support local economy to explore methods used in UK towns and cities to increase local identity and build number of local businesses	April 2014 June 2014	Build research group of interested organisations/ individuals (tastecard/ wedgecard/ Bristol £ etc). First meeting	Transition Town Reading	Reading Borough Council, Reading UK CIC Federation of Small Businesses, RVA (Highbridge exchange / The Real Business Club),

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	Strategic Environment, Planning & Transport Committee		
DATE:	20 th November 2013	AGENDA ITEM:	9
TITLE:	FLOOD & WATER MANAGEMENT ACT 2010 -APPROVAL TO SPEND LOCAL LEVY GRANT FOR SURFACE WATER FLOOD REDUCTION SCHEMES IN READING		
LEAD COUNCILLOR:	COUNCILLOR	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TONY PAGE	WARDS:	BOROUGH WIDE
	TRANSPORTATION & STREETCARE		
LEAD OFFICER:	SAM SHEAN	TEL:	0118 937 2138 0118 937 2669
JOB TITLE:	ASSISTANT HIGHWAYS MANAGER	E-MAIL:	sam.shean@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To seek Strategic Environment, Planning & Transport Committee approval to spend the Grant Allocation for surface water flood reduction measures in Reading, in order to carry out Reading Borough Council's responsibilities as the Lead Local Flood Authority as set out in the Flood & Water Management Act 2010 and Flood Risk Regulations 2009.

2. RECOMMENDED ACTION

- 2.1 That the Committee approves the Capital spend proposal of the Local Levy Grant Allocation on the approved Flood Defence Grant in Aid award for schemes at The Cowsey, Lousehill Copse, Merrivale Gardens and Circuit Lane.

3. POLICY CONTEXT

- 3.1 To secure the most effective use of resources in the delivery of high quality, best value public service.
- 3.2 To prevent loss of life or serious injury, maintain access for emergency services, protect vital facilities within the community and to protect Reading Borough Council property.

4. BACKGROUND

- 4.1 The Flood and Water Management Act 2010 (FWMA) gained Royal Assent on 8th April 2010. This includes statutory provisions for implementation of recommendations in the Pitt Review following the July 2007 exceptional rainfall event. County and Unitary Authorities have been designated as the Lead Local Flood Authority (LLFA) and given the leadership role for local flood risk management from all sources of flooding, except main rivers and the sea.
- 4.2 Following the extreme rainfall event of July 2007, Reading Borough Council have identified flooding hotspots within the Borough through the preparation of the Surface Water Management Plan (SWMP) and these areas are prioritised for mitigation works as part of Reading's Local Flood Risk Management duties.
- 4.3 Reading Borough Council has made successful bids for Capital Local Levy Grant funding from the Environment Agency for The Cowsey, Lousehill Copse, Merrivale Gardens and Circuit Lane flood risk reduction schemes.

5. LEAD LOCAL FLOOD AUTHORITY DUTIES

- 5.1 Schedule 2 of the FWMA amends other Acts and under the amended Section 14A of the Land Drainage Act 1991, LLFA's have the power to carry out works to manage flood risk from surface water runoff, groundwater and ordinary watercourses, where the work is desirable having regard to the 'local strategy for flood risk management'.

6 PROPOSAL

- 6.1 This report seeks **Strategic Environment, Planning & Transport Committee** approval to spend the Grant Allocation for surface water flood reduction measures in Reading on the approved schemes as follows:

6.2 The Cowsey Flood Attenuation Scheme

South Reading suffered considerable flooding during the July 2007 extreme rainfall event, notably in the Kingsley Close area. Works to reduce this flooding risk have been carried out since 2007 with the installation of an underground flood storage facility in the Vernon Crescent open green area, ditch and culvert cleaning adjacent to the former Compaq site, extensive watercourse regarding of the A33 Brewery Ditch, as well as property level flood protection measures to properties in Kingsley Close that were worst affected by the flooding.

- 6.3 As a continuation of these flood reduction measures in South Reading it is proposed to install an online attenuation basin and temporary pond in The Cowsey to control the surface water run off, store the flood water during heavy rainfall events and control the flow of water into the sewer system once flood risk has passed.

6.4 The scheme will include some deeper wetland pockets to promote diversity of plant, fauna and wildlife. Run-off from The Cowsey woodland area currently enters a series of land drains and ditches before discharging to the adopted Thames Water sewer. During storms the water entering the drains overtops the banks and runs overland through the John Rabson Recreation Ground. The proposed works will attenuate surface water before it enters the adopted sewer and reduce the potential for overland flow through the recreation ground. The attenuation of the surface water run-off will increase the standard of protection to the adjacent properties and those on the lower side of the recreation area by alleviating the overland flow from the land drains.

6.5 The scheme will afford both flood protection and environmental enhancement.

6.6 Lousehill Copse Flood reduction Scheme

Run-off from Lousehill Copse is conveyed via an open channel to a pond within the wooded copse. Due to a lack of maintenance these have become clogged with silt and the plastic pipe overflow from the pond has become blocked. During severe rainfall events the combination of siltation and the blocked overflow cause surface water to overtop the banks, flow down an embankment and flood properties below Tay Road. The proposed works clear the pond and open channel and provide a formal headwall and overflow from the pond significantly increasing the standard of protection to the adjacent properties.

6.7 The scheme will afford both flood protection and environmental enhancement.

6.8 Merrivale Gardens Flood Reduction Scheme

Surface water run-off from woodland and park areas in the upstream catchment enter a series of connecting ditches before discharging into adopted Thames Water sewers in the lower catchment.

6.9 During storms the surface water run-off can exceed the capacity of the sewers in the lower catchment which is exacerbated by overland flows from the upper catchment. As a consequence surface water flows in the lower catchment result in flooding of the properties in Merrivale Gardens and Templeton Gardens, where there is little drainage provision, and no formal channel lines or kerbs preventing run-off from impacting on private properties. The proposals are for highway drainage and mitigation measures to manage and control water on the surface, which will significantly increase the standard of protection to the adjacent properties and reduce the future risk of surface water flooding.

6.10 The scheme will afford flood protection and reduce the risk of future flooding.

6.11 Circuit Lane Flood Reduction Scheme

During the July 2007 extreme rainfall event, surface water run-off affected several properties near to the junction of Circuit Lane and the A4 Bath Road, where residences are situated at a lower level than the adjacent highway and verge.

- 6.12 The proposals are for minor highway drainage and mitigation measures to manage and control water on the surface, which will significantly increase the standard of protection to the adjacent properties and reduce the future risk of surface water flooding.

6.13 The scheme will afford flood protection and reduce the risk of future flooding.

7. CONTRIBUTION TO STRATEGIC AIMS

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

8. COMMUNITY ENGAGEMENT AND INFORMATION

- 8.1 Work on the flood risk reduction schemes at The Cowsey, Lousehill Copse, Merrivale Gardens and Circuit Lane will be placed in the public domain.
- 8.2 Advance information notice boards will be erected at The Cowsey and Lousehill sites detailing the scope of the scheme.
- 8.3 Advance letter drops will be carried out to the residents of Merrivale Gardens and Circuit Lane prior to works commencing.
- 8.2 A presentation of The Cowsey Flood Attenuation scheme was made in conjunction with The Woodlands Strategy on Monday 16th September 2013 at the South Reading Community Centre. There is an opportunity for feedback via the Woodland Strategy Consultation.

9. LEGAL IMPLICATIONS

- 9.1 The Flood and Water Management Act 2010 requires the Borough Council to take the leadership role for ensuring significant risk from all sources of flooding is identified and managed.
- 9.2 Schedule 2 of the Flood and Water Management Act 2010 amends other Acts and under the amended Section 14A of the Land Drainage Act 1991, LLFA's have the power to carry out works to manage flood risk from surface water runoff, groundwater and ordinary watercourses, where the work is desirable having regard to the 'local strategy for flood risk management'.

10. FINANCIAL IMPLICATIONS

- 10.1 The Borough Council has successfully bid for Grant Funding from Department of Environment Food and Rural Affairs (DEFRA) via the Environment Agency (EA) to carry out flood reduction schemes at The Cowsey, Lousehill Copse, Merrivale Gardens and Circuit Lane.
- 10.2 The Borough Council has a dedicated Revenue budget to comply with the requirements of the Flood and Water Management Act 2010.
- 10.3 The Borough Council will continue to bid for funding from (DEFRA) and the EA through the annual Flood Defence Grant in Aid (FDGiA) funding mechanism.
- 10.4 The financial implications arising from the proposals set out in this report are set out below:-

10.5 Revenue Implications

Revenue Programme reference from budget book: page line	2013/14 £ 50,000	2014/15 £ 50,000 (Subject to Cabinet Approval March 2014)	
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Capital Implications

Capital Programme reference from budget book: page line Bridges & Carriageway Pg 168	2013/14 £2,198,000	2014/15 TBC (Subject to Cabinet Approval March 2014)	
Proposed Capital Expenditure	£50,000	Subject to LTP funding award	
Funded by EA FDGiA Grant	£ 61,000 (FDGiA Awarded by EA)	TBC with future FDGiA bids	
Total Funding	£ 161,000	TBC	

11 Risk Assessment.

Lead Local Flood Authority Councils are required to carry out their designated statutory duties, as described in the Flood and Water Management Act 2010.

12. BACKGROUND PAPERS

- Previous reports to Cabinet and CCEA Scrutiny.
- Flood & Water Management Act 2010.
- Flood Risk Regulations 2009.
- Land Drainage Act 1991.
- The Cowsey Flood Attenuation Scheme Drawing
- Lousehill Copse Flood Reduction Scheme Drawing
- Merrivale Gardens Flood Reduction Scheme Drawing
- Circuit Lane Flood Reduction Scheme Drawing

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT PLANNING AND TRANSPORT COMMITTEE		
DATE:	20 th November 2013	AGENDA ITEM:	10
TITLE:	PROGRESS OF TREE STRATEGY AND 2013/14 STREET PLANTING PROGRAMME		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	PLANNING & TRANSPORT
SERVICE:	PLANNING AND BUILDING CONTROL	WARDS:	ALL
LEAD OFFICER:	RICHARD STIMPSON	TEL:	01189372441
JOB TITLE:	NATURAL ENVIRONMENT TEAM LEADER	E-MAIL:	richard.stimpson@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report details progress on the implementation of the Reading Tree Strategy over the last 12 months. The Reading Tree Strategy was approved by Council on 29th June 2010. This report also sets out proposed tree planting by the Council for 2013/14 planting season. Progress reports have previously been presented to Cabinet in November 2011 and 2012.
- 1.2 The Tree Strategy sets out policies and proposals for protecting, managing, maintaining and planting new trees in the Borough. Paragraph 7.3.9 of the Tree Strategy commits to annual monitoring of the Action Plan contained within it.
- 1.3 The 2012/2013 planting season [Nov-Mar] saw the planting of a total of 172 street trees funded through the capital programme and the work of the Reading Tree Warden Network through the successful partnerships with the Big Tree Plant Fund, Trees for Cities and with several residents' groups. In addition, over 173 trees have been planted by a other Sections of the Council (Parks, Housing and Education).

2. RECOMMENDED ACTION

- 2.1 That Strategic Environment Planning and Transport Committee note the progress in achieving the various aims of the Reading Tree Strategy and its Action Plan over the last year and the programme that was carried out in the 2012/2013 planting season;

2.2 That Strategic Environment Planning and Transport Committee notes the 2013/14 Street Tree Planting Programme that will be implemented utilising funding from various sources including the Council's Approved Capital Programme;

3. POLICY CONTEXT

3.1 The development of a Tree Strategy contributes to achieving the 2020 Vision for the development of Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley. The strategy seeks to achieve the aims of the vision through protecting existing trees with high amenity value, appropriately managing and maintaining the existing tree stock, and facilitating and encouraging the planting of new trees.

3.2 The Reading Borough LDF seeks to protect trees and woodlands and to achieve new tree planting as part of landscaping provided in association with new development. The Reading Open Spaces Strategy (OSS) sets out the aims and approaches for Reading's public open space within which trees are an important component. The Reading Borough Sustainable Community Strategy 2008-2011 states that Reading's natural assets will be valued, enhanced and maintained. Trees are one of Reading's most visible and important natural assets. Reading's Climate Change Strategy identifies the need to maintain and enhance urban tree cover to mitigate, and adapt to, climate change, enhance biodiversity, improve air quality, reduce surface temperature and dissipate surface water runoff.

4.0 PROGRESS OF THE STRATEGY

4.1 Since the adoption of the Tree Strategy in June 2010 there has been significant progress on a number of the actions contained within its Action Plan.

4.2 During 2013 Officers have been contributing to the new climate change strategy for Reading for 2013-2020, 'Reading Means Business on Climate Change', which is being developed by the Reading Climate Change Partnership. Trees will play an integral contribution to Reading's adaptation process in many ways.

4.3 A first year of planting was undertaken during 2010/11, primarily utilising monies from the Capital Programme. A total of 134 street trees were planted during the 2011/2012 planting season (November - March). Some of this planting was undertaken using funding from the Big Tree Plant Fund, Trees for Cities and match funding in partnership with several residents' groups.

4.4 During 2012/13, further tree planting was undertaken as follows:

- o 124 trees were planted as part of the Housing estate's landscape improvement programme, funded by the Decent Neighbourhoods Fund;
- o 24 trees were planted in parks;
- o 25 trees were planted by Education in school grounds

- 4.5 In 2013 officers continued to facilitate and support several local residents and community groups to plant street trees in their roads either by match funding or co-ordinating practical help. In many situations the Tree Warden Network also provided support. This style of community engagement has been successful.
- 4.6 In relation to the Council's existing trees, since the last progress report approximately 1,500 trees have been resurveyed to meet the Council's obligations in relation to health & safety. The total number of the Council's tree stock that has been surveyed is approximately 9,500, the majority of which relate to Parks and Open Spaces, Highways and Cemeteries. All survey information has been uploaded onto the Council's dedicated tree management software.
- 4.7 The Tree Officer in the Parks and Open Spaces Section manages the Council's public trees, utilising dedicated tree management software in responding to related enquiries. The Tree Officer is also responsible for the day-to-day workload of the Council's Tree Maintenance Unit who undertake work consisting of both reactive and proactive maintenance tasks across the Borough in relation to the Council's tree stock. During 2013 significant statutory Highway re-pollarding and pruning work was carried out, especially along the London Road. The Council also put in place robust, prioritised measures to deal with fallen trees and debris relating to the storm and high winds of the 28 October 2013.
- 4.8 The Reading Tree Warden Network continued to evolve and flourish during 2012/2013 with a variety of tree related events that included guided tree walks, presentations on a wide range of topics and providing support to resident and community groups to improve their local street tree cover. The Tree Warden Network is actively planning a number of projects for 2014 including World War One Centenary commemorative tree planting.
- 4.9 The Reading Tree Warden Network and the Council's Partnership with the charity, Trees for Cities, focused on 3 ambitious projects in 2013:
- Reading Old Cemetery, which engaged the local community in a number of tree related events and the eventual handing over to a "Friends of Group",
 - completion of a 3 year tree planting project at Long Barn Lane Recreation Ground; and
 - supporting the "Blossom" Group partnership [Residents from Courtenay Drive, Brooklyn Drive and Burnham Rise, Emmer Green] in planting 36 street trees.

The Reading Tree Warden Network and Trees for Cities are currently planning a community street tree planting project in Brunel Road, Southcote for the next planting season on which local residents will shortly be consulted.

- 4.10 The Council is continuing to secure additional tree planting where applicable as part of various development proposals through the planning process such as, for

example, the Reading Station Area development where in total 58 new street trees are being planted directly adjacent to the north and south entrances.

- 4.11 Officers continue to work in partnership with the tree wardens, local residents and community groups in raising awareness of the importance of trees and in engaging groups and organisations in various projects.

5.0 PROPOSED 2013/14 PLANTING PROGRAMME

- 5.1 The proposed 2013/14 Street Planting Programme is set out below in Appendix 1. This proposes new and replacement street tree planting in accordance with the priorities set out in the Tree Strategy that was adopted in June 2010. Officers will continue to work in partnership with Trees for Cities and other sponsors, the Tree Warden Network and community /residents groups to promote further tree planting in the Borough.

- 5.2 Officers are currently implementing a Planting Programme for 2013/14. Street tree planting proposals to be funded under the Capital Programme allocation and funding via Trees for Cities are listed in Appendix 1 to this report. Other tree planting is expected to be undertaken by the following services;

- **Housing:** Approximately 50 trees on Housing land funded by the Decent Neighbourhood Fund
- **Education:** Approximately 27 trees in school grounds
- **Parks & Open Spaces:** 6 trees

Members are asked to note the proposed programme of planting and to appreciate that these are initial proposals and are subject to change.

6. CONTRIBUTION TO STRATEGIC AIMS

- 6.1 The Tree Strategy is a key corporate policy document that sets out a long-term process for protecting and enhancing Reading's tree cover.
- 6.2 The strategy contributes to the Council's strategic aims and supports other strategic documents such as the Climate Change Action Plan, the Local Development Framework, the Biodiversity Action Plan, etc.

Equal Opportunities

- 6.3 The amenity value afforded by Reading's urban forest can be experienced by everyone, irrespective of ethnic origin, social background, physical or financial means.
- 6.4 Protecting & enhancing tree cover will improve the quality of life for Reading's users and residents.

Sustainability Implications

- 6.5 Protecting and enhancing Reading's tree cover contributes to a sustainable and healthy environment and to the biodiversity in the Borough. The Tree Strategy will make an important contribution in adapting to climate change. Well designed and maintained tree and landscaping contribute to social and health well-being.

7. COMMUNITY ENGAGEMENT AND INFORMATION

- 7.1 There are proposed actions within the Strategy that involve engagement with the general public, residents associations and organisations. These include initiatives such as the proposed Tree Warden Scheme, tree planting events and a dedicated area for trees on the Council's web site.

8. LEGAL IMPLICATIONS

- 8.1 The Council has a responsibility to fulfil its legal "duty of care" with regard to the health and safety of its tree stock. It has now nearly completed a survey of its own trees as part of the management of its tree responsibilities.
- 8.2 Preparing, serving, confirmation and contravention of Tree Preservation Orders are services dealt with by the Council's Planning and Legal Sections.

9. FINANCIAL IMPLICATIONS

- 9.1 There are budget provisions for maintaining Council trees, an element of which will be used for limited planting and replanting of trees. However this depends on the amount of work necessary to deal with essential maintenance and health & safety issues.
- 9.2 The Council currently has a limited capital budget, specifically for tree planting projects, within which the replacement of street trees has a high priority. In addition, the Council is working with sponsors, including Trees for Cities and local communities, to undertake various tree planting projects. Tree planting is also a feature of new development proposals and some developer contributions are used to enhance the amenity value of parks and other land by planting trees.

10. BACKGROUND PAPERS

Reading Tree Strategy (2010)
Reading's Climate Change Strategy 2008-2013
Reading Borough Local Development Framework, Core Strategy
NI 188: Planning & Adapting to Climate Change.
Reading's Sustainability Community Strategy
Biodiversity Action Plan
Open Spaces Strategy
City 2020 Vision

APPENDICES

APPENDIX 1

Proposed Street Tree Replacements 2013/2014 Planting Season

Street	Location	No of Trees	Species	Justification	Ward/ Comments
Broad St	O/S Gap	1	Plane	Replacement for fire damage	Abbey
Wood Green Close	Adj to No. 1	1	Birch	10% or less canopy cover area	Battle
Beresford Road	Grass verge outside Recreation Ground	5	Sweet Gum & Cherry [Liquidambar] & Prunus	10% or less canopy cover area, where trees make a notable and important contribution to the amenity of the area. Major arterial route.	Battle
Portman Road	O/S 32-46 Barnwood Close	6	Sweet Gum [Liquidambar] & Prunus	10% or less canopy cover area, where trees make a notable and important contribution to the amenity of the area. Major arterial route.	Battle
Southview Ave	O/s 72/74, 76/78, 80/82, 84/86, 88/90	5	TBC	Where trees make a notable and important contribution to the amenity to the area.	Caversham. Caversham Globe
Northcourt Ave	O/S 74	1	Turkish Hazel	Integral feature of the character of the area.	Church
Barnsdale Rd	182	1	Species of seasonal interest	Integral feature of the character of the area.	Church
Stanhope Rd	42	1	Species of seasonal interest	Integral feature of the character of the area.	Church
Northumberland Ave	Near 433	TBC	Birch	10% or less canopy cover area. Integral feature of the character of the area	Church/ Whitley
	Junction with Bayfield Rd	2	Birch		
Hartland Road	Exact locations subject to utilities	TBC	Various species of seasonal interest	10% or less canopy cover area. Where trees would make a notable and important contribution to the amenity to the area	Church/ Whitley

Street	Location	No of Trees	Species	Justification	Ward/ Comments
Basingstoke Rd	O/S 196 National Tyres	1	Liquidambar [Sweet Gum]	Replacement due to vandalism. 10% or less canopy cover, Major Junction/arterial route where trees make a notable and important contribution to the amenity of the area	Katesgrove Redlands Globe
Oxford Road	Roebuck Hotel /Borough Boundary O/S 887 Adjacent to 856 O/S 781 O/S 831/833 O/S Waitrose	TBC 1 3 1 1 1	TBC Lime Birch Lime Lime Lime	Major arterial route near Borough Boundary. 10% or less canopy cover area. Integral feature of the character of the area.	Kentwood
St Peters Ave	O/S 168	1	Birch	10% or less canopy cover area. Integral feature of the character of the area.	Mapledurham Resident
Berkeley Ave	Opposite 10-18A & O/S Esso Filling Station	7	1 x Indian Bean Tree, 3 x Sweet Gum, 3 x Turkish Hazel	Major arterial route. Where trees make a notable and important contribution to the amenity to the area	Minster Tree Wardens
Berkeley Ave	From Bath Rd - Coley Ave	Several subject to utilities	Various species of seasonal interest including Mountain Ash	Major arterial route. Where trees make a notable and important contribution to the amenity to the area	Minster Tree Wardens
Parkside Road (East Side)	Various Locations	7	Turkish Hazel/Liquidambar/Lime	Integral feature of the character of the area. Succession planting in view of threat to existing mature Horse Chestnut by disease	Minster Residents Association
Craig Ave	O/S 11/13 O/S 45 O/S 59/61	3	Ornamental Pear	10% or less canopy cover area. Integral feature of the character of the area. Replacements. Where trees make a notable and important contribution to the amenity to the area	Norcot
Dee Road	Various locations	TBC	Various species of seasonal interest	Where trees make a notable and important contribution to the amenity to the area	Norcot

Street	Location	No of Trees	Species	Justification	Ward/ Comments
Buckingham Drive	Adjacent to Pond	1	Scots Pine	Replacement for heat wave death of young tree	Peppard Caversham Globe
Grove Road	O/s 95/97, 97/99, 99/101/103/105	4	Cherry	Replacements. Where trees make a notable and important contribution to the amenity to the area	Peppard Tree Wardens. Residents/Caversham Globe
Peppard Rd	Side of 31 The Ridings O/S 392 [Water Tower]	2	Turkish Hazel	Major arterial route near entrance to Borough Boundary. Integral feature of the character of the area. Replacement.	Peppard Resident
Peppard Rd	Opposite 1 Rosehill Farm cottages	1	Wellingtonia	Major arterial route near entrance to Borough Boundary. Integral feature of the character of the area.	Peppard
Erleigh Rd	O/s 24 Erleigh Rd	1	Lime	Replacement due to vandalism. Integral feature of the character of the area.	Redlands Redlands Globe
Erleigh Rd	O/S 68 Erleigh Rd	1	Lime	Replacement due to vandalism. Integral feature of the character of the area	Redlands Redlands Globe
Brunel Road	Several locations	10-15	Various species of seasonal interest	Tree Warden Network community project with residents and Trees for Cities	Southcote Residents/ Tree Warden Network
Circuit Lane	O/S 7-9 O/S 11A-17 Roundabout	6 4 3	Pine, Oak, sweet Chestnut Wellingtonia	Where trees make a notable and important contribution to the amenity to the area	Southcote. Highways request
Bath Road	Open Space opposite Granville Rd	1	Wellingtonia	Beacon tree	Southcote
Parkside Road (West Side)	Various Locations	3	Turkish Hazel/Liquidambar/Lime	Integral feature of the character of the area. Succession planting in view of threat to existing mature Horse Chestnut by disease	Southcote Residents Association

Street	Location	No of Trees	Species	Justification	Ward/ Comments
Rotherfield Way	North side from Hemdean Rd - Surley Rd	17	Various species of seasonal interest	Bus route where trees make a notable and important contribution to the amenity to the area	Thames Residents/MP
Surley Row	Side of 1 Surley Place	3	Cherry	Replacements. Conservation Area	Thames
Basingstoke Rd	O/S Ultima/Opposite Callington Rd	1	Wellingtonia	Replace young dead tree. 10% or less canopy cover area. Where trees make a notable and important contribution to the amenity to the area	Whitley Highways agreement with Ultima
Falmouth Rd	Side of 235 & 237 Whitley Wood, O/S 15/17, 19/21, 23/25, 27/29, 43/45, 47/49, 34/36, 28/30, 18	Up to 15	Various species of seasonal interest	Where trees make a notable and important contribution to the amenity to the area	Whitley Residents
Wincanton Rd	Junction with Northumberland Ave	2	TBC	Where trees make a notable and important contribution to the amenity to the area	Whitley
A33 Relief Road	From Island Road - Rose Kiln Lane	6	Aspen Poplar	Replacements for failing young specimens	Whitley

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT, CULTURE AND SPORT

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	20 th NOVEMBER 2013	AGENDA ITEM:	11
TITLE:	ADOPTION OF THE MEADWAY CENTRE PLANNING BRIEF		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	REGENERATION, TRANSPORT AND PLANNING
SERVICE:	PLANNING	WARDS:	NORCOT
LEAD OFFICER:	MARK WORRINGHAM	TEL:	0118 9373337
JOB TITLE:	PRINCIPAL PLANNER	E-MAIL:	mark.worringham@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The Meadway Centre on Honey End Lane, particularly the Meadway precinct, is run-down and ageing badly, and is in need of investment. The Council consulted the local community in February, March and April 2012 on the future of the centre, and consulted on a draft Planning Brief in November and December 2012. Taking the results of consultation into account (which are set out at Appendix 2), a final version of the Brief for adoption has been prepared in tracked changes format (Appendix 3).
- 1.2 This report seeks approval to adopt the Meadway Centre Planning Brief. Once adopted, the Brief will be used as an important consideration in determining any planning applications on the site.

2. RECOMMENDED ACTION

- 2.1 That the results of the consultation on the Draft Meadway Centre Planning Brief, undertaken during November - December 2012, as set out in the Consultation Statement at Appendix 2, be noted.
- 2.2 That the Meadway Centre Planning Brief (Appendix 3) be adopted as a Supplementary Planning Document.

3. POLICY CONTEXT

- 3.1 The Meadway Centre Planning Brief will be a Supplementary Planning Document (SPD) forming part of the Local Development Framework (LDF). Together, the documents in the LDF set out the planning strategy

for Reading. A SPD is a lower-level document that expands upon existing policy within a higher-level Development Plan Document (DPD). In this case, the Brief expands upon policy in the Core Strategy (adopted in 2008) and Sites and Detailed Policies Document (the SDPD, adopted in October 2012).

- 3.2 The main policies that the Brief expands upon are policy CS26 of the Core Strategy (Network and Hierarchy of Centres) and SA15 of the SDPD (District and Local Centres). These policies emphasise the need to protect and support the network of smaller centres in the Borough, and seek to widen the range of uses in these centres. Policy SA15 identifies the Meadway as one of three smaller centres which are likely to form the main focus for intensification, change and additional community facilities.

4. THE PROPOSAL

(a) Current Position

- 4.1 The Council undertook an initial consultation to seek views on the main issues and potential options for the Meadway Centre. This was undertaken to ensure that local community views were sought at the earliest possible stage to inform the drafting of a Brief. This was reported to Cabinet on 5 November 2012 (Minute 70 refers).

- 4.2 Following this, a Draft Brief was produced, and was subject to consultation between 9 November and 21 December 2012. In summary, consultation consisted of the following:

- A letter or e-mail containing the leaflet to identified important stakeholders, including respondents to the earlier consultation;
- A press release, leading to coverage in local papers;
- Brief available online;
- Hard copies of the Brief available in libraries and the Civic Offices;
- A drop-in/exhibition over two days in a vacant unit in the Meadway Precinct.

- 4.3 The consultation process is set out in more detail in the Report of Consultation, attached as Appendix 2.

- 4.4 A total of 11 responses were received, which is clearly far fewer than the 361 responses received on the initial consultation. However, this reflects the strategy of undertaking the widest consultation at the earliest possible stage, to ensure the community was involved at a stage when it would be most able to shape proposals.

- 4.5 Due to the number of responses, there were no particular themes that emerged as a result of the consultation, but the below are some of the main points:

- General support for the overall approach of the Brief;
- The owners of the precinct (Chillingham Ltd) support the broad thrust of the Brief, but have concerns that some elements of the Brief are overly prescriptive and will hinder the viability of a development;
- No particular concerns from the infrastructure providers and statutory consultees (Highways Agency, Thames Water, Natural England), although the Environment Agency wanted to see more account taken of Sustainable Drainage Solutions.
- Some respondents continued to highlight key uses they would like to see, e.g. cafes.
- Some difference of opinion on whether a pub was appropriate.
- Particular care needs to be taken to ensure a quality open space is provided.

4.6 Responses have been taken into account in considering any changes necessary to the final adoption version of the Brief. The Report of Consultation (Appendix 2) sets out how each response has been taken into account. The final Brief has also been informed by continuing dialogue with the main landowners of the site separately from the consultation process.

(b) Option Proposed

4.7 Committee is recommended to adopt the amended version of the Meadway Centre Planning Brief. The version to be adopted is Appendix 3 to this paper, in tracked changes format showing how the amended version differs from the original draft. Once adopted, the Meadway Centre Planning Brief will be used to supplement the Core Strategy and Sites and Detailed Policies Document for the determination of planning applications in the centre. Committee is also recommended to approve the recommended responses to representations made on the draft document. These are contained in the Annex 1 of the Report of Consultation on the Draft Meadway Centre Draft Planning Brief (at Appendix 2).

4.8 The representations received have led to a small number of amendments to the Brief. In addition, the Brief has been amended in places to reflect ongoing discussion with the landowners, and also to update aspects that were out of date. None of the amendments proposed alter the overall policy approach.

(c) Other Options Considered

4.8 There are two general alternative options that could be considered;

- Not produce a formal Planning Brief for the centre; or
- Wait until firmer proposals for development of the centre come forward to finalise the Brief.

- 4.9 The option of not producing a formal Brief for the site would mean that the Council fails to take the initiative on what is a very significant site for much of West Reading. The large response rate indicates that there is strong support for a positive development that benefits the whole area, and this option would mean that the Council loses the opportunity to influence this development at the earliest stage possible. Whilst the Council could still publish its guidelines for development in some form, this would have very little weight in planning decisions.
- 4.10 The option of awaiting firmer development proposals, to ensure that nothing in the Brief prevents a potentially unanticipated scheme coming forward, would have many of the same effects as the option of not producing a formal Brief. Much of the purpose of such a Brief is to influence the thinking of landowners and developers at an early stage, often years before applications are submitted and development takes place. By setting out key parameters rather than dictating the form of development, the Brief is sufficiently flexible to allow a wide range of potential solutions to come forward.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The Meadway Centre Planning Brief will contribute to achieving the following strategic aims, through using mixed-use development to regenerate a key site in a highly accessible location:
- The development of Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley;
 - Establishing Reading as a learning City and a stimulating and rewarding place to live and visit;
 - Promoting equality, social inclusion and a safe and healthy environment for all.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 The Meadway Centre Planning Brief has drawn upon the results of two periods of community involvement on the future of the centre, which ran from February to April 2012 and from November to December 2012. Paragraphs 4.1 to 4.5 of this report summarise the consultation process already undertaken, and this is set out in more detail in the relevant Reports of Consultation. The community involvement stages were undertaken in line with the Statement of Community Involvement (SCI), adopted by Council on 27 June 2006 (minute 17 refers).

7. EQUALITY ASSESSMENT

- 7.1 The Scoping Assessment, included at Appendix 1 identifies that an Equality Impact Assessment (EqIA) is relevant to this Supplementary Planning Document. The EqIA (also at Appendix 1) identifies that there are positive impacts for the protected characteristic of disability, as defined in the Equality Act, because the SPD includes access for people

with disabilities within the development principles. It also identifies positive impacts for the protected characteristic of age, as there are principles about appealing to a wide range of people, with particular provision for older people and people with young children. Compliance with the duties under S149 of the Equality Act 2010 can involve treating some persons more favourably than others, but it is not considered that there will be a negative impact on other groups with relevant protected characteristics.

8. LEGAL IMPLICATIONS

- 8.1 Regulation 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for undertaking consultation on Supplementary Planning Documents. Regulation 14 sets out the requirements for adoption. The production of and consultation on the Brief are in compliance with the requirements under the Regulations.

9 FINANCIAL IMPLICATIONS

- 9.1 The work undertaken on drafting the documents and the expenditure on community engagement has been, and will continue to be, funded from existing budgets. There are no other direct revenue or financial implications arising from this report.

Value for Money (VFM)

- 9.2 The contents of the Brief provide a clear vision and principles for the development of the area which will bring valuable benefits to Reading, in terms of physical regeneration of a neglected site, and provision of services and facilities for the wider community. The preparation of an SPD for an important development site such as the Meadway Centre is in accordance with recognised best practice and therefore represents good value for money.

Risk Assessment

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

BACKGROUND PAPERS

- The Town and Country Planning (Local Development) (England) Regulations 2004 (as amended 2008 and 2009)
- National Planning Policy Framework
- Core Strategy (adopted 2008)
- Sites and Detailed Policies Document (adopted 2012)
- The Future of The Meadway Centre: Report of Consultation (June 2012)
- Meadway Centre Draft Planning Brief (November 2012)

APPENDIX 1: EQUALITY IMPACT ASSESSMENT

Provide basic details

Name of proposal/activity/policy to be assessed:

The Meadway Centre Planning Brief

Directorate: ENCAS - Environment, Culture and Sport

Service: Planning and Building Control

Name: Mark Worringham

Job Title: Principal Planner

Date of assessment: 27/09/13

Scope your proposal

What is the aim of your policy or new service?

To guide the development of the Meadway Centre.

Who will benefit from this proposal and how?

The local community will benefit through redevelopment of a centre which has been neglected and in decline for some time, resulting in improved services and facilities and a more welcoming environment. Developers and landowners will benefit from positive guidance on the future of the sites.

What outcomes will the change achieve and for whom?

The outcome will be a district centre that functions well, is more welcoming and attractive and better serves its local community. This will benefit both local residents and developers/landowners.

Who are the main stakeholders and what do they want?

Developers/landowners, the public and community groups, infrastructure providers. Developers/landowners want guidance that will allow for a viable development of the site. The public mainly want a centre that better serves the community. Infrastructure providers want a development that does not overstretch infrastructure.

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
Local residents, community and voluntary groups, local businesses, relevant developers and landowners, infrastructure providers, statutory consultees	Two consultations have already been carried out on issues for the future development of the centre - see main body of this report. Consultation was in line with the Statement of Community Involvement.	February - April 2012 November - December 2012

Collect and Assess your Data

Describe how could this proposal impact on Racial groups

No impact.

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
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?

Policy CS3 of the Core Strategy already includes monitoring proposals with regard to social inclusion in the Borough.

Signed (completing officer) Mark Worringham Date: 27 September 2013
Signed (Lead Officer) Mark Worringham Date: 27 September 2013

**Appendix 2: Report of Consultation on the Meadway Centre Draft
Planning Brief**

**THE MEADWAY CENTRE DRAFT PLANNING BRIEF
REPORT OF CONSULTATION
November 2013**

1. INTRODUCTION

- 1.1 This report summarises the consultation on the Meadway Centre Draft Planning Brief, which was carried out in November and December 2012. It summarises the consultation measures undertaken in section 2, and discusses the results of consultation in section 3.
- 1.2 The next stage after consultation is to adopt the Brief as a Supplementary Planning Document (SPD). This is expected to take place in November 2013.
- 1.3 For any further information on this consultation exercise or the production of planning policy for the area, please contact the Planning LDF Team:

E-mail: LDF@reading.gov.uk

Tel: 0118 9373337

Address: Planning LDF Team
Level 8
Civic Offices
Reading
RG1 7AE

2. DESCRIPTION OF CONSULTATION EXERCISE

- 2.1 Consultation on the Meadway Centre Draft Planning Brief was undertaken for a six-week period, beginning on 9th November and ending on 21st December 2012.
- 2.2 The consultation on the Draft Brief followed an earlier period of consultation between February and April 2012. This earlier consultation sought the views of the community at the earliest stage on what the Brief should contain, which issues it should tackle, and how the centre should be developed. This was a wide-ranging consultation with a good response rate, and the report of consultation is available on the Council's website¹. Because this earlier consultation had been so wide-ranging, it was not considered necessary to undertake a consultation of the same extent on the Draft Brief.
- 2.3 In summary, consultation consisted of the following:
- A letter or e-mail containing the leaflet to identified important stakeholders;
 - A press release;
 - Brief available online;
 - Hard copies of the Brief available in libraries and the Civic Offices;
 - A drop-in/exhibition over two days in a vacant unit in the Meadway Precinct.
- 2.4 Consultation also led to coverage in the local press, e.g. getreading.co.uk on 1st March².

Mail-out

- 2.4 A letter or e-mail was sent out to identified important stakeholders. These were in many cases the same individuals and organisations that were specifically consulted in February 2012. Those consulted are set out in full in Annex 2, but in summary included:
- The landowners;
 - Essential infrastructure or service providers and statutory consultees, e.g. Thames Valley Police, Environment Agency;
 - Any individuals or community groups on the Planning section's consultation database with a postcode beginning in RG30 2, RG30 3 and RG30 4; and
 - Any individual or organisation that responded to the February to April consultation with contact details.

¹ <http://www.reading.gov.uk/documents/servingyou/planning/supplementary-guidance/23536/Meadway-Report-of-Consultation-0612.pdf>

² http://www.getreading.co.uk/business/s/2123386_tilehurst_people_call_for_redevelopment_of_meadway_precinct

Availability of Brief

- 2.5 The Brief was available online, with the webpage (www.reading.gov.uk/meadwaycentre) referenced in the letters and e-mails. The Brief was also available in all Reading Borough libraries and at the reception of the Civic Offices during the consultation period.

Drop-In Event

- 2.6 Council officers used the vacant unit 21 of the Meadway Precinct (the same unit as used for the drop-in event in March) to hold a drop-in exhibition on Friday 30th November and Saturday 1st December 2012. Officers were on hand to discuss the Brief between 10am and 4pm on both days, and there was a display featuring images of and information about the centre and the consultation.

3. RESULTS OF CONSULTATION

Written Responses

- 3.1 A total of 11 responses were received to the Draft Brief. This reflects the fact that this consultation was a much more focussed consultation than the February consultation, which resulted in 361 responses, which was much broader and wide-ranging.
- 3.2 A summary of the responses received is set out in Annex 1. This also includes the Council's response to the comment, which sets out how the comment has been taken into account in considering amendments to the Brief.

Drop-In Event

- 3.3 Around 30 people attended the drop-in event held on the 30th November and 1st December 2013. This is significantly fewer people than attended the corresponding drop-in events in March, but the comments in 3.1 also explain why this was the case.
- 3.4 The comments made during the drop-in event largely reflected those received in writing during both consultation periods in 2012. Examples include general support for the principle of redevelopment, dismay with the decline of the precinct in terms of both its popularity and its condition, specific types of shops being supported e.g. a post office, DIY shop, and some scepticism about the benefit of including housing.

ANNEX 1: SUMMARY OF WRITTEN COMMENTS RECEIVED AND COUNCIL RESPONSE

Ref	Respondent	Document section/topic	Summary of response	Draft Council response
005161	Mr Tony Martin	Housing	Would oppose any extra housing due to the current congestion. There is not the capacity to handle any more traffic in Honey End Lane and the access from Asda is poor.	No change needed. The Brief states that the effects of additional trips would need to be mitigated by enhanced provision for non-car transport. This is an accessible District Centre and an appropriate location for additional housing in line with adopted Core Strategy policy.
		Housing	The current density of housing, particularly council/affordable houses seems high, so any more affordable housing would be negative for the area.	No change needed. Reading has a very strong need for new affordable housing, and adopted development plan policy seeks to ensure that new residential developments contribute to meeting this need. However, there are a variety of different types of affordable housing, and the Council will consider what is appropriate on each individual site.
		Open space	Apprehensive about providing more public spaces, as fear it would encourage youths to congregate and make others feel intimidated.	No change needed. It is appreciated that there can be issues with public spaces if they are poorly-designed and managed. However, well-designed open spaces can have the opposite effect. The Brief is clear on the need for good design of the public realm, and also on the need to ensure safety and security through design.
		Transport & access	It would be good to have a separate cycle path up the meadway, as there is a nasty pinch point at the pedestrian refuge, and cars park on the bay just past Liebenrood Road squeezing the space badly.	No change needed. The Brief does identify the need for the provision of enhanced cycling facilities. However, these would need to be fairly and reasonably related to the development, and therefore the scale and form of the development will inform the cycling facilities provided.
		Retail & leisure	Prefer to see Asda expand (e.g. at Lower Earley), including a café, rather than the addition of smaller shops, as these would be more expensive.	No change needed. An expanded superstore is one possible option, potentially containing other uses, where it would fulfil the principles in the Brief. However, the Meadway Centre is a district local centre, which should fulfil a wide variety of local needs for services and facilities. As such, diversity of its offer is essential to its survival. A simple superstore would no longer be a genuine district centre, and would need to be accompanied by other units, services and facilities, as is the case at Lower Earley.

The Future of The Meadway Centre - Report of Consultation (November 2013)

		Retail & leisure	Opposes the pub, which would be a bad idea given the demographic. If a pub must be included it should be geared to more than just drinking.	<p>No change needed.</p> <p>The Brief does not specifically propose a pub. However, a pub may be acceptable as part of a mix of uses, as it can often play an important role at the centre of the community. Where there are likely to be significant effects on safety and security as a result of such a proposal, the strong guidance in the Brief (and elsewhere) would mean that such a proposal would be unlikely to be acceptable. However, this is often a matter of how the pub is managed, which is more a matter for other Council functions, e.g. licensing.</p>
005171	Mr John McLeod	Retail & leisure	Believes a high-quality pub/bar could enhance the area, but needs to be done carefully (e.g. The Moderation in Caversham)	<p>No change needed.</p> <p>The Brief does not specifically propose a pub. However, a pub may be acceptable as part of a mix of uses, as it can often play an important role at the centre of the community. Where there are likely to be significant effects on safety and security as a result of such a proposal, the strong guidance in the Brief (and elsewhere) would mean that such a proposal would be unlikely to be acceptable. However, this is often a matter of how the pub is managed, which is more a matter for other Council functions, e.g. licensing.</p>
		Layout and Design - <i>Safety and Security</i>	Good policing and CCTV would be essential.	<p>Noted. No change needed.</p> <p>The Brief specifically highlights security as a key issue and mentions the need for CCTV. However, policing is not a matter for the Brief.</p>
005101	Ms Shelagh Howard	General	The ideas for the Meadway look good, but it is not clear how much support you will get from Asda.	<p>Noted. No change needed.</p> <p>The Council will continue to endeavour to engage with Asda and the owners of the Asda site.</p>
		Layout and Design - <i>Landscape</i>	Hopes there is a total commitment to more trees and green, in contrast to what happened at Battle Hospital.	Noted. No change needed.
		Layout and Design - <i>Scale, Height and Massing</i>	Must ensure proposed buildings are not too dominant on the skyline.	<p>Noted. No change needed.</p> <p>The Brief contains guidance on height (p13), which should ensure that buildings are not overly dominant.</p>
		Land uses	To make the centre more attractive and communal there should be a cafe, outdoor seating in fine weather, a bank and Post Office.	<p>Partially agreed. Change proposed.</p> <p>The Brief identifies the need for some of these land uses, although, in the case of a post office for instance, the Council's planning powers cannot insist on this type of facility being available. However, the Brief does not currently mention external seating, and should be amended to do so.</p>

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000013	Highways Agency	General	Do not have any comment at this time.	Noted. No change needed.
005235	Mrs Margaret Horne	General	Congratulations on the immense work you have put in on consultations and the reporting thereof	Noted. No change needed.
		Housing	Housing does not appear to have been favoured in the consultation. However, it is good to include some residential accommodation to make an area truly mixed use. Good to know that "people are around" once the shops and cafes close - deter crime and increase safety - particularly at night. There would not need to be a huge amount of housing to bring this about - as it is now, there are some flats above the shops.	Noted. No change needed. It is agreed that housing should be included within the proposal for the reasons described as well as others.
003192	Thames Water	Vision	The vision for the Meadway Centre is supported.	Noted. No change needed.
		Implementation	At this stage, without knowing the precise type, location and scale of development it is unclear what the net increase in demand on Thames Water's existing water and wastewater infrastructure networks will be. In respect of proposals for new development it will be essential that developers demonstrate that adequate water and wastewater infrastructure capacity exists both on and off the site to serve the development and that the development would not lead to problems for existing users. In some circumstances, this may make it necessary for developers to carry out appropriate studies to ascertain whether the proposed development will lead to overloading of infrastructure. Where there is a capacity problem and no improvements are programmed by the statutory undertaker, then the developer needs to contact the undertaker to agree what improvements are required and how they will be funded prior to any occupation of the development. It can take 18 months to 3 years to deliver local network upgrades and 3 to 5 years for strategic solutions.	Noted. No change needed. It is noted that there may be a lead-in time for any upgrades to water and wastewater infrastructure to be delivered, if they are needed. Policy CS34 of the Core Strategy ensures that development will only be acceptable where there will be sufficient water resources, sewerage and wastewater infrastructure, so this policy will be applied in assessing proposals. In general terms, this is a matter for the developers of any scheme in liaison with Thames Water, but a Utilities and Drainage Statement should be included with any application, as set out in the 'Implementation' section. It is worth remembering that there is already a significant amount of development on this site, so infrastructure upgrades may well not be needed, but this will depend on the form and scale of the development.

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		Implementation	<p>The requirement for planning applications to be submitted with a Utilities and Drainage statement is strongly supported. We would expect that a Utilities and Drainage Statement should cover:</p> <ul style="list-style-type: none"> • The proposed developments demand for water supply and network infrastructure both on and off site and how it can be met. • The proposed developments demand for sewage treatment and network infrastructure both on and off site and how it can be met. • The surface water drainage requirements and flood risk of the development both on and off site and how it can be met. 	<p>Noted. No change needed.</p> <p>The content of Utilities and Drainage Statements is set out in the Council's Validation Checklist (on the Council's website) and this broadly includes the issues identified here.</p>
		Implementation	<p>TWUL would expect to be consulted on most major planning applications. Our "Water Services Infrastructure guide for Local Planning Authorities" (2010) will be of assistance to you when determining which planning applications to consult TWUL on and in the preparation of LDF documents.</p>	<p>Noted. No change needed.</p> <p>The Council generally consults Thames Water on major planning applications.</p>
002645	Environment Agency	Sustainability	<p>The existing centre is largely made up of impermeable surfacing, and the nature of the topography of the site and surrounding areas has the potential for surface water runoff to enter surface drains and leave the site to surrounding areas quickly. Redevelopment of the site offers opportunities to include more sustainable drainage options such as permeable paving and green roofs which will retain pluvial water, and reduce pressure on the surface water sewers. As such we feel the Development Principle on Sustainability (17) should also explicitly reference the promotion of Sustainable Drainage Systems (SuDS) for any redevelopment proposals.</p>	<p>Agreed. Change proposed.</p> <p>This Development Principle should refer specifically to the potential for SuDS due to the character of the site.</p>
004167	Chillingham Ltd	General	<p>While concurring with its broad thrust, Chillingham do not consider that the principles set out in our email of 5 April have been fully reflected in the Draft Brief and have a number of specific concerns.</p>	<p>Noted.</p> <p>See below for response to specific issues.</p>

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General	The draft Brief doesn't recognise that the District Centre boundary has been extended through the Development Plan review. It should be referred to in the Brief and acknowledged as an opportunity for development, potentially in conjunction with redevelopment or remodelling of adjacent existing buildings within the centre.	<p>No change needed.</p> <p>The Brief clearly shows the boundary of the centre on p5. The proposals clearly cover the whole site contained within this boundary, as indicated, for instance, on Figure 4 showing the development principles. The history of the boundary is not of particular relevance.</p>
General	The Brief needs to be commercially realistic. As such it needs to recognise explicitly that the site is currently in two principal ownerships. The ownership structure also includes long-leasehold interests which further impact upon the ability and timescales for assembling land that is required to bring forward development proposals.	<p>Partially agreed. Change proposed.</p> <p>The Brief recognises that the site is in two principal ownerships, and this has underpinned the proposals for the site. Nevertheless, it is agreed that this could be further reinforced in section 2, under 'Description of the Site', and in section 6 'Development Options'.</p>
Vision	Chillingham supports the broad principle that the Meadway Centre will be developed in order to provide a high quality, thriving and inclusive district centre for the local community it serves. However, it is essential that the Vision is commercially realistic. As currently drafted, the Brief is overly prescriptive and could work against delivering a viable development scheme at the centre if it is applied in its current form.	<p>Noted.</p> <p>It is considered that the Brief is sufficiently flexible to allow a commercially realistic scheme to come forward that meets the development principles set out in the document.</p>
Land uses	While it is acknowledged that, as a district centre, the Meadway Centre should continue to accommodate a broad mix of uses, it is important that the Brief is not too prescriptive in terms of the range of uses allowed within the centre. Chillingham are concerned with the apparent strict requirement that there should be no reduction in the overall diversity of uses and units. Diversity, we feel should not and can not be determined by the number of units in a centre. The overall offer provided by occupiers of the centre is what determines diversity and having a range of modern accommodation that is attractive to the market is important. The Brief should not, therefore, seek to preclude the loss, or remodelling, of existing units that would facilitate suitable accommodation that is attractive to the market. Desirable uses such as cafes and banks rely upon high levels of passing footfall, so a range of suitable accommodation is required to attract anchor attractions to the centre.	<p>No change needed.</p> <p>The Brief states that "there should be no reduction in the overall diversity of uses and units". This is a statement of adopted development plan policy in Core Strategy policy CS26 that the range of uses will be widened in the identified centres. The guidelines use the word 'diversity' rather than 'number' because it is diversity that is important rather than number of units of a floorspace figure. There is no implication that diversity will be judged on the basis of total number of units or total amount of floorspace.</p>

	Land uses	<p>Chillingham have particular concern in relation to the suggestion at paragraphs 5 and 6 that the Meadway Centre is an appropriate location for an intensification of residential uses at the site and that the site should deliver new affordable housing. Such requirements to increase the residential offer within the centre is a potential impediment to achieving the key aspects of the vision for the centre, namely to provide a range of district centre services and facilities for the local community. Such a requirement is unnecessarily burdensome and contrary to the overarching objectives set out in the NPPF for the planning system to support, not hinder, economic growth. There is already a significant amount of residential accommodation within the centre and further residential accommodation could threaten the viability of a redevelopment scheme to enhance the offer of the centre. We would suggest that the Brief be revised to acknowledge this and make clear that the Council's overall priority is to secure a successful redevelopment of the centre, retaining (and perhaps increasing) where feasible and viable residential accommodation, but ensuring that the principal focus remains upon shopping and service facilities which meet the needs of the local community.</p>	<p>No change needed.</p> <p>There is no absolute requirement in the Brief to increase the amount of residential. However, 5.2 states that an intensification of residential is sought on the site, which is in line with the Council's adopted Core Strategy. Paragraph 3.23, in outlining the spatial strategy for district and local centres, emphasises the role of increased housing in these locations. Policy CS4 of the Core Strategy links development intensity to accessibility levels, and specifically refers to access to district and local centres.</p> <p>However, it is an absolute requirement that there be no net loss of residential. This is adopted policy (Core Strategy policy CS17) and cannot be over-ridden in a Supplementary Planning Document. Retaining at least the same level of housing on site will be essential to ensuring that there is activity at various times of the day, contributing to safety and security and the overall vitality and viability of the centre.</p> <p>No justification is given as to how increasing the level of residential accommodation renders the development unviable, or how it prevents other uses (most of which would be ground floor uses) being delivered. Different mixes of uses in different layouts will have different levels of viability, but the Council does not believe that there is any justification for a blanket assertion that increasing residential will necessarily make development unviable.</p> <p>In terms of what the priorities for the centre should be, these are set out in the Vision, which specifically mentions that the centre will be a desirable place for people, including families, to live.</p> <p>In terms of the relationship to the national priority for economic development, it is considered that the provision of housing is entirely in line with this aim. Numerous ministerial statements and policy documents published recently have made clear how important the Government considers new housing to be for economic growth, and the local business sector often identifies sufficient housing as a key infrastructure requirement to growth in the area.</p>
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<p>Layout and Design - <i>Layout</i></p>	<p>While we acknowledge that there would be merit in comprehensive redevelopment of the entire district centre site, including the site of the Asda store, this would appear to be unlikely to be achievable in practice. While this is acknowledged elsewhere in the Brief, it should be expressly acknowledged at 5.3.</p>	<p>No change needed.</p> <p>Paragraph 6 already acknowledges that a comprehensive scheme may not be possible. This part of the Brief sets out broad principles that will apply to any development, and is not the place to discuss the different potential scenarios. Potential development scenarios are dealt with in section 6.</p>
<p>Layout and Design - <i>Layout</i></p>	<p>The analysis at 5.3 should recognise that partial redevelopment / extension of the shopping precinct site may be the most / only viable option and that the Council remain open-minded about considering any such option on its merits, taking into account the wider objectives set out elsewhere in the Brief.</p>	<p>No change needed.</p> <p>Page 20 contains some commentary which states that partial redevelopment may be acceptable where it meets the development principles of the Brief, which is conceivable but unlikely. However, simple extension of the precinct will not be acceptable. It will do nothing to address the fundamental problems with the precinct, or centre, as it stands, and a proposal for extension has been assessed and rejected through the planning application process for precisely this reason. It would therefore be misleading for the Brief to indicate that simple extension may be possible when, in all likelihood, it will not be.</p>
<p>Layout and Design - <i>Density and Mix</i></p>	<p>It is not accurate to comment (as set out at para 13 of 5.3) that district centres should necessarily be locations of higher-density development than surrounding residential areas and indeed there are many examples of successful district centres around the country which are not. This commentary should be revised in a manner which makes clear that while higher density forms of development will be encouraged, other forms of development may be acceptable where they would meet the objectives set out in the Brief.</p>	<p>No change needed.</p> <p>Paragraph 13 is not a commentary on what is the case elsewhere, rather it is a statement of the strategy for Reading, as set out in the adopted Core Strategy. That spatial strategy includes additional development for a mix of uses in identified district and local centres, and paragraph 3.23 of the Core Strategy highlights the benefit of higher-density development in such locations. This is given policy expression in CS4, which links accessibility to development density, and states that proximity to a district or local centre will be one of the determinants of development density. As such, paragraph 13 is simply an expression of the adoption development plan policy, which cannot be over-ridden by a SPD.</p>

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		Development options	Para.6.6 is prescriptive and confusing in its intention. On one hand, the Brief seeks to ensure that any redevelopment of the precinct does not prejudice future development layouts for the Asda site. On the other hand, however, the Brief directs development to respect the existing Asda layout by, for example, ensuring that there is an entrance to the development that is close to the Asda entrance. It would be unfortunate for a redevelopment scheme to be brought forward for the precinct that is overly-dependent upon the existing orientation of the Asda store and then for the Asda store to be redeveloped at a later date. The Brief should seek to ensure safe and convenient pedestrian access between any redeveloped precinct and the Asda store, though be sufficiently flexible so that linkages can be adjusted, as necessary, at a later date should the Asda site be redeveloped.	<p>Agreed. Change proposed.</p> <p>It is vitally important that any development of the precinct only relates well to the Asda store, and enables good linkages between the two, because redevelopment of the Asda store could happen much later, if at all. However, it is not the intention that the layout of the precinct development has the effect of preventing a reorientation of the Asda site if that would be beneficial. Therefore, the linkages should work with both a retained Asda and with a future development of the site. Of course, these difficulties demonstrate why a comprehensive development would be preferable.</p>
003105	Mr Keith Elliott	General	Fully support the content of the Draft Planning Brief.	Noted. No change needed.
		General	I hope that, if and when development occurs, the greater part of the brief's objectives can be met. I was disappointed that important elements of the Battle Hospital planning brief never got incorporated into the development (e.g. the lost piazza of West Reading). Please fight to ensure that the residents of West Reading get a development that doesn't squander the opportunity for real improvements to the area.	<p>Noted. No change needed.</p> <p>The Council intends to ensure that development proposals reflect the objectives of the Brief. In the case of Battle, the applications were judged against policy at the time, including the Revised Planning Brief, and considered to be acceptable. The areas of open space within the development correspond to those sought within the Brief.</p>
002264	Natural England	General	Nothing within the Draft Planning Brief that is likely to have substantial impact upon any of Natural England's existing concerns, so no specific comments.	Noted. No change needed.
		Natural Environment	Recommend that where appropriate you use redevelopment as an opportunity to protect, create and enhance Green Infrastructure, which can play an invaluable role in improving the quality of urban living and is considered beneficial to physical health and mental well being, the provision of essential ecosystem services such as water management and urban cooling and aiding climate change adaptation.	<p>Noted. No change needed.</p> <p>The Brief seeks additional green infrastructure in line with policy DM17 (Green Networks) of the Sites and Detailed Policies Document, which focuses in particular on creating a network of green. On this site, an opportunity has been identified for bridging an existing gap within the network, south of Asda, and this should inform any development proposals.</p>

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004993	Mr Roderick Standing	General	I fully agree with most of the Council's policies regarding the centre as specified in the Draft Planning Brief, but feel that some policies are unnecessarily fussy.	Noted.
		Vision	It would be unnecessary to demolish Asda simply to make it harmonise with a redeveloped precinct. Demolishing Asda would be inconvenient to local residents, and Asda may be tempted to increase their prices to recoup expenditure.	No change needed. The Brief does not insist on the redevelopment of Asda, but recognises that a comprehensive solution is likely to deliver the best option in the long-term. A beneficial long-term development will be worth some short-term disruption, although the 'Implementation' section of the Brief does discuss how to minimise this through phasing where possible. The redevelopment of the Asda store would only take place if viable, and would not therefore necessitate the raising of prices.
		Vision	Not sufficient justification for redeveloping the precinct. No evidence it is structurally unsound, and signs of delapidation are due to neglect. Disagree that customers are put off shopping there due to the appearance, as most customers use a particular centre because of location, goods/prices, using shops which are close together, and/or car parking charges. Owners of the precinct may be tempted to raise rents to recover cost of redevelopment. If the buildings are structurally sound, it should be thoroughly renovated and smartened up rather than redeveloped.	No change needed. The issues with the centre have been widely documented in the documents produced so far, and do not necessarily relate to structural unsoundness, of which the Council has no particular evidence. The consultation responses show substantial local support for redevelopment, and the reasoning for why this is considered a better option than simple refurbishment are set out in the Brief itself.
		Access & transport	No need to eliminate the gentle slopes of the car park at a large cost.	No change needed. The Brief states that, where new areas of parking are provided, these should avoid the slope issues that have been raised by a number of respondents as being a problem, particularly for elderly people. If these new areas of parking are being provided anyway, meeting this requirement should not present a major issue.
		Layout and Design - <i>Safety and Security</i>	No explanation or credible alternative is given for the advice to avoid roller shutters on p29. This should be clarified for shopkeepers.	Agreed. Change proposed. There are alternatives to roller shutter shopfronts that also provide security, including lattice grilles and internal shutters. Paragraph 10.4.5 of the Sites and Detailed Policies Document provides guidance, but it is agreed that the alternatives should be highlighted here.

ANNEX 2: INDIVIDUALS AND ORGANISATIONS CONSULTED ON THE DRAFT PLANNING BRIEF

Mrs K Abbott
Ability Housing Association
Mr Omar Adhikari
Age Concern Reading
Ms Vivienne Akerman
Alan Place Residents Association
Mr Terry Alway
Mr Craig Anderson
Councillor James Anderson
Mrs M Anderson
Mrs Ann Armstrong
Mr and Mrs J Arnott
Asda Stores Ltd
Mr Fred Ashcroft
Mrs Cheryl-Anne Ashfield
Mr Mike Atkinson
Mr. Malcolm Avenell
Councillor Mohammed Ayub
Mrs Susan Baker
Councillor Isobel Ballsdon
V Barker
Mr Mark Barrett
Barrett Estate Services
Mrs Annie Bass
BBOWT
Professor Nigel Bell
Mrs Pamela Bell
Eileen and John Benham
Councillor Daisy Benson
Berkshire West Primary Care Trust
Mr Joseph Bishop
Britt Bjoro And Dave Long
Dr Kevin Blackburn
Mrs Elizabeth Blair
Mr Barry Blewitt
Miss J Bottiglieri
Mr John Boxall
Mrs S Brailsford
Mrs Judith Brazell
Dr Carol Brickley
Mrs Cathy Bristow
British Estate Services
Mr Fred Brown
Jodie Brown
BT Repayments Planning Department
Mr Craige Burden
Isabel Burn
Mr Scott Calder
Mrs E Campolucci
Mrs E Card
Mrs Michelle Cardwell
Mrs Margaret Cassidy
Mr Piers Caswell
Catalyst
Mrs V Cechova
Mrs L Chandler
Mr Kelvin John Chaplin
Chillingham Ltd
Mr Leslie Chubb
Carol Cissewski
Mrs S Clancy
Mr Charlie Clare
Dr Samantha Coates
Mr J Colbourn
Mr David Cole
Mr Peter Coles
Mr R Constance
George and Sheila Cook
Mrs M Cook
Tim Cook
Mr Mike Copsey
Mrs Lisa Corrigan
Mrs E Coulson
Ms Barbara Crabb
CRAG
Mr Michael Cragg
Mrs D Cripps
Miss Grace Crossley
Mr Sean Cullen
Councillor Andrew Cumpsty
Ian Cuthbert
Mr Ronald Cutting
Miss Camellia Dara
Councillor Richard Davies
Mrs Ann Davis
Mrs M Day
Miss Patricia Day
Mrs Virginia Day
Dee Park Residents Association
Mrs Nikola Dennison
Mr Derek Dibley
Mrs K Dix
Jeffrey Dobson
Mr Keith Downer
Briony and David Downey
DPP
Miss Joanna Driver
Ms K Southwood-Duke
Mrs Tracey Dunk
Councillor Ricky Duveen
Mrs Heather Dyer
Councillor Melanie Eastwood
East Tilehurst NAG
Councillor Rachel Eden
Mr Alun Edwards
Councillor Deborah Edwards
Councillor Kelly Edwards
Mrs Lynn Eggleton
Mr P Elford
Mr Dean Ellis
Ms Liz Ellis
Miss Mandy England
Eric and Shirley Englefield
Councillor John Ennis
Environment Agency Planning Liaison
Mr R Farley
Mr David Farrell
Mrs Jackie Faulkner
Mr Sunil Fernandes
Miss Caroline Fish
Mrs Sheila Fisher
Miss L Fitzpatrick
My Anthony Ford
Mr Colin Ford
Mrs H.O. Fortnum
Mr Garry Foster
Mrs C Frost
Mrs Carol Froud
Mr William Froud
Mr Donald Gauntlett
Councillor Jan Gavin
Mrs Dorothy Gibert
Miss Helen Gibson
Gillbe
Mr Patrick Ginnelly
Councillor Paul Gittings
Mr D Goss
Mrs Jessie Goss

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Mr Stuart Gould
Granville Road Residents Association
Mrs Janet Gray
Mr Jonathan Green
Mr David E J Gregory
Mrs Lesley Griffiths
Ms S Grover
Mrs Claire Gulliver
Mr T Gutteridge
Councillor Sarah Hacker
Mrs J Hagger
Mr N Haines
Mr Peter Hallbery
Miss Dawn Halpin
Miss Nicola Hamblin
Mr David Harris
James Harris
Councillor Tim Harris
Mrs Tracey Harris
Mrs Maureen Harrow
Mr William Harrow
Mrs Mary Hatchwick
Mr Melvyn Hawkins
Mrs R Hawkins
Health And Safety Executive
Mr. Peter Hempstead
Mr Paul Higginbotham
Mr Steve Higgs
Highways Agency Network Strategy
Mrs Erika Maria Hill
Mr Dave Hobley
Mr John Hoggett
Mr and Mrs Holland
Mrs Helen Holliday
Holybrook Parish Council
Ms Hopkins
Mr Brian D Hopkins
Councillor Ed Hopper
Miss P Hornsby
Councillor Graeme Hoskin
Ms Shelagh Howard
Dr Chris Howlett
Mrs Lis Howlett
Mr Vincent Hudson
Mrs W Hunt
Mrs Penny Hunter
Mrs V Hurn
Ms Catherine Hutchison
Miss Freda Hyatt
Inglewood Court Residents Association
Mr and Mrs Ireland
Mr & Mrs Jarrett
Mrs Jane Jarvis
Mrs J Jenner
Mr Graham Jerome
Norman Johnson
Mrs Susan Johnston
Mr John Jones
Councillor Peter Jones
Councillor Tony Jones
Miss Milli Jwalli
Dr M Karim
Mrs Angela Kennedy
Mrs T Kennedy
Councillor Gul Khan
Ms S Kiely
Mrs Rose Larter
Ms S Law
Mr Andrew Laylry
Miss Dawn Lee
Mr D Li
Mrs Diana Lincoln
Mrs Sheila Lines
Councillor Marian Livingston
Mr D Long
Mr David Looker
Mr Anthony Love
Mr D Lovelock
Councillor Jo Lovelock
Mr Ian Mackinder
Mr I Madelin
Mr Richard Mallett
Mrs R Mansor
George Martin and Ruth Hutchinson
Mrs L Martin
Mr Tony Martin
Councillor Chris Maskell
Mrs Hazel Matthews
Mrs Susan McCready
Mrs Elaine McDonald
Mrs G McDonald
Mrs M McDermott
Councillor Eileen McElligott
Miss Paula McEntee
Mr John McLeod
Mrs Ida McVetis
Marie-Dominique Meunier
Mr Terry Mills
Mrs M Minty
Mr Paul Morris
Miss H Morton
Natural England
Dr Jane Needham
Mrs Jacqueline Nichols
Mrs B Noctor
Norcot NAG
Norcot Residents Association
Mr Derek North
Mrs C Northway
Councillor Meri O'Connell
Office for Nuclear Regulation
Mrs Z O'Gorman
Mr Kiely Oliver
Councillor Mike Orton
Keith Osgood
Mr A Overton
Mrs Mary Oxlade
Councillor Tony Page
Mrs Zoe Page-Smith
Miss Sue Papp
Miss D Parker-Boyes
Parkside Housing Group
Mrs Elizabeth Parsons
Mr Matthew Pentland
Mr Bertram Pepper
Mrs M Pickford
Mr J Pike
Mr William Pocock
Mrs R Porter
Mr Meyrick Price
Pride of Dee Park
Prospect College
Mr J Provino
Raglan Housing Association
Mrs Clotilda Rahman
Councillor Mark Ralph
Ms Zeba Rao
Mr L Ravenscroft

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RCRE
Readibus
Reading Civic Society
Reading CTC District Association
Reading Cycle Campaign
Reading Friends of the Earth
Reading Taxi Association
Reading Transport Ltd
Reading UK CIC
Reading Urban Wildlife Group
Reading Youth Cabinet
RFTRA
Mrs Peggy Rigby
Mrs Sandra Rimmer
Malcolm and Nancy Ritchie
I Rivers
Mrs J Robins
Mrs Theresa Robinson
Mr Tom Robinson
Councillor Matt Rodda
Mrs J Rose
Mr C Round
Royal Berkshire Fire And Rescue Service
Mrs Rachel Ruchpaul
Mrs G Rudman
Councillor Pete Ruhemann
Ms V Rush
Mr A Rutter
Mrs M Ryall
Councillor Rebecca Rye
Councillor Jenny Rynn
SAKOMA
Mrs Janette Sassoon
Mrs M Searl
Miss Jackie Serjent
Mr Alok Sharma MP
Mr Christopher Sharp
Mr Matt Shaw
Ms S Sheikh
Mrs M Shelley
David And Gaylene Shepherd
E Sheppard
Mrs J Sheppard
Mr Raymond Shelton
Mrs Victoria Silvey
Mrs I Simmonds
Ms Nicky Simpson
Mrs Norma Sinclair
Mr Thomas Sinclair
Councillor Daya Pal Singh
Councillor Jeanette Skeats
Miss Michelle Sleaford
Mr J Smith
Mr R V Smith
Miss S Smith
Mrs C Snarey
Southcote GLOBE
Southcote NAG
Southcote Residents Association
Mr Graham Spicer
Sport England
Mr Roderick Standing
Mr Ben Stanesby
Councillor Jane Stanford-Beale
Councillor Tom Stanway
Mr Fred Stark
Mrs A Stevens
Councillor David Stevens
Ms Joanna Stewart
Mrs Shelagh Stiles
Mr PJT Stream
Mrs L Sullivan
SusTrans
Mrs E Tapsfield
Mr Frank Tatam
Mrs K Tatam
Mr Malcolm Taylor
Mrs J Temperley
Ms Melanie Tether
Thames Valley Chamber Of Commerce
Thames Valley HA
Thames Valley Police
Thames Valley Police - Crime Prevention Design Team
Thames Water
Mr M Thord
Mr RS Thompson
Councillor Liz Terry
Councillor Bet Tickner
Tilehurst Free Church
Tilehurst GLOBE
Tilehurst Parish Council
Tilehurst Residents and Community Association
Mrs Dorothy Townsend
Transport 2000
TREGA
S E Tucker And J Calcutt
Louise Turner
Mrs C Tull
Mrs Eileen Uden
Mr J Varney
Councillor Sandra Vickers
Dr Shirley VInall
Mrs M Waddell
Mr Johann Wain
Lee & Brian Waite
Mr James Walsh
Warden Housing Association
Mr David Warren
Mr Patrick Way
Mr K Weaver
Mr P Weaver
Mrs R Wells
West Berkshire Council
Western Elms Residents Association
Councillor Rob White
Councillor Jamie Whitham
Mr E Wild
Mr John Wilkins
Mrs P Williams
Councillor Rose Williams
Councillor Richard Willis
Mrs E Winder
Mrs Diane Wood
Mr Tim Wood
Mrs E Woodcock
Mrs Patricia Woodcock
Mr J Woods
Councillor Paul Woodward
Mr Duncan Wooldridge
Mrs Susan Woosnam
Mrs Audrey Young
Mr Mark Young
Mr S Young
Mr M Zamir

A separate list of those consulted on the initial options consultation in February to April 2012 is included in the Report of Consultation (June 2012).

Reading Borough Council

THE MEADWAY CENTRE
~~DRAFT~~ PLANNING BRIEF

~~Draft~~ Supplementary Planning Document,
Adopted November 2012~~2013~~

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1. INTRODUCTION

- 1.1 The Meadway is a district centre located in West Reading. The centre is split into two parts. The northern part of the centre is a purpose-built precinct opened in 1967, containing retail and leisure uses and a number of flats, with an area of car parking. The southern part of the centre is made up of an Asda superstore and its car park. The precinct is now dated and in poor condition, as well as being physically unappealing and failing to make the most of its location in design terms. The Asda store, whilst not necessarily being in as urgent need for regeneration as the precinct, nevertheless represents an important opportunity for providing a comprehensive development of this District Centre.
- 1.2 The overall strategy for the Borough involves a focus on a network and hierarchy of identified centres, of which the Meadway is one. As well as being a location for a significant range of local services and facilities, including retail, leisure and community provision, such centres should be places for people to live.
- 1.3 In recent years, there has been some interest in full or partial redevelopment of the Meadway precinct. Given the importance of the district centre location for the local area, it is important to set down the broad principles for the form that such development should take. The purpose of this Planning Brief is therefore to ensure that beneficial development at The Meadway takes place that makes maximum contribution to the local area.
- 1.4 The Brief was adopted on 20th November 2013. It provides guidance which supplements policies in the Core Strategy (adopted 2008) and Sites and Detailed Policies Document (adopted 2012) and should be read in conjunction with those documents.

~~This is a public consultation version of the Brief, and your comments are welcome. Please send any comments to:~~

~~LDF Planning Team~~

~~Civic Offices~~

~~Reading~~

~~RG1 7AE~~

~~LDF@reading.gov.uk~~

~~Please ensure that comments are received by 5 pm on Friday 21st December 2012.~~

2. THE SITE AND ITS SURROUNDINGS

Description of the Site

2.1 The Meadway is a district centre located on Honey End Lane in West Reading, close to Prospect Park. It is approximately 3 km west of the centre of Reading, and 3 km from Junction 12 of the M4. Figure 1 shows the location of the site. It serves a residential area around the streets of Honey End Lane, the Meadway, Cockney Hill and Usk Road.

2.2 The centre comprises two parts:

- A purpose built shopping precinct based around a central courtyard, with approximately 30 shop units, flats above the shops and car parking to the side and rear;
- An ASDA superstore with car parking to the rear.

These two parts are in separate ownerships, which gives rise to challenges in terms of linking the sites together.

2.3 Basic information about the site is below:

- Address: Honey End Lane, Reading, RG30 4AA
- Ward: Norcot
- Grid Reference: SU683727
- Site area: 3.0 ha
- Freeholders: Chillingham Ltd (precinct) and Barrett Estate Services Ltd (Asda site)



Figure 1: Location of the Meadway Centre

History of the Site

- 2.3 Historic maps of the Borough show that the Meadway centre site ("the site") was an area of parkland linked to Prospect Park up to the late 19th Century.
- 2.4 The Prospect Park brickworks ~~was~~ ~~were~~ established at the end of the 19th Century, on the site now occupied by the recent development of Chimney Court, one of a number of such brickworks that made up one of the key industries for which Reading was known. ~~This is~~ brickworks were on the opposite side of Honey End Lane from the site, although this part of the road did not exist before the development of the ~~Meadway centre precinct.~~ Excavations associated with the brickworks started pushing into the site in the early 20th Century, and by the 1930s most of the site was covered by these excavations. This is the reason for the unusual topography of the site.



Prospect Park Brick Kiln (source: www.historypin.com)

- 2.5 Figure 2 is a historic map of the area from the 1930s, before most of the surrounding development took place. At this point, the site was very much on the edge of the urban area of Reading. However, most of the surrounding residential streets were developed by the end of the 1950s, leading to a very different character for the area over a short period, and bringing the site into Reading itself.
- 2.6 The Meadway precinct itself was constructed slightly later than most of the surrounding residential, in the 1960s, and opened in 1967. The development of the adjacent ~~Asda site~~ now occupied by Asda took place slightly later again than the precinct, in the 1970s.
- 2.7 The area of woodland to the northwest of the centre was originally part of Stoneham Copse, a larger woodland encompassing the area now covered by the middle part of Severn Way and Walmer Close.

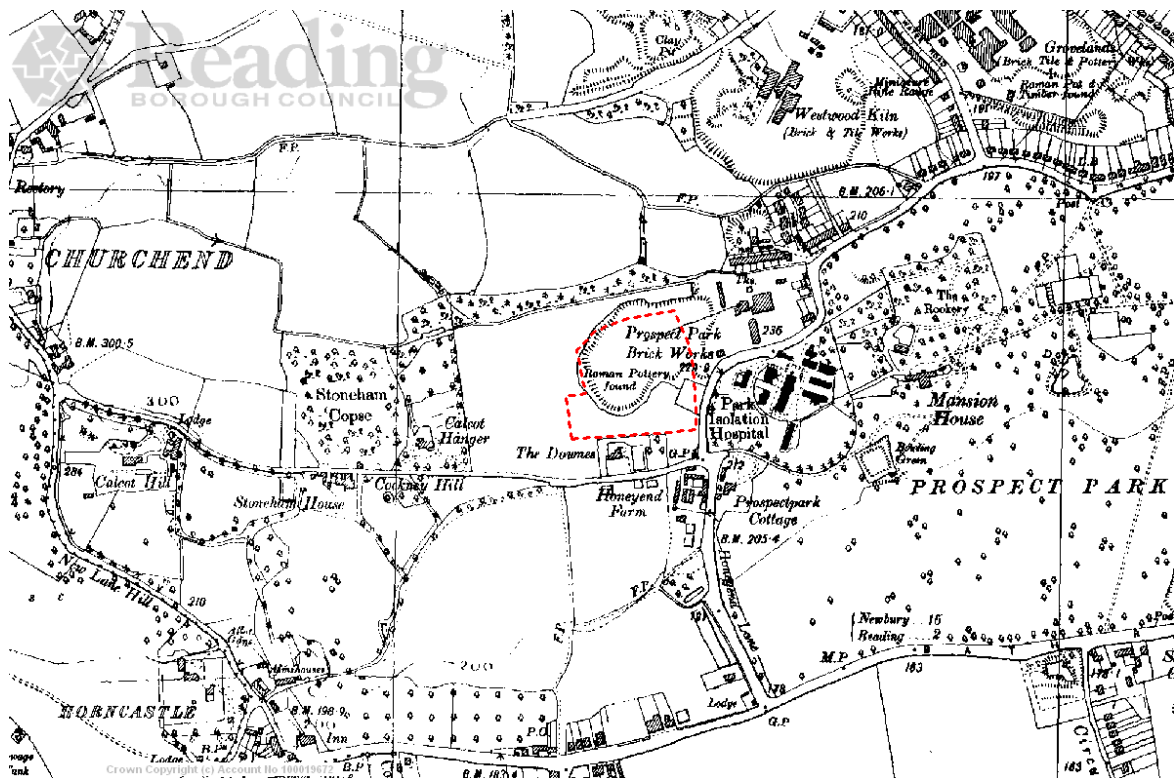


Figure 2: The site and surrounding area in the 1930s

- 2.8 Since the construction of the centre, various developments have taken place in recent years, including the redevelopment of the brick kiln (the last such kiln in Reading to be demolished) for residential use, and some infilling in surrounding residential areas, e.g. along Cockney Hill.
- 2.9 Little development has occurred at the Meadway Centre itself in recent years. However, it has been subject to a number of development proposals since 2000. In 2000 and 2001 there were a string of applications¹ for a new retail unit on the car park site, which would have comprised a Lidl store of between 1,000 and 1,500 sq m at the rear of the precinct. These applications were either withdrawn or subject to appeal against non-determination (and the appeal subsequently withdrawn).
- 2.10 More recently, a planning application (05/01183/FUL) was submitted in 2005 that would have resulted in an additional 1,500 sq m of retail, 39 additional residential units and refurbishment of the existing precinct. However, this was refused for a variety of reasons, including that it was a piecemeal and poorly-designed solution that did not make the most of the opportunities available to enhance the precinct, and concerns about the level of parking. A subsequent appeal was withdrawn. A fresh application was submitted in 2007

¹ 00/00241/FUL; 00/01322/FUL; 01/00097/FUL; 01/00101/OUT; 01/00270/FUL

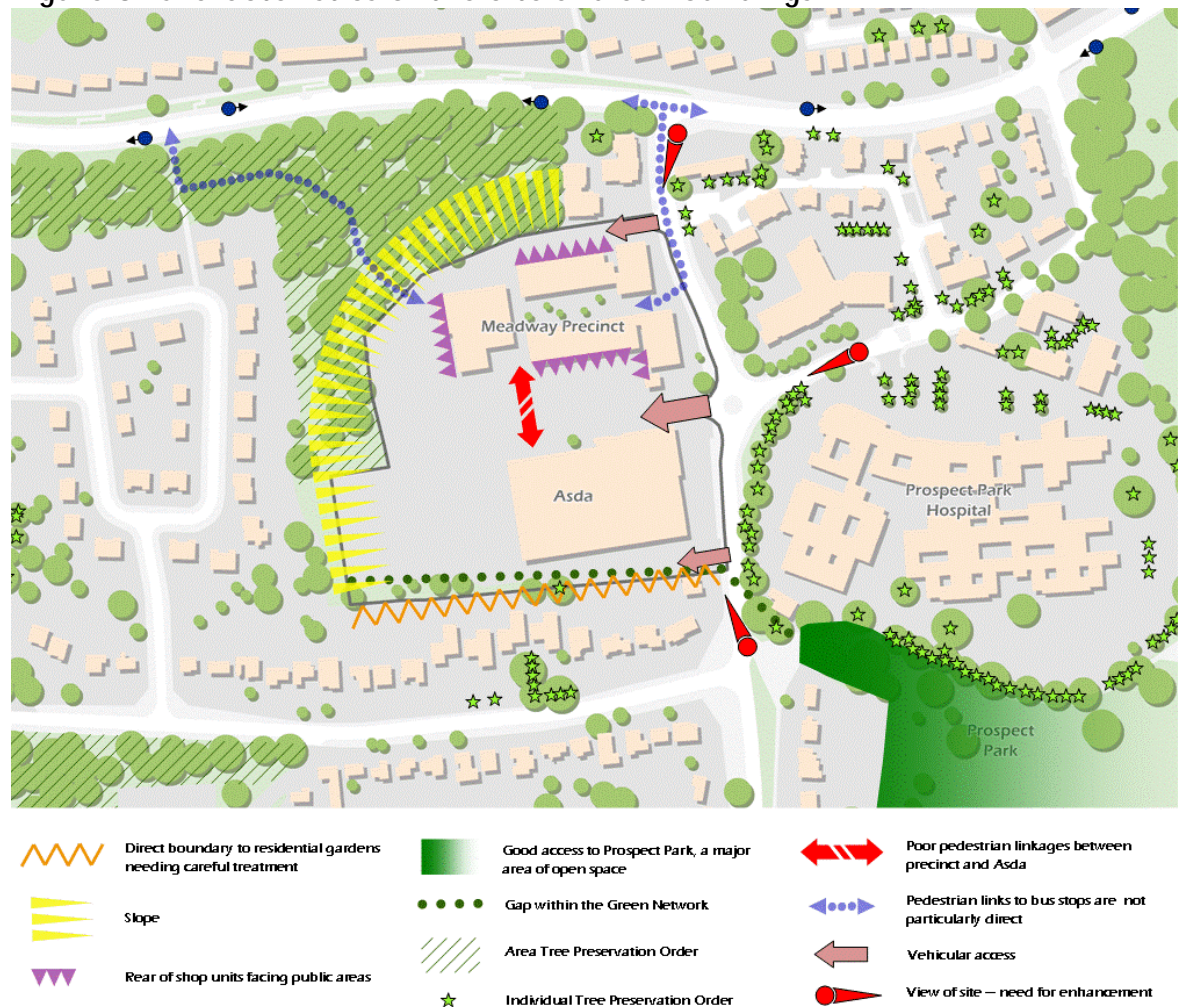
(07/00044/FUL) for an additional 1,385 sq m of retail and 34 flats, but this was withdrawn after insufficient information was submitted.

Characteristics of the Local Area - Physical

2.11 The area around the Meadway centre is primarily residential in nature, with some sites in community use including Prospect College, St Michaels Primary School and Prospect Park Hospital. Prospect Park, one of Reading’s most important and historic open spaces, is also nearby, with an entrance onto Honey End Lane just south of the Meadway Centre.

2.12 The woodland to the rear of the centre, part of the old Stoneham Copse, is covered by a variety of wildlife, landscape and tree protection designations. It forms part of the wider West Reading Woodlands, which is a chain of small woodlands running south east to north west through much of west Reading. Whilst important in its own right, it is vital as part of this green network.

Figure 3: Characteristics of the Site and Surroundings



Characteristics of the Local Area - Social and Economic

- 2.13 The area around the Meadway centre is mixed in terms of socio-economic characteristics. Some areas have no particular deprivation issues, but there are also pockets of some of the highest levels of deprivation in Reading, e.g. Usk Road, Dee Park and Coronation Square. Particular deprivation issues are education, training and skills, health and income².
- 2.14 According to demographic information, the population of the three wards covering the majority of the area served by the Meadway centre (Norcot, Southcote and Tilehurst) is expected to increase by 3.6% between 2011 and 2015. This is slightly less than the overall forecast population increase for Reading Borough (3.9%). Most of this increase will take place in the Dee Park area due to a Homes and Communities Agency-funded residential development which is currently underway.

²Deprivation can be measured using the Indices of Multiple Deprivation, published by the Office of National Statistics. The most recent version dates from 2007. Each geographical area is given a deprivation score, based on various measures, and areas in England can then be ranked in order of deprivation. The lowest-level areas for which information is available are Super Output Areas (SOAs), and the approximately 32,000 SOAs in England can then be ranked.

3. POLICY CONTEXT

- 3.1 This Brief provides site-specific guidance for the Meadway Centre, but forms part of a wider planning policy framework for the area, and should be read in conjunction with the other documents within that framework.
- 3.2 This Brief is a Supplementary Planning Document (SPD), meaning that it supplements and expands upon higher level planning policies. A SPD should therefore be linked to a 'parent' policy in a development plan. The two main policies that this Brief supplements are therefore policy **CS26 (Network and Hierarchy of Centres)** in the Core Strategy, adopted in 2008, and policy **SA15 (District and Local Centres)** in the Sites and Detailed Policies Document, adopted in October 2012. The two policies are set out in full in Appendix 1, which also includes more detail on the planning policy context. The main message is that this is an important district centre, in an accessible location, that will be appropriate for a significant development incorporating a wide range of uses.
- 3.3 However, the Brief also links to a number of other policies. The relevant policies for the Meadway Centre can be summarised into a list of main policy principles, set out below. These are expanded on in more depth in terms of how they relate to the site in the Development Principles section.
- 3.4 Appendix 2 shows an extract from the submission Proposals Map, showing the site-specific planning designations that affect the Meadway area.

Land Use	1	Development should result in an expanded, rather than contracted, offer of centre uses such as retail, leisure and community uses, retaining a strong retail character (CS26, CS27, CS31, DM13, DM15, SA15).
	2	There should be no loss of housing (CS17), and should preferably be an overall increase in centres (CS26, DM13).
	3	Housing will include an appropriate element of affordable housing (CS16) and will be built to Lifetime Homes standards (DM5).
Layout & Design	4	High quality design emphasising safety, quality public realm and permeability (CS7) and protecting residential amenity (DM4).
	5	Intensity of development reflecting accessibility and character, meaning that a district centre location could be developed relatively intensely (CS4, DM15).
	6	Development should be sustainable in nature, and should reduce its effects on, and adapt to, climate change (CS1, DM1, DM2).
Transport & Movement	7	Safe access, and no new access points onto Honey End Lane (DM12).
	8	Promotion of travel by sustainable modes (CS22, CS23, SA14).
	9	Adequate levels of car parking (CS24).
Environment	10	Protect areas of biodiversity importance, and seek opportunities to link areas of importance into a green network across Reading (CS36, DM17).

	11	Existing important trees will be retained, and additional trees planted (CS38, DM18).
	12	Maintain the character of Major Landscape Features (CS37).
	13	Effects on pollution levels, and effects of pollution levels on proposed uses, will need to be mitigated (CS34, DM19).
Contribution to community	14	Development should contribute to social inclusion (CS3) and mitigate its effects on the need for infrastructure (CS9, DM3).

4. VISION

4.1 The vision for the Meadway is set out below.

The Meadway Centre will be developed to provide a high-quality, thriving and inclusive district centre for this part of West Reading. It will serve a number of vital different, but complementary roles:

- It will provide a widened range of services and facilities for the local community;
- It will act as a much-needed community hub for the local area, providing somewhere that local residents can meet, and serving all residents of all ages
- It will be a desirable place for people, including families, to live;
- It will be easy and safe to move around for pedestrians, including people with disabilities, and will connect well to the surrounding areas by all modes of transport, including foot, cycle and public transport;
- It will be designed and laid out in a way that attracts visitors, connects well to its surroundings, provides high-quality public realm and is sustainable and durable; and
- It will take any opportunities to help to address deprivation issues within the local area.

Redevelopment and regeneration of the Meadway Centre is an important objective for the local community and for the Council. To that end, the Council will work positively and proactively with any landowner or developer seeking to progress a proposal that will improve the way that this site serves its local community and which fulfils the vision and principles for the site.

5. DEVELOPMENT PRINCIPLES

5.1 This section summarises the main development principles that should be taken into account in developing the site, whether for a comprehensive or a more partial development. Figure 4 illustrates some of these principles in map form where it is useful to do so.

5.2 Amount of Development

1. This Brief does not place any specific limit on the amount of floorspace that could be accommodated on the site. The overall planning strategy for Reading includes district centres as an important location for future development. In addition, an increase in overall floorspace may be required to make a development of the site viable. Where an increase of floorspace complies with the principles in this document and other policies, it will be appropriate.

5.3 Land Use

2. This is an identified district centre, and there should therefore be a wide mix of 'centre uses'³ on the ground floor of the site, in particular on key frontages. There should be no reduction in the overall diversity of uses and units. Uses should include retail, leisure and community facilities. A strong emphasis on retail would need to be retained, with, as an indication, at least 50% of the frontage to the main public areas in A1 retail use.
3. Uses such as cafes and banks and similar services have been identified as key uses to include where possible. Whilst planning has little control over the occupiers of shop units within the centre, there has been a large response to the Options Consultation specifying the types of occupiers that local people would wish to see. Appendix 1 contains the answers to this question, which may well be of use to inform any future development.
4. Retention of some shop units for smaller retailers is important to ensure diversity of units and to retain as wide an appeal as possible. It will also potentially enable existing occupiers, who have built up strong local customer bases, to remain within the centre, which was a message which emerged strongly through public consultation.

³ 'Centre uses' are defined in the Sites and Detailed Policies Document paragraph 7.1.5 as being those uses within use classes A1, A2, A3, A4, A5, C1, D1 and D2, as well as those uses within 'sui generis' that are typically found in centres.

5. The Meadway Centre, as an accessible district centre, is an appropriate location for an intensification of uses including housing. A net increase in residential is sought on the site. At the very least, there should be no net reduction in residential, either in terms of number of residential units or floorspace. There should also be retention of some residential units of a suitable size for families.
6. Redevelopment should make provision for affordable housing, in line with the Council's adopted policies (currently CS16 in the Core Strategy for developments of 15 or more dwellings, or DM6 in the Sites and Detailed Policies Document, as supplemented by the Affordable Housing SPD, for smaller sites).
7. All housing should be built to Lifetime Homes standards, in line with the Council's adopted policy DM5 in the Sites and Detailed Policies Document.

5.4 Layout and Design

Layout

8. The centre should function as a single entity, with much improved linkages between key elements. This is clearly easiest to achieve with a comprehensive development of the whole centre. However, if a comprehensive scheme is not possible, development on either the precinct site or the Asda site must be orientated and designed so that the constituent elements function together in a way ~~which~~ that ~~benefits~~ the whole centre.
9. The centre should be arranged around a new public space. The fact that the centre has a courtyard at its core is popular with many local residents, even if the specific way it is arranged, facing away from other public areas, is not ideal. This does not necessarily need to be a sizeable area of open space, but it should serve as a focus for the centre, providing attractive public realm, connecting well to all parts of the centre as well as surrounding streets. Such an area will also be capable of providing an area for some community events. The public realm should include external seating.
10. The precinct currently turns its back on the Asda store and the main approach from the car park and Honey End Lane. This should not be the case in ~~new~~ future development schemes. Key active frontages should face onto the public realm and Honey End Lane. In the event that only the precinct part of the centre comes forward for redevelopment at one time, active frontages should also face the Asda site, to ensure that linkages are improved.

Landscape

11. The principles in the Council's Tree Strategy will need to be adopted and include tree planting within the design, with consideration given to species (in terms of climate change, form, size) and their long-term retention (available space above and below ground, quality of rooting environment, maintenance and aftercare). Tree planting should be included throughout the site to improve the overall appearance and quality of the scheme, but with the following priorities:
 - Within an area of open space at the heart of the centre;
 - On the Honey End Lane frontage;
 - Along the landscaped strip at the south of the site;
 - Within the main car parking area (unless this is not possible due to, for instance, deck parking).
12. Landscaping will need to be considered at an early stage and incorporated as part of the new layout. Incorporation of green elements in particular will help avoid creation of a bleak urban environment similar to the current precinct, as well as helping to adapt to climate change and improve health.

Density and Mix

13. District centres should be locations of higher density development than surrounding residential areas, and should be linked to levels of accessibility by non-car modes of transport, in line with the Core Strategy. Therefore, the centre will be appropriate for higher density development (which does not necessarily mean higher buildings - see below).
14. As a district centre, it is appropriate for uses to be mixed vertically, bringing activity and surveillance to the centre at different times of day. Residential will mainly be on upper floors, but there is some potential for ground level residential away from key frontages, depending on the exact layout of any development.

Scale, Height and Massing

15. Height and massing of the site should take account of its topography and surrounding uses. Parts of the north and northwest of the site are well screened from surrounding residential uses by slopes and woodlands, and could house somewhat higher buildings than other parts of the site. Likewise, there may be scope for some higher elements on Honey End Lane to emphasise the entrance(s) to the centre. However, development should reduce in height towards the residential

gardens on Cockney Hill, as any higher development here would have a significant effect on these properties due to the topography.

Architectural Details and Materials

16. Materials should be high-quality and should be of a type that will not date as quickly as the existing precinct has. In particular, there is an opportunity to highlight the important history of the site in brick and tile production through careful use of materials.

Sustainability

17. Development should exhibit a high level of sustainability of design and construction, in line with the Council's adopted policies (CS1, DM1, DM2). In particular, a mixed-use development on this scale offers good potential for decentralised energy to be incorporated into the scheme, which could for example include combined heat and power. The topography of the site, receiving run-off from surrounding slopes, and the current amount of hard surfacing, means that there are potential surface water drainage issues. There is therefore the potential for Sustainable Drainage Systems (SuDS) to improve surface water drainage, including measures such as permeable paving and green roofs.

Safety and Security

18. Safety and security was a key concern raised during consultation. Therefore, the aim should be to design out crime and anti-social behaviour where possible. The police's Secured By Design principles provide guidance on designing out crime⁴, and these principles should be adhered to in schemes for the Meadway Centre. The key points from these principles are set out in Appendix 4. The Council will expect developments to achieve the Secured By Design award.
19. Thames Valley Police provided detailed guidance on aspects of designing for safety and security at the Meadway Centre. These should be taken into account in the design, and are summarised in Appendix 5.

5.5 Transport and Movement

20. An increase in overall number of trips to the centre is anticipated, and may well in fact be a sign of a successful development. However, it is important that impacts upon the transport network are fully mitigated, in line with policy. This

⁴See design guides for individual uses: <http://www.securedbydesign.com/professionals/guides.aspx>

will mean that the development, if it generates additional trips, will need to incorporate enhanced provision for non-car modes of transport.

21. Honey End Lane is a classified road, and the Council's policy is that there should be no new entrances onto classified roads. Therefore, development on the site will need to, insofar as is possible, utilise existing vehicle access points.
22. A roundabout at the junction of Honey End Lane and the entrance to the Meadway Centre should be retained. It provides an important highways function for u-turns. It also provides a convenient point for buses to turn, if a more direct bus service were to be provided.
23. Car parking should be provided in line with the Council's Parking Standards and Design Supplementary Planning Document⁵. The headline requirements for this location are as follows:
 - o A1 food, and A1 non-food over 1,000 sq m - 1 space per 30 sq m
 - o A1 non-food less than 1,000 sq m - 1 space per 40 sq m
 - o 1-2 bed flat - 1.5 spaces per dwelling
 - o 3+ bed flat - 2 spaces per dwelling
24. New areas of public car parking should represent an improvement over the current public parking area. In particular, it should avoid significant slopes, and pedestrian movement within the car park should be safe. Terracing of car parking may be one means to deal with the slope issue. Parking charges are not a matter that can be dealt with through planning, but current parking charges have been cited by many in public consultation as part of the reason for the underperformance of the centre.
25. Redevelopment of the site should enhance the facilities and access for cycling. Cycle access to the site should be planned into any development from the outset, and should be safe and secure.
26. Cycle parking should be also provided in line with the Council's Parking Standards and Design SPD. The headline requirements for this location are as follows:
 - o A1 food, and A1 non-food over 1,000 sq m - 1 space per 6 staff and 1 space per 300 sq m

⁵http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/21420/Revised-Parking-SPD-Adopted-1011.pdf

- A1 non-food less than 1,000 sq m - 1 space per 6 staff and 1 space per 250 sq m
 - 1-2 bed flat - 0.5 spaces per dwelling
 - 3+ bed flat - 1 space per dwelling
27. Provision should be made to ensure good quality pedestrian access to bus stops on The Meadway and Honey End Lane. This could potentially include a footpath through the woodland to the west of Victory Court, which would offer a more direct route to the bus stop - this well-lit and laid out in a way to mitigate the slope. This is subject to land ownership issues. If such a path is proposed as part of development, it should be ensured that the centre does not turn its back on this entrance to the precinct and allows for a safe and attractive link;
28. The centre should benefit from good quality pedestrian access to and from Prospect Park, which would include signage;
29. Improved lighting along Honey End Lane is one measure which will be important to improve both pedestrian and cycle access to the centre. Lighting should be to the most recent standards of the highways authority;
30. Servicing arrangements will need to be in compliance with the policy set out in the Council's Parking Standards and Design SPD. Development should avoid servicing arrangements that are directly adjacent to residential gardens, in particular those along the north side of Cockney Hill.

5.6 Natural Environment

31. The woodland to the west and north of the site is covered by a number of designations. It is an area of open space protected under SA16, a Major Landscape Feature identified under CS37 and SA17, is covered by an area Tree Preservation Order, and most of it has identified wildlife importance as both a Local Wildlife Site and a Biodiversity Opportunity Area. ~~It is therefore important that it be retained and, if possible, enhanced through appropriate management. The policy presumption is therefore that the woodland be retained.~~
32. There are opportunities to enhance the woodland. It has been identified as part of the West Reading Woodlands Biodiversity Opportunity Area, meaning that targets for improvement apply. The main priority in these woodlands is management of the woodland to achieve a favourable or recovering condition on 65% of native broadleaved woodland. There is also the potential for restoration of grassland habitat on the steep slope.

33. There is an excellent opportunity to help stitch together parts of the green network, namely by creating a landscaped strip along the southern boundary of the site, to link the wooded/grassy slope to the west with the entrance to Prospect Park. This should not be blocked by physical barriers (i.e. a grassed area is currently fenced off).
34. Important trees should be retained - please see Figure 3 showing Tree Preservation Orders.
35. Development should take account of the location of the northern edge of the site within an Air Quality Management Area. This designation does not necessarily prevent the location of residential development within it, but there will be an expectation that both the effects on air quality, and the effects of low air quality on proposed sensitive uses, particularly residential, will be mitigated. See policy DM19 in the SDPD.

5.7 Community and Social Role

36. The centre should have an enhanced role as a centre for the local community. In part, this can be achieved simply by inclusion of a range of shops and services, in line with the criteria set out under 5.2. However, it should also be capable of hosting limited community events, and should be designed in a way that encourages public interaction in the public realm at the core. As well as through community facilities, this can also be achieved by commercial uses that encourage interaction, for instance cafes, as well as by inclusion of facilities such as children's play, within a single area.
37. Particular local deprivation issues include education, skills and training, and health. Development presents an opportunity to help to address some of these local issues. This can be through provision of community facilities, e.g. for adult education or primary healthcare. However, it can also be through other measures through improving the skills of the local labour force during the construction process, improving the pedestrian and cycle environment to promote healthy travel choices, and high quality public areas.
38. The centre should appeal to a wide range of potential users. In particular, facilities for elderly people and families with young children (for instance play equipment as part of the design of the public realm) would fit well with the demographic profile of the local population.
39. Disabled access is a key concern locally, raised through public consultation, and this should be reflected in the design of the centre. All elements of the centre should be accessible to people

with disabilities. This will mean level access to shops and services, within the public realm and to and from adjoining areas and areas of car parking;

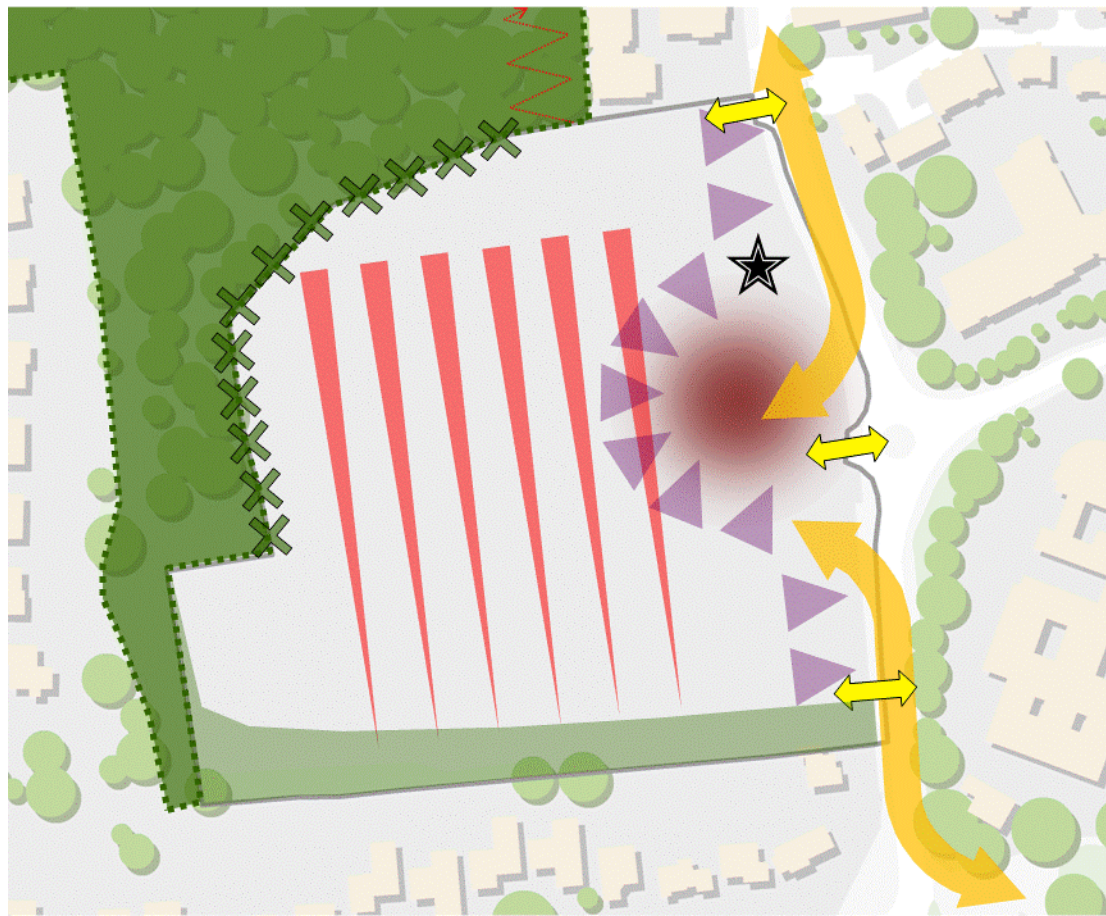
40. It is vital that development mitigates any adverse impacts that it has on local infrastructure provision. At the time of drafting, the Council is in the process of drawing up its Community Infrastructure Levy, which may be in place by the time any specific proposals are made. However, even with CIL in place, the Council will continue to seek Section 106 agreements to deal with any site-specific impacts not covered in CIL. Contributions sought will depend on the development proposed, but priorities for Reading in DM3 include affordable housing, transport, education, employment and skills, and open space. At the Meadway Centre, this may also include decentralised energy and health infrastructure, in line with other development principles. Please refer to the latest versions of the following documents for the up-to-date picture of requirements, which at the time of adoption were:

- Community Infrastructure Levy (Preliminary Draft Charging Schedule ~~early November~~ 2013)
- ~~Supplementary Planning Guidance on Planning Obligations under S106 (2004)~~ Revised SPD on Planning Obligations under S106 (Adopted November 2013)
- Affordable Housing SPD (~~draft November~~ Adopted July 2013 2012)
- Employment, Skills and Training SPD (~~draft November~~ 2012 Adopted April 2013)

5.8 Management and Maintenance

41. One of the most significant contributors to the decline of the precinct has been lack of maintenance. Therefore, there should be clear proposals for maintenance of any development, in particular of the public realm.
42. Retail and other commercial uses should be managed to avoid causing detrimental impacts on local residential properties in surrounding streets, through, for instance, disturbance by delivery lorries, or through disposal of shopping trolleys.

Figure 4: Development Principles Map



- | | | | | | |
|--|--|--|---|--|---|
| | <p>Improvements to pedestrian access</p> | | <p>New area of public realm at heart of centre. Exact location will not necessarily be as shown on the map, and will depend on design</p> | | <p>Retain and, where possible and appropriate, enhance woodland to the rear</p> |
| | <p>Access for vehicles to use existing access points</p> | | <p>Key active frontages—exact location will depend on location of public realm.</p> | | <p>Need for careful treatment of boundary to wooded area</p> |
| | <p>Reducing height from higher areas at north towards rear gardens</p> | | <p>Visual focus at main entrance</p> | | <p>Opportunity to connect parts of the Green Network together</p> |
| | | | | | <p>Potential opportunity for pedestrian link through woodland</p> |

6. DEVELOPMENT OPTIONS

- 6.1 The Council wishes to see as comprehensive development of the site as possible. A comprehensively-designed centre will best meet the needs of the local area through provision of uses that complement, rather than compete with one another, and by ensuring that the centre as a whole is as viable as possible. For this reason, the Council's preference is for a redevelopment of the whole centre as one proposal, including both the precinct and the Asda site.
- 6.2 However, planning guidelines need to be flexible to meet new circumstances as they arise. It must be recognised that the site is under two separate ownerships, which may come forward for development at different times. In the event that a comprehensive development of the whole centre is not possible, the Brief needs to contain guidance on other potential development options that could fulfil some of the aims for the centre.

OPTION 1: REDEVELOPMENT OF WHOLE CENTRE

- 6.3 Redevelopment of the whole centre is the clear preference of the Council. This will give the best opportunity for a new centre that addresses the needs of the local area, maximises its own potential for development in line with its accessibility, and which offers the best opportunity for a centre that will survive and thrive into the future.
- 6.4 The development principles in this document have largely been devised with a redevelopment of the whole centre in mind. Therefore, no further guidance is required here.

OPTION 2: REDEVELOPMENT OF PRECINCT ONLY

- 6.5 This option is not the Council's preference, as it limits the potential for a single centre that functions as a whole. However, land ownership and viability issues may well mean that a redevelopment of the precinct on its own is the only achievable option in the short term.
- 6.6 In this instance, one of the most important considerations will be how the new development relates to the Asda site. This will need to be considered not only in terms of the relationship with the existing building, but whether or not the development prejudices future development layouts on the Asda site, as and when it comes forward for redevelopment. Active frontages featuring main town centre uses, rather than rear service entrances, should face towards Asda, and towards the main entrance from Honey End Lane. There should be an entrance to the development that is close to the Asda entrance relates well to the current and any likely future frontage of the Asda site, and which is a welcoming and inviting design for Asda

shoppers. The crossing of the road should be safe and easy to negotiate for pedestrians. Measures to improve this crossing could include the use of a porte cochère, covered walkways etc, as well as the pedestrian crossing. Pedestrians should not be forced to walk through car parking areas to move ~~from~~ between the precinct site ~~and to~~ the Asda site.

- 6.7 Apart from the above, the development principles in this document (unless they apply only to the Asda site) should be capable of being applied on a redevelopment of the precinct only.

OPTION 3: PARTIAL REDEVELOPMENT OF PRECINCT

- 6.8 It is not considered likely that a partial redevelopment of the precinct will adequately address the existing precinct's failings, unless that partial redevelopment is very extensive. Certainly, the retention of parts of the precinct such as the southern block facing away from Asda is likely to prevent a suitable development being achieved, and is only likely to reinforce the impression of the precinct as being patched up at best.
- 6.9 Partial redevelopment will therefore only be acceptable if it adequately fulfils all of the development principles in this document. At this stage, the Council does not see how that can occur, and cannot give any further guidance. However, if acceptable partial redevelopment ~~is proposed which~~ proposes ~~leaving~~ ing the current courtyard in place, the trees within that courtyard should be retained.

7. IMPLEMENTATION

Pre-Application Discussions

- 7.1 On a site of this importance, the Council will expect applicants to engage in pre-application discussions before submitting a planning application. These discussions should include consultation with the local community, in line with the Council's adopted Statement of Community Involvement⁶ (2005), and reflecting the strong community interest in the future of the site.

Information Requirements for Planning Application

- 7.2 Pre-application discussions will reveal in more depth the information which is likely to be required to be submitted. The Council has a Validation Checklist, available on the website, which sets out the general information requirements that need to be submitted with different types of application. However, some information particularly required for a major redevelopment including The Meadway includes:

- Design and Access Statement;
- Potentially an Environmental Impact Assessment⁷
- Supporting planning policy statement;
- Draft heads of terms for section 106 agreement
- Affordable housing statement;
- Sunlighting/daylighting assessment (where appropriate⁸);
- Transport assessment and Travel Plan, or Transport Statement⁹;
- Parking and Servicing Details;
- An Air Quality Assessment may be required (see comments in paragraph 9.2.9 of the SDPD);
- Retail Impact Assessment: whilst this is generally not a requirement for in-centre development, a redevelopment of a whole centre could potentially have detrimental impacts on other centres. An impact assessment would therefore be helpful;
- Flood Risk Assessment (where development site is greater than 1 hectare);

⁶ Most recent version adopted 2006, although a new version was published for consultation in November 2013.

⁷ Development here may be EIA development under Schedule 2 as an urban development project including the construction of, among others, shopping centres and car parks on a development area over 0.5 hectares, if it is likely to have significant effects on the environment by virtue of factors such as its nature, size or location.

⁸ Where buildings exceed 4 storeys, where development adjoins other developed land, or elsewhere if specified in pre-application advice.

⁹ Transport assessment and Travel Plan required for over 80 dwellings/2500 sq m of business floorspace; Transport statement required for over 50 dwellings/1500 sq m of business floorspace.

- Biodiversity Survey and Report;
- Tree Survey;
- Hard and soft landscaping details;
- Pre-Assessment Estimator (incorporating a 3% buffer)
- Sustainability Statement and Energy Statement;
- Utilities and Drainage Statement;
- Ventilation/Extraction Details¹⁰;
- External lighting details;
- A statement of community involvement¹¹;
- Statement of construction waste and materials recycling;

7.3 The above list is not necessarily comprehensive. Depending on the nature of the proposal, other information may be required.

Masterplan

7.4 The relationship between the precinct and Asda sites is key to the success of any development. The ideal solution is a comprehensive development of both sites at once. However, where this is not proposed, proposals for one of the two sites should be accompanied by details of the relationship between the sites, both before and after development. Ideally, this should include a masterplan of the whole site, showing how the proposal would fit into a wider development.

Section 106 Requirements

7.5 In accordance with Policies CS9 and DM3, any development will be expected to make appropriate financial contributions towards infrastructure provision made necessary by the development. The Council's Supplementary Document on Planning Obligations outlines the Council's requirements, as well as the Employment, Skills and Training SPD and the Affordable Housing SPD. Appropriate provision or contributions will be expected to make for the provision of transport, education and open space improvements, arising from any more intensive use of the site compared to its current use.

7.6 Applicants should note that the council is currently preparing its Community Infrastructure Levy Charging Schedule. Over time it is anticipated that developer contributions will operate through the Community Infrastructure Levy rather than Section 106 agreements, other than for site-specific impacts.

¹⁰ For any scheme involving A3, A4 or A5 uses, or where commercial development is proposed to have substantial ventilation and extraction equipment.

¹¹ This is generally a validation requirement for developments over 50 dwellings or 2500 sq m, but in the case of the Meadway Centre, which has significant implications for the local community, it will be expected for a significant development below this threshold.

Phasing

- 7.4 The site has a number of existing occupants, both residential occupiers and businesses. In the case of local businesses, many of these are important facilities for the local community, who have expressed a wish for them to be retained (see Statement of Consultation). Where businesses or residents are to remain on site, it would be preferable if development could be phased in order to allow them to do so. It is also important that the centre should continue to fulfil a district centre role throughout as much of the development process as possible, as any substantial break in this role could result in changes in shopping habits that may be difficult to reverse. The Council would therefore wish to see details of the proposed phasing of the development at the planning application and, preferably, pre-application stage.

APPENDIX 1: RELEVANT DEVELOPMENT PLAN POLICIES

Main Policy Relationships

A1.1 The two main policies that this Brief supplements are policy CS26 (Network and Hierarchy of Centres) in the Core Strategy, adopted in 2008, and policy SA15 (District and Local Centres) in the Sites and Detailed Policies Document, adopted in October 2012. The text of the two policies is set out below.

CS26: NETWORK AND HIERARCHY OF CENTRES

The following network of centres is identified: -

Regional Centre: Reading Centre
District Centres: Caversham, Cemetery Junction, Emmer Green, Meadway, Oxford Road West, Shinfield Road, Tilehurst Triangle, Whitley
Major Local Centres: Whitley Street, Wokingham Road
Local Centres: Basingstoke Road North, Christchurch Road, Coronation Square, Erleigh Road, Dee Park, Northumberland Avenue North, Wensley Road, Whitley Wood

The vitality and viability of these centres should be maintained and enhanced. This will include widening the range of uses, environmental enhancements and improvements to access.

Development for main town centre uses in or adjoining these centres should be of an appropriate scale. Where proposed levels of development would be of a greater scale, it should be clearly demonstrated that the catchment the development will serve is in keeping with the role of the centre.

SA15: DISTRICT AND LOCAL CENTRES

The following District, Major Local and Local Centres, as identified in the Core Strategy, are defined on the Proposals Map:

District Centres: Caversham, Cemetery Junction, Emmer Green, Meadway, Oxford Road West, Shinfield Road, Tilehurst Triangle, Whitley
Major Local Centres: Whitley Street, Wokingham Road
Local Centres: Basingstoke Road North, Christchurch Road, Coronation Square, Erleigh Road, Dee Park, Northumberland Avenue North, Wensley Road, Whitley Wood

Although some intensification of town centre uses within all centres will be acceptable, the centres which will be the main focus for intensification, change and additional community facilities will be The Meadway and Whitley District Centres, and Dee Park Local Centre.

The following improvements will be acceptable in all centres:

- Accessibility and transport improvements;*
- Broadening range of facilities; and*
- Environmental enhancements.*

A1.2 In addition, the supporting text to policy SA15 (paragraph 14.5.5) makes specific mention of the Meadway precinct, as follows:

“The Meadway is an ageing shopping precinct which would benefit from substantial physical improvement (or, potentially, complete redevelopment) to allow it to continue its District Centre role. There should not be a net loss of ‘centre uses’ or residential on this site.”

A1.3 It is therefore clear that significant development and change at the Meadway centre is envisaged in policy, and that change will support and reinforce its district centre role.

Other Policy Relationships

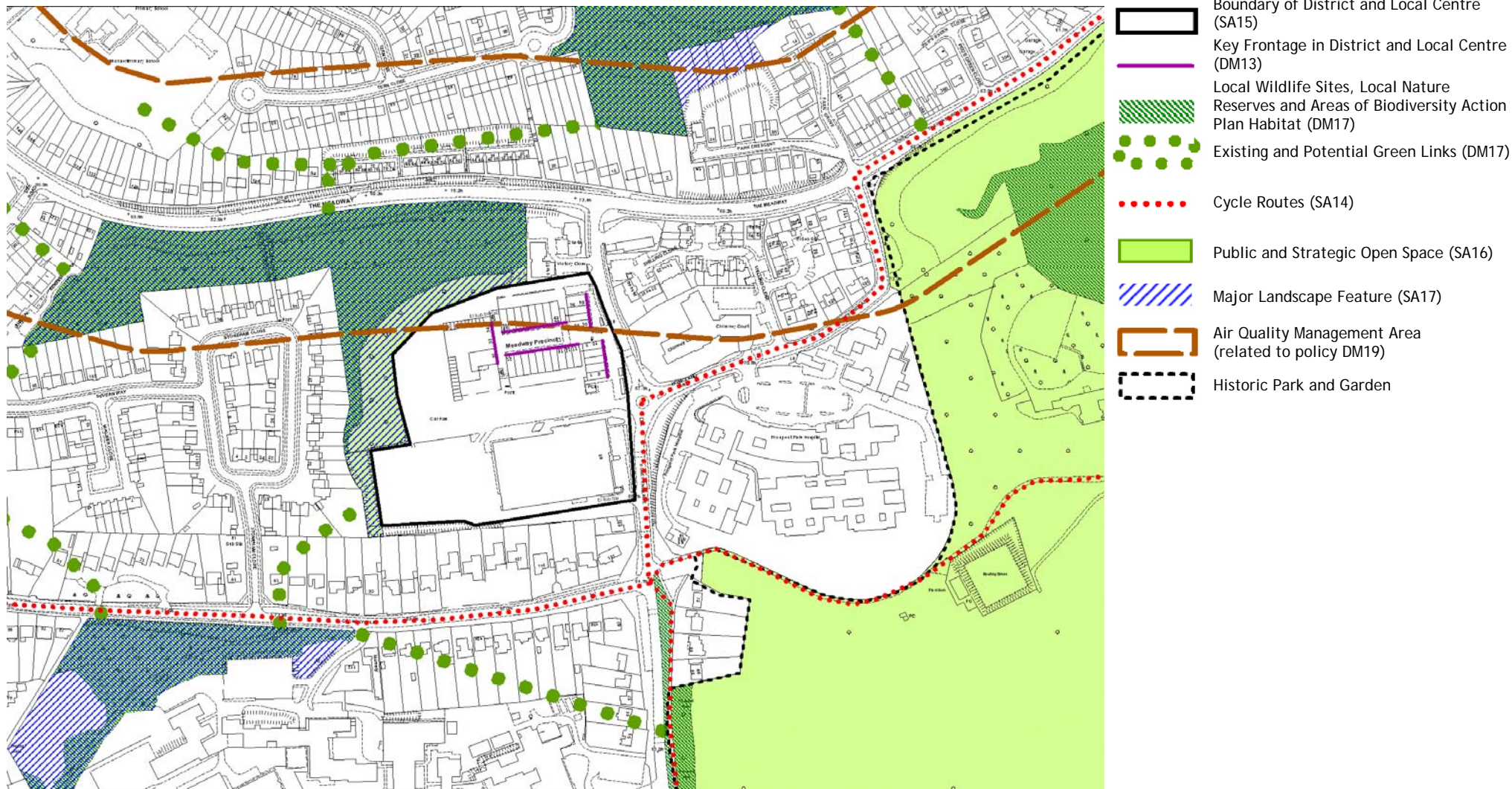
A1.4 There are a number of other policies in the Core Strategy and Sites and Detailed Policies Document that are relevant, as are some topic-related Supplementary Planning Documents. Figure A1 below lists the main relevant policy principles that should be taken into account in considering development on this site:

Figure A1: Other Main Relevant Policies

CORE STRATEGY (adopted 2008)	
CS1: Sustainable Design and Construction <i>(as supplemented by Sustainable Design and Construction SPD, 2011)</i>	Development should be sustainable in nature, use resources efficiently, and meet a number of more specific requirements. The Sustainable Design and Construction SPD contains more specific guidance.
CS3: Social Inclusion and Diversity	Development should demonstrate how it will address issues of social exclusion.
CS4: Accessibility and the Intensity of Development	The density and intensity of development should reflect the level of accessibility by sustainable forms of transport.
CS7: Design and the Public Realm	A high quality of design is required that reflects principles such as high quality public realm, permeability and safe environments.
CS9: Infrastructure, Services, Resources and Amenities	Development will mitigate its impacts on infrastructure, services, resources and amenities. More guidance will be set out in a SPD.
CS15: Location, Accessibility, Density and Housing Mix	Density and mix of housing will be related to character, accessibility, mix and environmental impacts. An indicative density range for an ‘urban’ area is 40-75 dwellings per hectare.
CS16: Affordable Housing	Developments of 15 units or more should provide 50% affordable housing.
CS17: Protecting the Existing Housing Stock	There should not be a net loss of housing.
CS22: Transport Assessments	Development proposals should make provision for an adequate level of accessibility and safety in accordance with an agreed transport assessment.
CS23: Sustainable Travel and Travel Plans	Major development proposals should promote and improve sustainable transport facilities.
CS24: Car/Cycle Parking <i>(as supplemented by Parking Standards and</i>	Parking standards for specific uses are set out by zone. The Meadway falls within zone 3.

<i>Design SPD, 2011)</i>	
CS26: Network and Hierarchy of Centres	See above.
CS27: Retail Character of Centres	A strong retail character should be retained in smaller centres.
CS31: Additional and Existing Community Facilities	New community facilities will be acceptable. Loss of an existing facility only acceptable where there is no need for it.
CS34: Pollution and Water Resources	Development will not damage the environment through pollution. Proposals sensitive to pollution will not be in areas with high levels of pollution.
CS36: Biodiversity and Geology	Protection of sites with biodiversity or geological value, including Local Wildlife Sites. Protection and enhancement of the network of wildlife links and corridors.
CS37: Major Landscape Features and Strategic Open Space	Development should not detract from the Major Landscape Features, including the West Reading wooded ridgeline.
CS38: Trees, Hedges and Woodland	Protects trees, hedges and woodland
SITES AND DETAILED POLICIES DOCUMENT (adopted 2012)	
DM1: Adaptation to Climate Change	Development should adapt to climate change, e.g. orientation, shading, drainage.
DM2: Decentralised Energy	Large developments (over 20 dwellings or 1,000 sq m) should consider the inclusion of decentralised energy provision.
DM3: Infrastructure	Identifies priorities for infrastructure provision. These priorities will be developed further in the Community Infrastructure Levy and a S106 SPD.
DM4: Safeguarding Amenity	The amenity of existing and future residents will be protected.
DM5: Housing Mix	New housing to be designed to Lifetime Homes standards
DM12: Access, Transport and Highways-Related Matters	New or altered accesses will be considered in terms of safety, congestion and the environment. Reference is made to the Council's adopted standards, which include no new access points on classified roads - Honey End Lane is classified.
DM13: Vitality and Viability of Smaller Centres	Defines a key frontage in centres, and specifies that, for the Meadway, no less than 50% of that frontage will be in A1 use. There are also a number of other requirements, including no loss of ground floor centre uses to non-centre uses.
DM15: Protection of Leisure Facilities and Public Houses	There should be no loss of leisure facilities within centres, which means that the gym should be retained.
DM17: Green Network	The network of areas of existing and potential biodiversity significance should be retained and enhanced through provision of green links.
DM18: Tree Planting	Development should result in an increase in tree planting.
DM19: Air Quality	Part of the site is within an Air Quality Management Area (see Appendix 2). Therefore, applications will need to address the air quality issue, and, potentially, identify mitigation measures.
SA14: Cycle Routes	Maintain and enhance identified cycle routes. A route along Honey End Lane has been identified (see Appendix 2).
SA15: District and Local Centres	See above.

APPENDIX 2: EXTRACT FROM ADOPTED PROPOSALS MAP



APPENDIX 3: RESULTS OF CONSULTATION ON LAND USES

(see <http://www.reading.gov.uk/documents/servingyou/planning/supplementary-guidance/23536/Meadway-Report-of-Consultation-0612.pdf>)

5. What uses would you like to see on the Meadway site in the future?

The following data relate to the ten uses listed on the questionnaire. The information on the left shows the number of respondents who wanted to see the use on site. The information on the right gives the average ranking by those who ranked uses in order, with 1 being the highest priority. Only 15 respondents ranked uses in order, and the number in brackets relates to the number of respondents who ranked that particular use.

Number of respondents		Average Rank (No of times ranked)
Small local shops	239	1.8 (10)
Banks and other services	228	3.7 (13)
Cafes and restaurants	225	2.4 (12)
Community facilities and meeting spaces	136	4.3 (6)
Larger shops e.g. foodstore	106	2.8 (6)
Improved parking	102	5.3 (7)
Leisure facilities	93	4.8 (5)
Public spaces	90	6.3 (4)
Housing (smaller)	83	4.6 (5)
Housing (family-sized)	45	5.4 (5)

There were three clear favoured options of the ten set out in the leaflet, namely small local shops, banks and other services and cafes and restaurants. A number of people selected larger stores, although it was clear from comments that some simply wanted the retention of the existing superstore. The two housing uses were the least popular, although some respondents also specified housing generally, which is listed on the following page.

Additional Comments: Popular answers, by number of times given (5 or more respondents only)

Other comments	
No housing	28
No Tesco	7
No large foodstore in addition to Asda	7

The following data relate to uses that were not listed on the questionnaire but were specified by respondents. The data relate to number of times each use was suggested only. Although these uses were occasionally ranked by respondents, they were not ranked by sufficient respondents to be able to report on overall patterns.

Post office	108		Pub / bar	11	
Health centre / GP surgery	39		Trees / planting	11	
Chemist / pharmacy	35		Clothes shop	10	
Newsagent	35		Swimming pool / leisure centre	10	
Free parking	34		Toilets	10	
Children's play area	27		Affordable housing	9	
Hairdresser / barber	24		Council office / advice centre	8	
Bakers	21		Library	8	
Dentist	21		Card shop	7	
Hardware / DIY shop	21		Charity shops	7	
Housing (where not specified above)	21		Cash machine	6	
Butchers	19		Pet shop	6	
Market (including farmer's market)	17		Shoe shop	6	
Seating	16		Bowling alley	5	
Takeaways	14		Craft shop	5	
Dry cleaners	11		Cycle parking	5	
Greengrocer	11		Nursery / creche	5	
Gym	11		Travel agent	5	

The use which was listed by the most respondents was a post office, which, despite not being an option on the form, was specified by almost one third of respondents. Other uses not currently present which received significant support included a health centre or GP surgery, play area, free car parking and some form of market.

Many of the other uses specified were specific types of shop, e.g. newsagent, butchers, bakers or DIY shop. Planning guidance would not be able to specify this type of matter, but it is still useful information to inform any development on site.

Other selected answers:

- Facilities for elderly people, including daycare;
- Adult learning/New Directions;
- Holiday play clubs;
- Sure Start;
- Mother and baby facility;
- Housing for elderly people;
- Offices or small business units;
- Live/work units;
- Police office;
- Petrol station;
- Vet;
- Wool shop;

APPENDIX 4: SECURED BY DESIGN KEY POINTS

(source: <http://www.securedbydesign.com/pdfs/SBD-principles.pdf>)

Integrated Approach

- Investment in a well integrated and co-ordinated approach to design and project planning will pay dividends through resolution of potentially conflicting interests;
- The best available advice should be utilised, from the earliest stages of a project.

Environmental Quality and Sense of Ownership

- Sensitive design that takes full account of the social and environmental context and encourages positive community interaction can help foster community spirit and a sense of shared ownership and responsibility. Where possible, the local community should be involved in the planning and design process;
- Provision of high quality landscape settings for new development and refurbishment, where external spaces are well-designed and well integrated with the buildings, can help create a sense of place and strengthen community identity;
- Well designed public spaces which are responsive to community needs will tend to be well used and will offer fewer opportunities for crime;
- Long-term maintenance and management arrangements must be considered at an early stage, with ownerships, responsibilities and resources clearly identified

Natural Surveillance

- Public and semi-private areas should be readily visible from nearby buildings or from well used rights of way;
- Natural surveillance is to be strongly encouraged, but care is needed particularly in residential development to ensure that privacy is not infringed;
- For residential development, parking should be provided close to and visible from the buildings where the owners live.-

Access and Footpaths

- Superfluous and unduly secluded access points and routes should be avoided;
- Access points to the rear of buildings should be controlled, for example by means of lockable gates (see also The Alleygater's Guide to Gating Alleys, . link from SBD website);
- Roads to groups of buildings should be designed to create a sense of identity, privacy and shared ownership;
- Footpaths and cycleways should only be provided if they are likely to be well used;
- Footpaths and cycleways should be of generous width and have a suitable landscape setting to avoid creating narrow corridors which could be perceived as threatening;
- In terms of security, the design of the footpath is of equal importance to the design of the building. Where possible, the footpath should be at least 3 metres wide with a 2 metre wide verge on either side. Any shrub planting should start at the back of the verges.
- The position of planting and choice of species should be such that hiding places are not created. Thorny species of shrub can help to deter intruders;
- Good visibility should be maintained from either end, and along the route of footpaths and cycleways. Sharp changes in direction should be avoided;
- Footpaths and cycleways should not generally be routed to the rear of buildings, but if this is unavoidable a substantial buffer should be planted between a secure boundary fence and the footpath's margins, with planting designed so as to discourage intruders;
- Where developments adjoin waterways or rivers with towpath/footpath access, the buildings should 'face both ways', i.e. overlook the watercourse as well as the street;
- Footpaths and cycleways should be lit in built-up areas, except where the route is passing through woodland or an ecologically sensitive area, in which case an alternative lit route should be made available, such as a footway alongside a road;
- Alternative routes to important destinations may be beneficial, although a balance has to be struck between the advantages of greater choice and perceived security

against the disadvantage of providing additional means of escape or of encouraging inappropriate movement of people

Open Space Provision and Management

- In the urban setting, open space, footpaths and cycleways should preferably be overlooked from buildings or traffic routes. Buildings should preferably face onto these areas, provided always that acceptable security for rear elevations can still be ensured;
- Property boundaries, particularly those at the side and rear, which adjoin public land, need to be secure. Windows should not provide easy access from public land. A substantial buffer planted on the outside of the fence line may help to discourage intruders;
- Long term management responsibilities and resources must be clearly identified at the planning stage to the satisfaction of the ALO/CPDA.

Lighting

- Improved lighting can be effective in reducing fear of crime, and in certain circumstances reducing the incidence of crime;
- Different lighting sources need to be considered for different environments - the character of the local environment must always be respected.

APPENDIX 5: SUMMARY OF GUIDANCE FROM THAMES VALLEY POLICY CRIME PREVENTION DESIGN ADVISOR

There will need to be consideration given to the following elements of the design:

- CCTV – public realm CCTV should be included;
- Car parking¹² – design of car parking is covered in the Parking Standards and Design SPD. Public car parking at The Meadway Centre should seek to achieve the police’s Safer Parking award;
- Cycle parking – this should be in areas with good natural surveillance;
- Service yards and bin/storage areas – service yards should be secure with lockable gates and bin/storage areas should be designed to prevent concealment and arson;
- Access to upper floor residential areas – the design of these can cause anti-social behaviour, often due to the presence of open staircase access to flats along open landings and no access control to upper areas (as well as other factors discussed elsewhere);
- Shutters – roller shutters should be avoided¹³;
- Hard landscaping – this should be secure to avoid being used to damage properties;
- Soft landscaping – this should not hinder CCTV or natural surveillance. These factors are already taken into account in the Tree Strategy;
- ATMs – consideration should be given to placement, CCTV coverage and parking provision for reloading the machine;
- Public realm doorways – these should not be set back, to allow for surveillance, and entrances to upper floor residential should be from safe, well-lit, well-used locations;
- Public toilets – careful consideration should be given to their location;
- Public art – if this is proposed, it should avoid being a target for anti-social behaviour, e.g. littering and climbing.

¹² The comments provided by TVP on design of car parking are already reflected in the Council’s Parking Standards and Design SPD – see http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/21420/Revised-Parking-SPD-Adopted-1011.pdf

¹³ Paragraph 10.4.5 of the Sites and Detailed Policies Document suggests alternative measures such as lattice grilles and internal shutters, which create a more open frontage.