

Ian Wardle
Managing Director

Civic Centre, Reading, RG1 7AE.
☎ 0118 937 3737

Fax: 0118 958 9770

Our Ref: sept/agendas
Your Ref:

Direct: ☎ 0118 937 2308
e-mail:
david.moore@reading.gov.uk

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Your contact is: David Moore - Committee Services

**NOTICE OF MEETING -STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE -
16 JULY 2014**

A meeting of the Strategic Environment, Planning and Transport Committee will be held on Wednesday 16 July 2014 at 6.30pm in the Council Chamber, Civic Offices, Reading. The meeting Agenda is set out below.

AGENDA

	<u>WARDS AFFECTED</u>	<u>PAGE NO</u>
1. DECLARATIONS OF INTEREST		
2. MINUTES OF THE MEETINGS OF THE STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE HELD ON 19 MARCH AND 11 JUNE 2014		1
3. MINUTES OF THE MEETINGS OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE OF 13 MARCH AND 25 JUNE 2014		12
4. MINUTES OF JOINT WASTE DISPOSAL BOARD - 13 MARCH 2014		39

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5.	PETITIONS		-
	<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.	QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC		-
	<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.	DECISION BOOK REFERENCES		-
	<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.	AWE LOCAL LIAISON COMMITTEE UPDATE	BOROUGHWIDE	42
	<p>To update the Committee on recent changes to Reading Borough Councils Local Liaison Committee (LLC) representatives; the most recent LLC meeting; the creation of a Pangbourne Pipeline Decommissioning steering group; and a review of wider LLC membership.</p>		
9.	WATER SECURITY SCRUTINY REVIEW - UPDATE	BOROUGHWIDE	55
	<p>To highlight the Water Scrutiny Security review carried out in November 2012, and to seek approval to engage further with Thames Water and review the outcomes of the Scrutiny review in the context of the recent mains replacement programme and emergency sewer repairs.</p>		
10.	SEVERE WEATHER POTHOLE FUNDING AWARD - ADDITIONAL ALLOCATION 2014-2015	BOROUGHWIDE	65
	<p>To inform the Committee of the statutory duties in respect of highway maintenance and the procedures in place to repair defects, and to seek approval to extend the additional Pothole Repair Plan beyond July 2014 to include unclassified roads within Reading, with completion due by March 2015.</p>		

11.	FLOOD & WATER MANAGEMENT ACT 2010 - POST 2013/14 WINTER FLOODING UPDATE, SECTION 19 FLOOD REPORT & APPROVAL TO SPEND SEVERE WEATHER RECOVERY SCHEME GRANT	BOROUGHWIDE	70
	To update the Committee on progress on the Council's response to flooding; To provide the Committee with Reading Borough Council's Section 19 Flood Investigation report; to seek Committee approval to spend the Severe Weather Recovery Scheme & the Severe Weather Recovery Scheme Tranche 2 Grant Allocations on flood reduction measures in Reading; and to advise the Committee of further investigation works underway.		
12.	LETTINGS BOARDS - PILOT PROPOSAL IN PART OF REDLANDS WARD	REDLANDS	83
	To consider the current situation regarding the proliferation of estate agent letting boards in parts of Redlands Ward.		
13.	READING'S CLIMATE CHANGE STRATEGY 2013-2020 - PERFORMANCE REPORT OCT 13 - MARCH 14	BOROUGHWIDE	95
	To present progress against the targets in the action plans for the first six months of the Climate Change Strategy, from October 2013 to March 2014.		
14.	BUS SERVICE OPERATORS GRANT (BSOG) DEVOLUTION OF FUNDING	BOROUGHWIDE	156
	To update the Committee on the transfer of responsibility for payment of Bus Service Operators Grant for contracted bus services to Reading Borough Council, from the Department for Transport.		

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Present: Councillors Maskell (Chair), Ayub, Duveen, K Edwards, Gittings, Page, Ruhemann, Tickner and Willis.

Apologies: Councillors Harris, Stanway and White

23. MINUTES

The Minutes of the meeting of 20 November 2013 were confirmed as a correct record and signed by the Chair.

24. MINUTES OF TRAFFIC MANAGEMENT SUB-COMMITTEE

The Minutes of the meetings of the Traffic Management Sub-Committee on 16 January 2014 were received.

25. MINUTES OF OTHER BODIES

The Minutes of the following meetings were submitted:

- Reading Climate Change Partnership Board, 16 January 2014;
- Joint Waste Disposal Board, 12 December 2013 and 12 February 2014.

Resolved: That the Minutes be noted.

26. CYCLING STRATEGY 2014 & IMPLEMENTATION PLAN

The Director of Environment and Neighbourhood Services submitted a report presenting an updated Cycling Strategy 2014 for adoption, based upon a review of the summarised consultation responses from a consultation carried out between 14 October 2013 and 10 January 2014 and subsequent amendments to the document. The report also sought approval of a proposed Implementation Plan 2014/15.

The report had appended:

- Appendix A - Location Plan of Serious Cycle Accidents 2011-2013
- Appendix B - Delivery Highlights in 2013/14
- Appendix C - Implementation Plan 2014/15
- Appendix D - Graphs for Cycling Strategy Consultation Questions
- Appendix 1 - Draft Cycling Strategy

The updated Strategy would replace the Cycling Strategy 2008 that had been approved as part of the Local Transport Plan 2006-2011 (LTP2) and carried over into the Local Transport Plan 2011-2026 (LTP3). The Cycling Strategy 2014 built on the work undertaken as part of the previous Strategy and set out detailed policies on the design principles for delivering infrastructure and route improvements for cyclists on the public highway. It also described other policies to encourage and promote cycling to different demographics, alongside integration of delivery and policy with public health objectives.

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The report highlighted the planned milestones and targets for 2014/15, gave details of the responses to the consultation on the strategy, summarised the main changes to the strategy, and gave details of the future cycle engagement proposals within the strategy.

In accordance with Standing Order 36B, a member of the public, Tanja Rebel, attended the meeting and addressed the Committee on this item at the invitation of the Chair. One of the issues she raised, which she had already raised with the Lead Councillor for Strategic Environment, Planning & Transport, was whether it might be possible to use the opportunity afforded by the need to repair the towpath along the Thames from Thameside Promenade to Scours Lane, following damage caused by the recent flooding, to improve the towpath for cyclists by making it broader and more compacted. Councillor Page, Lead Councillor for Strategic Environment, Planning & Transport, noted that many of the roads and footpaths in the Borough had suffered damage in the floods and that there was a finite budget for repairs, so works had to be prioritised appropriately, but he said that he had asked officers to investigate what could be done in relation to the towpath.

Resolved:

- (1) That the updated Cycling Strategy 2014 be adopted;**
- (2) That the proposed Implementation Plan for 2014/15, as set out in Appendix C to the report, to be delivered as part of the Local Sustainable Transport Fund & Local Transport Plan programmes, be approved;**
- (3) That it be noted that further Implementation Plans would be prepared annually and reported to future Committees;**
- (4) That officers investigate what could be done to improve the Thames towpath for cycling.**

27. INTRODUCTION OF SUSTAINABLE DRAINAGE ADOPTION BOARDS

The Director of Environment and Neighbourhood Services submitted a report detailing the proposed process to implement the statutorily required Sustainable Drainage Adoption Boards. An update report was tabled at the meeting giving an update on the latest DEFRA information on the implementation of the Sustainable Drainage Adoption Boards, which had been provided since the publication of the original report.

The report explained that Schedule 3 of the Flood and Water Management Act 2010 had established Sustainable Urban Drainage (SuDS) Approving Bodies (SABs) in unitary authorities (in single tier local government) and county councils (in two tier areas) and gave those bodies statutory responsibility for approving Drainage Applications and, in some cases, adopting the approved drainage systems associated with all new developments.

A drainage application would contain the full design, construction, operation and maintenance details of a drainage system to manage surface water from

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development which would demonstrate compliance with the SuDS National Standards. This application would be submitted to the SAB.

The statutory procedures had been due to receive approval in December 2013 with the SABs commencing on 6 April 2014. However, the Department for the Environment and Rural Affairs (DEFRA) had confirmed on 17 February 2014 that the necessary legislation to implement Schedule 3 would be laid in April 2014 with formal commencement starting on 1 October 2014. The original report recommended that, prior to a formal implementation date being confirmed by Government, the authority commenced an approval process on a voluntary basis from 1 May 2014, in accordance with the proposed validation checklist, application form and flowchart detailing the SAB process, set out in Appendices 1 and 2 to the report.

The update report explained that further information had been received at a seminar on 10 March 2014 and in correspondence from DEFRA on 17 March 2014 and gave details of this additional information. This included confirmation of the 1 October 2014 implementation date, that DEFRA would provide a grant to the Council of £24,350 for 2013/14 and £37,150 for 2014/15 to start the SAB and of the application fees for SuDS applications, as well as details of issues in relation to drainage systems' ongoing maintenance and its funding and in relation to the format of application forms.

The report stated that drainage applications should preferably be submitted jointly with planning applications, but needed to be determined by a department separate from the Planning Authority. The SAB was required to determine applications in two weeks less than the statutory requirement for determining Planning Applications, so that the Planning Authority was aware of the SAB's decision before determining any simultaneous planning application. The report gave details of issues around the different assessments of viability of development proposals for drainage and planning purposes and it was reported at the meeting that guidance notes on viability were expected to be produced by DEFRA in April 2014.

Resolved:

- (1) That the reports be noted;
- (2) That, prior to the formal implementation date, an approval process for the statutory requirement of the SAB be commenced on a voluntary basis in Reading from 1 May 2014, as set out in the original report;
- (3) That the grant from DEFRA for the SAB, of £24,350 for 2013/14 and £37,150 for 2014/15, be accepted and spend approval be given in accordance with DEFRA's terms and conditions;
- (4) That the Director of Environment and Neighbourhood Services prepare guidance for planning officers on how the approval or otherwise of SuDS applications should be presented in reports to the Planning Applications Committee and a report on this guidance be submitted to the Planning Applications Committee.

28. 2013/14 WINTER FLOODING

The Director of Environment and Neighbourhood Services submitted a report giving details of the effects of the winter flooding 2013/14 and the Council's response to the flooding.

The report explained that record levels of rainfall had fallen in January 2014 (the wettest in 100 years), wet weather had continued into February 2014 and any rain falling on already saturated ground had run off quickly causing rapid rises in river levels. Flooding had been experienced on the Thames, the Kennet and the Foudry Brook in Reading for an extended duration, starting with the dissemination of the first flood alert on 23 December 2013. The River Kennet remained on flood alert at the time of writing the report (over ten weeks later).

Floodwaters had peaked in January 2014 and again in February 2014, with a short lull in between. The report gave details of the areas which had been flooded, of the flooded properties, which included those flooded internally (32), surrounded by water and underneath (45) and with water in gardens/sheds/garages (over 100), and of flooded roads, paths and pavements. It also gave details of assistance given by partner agencies and volunteers in the flooding response.

During the more severe of the two floods in February 2014, the floodwater levels on the Kennet/Holybrook in the Circuit Lane area appeared to have exceeded the historic levels seen in 1971. Sandbag walls and High Volume Pumps (pumping up to 24 tons/minute of flood water) had been employed to keep water levels low. Without these preventative measures it was estimated that another 12 properties would have internally flooded in Southcote.

The feedback from the public to the Council's response had been overwhelmingly positive. Officers had dedicated significant amounts of time and effort to liaising in person with local residents, keeping them informed with a mix of face to face dialogue and leafleting. This had ensured that residents knew of the Council's response plan and understood what to expect.

The report stated that the Floods & Water Management Act 2010 required the preparation of a Section 19 report following flooding. This further report would be prepared and brought back to a future meeting.

Resolved:

- (1) That the report be noted;
- (2) That this instance of flooding be investigated and a Floods & Water Management Action 2010 Section 19 report be prepared and brought back to a future meeting;
- (3) That flood extent maps be updated and provided to the Council's Land Use Planning Team;
- (4) That the Council's Sandbag policy be reviewed and be subject to an annual review;

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- (5) That work by the Council's Flood Recovery Group continue and, in particular, that the finance representatives on that group continue work to administer flood funding grants and discretionary powers;
- (6) That the positive feedback by the public to the Council's flood response be noted;
- (7) That the Emergency Response Team, volunteer groups, supportive local businesses, the military and the Fire Service be thanked for their hard work and support during the flooding.

29. LOCAL TRANSPORT PLAN AND IMPLEMENTATION PLAN 2014/15

The Director of Environment and Neighbourhood Services submitted a report on the Local Transport Plan (LTP), a statutory document setting out the Council's transport strategy and policy. Reading Borough Council's third Local Transport Plan (LTP3) had been adopted by Council on 29 March 2011 (Minute 73 refers). The adopted Plan included a 15-year Strategy Document and a Committee Report that stood as the first in a projected series of annual Implementation Plans incorporating a rolling three-year programme. This report was the fourth LTP3 Implementation Plan.

The report stated that the LTP3 Implementation Plan programme was reviewed annually through a scheme prioritisation matrix and budgeting exercise developed to deliver the LTP3 aims and objectives. The review process produced a prioritised list of proposed projects and budget allocations for the next year, with reserved and development schemes for subsequent years identified. These tables were shown in Appendix A.

The LTP3 Implementation Plan also monitored progress within the Strategy Plan detailed policy and delivery areas (Chapter 6). Some projects delivered or milestones reached in these policy and delivery areas in the most recent year of LTP3 (2013-14) were listed at Appendix B.

The various projects and measures delivered by LTP3 aimed to help Reading achieve the Sustainable Community Strategy Vision and the LTP3 strategic objectives (Strategy Plan Chapter 3). The success of these measures was reviewed through continual use of the Transport Planning Toolkit, which included data collection, surveys, modelling, consultation and engagement. Appendix C summarised some key outputs from the Toolkit in the previous year.

In addition to core LTP funding, Reading Borough Council had been awarded £4.9 million by the Department for Transport (DfT) through the Local Sustainable Transport Fund (LSTF). In partnership with Wokingham Borough Council, West Berkshire Council and other public and private sector partners, Reading had been awarded a further £20.692 million from the LSTF.

It was noted at the meeting that the data in Appendix C on trips to and from Central Reading included 22% by car and it was queried how many of these were by hackney carriages or private hire vehicles, which could be considered public transport trips.

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Resolved:

- (1) That the LTP3 programme and indicative budget for 2014-15 at Appendix A, be agreed;
- (2) That the proposals for subsequent years as listed in Appendix A be noted and approval of any forward planning before the next Implementation Plan be delegated to the Head of Transportation & Streetcare in conjunction with the Lead Councillor for Strategic Environment, Planning & Transport;
- (3) That the progress made in delivering the LTP3 Implementation Plan in Year 3 (2013/14) be noted;
- (4) That the links to the Cycling Strategy Implementation Plan be noted (see Minute 26 above);
- (5) That further information on the breakdown of the 22% of trips to and from Central Reading by car be obtained and circulated to members of the Committee.

30. COMMUNITY INFRASTRUCTURE LEVY - CONSULTATION ON DRAFT CHARGING SCHEDULE

Further to Minute 128 of the Cabinet meeting held on 18 February 2013, the Director of Environment and Neighbourhood Services submitted a report setting out the key issues arising from the consultation on the Preliminary Draft Charging Schedule for the Community Infrastructure Levy (CIL) carried out in February-April 2013 and seeking approval to consult on a proposed Draft Charging Schedule (Appendix 1). This next stage of consultation would take place from the end of March to mid May 2014.

The report explained that, in the future, CIL would become the main source of developer contributions towards infrastructure beyond the immediate needs of the site. It would be charged as a £rate per m² of net additional development of 100m² or more or one dwelling or more and payment was mandatory, with no scope for discounts or alternative charges.

The report summarised the key issues raised in the consultation responses and full details of the responses received and the Council's recommended responses to these were set out in a Statement of Consultation, attached at Appendix 2. The report stated that a review of the original viability assessment had been undertaken by consultants and it summarised the key changes in the Draft Charging Schedule and additional background evidence produced, arising from the consultation responses on the Preliminary Draft and as a result of the further viability work.

Evidence to support the Council's CIL, along with the Council's proposed CIL rate or rates, would be published for consultation. Following consultation on the Draft Charging Schedule, subject to there not being a need for any major changes, it would be submitted for examination by an independent person appointed by the Council. Once approved by an examiner, the Charging Schedule would need to be adopted

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through full Council by April 2015. Once adopted, the Council would collect CIL from developers on commencement of development.

The report explained that there would be considerable flexibility as to how the money received through CIL would be spent. There was no requirement that it be spent on the provision of specific infrastructure to mitigate an individual development's specific impacts and it could be used to fund a wide range of infrastructure to support the development of the area. This would be set out in a list known as the Council's Regulation 123 list, attached at Appendix 3.

Once CIL was in place, it would still be possible to secure Section 106 for affordable housing, employment and skills training and site-specific mitigation and a draft revised Section 106 obligations Supplementary Planning Document would be also consulted on, alongside the Draft Charging Schedule for CIL (see Minute 31 below).

Resolved:

- (1) That the results of the consultation on the Preliminary Draft Charging Schedule and the contents of the Statement of Consultation at Appendix 2 be noted, and the Council's responses as highlighted in shaded boxes in that Statement be approved;**
- (2) That the CIL Draft Charging Schedule, attached at Appendix 1, be approved for consultation for a period of six weeks;**
- (3) That the Draft Regulation 123 List of infrastructure types and projects that it was intended CIL would be used for once it was in place, attached at Appendix 3, be approved;**
- (4) That the Head of Planning, Development and Regulatory Services be authorised to make minor changes to the Charging Schedule, if required, before submission to the Independent Examiner, in consultation with the Lead Councillor for Strategic Environment, Planning & Transport.**

31. DRAFT SECTION 106 PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT (TO OPERATE ALONGSIDE THE COMMUNITY INFRASTRUCTURE LEVY)

The Director of Environment and Neighbourhood Services submitted a report proposing consultation on a new Draft Section 106 Supplementary Planning Document (SPD), which would operate alongside the Community Infrastructure Levy (CIL), once introduced by the Council (see Minute 30 above). It stated that an interim Revised Section 106 SPD (November 2013), consulted on during summer 2013, had been approved for adoption at the 20 November 2013 Committee (Minute 20 refers). This had been an update of the 2004 Section 106 Planning Obligations Supplementary Planning Guidance, intended as an interim version until the introduction of the CIL. The new draft Section 106 SPD was attached at Appendix 1 to the report and an Equality Impact Assessment was attached at Appendix 2.

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The report explained that, once CIL was being operated by the Council, or from April 2015, there would be restrictions on how Section 106 receipts could be used. Essentially, CIL would become the main means of securing developer contributions towards infrastructure to support development. Section 106 would be for site-related infrastructure necessary to make a development acceptable in planning terms and could only be sought in accordance with relevant legal tests, details of which were set out in the report. Section 106 and CIL would not be able to be used for the same item of infrastructure. Additionally, the 'pooling' of Section 106 planning obligations, to be used for an item of infrastructure, would be limited to no more than five developments.

The report noted that obligations for affordable housing and for matters not deemed as infrastructure under CIL, were not subject to the same pooling restrictions. Therefore, the new SPD, once adopted, would need to be read in conjunction with the Employment, Skills and Training SPD (April 2013) and Affordable Housing SPD (July 2013).

Resolved: That the Draft Section 106 Planning Obligations Supplementary Planning Document, attached at Appendix 1, be approved for consultation.

32. PRE-SUBMISSION DRAFT ALTERATION TO THE READING BOROUGH LDF (LOCAL PLAN) - CORE STRATEGY POLICY CS16 AND POLICY DM 6 OF THE SITES AND DETAILED POLICIES DOCUMENT - AFFORDABLE HOUSING

Further to Minute 19 of the meeting held on 20 November 2013, the Director of Environment and Neighbourhood Services submitted a report detailing the results of consultation on a Draft Issues and Options Paper on the proposed Alteration to the Local Plan and seeking approval to community involvement on and the submission of the Pre-Submission Draft Alteration.

The report stated that the Council had long supported a policy position that sought to achieve high levels of affordable housing provision as part of developments to meet the acknowledged high levels of need for such housing in the Borough. However, current government policy, contained in the National Planning Policy Framework (NPPF), with its emphasis on economic growth and the delivery of development, gave very high priority to the issue of viability. Inevitably that meant that some existing planning policies did not fully meet the requirements of national policy and would have to be changed as part of any review of the local plan.

On 20 November 2013, the Committee had resolved that a fast track review of the existing policies on affordable housing would be undertaken to bring them into line with government policy and thus enable the CIL Charging Schedule to be progressed. It had approved the publication of a Draft Issues and Options Paper on the proposed Alteration for consultation. The report detailed the results of that consultation, set out in Appendix 1 to the report.

The report also sought approval to community involvement, to be carried out in April and May 2014, on a Pre-Submission Draft Alteration to the Local Plan in respect of Policies CS16 and DM6, set out at Appendix 2 to the report, along with the

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Sustainability Appraisal of the Draft Alteration set out at Appendix 3 to the report, and to the submission of the Submission Draft Alteration to the Secretary of State.

Resolved:

- (1) That the results of community involvement on Issues and Options for the proposed Alteration to the Local Plan be noted and the recommended responses to the representations made (as set out in Appendix 1) be approved;
- (2) That community involvement on the Pre-Submission Draft Alteration to the Local Plan in respect of Policies CS16 and DM6, as set out in Appendix 2, along with the Sustainability Appraisal of the Draft Alteration as set out in Appendix 3, be approved and authorised;
- (3) That the submission of the Submission Draft Alteration to the Local Plan to the Secretary of State for subsequent Public Examination be approved, subject to there being no need to make any amendments that would alter the policy direction, except for a change that resulted from a change in government policy affecting the threshold at which affordable housing could be sought, as discussed in the report;
- (4) That the Head of Planning, Development and Regulatory Services be authorised to make any amendments necessary to the Pre-Submission Draft Alteration to the Local Plan arising from community involvement that did not alter the policy direction, or that resulted from a change in government policy affecting the threshold at which affordable housing could be sought, as discussed in this report, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, prior to its submission to the Secretary of State and prior to the consequent Public Examination of the Document.

33. STATEMENT OF COMMUNITY INVOLVEMENT ADOPTION

Further to Minute 22 of the meeting held on 20 November 2013, the Director of Environment and Neighbourhood Services submitted a report presenting the responses to representations received during consultation on the Statement of Community Involvement (SCI) - a planning document that detailed how consultation and community involvement on plans and major developments would be carried out - and seeking approval to the responses and the SCI.

It was a statutory requirement to have a SCI in place and the existing SCI had been adopted in 2006. However, with work expected to begin soon on reviewing the Local Development Plan, it was important to revise the SCI to take account of recent changes, learn from experience, and make it more appropriate to current circumstances.

A draft version of the SCI had been approved by the Committee on 20 November 2013 (Minute 22 refers). It had been subject to consultation between November 2013 and

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January 2014. A revised version, taking account of the results of consultation, had been produced, and was proposed for adoption (Appendix 3 to the report). The Committee was also asked to approve the responses to the comments received (within the Report of Consultation in Appendix 2 to the report). An Equality Impact Assessment was also attached at Appendix 1.

Resolved:

- (1) That the responses to representations received during the consultation on the Draft Statement of Community Involvement undertaken between November 2013 and January 2014, as set out in the Report of Consultation at Appendix 2, be agreed;
- (2) That the Statement of Community Involvement, as set out at Appendix 3, be adopted.

34. PLANNING ANNUAL MONITORING REPORT - APRIL 2012 TO MARCH 2013

The Director of Environment and Neighbourhood Services submitted a report on the Planning Annual Monitoring Report (AMR) 2012-13.

The report explained that the AMR presented a digest of monitoring information collected by the Council to assess the progress of the Local Development Framework (LDF) and to monitor the outcome of LDF policies. The Government had issued new regulations which required local authorities to put monitoring information on their websites when it became available on at least an annual basis, and the Council was in the process of moving over to this model of reporting.

A draft AMR had been made available on the Council's website in December 2013. An amended final version had now been prepared and published on the Council's website at: <http://www.reading.gov.uk/businesses/planning/planning-policy/research--monitoring-and-technical-reports/www-reading-gov-uk-amr/>. The report highlighted key points from the 2012-13 AMR.

Resolved:

That the content of the Annual Monitoring Report 2012-2013 be noted.

(The meeting started at 6.30pm and closed at 8.10pm).

**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE MINUTES - 11
JUNE 2014**

Present: Councillor Tickner (Chair)

Councillors D L Absolom, Anderson, Ayub, Chrisp, Dennis, Duveen, K Edwards, Jones, Maskell, Page, Stanford-Beale, Whitham and Willis.

RESOLVED ITEM

1. ESTABLISHMENT, MEMBERSHIP AND TERMS OF REFERENCE OF TRAFFIC MANAGEMENT SUB-COMMITTEE

Resolved -

- (1) That, under the provisions of Sections 101 and 102 of the Local Government Act 1972, a Traffic Management Sub-Committee be established for the Municipal Year 2014-15 and the following Councillors be appointed to serve on the Sub-Committee:

Traffic Management Sub-Committee (7:2:1:1)

<u>Labour</u> <u>Councillors</u>	<u>Conservative</u> <u>Councillors</u>	<u>Liberal Democrat</u> <u>Councillor</u>	<u>Green</u> <u>Councillor</u>
David Absolom Ayub Davies Hacker Jones Page Terry	Hopper Willis	Duveen	Whitham

- (2) That the following Councillors be appointed as Chair/Vice-Chair of the Traffic Management Sub-Committee for the Municipal Year 2014/15:

<u>Chair</u>	<u>Vice-Chair</u>
Councillor Page	Councillor Ayub

- (3) That the Terms of Reference of the Sub-Committee be as set out in Appendix A to the Monitoring Officer's report to Council of 11 June 2014 on the Constitution, Powers and Duties of the Council and Committees etc.

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 13 MARCH 2014

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

Also in attendance: Councillor D Edwards.

Apologies: Councillor Anderson.

95. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEMS

Presentation - Impact of Flooding

Simon Beasley, Network Manager, gave a presentation and answered questions on the impact of recent flooding in the Borough. The presentation focused on the challenges on/off the road network and gave a chronology of events from the beginning of early December 2013 until the present day, the impact of the flooding and details of all those who had helped with flood prevention work and who had helped to support people who had been directly affected by the flooding.

Resolved - That Simon Beasley be thanked for his presentation.

96. MINUTES

The Minutes of the meeting of 16 January 2014 were confirmed as a correct record and signed by the Chair.

97. PETITIONS

Wensley Road - Coley Park Area Survey

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a survey that had been carried out by Alok Sharma MP related to parking within the Coley Park area.

The report stated that a survey had been carried out by Alok Sharma MP relating to parking within the Coley Park area. The Council was not consulted about, or involved in the production of the survey or had any knowledge of how it was presented to residents and how the questions were asked. However, a summary of results had been sent to the Council on 23 January 2014. A copy of the summary of results was attached to the report at Appendix 1.

A press statement was provided by Councillor Page, as Lead Councillor for Strategic Environment, Planning and Transport, on receipt of the survey results in response to enquiries from the press and a copy of the statement was included in the report.

Resolved:

- (1) That the report be noted;
- (2) That the issue of parking within Wensley Road be investigated and a further report be submitted to the Sub-Committee for consideration.

98. PETITION FOR A ZEBRA CROSSING ON SOUTHCOTE LANE - UPDATE

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 13 MARCH 2014

Further to Minute 72(1) of the meeting held on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the resultant review of the petition received from residents of Southcote requesting a zebra crossing on Southcote Lane near the Circuit Lane roundabout.

The report stated that officers proposed to investigate the request for a formal crossing as raised by the petition that was submitted to the January 2014 meeting within the Local Sustainable Transport Fund (LSTF) active travel initiative where resources were available.

There were a number of locations being considered for improved pedestrian facilities as part of LSTF active travel and in this case a pedestrian crossing facility already existed in the form of a pedestrian island in the middle of the road. In response to the petition it would be necessary to review the use of and safety history of the existing island.

The report explained that the requirements for pedestrian facilities were laid down by central government where the Council was obliged to measure the demand by a pedestrian/vehicle count. The count determined the type of facility to cater for the demand and would be submitted to a future meeting as part of the LSTF update report.

Resolved -

- (1) That the report be noted;
- (2) That the request for a zebra crossing on Southcote Lane be investigated through the Local Sustainable Transport Fund active travel initiative where a count would be taken and the results reported to a future meeting.

99. NORCOT ROAD - PETITION FOR RESIDENTS PARKING - UPDATE

Further to Minute 72(2) of the meeting held on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the resultant review of the petition from some residents requesting residents parking in Norcot Road.

The report stated that officers proposed to investigate the parking problems that had been raised by residents of Norcot Road within their petition and consider a response as part of the waiting restriction review where resources were available. The list of locations for the next waiting restriction review (see minute 104, below) would form part of the recently introduced six monthly cycle where the locations would be investigated with recommendations made to Ward Councillors prior to the next Sub-Committee meeting. At the next meeting the Sub-Committee would be asked for approval to carry out statutory consultation of those locations where a solution was suggested and where objections were received these would be submitted to the autumn 2014 meeting with officer recommendations. Proposals that would complete the process and gain approval would be implemented during September/October 2014.

Resolved -

- (1) That the report be noted;

- (2) That the parking issues raised by residents in Norcot Road be investigated as a part of the waiting restriction review, where resources were available.

100. HIGHMOOR ROAD/ALBERT ROAD - PETITION FOR A SAFER CROSSROADS - UPDATE

Further to Minute 72(3) of the meeting held on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the resultant review of the petition from residents requesting that the crossroads of Highmoor Road/Albert Road was made safer for pedestrians, cyclists and motor vehicles.

The report stated the officers proposed to investigate the road safety concerns that had been raised by residents within their petition and consider a response as part of the annual road safety review programme and waiting restriction review, where resources were available.

The report explained that the annual road safety programme recommended that resources should be concentrated in the current year to improve road safety for all road users. In addition to the specific locations listed within the programme report 'failed to stop' and 'failed to look properly' had been listed as the highest cause of all accidents within the Borough. Officers therefore proposed to carry out a review of all 'failed to stop' and 'failed to look properly' locations that had resulted in an injury within the previous three years. At the junction of Highmoor Road with Albert Road there had been two injury accidents where drivers had failed to stop when travelling east on Highmoor Road, this was despite both Highmoor Road approaches being a mandatory stop. A more full investigation into these two causation factors would help officers to gain an understanding of what measures were needed to reduce resultant injuries.

The roads would also be added to the next waiting restriction review (see Minute 104,below).

Resolved -

- (1) That the report be noted
- (2) That the road safety concerns raised by residents be considered as part of the annual road safety review and the next waiting restriction review where resources were available.

101. PETITION FOR A REVIEW OF PARKING WITHIN PATRICK ROAD AND TAMESIS PLACE, LOWER CAVERSHAM - UPDATE

Further to Minute 81 of the meeting on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the concerns raised by a resident of Tamesis Place about parking within Patrick Road and the difficulties faced by residents.

The report stated that parking issues in Lower Caversham had previously been reported following a survey that had been carried out by Councillor Davies, a Ward Councillor for Caversham. Officers had been working through all the points and issues that had been raised and the next stage was to arrange a consultation exercise to allow residents to comment on potential solutions. Officers proposed to include the points that had been

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raised at the January 2014 meeting within the Lower Caversham (parking) review for consultation.

Resolved -

- (1) That the report be noted;
- (2) That the points and issues raised at the meeting on 16 January 2014 in relation to parking within Patrick Road be included within the Lower Caversham (parking) review for consultation;
- (3) That by agreeing to investigate the parking within Patrick Road and Tamesis Place as part of the Lower Caversham parking review it be noted that resources were already in place;
- (4) That the results on the consultation be reported to a future meeting.

102. PETITION FOR A SAFER CROSSING POINT AT ST BARNABAS ROAD/GROVE ROAD AREA - UPDATE

Further to Minute 72(4) of the meeting held on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the resultant review of the petition from parents walking to Emmer Green Primary School for a safer crossing point within the area of Grove Road close to the junction of St Barnabas Road.

The report stated that officers proposed to investigate the issue of providing a pedestrian crossing point on Grove Road close to the junction of St Barnabas Road as part of the LSTF active travel initiative. In addition, a review of parking at the junction of Grove Road with St Barnabas Road would be investigated as part of the waiting restriction review. The needs of Emmer Green Primary School would also be considered as a result of the primary school expansion plan.

Resolved -

- (1) That the report be noted;
- (2) That the request for a crossing point for pedestrians on Grove Road close to the junction of St Barnabas Road be investigated through LSTF active travel and it be noted that in addition to the request for improved pedestrian facilities, there would be a need to review the length of the double yellow lines at the junction of Grove Road with St Barnabas Road;
- (3) That parking at this location be investigated within the next waiting restriction review (see Minute 104, below).

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

Further to Minute 53 of the meeting held on 10 November 2013 and Minute 71 of the meeting held on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the experimental verge and footway parking ban in the Tilehurst area and on the proposed new experimental footway and verge parking ban in the Southcote area.

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The report stated that at the meeting on 16 January 2014 a petition had been submitted by some residents of The Mayfair, Tilehurst, requesting approval to park private vehicles on the area of highway located between the road and their private driveway accesses. The Mayfair had been included in the Tilehurst experimental footway and verge parking ban and a photograph of the reported problem was included in the report.

The report explained that dropped kerbs and associated vehicle crossovers were provided by the local authority in accordance with the Highway Act 1980 and the fees associated with creating a vehicle crossover area only covered the physical changes to the highway. The process did not include a change to land ownership and the area remained public highway.

With regard to footway and verge parking bans the report stated that in accordance with current regulations any prohibition of waiting or stopping restrictions extended from the centre of the road to the highway boundary. In the case of a verge and footway prohibition the regulations applied in the same way and the restrictions extended to the highway boundary. The only difference with a verge and footway prohibition was that the restrictions did not have a road marking as they did not apply to the road.

The current regulations made it difficult for local authorities to provide an exemption for parking on driveway access located on the public highway when a verge and footway prohibition applied. Vehicles were only permitted to load and unload. In addition, there was no definition such as road marking, to define the limits of the restriction, and so there was no way of specifying on street exactly where the restriction began and ended.

The Sub-Committee discussed the report and agreed that the existing experimental footway and verge parking ban should continue in Tilehurst but asked that officers investigate other options with regard to permitting residents to park on vehicle crossovers. It was also suggested that residents be sent details of the legal status of the land.

With regard to the proposed experimental footway and verge parking ban in Southcote the Sub-Committee agreed that officers work with the Southcote Neighbourhood Action Group (NAG) on a re-consultation exercise bearing in mind the new information that had been gathered from the experimental ban in Tilehurst. It was also suggested that the consultation document make it clear in very plain language what enforcement would mean.

Resolved -

- (1) That the report be noted;
- (2) That the existing experimental footway and verge parking ban in Tilehurst continue;
- (3) That officers investigate other options with regard to permitting parking by residents on vehicle crossovers and a report be submitted detailing the results to the 11 September 2014 meeting;
- (4) That officers work with the Southcote Neighbourhood Action Group on a re-consultation of the proposed experimental footway and verge parking ban in Southcote, bearing mind the information gathered from the experimental ban in Tilehurst.

104. WAITING RESTRICTION REVIEW - OBJECTIONS TO TRAFFIC REGULATION ORDER SPA 12 AND REQUESTS FOR WAITING RESTRICTIONS

Further to Minute 81 of the meeting held on 16 January 2014 the Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of objections that had been received in respect of the Traffic Regulation Order (TRO) which had been advertised recently as part of the waiting restriction programme SPA12. The report also provided a list of forthcoming requests for waiting restrictions within the Borough that had been raised by members of the public, community organisations and Councillors since September 2013. A table setting out objections to TROs that had been received after the objection period had ended was tabled at the meeting.

The report stated that in respect of objections to TROs the statutory consultation process had taken place between 13 February and 6 March 2014 for a period of three weeks and full details of the objections and support that had been received were attached to the report at Appendix 1.

With regard to the bi-annual waiting restriction review officers recommended that the list of issues that had been raised by the review, attached to the report at Appendix 2, were investigated and that Ward Councillors were consulted. On completion of the consultation a further report would be submitted to a future meeting requesting approval to carry out the Statutory Consultation on the approved schemes.

The Sub-Committee discussed the letters of support and objections that had been received to the Traffic Regulation Order and the list of issues that had been raised in respect of the bi-annual waiting restriction review, as set out in the tables attached to the report at Appendix 1 and 2 respectively, and made a number of changes to the recommendations.

Resolved -

- (1) That the report be noted;
- (2) That the following proposed waiting restrictions be implemented as advertised:
 - Great Knollys Street
 - Elm Park
 - Ardler Road
 - Fircroft Close
 - Rose Kiln Lane
 - St Peters Road
 - Brackendale Way
 - Haywood Court
 - Henley Road (subject to consultation with the residents association)
 - Westwood Road
- (3) That the proposal in respect of Valpy Street is not progressed, is removed from the order and approval be given for a revised scheme, to be advertised at the cost of the developer and, in consultation with the Chair of the Sub-Committee, the Head of Transportation and Streetcare submit the new proposal to next meeting, should a new proposal come forward;

- (4) That officers review the implementation of an additional restriction adjacent to house number 39 in Elm Park as part of the next waiting restriction review where resources were available;
- (5) That in consultation with the Chair of the Sub-Committee, and Ward Councillors, the Head of Transportation and Streetcare be authorised to carry out further consultation in respect of the proposed restrictions relating to Henley Road;
- (6) That the Normanstead Road area be removed from the proposal;
- (7) That the Head of Legal and Democratic Services be authorised to seal the Traffic Regulation Order and no public inquiry be held into the proposals;
- (8) That the objectors be informed accordingly;
- (9) That the requests made for waiting restrictions as shown in Appendix 2 be noted and officers investigate each request and consult on their findings with Ward Councillors;
- (10) That the request for a taxi rank, between the hours of 2300 and 0500, outside the Grosvenor Casino, Queens Road, in Abbey Ward be added to the list of requests for waiting restrictions;
- (11) That the scheme around Little Johns Lane in Battle Ward be expanded;
- (12) That Woodcote Road, opposite St Peter's Avenue, be removed from the requests for waiting restrictions;
- (13) That, should funding permit, a further report be submitted to a future meeting requesting approval to complete the Statutory Consultation on the approved schemes.

105. OBJECTIONS TO ADVERTISED ORDERS AND PLAY STREETS UPDATE - SIX MONTH REVIEW

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on objections received in respect of recently advertised TROs, regarding allowing access to bus lanes by motorcycles and Play Streets. A list of the Play Streets was attached to the report at Appendix 1.

The report stated that the bus lane TRO statutory consultation had concluded on 12 March 2014 and no objections had been received. The Play Streets TRO had been implemented by the use of an experimental order where the first six months of the order was the statutory consultation period. No objections had been raised to Play Streets and officers recommended continuing with the initiative.

In addition to continuing with Play Streets a further three streets had asked to be added to the TRO (Exbourne Road, Cumberland Road and Armour Road) and the existing Play Street schemes had, in most instances, revised their dates for the next 12 months and these would need to be added to the TRO. The order would be modified to add the three additional streets and alter the dates of the existing schemes.

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Councillor Whitham read a statement from Rachel Helsby on behalf of the residents of Telfourd Avenue, one of the streets that had been included Play Street pilot, expressing thanks to the Council for the changes that enabled the introduction of the Play Street pilot.

Resolved -

- (1) That the report be noted;
- (2) That the Head of Transportation and Streetcare modify the experimental order by adding the three additional streets and altering the dates of existing streets as previously authorised at the meeting on 12 September 2013;
- (3) That the Experimental Play Streets Traffic Regulation Order be allowed to continue and run for an additional 12 months and an update report be submitted to the September 2014 meeting.

106. 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.

107. 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.

108. OXFORD ROAD STUDY - UPDATE

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

The report stated that the work that had been completed to date alongside Network Rail in supporting the design of the main highway elements of the Cow Lane bridges improvements and alongside the information that had been 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 had been 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 Battle Area Section 106 consultation and had taken into consideration the most commonly requested

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improvements. The area study proposals would be funded by the LSTF to minimise any contribution from the Oxford Road Section 106.

The report detailed the proposals that had been approved at the 5 November 2013 meeting of the Sub-Committee (Minute 58 refers).

Norcot Ward Councillors requested assurance that the footpath widths on the Oxford Road close to Norcot Road were maintained.

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, the 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 20 mph zone in Beresford Road, Salisbury Road, Valentia Road, Audley Street, Curzon Street and Catherine Street 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;
- (5) That further public exhibitions take place to coincide with the Statutory Consultation in April 2014;
- (6) That officers bring forward proposals to address access issues in the Addison Road/Cardiff Road/Swansea Road area to enable any changes, subject to local consultations, to be delivered ahead of the completion of the widening of the Cow Lane Bridges.

109. LOCAL SUSTAINABLE TRANSPORT FUND - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on progress with the delivery of the LSTF Small Package, for which £4.9m funding had been approved by the 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 progress that had reached milestones within the previous three months.

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

- Personal Travel Planning;
- Fares, Ticketing and Information;
- Cycle Hire;
- Active Travel;
- Park and Ride/Rail.

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The report stated that to complement the new cycle hire docking point at the eastern end of Broad Street, it had been proposed to change the existing "No right turn" restriction at the Broad Street/Minster Street junction to "No right turn except cycles". This change would enable cyclists to turn right from Broad Street into Minster Street.

Resolved -

- (1) That the progress made on the Local Sustainable Transport Fund Projects to date be noted and officers continue to deliver the programme and report progress to the Sub-Committee;
- (2) That awards be made to applicants to the Travel Reading Challenge Fund that was launched in early January 2014 under delegated authority;
- (3) That the proposed public health walking coordinator project be noted;
- (4) That in consultation with the Chair of the Sub-Committee, the 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 "No right turn except cycles" restriction at the eastern end of Broad Street at its junction with Minster Street 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;
- (6) That any objections received following the statutory consultation be reported to a future meeting.

110. SCHOOL EXPANSION AND SUSTAINABLE TRANSPORT

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the implications of the Primary School expansion proposals across the Borough on travel and the measures to promote sustainable travel to school. A copy of a report entitled School Expansion and Sustainable Travel in Reading was attached to the report.

The School Expansion and Sustainable Travel Report outlined the proposals for Primary school expansion across the Borough and the need to update School Travel Plans to take account of the expansion in line with the recommendations of the Sustainable Modes of Transport Strategy March 2010.

Resolved -

- (1) That the proposals and report be noted;
- (2) That the Transport and Education Departments encourage the expanding Primary schools to develop and implement their School Travel Plans;
- (3) That the Transport and Education Departments monitor the development of the School Travel Plans and provide guidance where appropriate.

111. ANNUAL ROAD SAFETY PROGRAMME - 2013/14 UPDATE AND 2014/15 PROGRAMME

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the work that had been completed to date on the 2013/14 Road Safety Schemes and to propose areas for investigation for the 2014/15 programme. Proposals for Road Safety Schemes 2014/15 were attached to the report at Appendix 1.

The report detailed the progress of road safety schemes at the following locations:

- Berkeley Avenue (between Shaw Road and St Saviours Road);
- Buckingham Drive (from Peppard Road to Evesham Road);
- School Road (between Downing Road and Recreation Road);
- Prospect Street junction with Church Street, Caversham;
- Vastern Road and "The Oracle" Roundabout spiral markings.

The report stated that to reduce the number of collisions the proposals for 2014/15 had been chosen as sites where there were a high number of pedestrian and cycle casualties during the previous three year period. Officers therefore proposed to carry out a review of all 'failed to stop' and 'failed to look properly' locations that had resulted in an injury within the previous three years.

Resolved -

- (1) That the progress to date on the 2013/14 Road Safety Schemes 2013/14 be noted;
- (2) That the road safety schemes, set out in Appendix 1 attached to the report, be approved for further investigation and implementation up to the allocated budget;
- (3) That the Head of Highways and Transport be authorised to consult with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, and Ward Councillors on the detail of the schemes;
- (4) That subject to (2) above and 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 where waiting and movement restrictions might need amending to accommodate scheme designs.

112. HIGHWAY MAINTENANCE UPDATE

Further to Minute 91 of the meeting held on 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report on the current position regarding additional pothole repairs and to inform the Sub-Committee of the £2.308m programme for Highway Maintenance for 2014/15 from the Local Transport Plan (LTP) settlement and the additional funding announced by the Chancellor in his Autumn Statement.

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The report contained details of the numbers of potholes that had been 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 25 February 2014 being as follows:

PRIORITY	POTHOLES IDENTIFIED	POTHOLES REPAIRED
Priority 1	145	143
Priority 2	12	11
Priority 3	641	573
Priority 4	142	141
Priority 5	207	205
Priority 6	155	155

The roads included in each category were detailed in Appendix 1. Inspection of the Priority 1 to 6 roads had been completed.

The report also included details of the Highway Maintenance Programme 2014/15 and outlined the background to the selection of schemes. The list of schemes in each category to be carried out in 2014/15 was attached to the report at Appendix 2. The categories were carriageway resurfacing, minor resurfacing, footway resurfacing, road assessment surveys, bridge maintenance and street lighting. A detailed breakdown of allocations was included in the report.

Resolved -

- (1) That the current position regarding additional pothole repairs be noted;
- (2) That a further progress report be submitted to the next meeting;
- (3) That the proposed Highway Maintenance Programme for 2014/15 be noted.

113. POCKET PLACES FOR PEOPLE - UPDATE

The Director of Environment and Neighbourhood Services 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. Draft scheme proposals were attached to the report at Appendix A.

The report stated that the themes that had been identified through consultation with local people were being used to develop designs for temporary trials along three sections of Northumberland Avenue. These areas had been identified as key trip generators along the Avenue due to the facilities and services that were situated in the area. Each area had unique issues that had been highlighted through discussions with local people and common issues included perception of high vehicle speeds and volumes, untidy parking, including footway parking, and the desire for improved crossing facilities. The trials were proposed to take place during summer 2014 in consultation with local residents, businesses and Ward Councillors. Future engagement events aimed at increasing social interaction and creating a healthier experience of living in or passing through the local neighbourhood had been planned to take place in parallel to the temporary trials.

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 and Transport and relevant Ward Councillors.

114. CYCLE FORUM MEETING NOTES

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the discussions and actions arising from the 29 January 2014 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 29 January 2014 be noted.

115. 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 116 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.

116. 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 eight applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That with regard to application 1.0 a discretionary third residents' permit be issued on the understanding that the issue of the permit was personal to the applicant, a fee was applicable for this permit;
- (2) That with regard to applications 1.1, 1.2, 1.3, 1.4, 1.5 and 1.6 three discretionary agency permits be issued, to staff selected by the Health Centre, subject to the Health Centre making three new marked spaces available for frail and elderly patients in the Health Centre's off-street car park; the first permit to be issued free of charge and a fee to be payable for the second and third permits;
- (3) That with regard to application 1.7 a discretionary third residents permit be issued, subject to the applicant providing all supplementary information and on the understanding that the issue of the permit was personal to the applicant, a fee was applicable for this permit.

(Councillor Duveen declared a personal interest in resolution (3), left the meeting and took no part in the discussion. Nature of interest: Councillor Duveen knew the applicant).

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(The meeting started at 6.30pm and finished at 9.15 pm).

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Present: Councillors Page (Chair), D.L. Absolom, Ayub, Davies, Duveen, Hacker, Hopper, Jones, Terry and Whitham.

Also in attendance: Councillors D Edwards and Gavin.

Apologies: Councillor Willis.

1. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM

Presentation - Reading Station Re-development/Cow Lane Viaduct

Shaun Winfield, Senior Project Engineer gave a presentation on the Reading Station re-development, and the current situation regarding the Cow Lane viaduct works.

Resolved - That Shaun Winfield be thanked for his presentation.

2. MINUTES

The Minutes of the meeting of 13 March 2014 were confirmed as a correct record and signed by the Chair.

3. QUESTIONS FROM COUNCILLORS

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

Questioner	Subject
Cllr Duveen	Parking Fines on Boxing Day

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

4. PETITIONS

(a) Petition to Reduce the Operational Times of the Town Centre Access Restriction

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition asking the Council to reduce the operational times of the current Town Centre access restriction (currently 7.00am-11.00am and 4.00pm-7.00pm).

The petition, containing 228 signatures, read as follows:

"We, the undersigned urge Reading Borough Council to reduce the hours during which we are unable to drive into Reading Town Centre and park. Denying us access for 7 hours a day, in combination with the difficulties of working out where we can and cannot drive, has caused many disabled people in particular, to do their shopping elsewhere. Reading must have lost a great deal of trade because of this.

We ask that the morning restriction should end at 9.30am and that the afternoon/evening restriction should end at 6.30pm."

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

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.
- (b) Petition for an investigation into Residents' Parking Hours of Operation for East Newtown

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition from some residents of Liverpool Road requesting longer visitor hours in the residents parking area of East Newtown.

The petition, containing 44 signatures, together with 13 names on an electronic petition, read as follows:

"We the undersigned would like to see visitor's hours in the new section of permit parking in East Newtown changed from 10am-4pm to 8am-8pm. This would give us more flexibility on when people can visit, meaning less need for us to use our visitors permits".

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

At the invitation of the Chair, lead petitioner Dermot Johnson 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.
- (c) Petitions for Action Against Parking on Pavements on Lower Bulmershe Road and Hamilton Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of two petitions requesting action against vehicles parking on the pavements within Hamilton Road and the lower section of Bulmershe Road.

The petitions, containing 33 signatures in total, read as follows:

"Parking on the pavement in Hamilton Road and Lower Bulmershe Road makes it difficult and dangerous for people on foot to walk along it. Please can the council investigate what measures can be taken to stop pavement parking which forces people with buggies, wheelchairs and other vulnerable residents into the road".

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

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At the invitation of the Chair, lead petitioner Peter Smith 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.

5. WENSLEY ROAD AREA PARKING SURVEY - RESPONSE

Further to Minute 97 of the meeting of 13 March 2014, the Director of Environment and Neighbourhood Services submitted a report on a response to the parking survey regarding parking issues within Wensley Road.

The report stated that an on-site meeting had been held, involving Alok Sharma MP, the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Transportation and Streetcare and residents within Wensley Road, and contained details of various options discussed.

At the invitation of the Chair, Mrs D Fudge and Mr Turner addressed the Sub-Committee.

Resolved - That the report be noted.

6. PETITION UPDATE - DOUBLE PARKING ON WOKINGHAM ROAD

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the investigation carried out by officers following the submission of a petition to Council on 25 March 2014 (Minute 61 refers).

The petition read as follows:

"Petition for action against dangerous double parking on the Wokingham Road' asked that the Council 'investigate what options can be pursued to keep this stretch of the road safe for all users."

The report explained what the Council's powers were (by the way of national legislation) and what the Council, as the local highway authority, could change to manage the parking more effectively in this area. Appendix 1 contained details of the exemptions to enforcement of double parking as defined by national legislation.

The report stated that the Council's only opportunity, as highway authority, to reduce instances of double parking was to review the waiting restrictions within the area and create space for deliveries. All of the lay-by space created for parking was dedicated to short-term 30 minute parking, with no return within 30 minutes, Monday to Friday, while weekends were free to park all day. There was no delivery provision within the parking bays at all and consequently deliveries took place by double parking. There were a number of possibilities in re-organising the parking provision at this location, although any change from the current limited waiting was not likely to be popular with businesses. However, in the absence of any other civil enforcement opportunities it was recommended that a review be carried out of the use of the parking bays at this location as part of the next six-monthly waiting restriction review.

Resolved -

- (1) That the report be noted;
- (2) That officers carry out a review of the parking bays within this area of Wokingham Road, as a part of the next six-monthly waiting restriction review;
- (3) That a copy of the report be sent to the Chair of the Redlands & University Area NAG.

7. FOOTWAY AND VERGE PARKING BAN UPDATE - SOUTHCOTE

Further to Minute 103 of the meeting of 13 March 2014, the Director of Environment and Neighbourhood Services submitted a report on the results of a second informal consultation on the proposed experimental footway and verge parking ban in the Southcote area.

The report included in paragraph 4.9 a table containing a breakdown of the responses from a total of 940 properties in Ashampstead Road, Brunel Road, Circuit lane, Frilsham Road, Gainsborough Road, Southcote Lane and Virginia Way. A total of 241 responses had been received (26%), of which 168 (70%) were supportive of the proposed scheme. The majority of those who were not in support had raised concerns about the lack of alternative locations to park if the restriction was introduced. However, the restriction would only apply to the footways and verges, and parking would continue to be permitted in the roads. Therefore, on the basis that the majority of residents were in support of a footway and verge parking ban, it was recommended that the scheme be introduced on an experimental basis for a maximum of 18 months.

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

Resolved -

- (1) That the report be noted;
- (2) That, based on the positive results of the two informal consultations, the scheme be approved and in consultation with the Chair of the Sub-Committee/Lead Councillor Strategic Environment, Planning & Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to make an Experimental footway and verge parking ban Traffic Regulation Order in Southcote in the streets listed in paragraph 4.9 of the report 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 Transportation and Streetcare be authorised to modify or suspend provisions in the Experimental Traffic Regulation Order, and that the Order include a provision for this;
- (5) That the Experimental Traffic Regulation Order be approved for a period of up to 18 months;

- (6) That officers liaise with the Ward Councillors with a view to ensuring that the signage for the scheme was sufficiently durable.

8. OBJECTIONS TO ADVERTISED TRAFFIC REGULATION ORDERS

The Director of Environment and Neighbourhood Services submitted a report, attached to which were appendices containing details of objections and comments received to statutory consultations carried out since the last meeting of the Sub-Committee, in relation to the following schemes:

- (a) New Road
- (b) The Mount
- (c) College Road/Culver Road
- (d) Town Centre Pay & Display - Fobney Street, Hosier Street and Kenavon Drive
- (e) 20mph Zone in parts of Redlands and Park Wards

An additional objection, received in relation to the scheme for Town Centre Pay & Display, was tabled at the meeting.

At the invitation of the Chair, Councillor Gavin addressed the Sub-Committee on the scheme for The Mount, and Helen Fogelman addressed the Sub-Committee on the scheme for College Road/Culver Road.

Resolved -

- (1) That the report be noted;
- (2) That the schemes for New Road (Drawing No. TMSC0614/1), The Mount (Drawing No TMSC0614/2), Town Centre Pay & Display (Drawings Nos NM/P&D/14/Fobney, NM/P&D/14/Hosier and NM/P&D/14/Kenavon) and the 20mph Zone (Drawing attached at Appendix 5B) be implemented as advertised;
- (3) That the Head of Legal and Democratic Services be authorised to make the appropriate Traffic Regulation Orders for the schemes and no public inquiry be held into the proposals;
- (4) That the objectors be informed of the decisions;
- (5) 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 a proposal to incorporate the other parking bays in Redlands Road and Upper Redlands Road into the Residents' Parking zone in New Road (referred to in (1) above) and, subject to no objections being received, to implement the proposal;
- (6) 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 further statutory consultation on the scheme for residents' parking in College Road/Culver Road, on the basis of shared use operational hours of 8.00am to 8.00pm;

(Note: In accordance with Paragraph 7.4.4 of the Member Code of Conduct, Councillor Hopper declared a pecuniary interest in the above Item insofar as it related to College Road/Culver Road, as he was a resident of Culver Road. Councillor Hopper addressed the Sub-Committee on the matter and then left the meeting and took no part in the Sub-Committee's discussion).

9. BI-ANNUAL WAITING RESTRICTION REVIEW - STATUTORY CONSULTATION

The Director of Environment and Neighbourhood Services submitted a report seeking approval to carry out statutory consultation on a number of requests which had been received for changes to waiting/parking restrictions.

Appendix 1 to the report contained a summary of the requests together with the officers' recommendations.

It was pointed out at the meeting that the scheme for Woodcote Road (opposite St. Peter's Avenue) had been removed from the current programme at the Sub-Committee's meeting on 13 March 2014 (Minute 104(12) refers).

Resolved -

- (1) That the report be noted;
- (2) That, subject to (3) below, the Head of Legal and Democratic Services, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport and Ward Councillors, be authorised to carry out statutory consultations and advertise the proposals in relation to the parts of the following roads as listed in Appendix 1 in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996:

Eaton Place
Fobney Street/Bridge Street
Chatham Street
Queen's Road
Nelson Road/St John's Road
Barnsdale Road/Ennerdale Road
Blagdon Road and Torrington Road
Home Farm Close
Basingstoke Road
Coniston Drive
Wealden Way/Midwinter Close
Norcot Road (no waiting at any time)
Knowle Close
Tazewell Court/Caroline Court
Berkeley Avenue service road
Western Road
Tintern Crescent
Honey End Lane
Norcot Road (residents' parking)
Heath Road
Harlech Avenue
Avebury Square/Upper Redlands Road

Eldon Square
Eldon Terrace
Lancaster Close
Granby Gardens
Ashdene Gardens
Haywood Way
Southcote Lane
Granville Road/Frogmore Way/Gainsborough Road
Berrylands Road/Newlands Avenue/Peppard Road
Highmoor Road/Albert Road
Dovecote Road
Chagford Road
Copenhagen Close
Gillette Way
Longship Way
Whitley Wood Lane (no waiting at any time)
Whitley Wood Road (near Northumberland Avenue junction)

- (3) That, with regard to the scheme for Harrow Court, the proposed “no waiting at any time” at the mouth of the junction as shown on Drawing No. NM/AWRR/2014A/M17 be advertised, but no further action be taken regarding the length fronting the posts as shown on that Drawing;
- (4) That, subject to no objections being received, the Head of Legal and Democratic Services be authorised to make a Traffic Regulation Order implementing the measures;
- (5) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee;
- (6) That the Head of Transportation and Streetcare, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning & Transport, be authorised to make minor changes to the proposals;
- (7) That no public inquiry be held into the above proposals;
- (8) That consideration of the requests relating to the Staverton Road area, Milman Road, Geoffreyson Road and Grove Road be deferred to enable further investigation to take place;
- (9) That the Little John’s Lane area and Ardler Road area schemes be included in the Resident Permit review, Phase 2, commencing in September 2014;
- (10) That the following action be taken in relation to the roads listed below:
 - Wokingham Road - Consideration of a discretionary disabled bay;
 - Charndon Close - Housing officers to be advised to erect a street name plate, as a private street with resident access only;
 - Blackwater Close - Consideration of an access protection marking or Keep Clear;
 - Northumberland Avenue - Road marking to be re-freshed;

- Lower Elmstone Drive - Bus Stop Clearway markings to be introduced;
- Surley Row - Second Keep Clear marking to be introduced;
- Whitley Wood Road (lay-by opposite Engineer's Court) - Bus Stop Clearway markings to be introduced;
- Armour Hill - Residents to be advised on Access Protection marking application, should they wish to do apply for this;
- Garston Close - Residents to be advised on Access Protection marking application, should they wish to do apply for this;
- Whitley Wood Lane (request from Affinity Housing) - Businesses to be advised on Access Protection marking application, should they wish to apply for this;

(11) That the Sub-Committee's decision of 13 March 2014 to take no further action be taken regarding the request relating to Woodcote Road, opposite St. Peter's Avenue, be noted;

(12) That no further action be taken regarding the requests relating to Edenhall Close, Boston Avenue, Carmelite Drive, Buckingham Drive, Newcastle Road and Hardwick Road.

10. 88 YORK ROAD - TRANSPORT ISSUES FOLLOWING PLANNING PERMISSION FOR NEW DWELLING

The Director of Environment and Neighbourhood Services submitted a report stating that planning permission had been granted on 8 April 2014 for the demolition of an existing storage building at 88 York Road and the erection of a 3 bedroom dwelling.

The report stated that the proposed dwelling had no off-street parking and as a result the existing vehicular access to the site was to be abandoned with the footway returned to a full face and level kerb. Following the abandonment of the vehicular access there was the possibility of increasing the length of the residents parking bays along York Road to increase the number of spaces in an area that was already oversubscribed.

It was therefore proposed that the two Residents Parking Bays located either side of 88 York Road were extended at the north eastern end by 5m and 2m respectively to help alleviate existing parking pressures in the vicinity of the site. These changes would result in two additional on-street park places being created.

A Site Plan was attached at Appendix 1.

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 on a Traffic Regulation Order to implement extensions to the existing Residents' Only parking bays along York Road and, subject to no objections being received, the Head of Transportation and Streetcare implement the scheme.

11. DEE PARK REGENERATION - INFORMAL CONSULTATION ON TRAFFIC CALMING AND WAITING RESTRICTIONS

The Director of Environment and Neighbourhood Services submitted a report stating that the Dee Park Estate was currently being transformed as part of a major regeneration scheme, which had obtained planning permission in December 2009.

A major part of the regeneration had been the transformation of the highway network to a home zone environment, and to complete this process Traffic Regulation Orders were required for traffic calming Measures, traffic movement and waiting restrictions. However, before the statutory process was undertaken, it was proposed that an informal consultation be undertaken with all the residents on the estate to seek their views on the proposals and amend them where necessary. This report detailed the proposals and sought approval for the consultation.

A site plan of the estate was included in Appendix 1 and the proposed consultation leaflet was included in Appendix 2.

Resolved -

- (1) That the report be noted and, subject to (2) below, approval be given to the Head of Transportation and Streetcare to undertake an informal consultation with residents on the highway proposals for Dee Park Estate;
- (2) That the second paragraph of the section on "Other Measures Proposed" in Appendix 2 be amended to read:

"Parking spaces are proposed outside the new shops along Spey Road but to ensure a turnover of spaces for customers it is proposed that parking is limited to a maximum period of two hours out of four hours between the hours of 8.00am and 6.00pm."
- (3) That a further report be submitted to the Sub-Committee detailing the results of the consultation.

12. VALPY STREET - ALTERATIONS TO BUS STANDS AND PARKING BAYS

Further to Minute 31 of the meeting of 12 September 2013, the Director of Environment and Neighbourhood Services submitted a report on a revised scheme to reconfigure the current bus stands and parking along Valpy Street so that the bus stands were no longer located outside the new active frontage to Minerva House.

The report stated that the advertisement of the measures reported at the Sub-Committee's previous meeting for amendments to the bus bays and parking, had resulted in objections being received and, following consultation with officers, the applicant had drawn up revised proposals as shown on drawings 28802/001/SK007A in Appendix 1.

These proposals would result in the bus stands being relocated to a single location on the northern kerb line of Valpy Street, directly oppose the current location. The existing "Pay and Display bays which were currently on the northern kerb line would be moved to the southern kerb line opposite.

The alterations would also provide an increase in the Permit parking bay on the northern kerb to 20m and as a result of the changes there would be no reduction in the current

level of provision for bus stops/lay over points, motorcycle parking, cycle parking, loading, pay and display parking and a possible extension of the permit parking bay.

Resolved -

- (1) That the report be noted;
- (2) That the changes to the parking and bus stands in Valpy Street be approved;
- (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 be reported to a future meeting of the Sub-Committee.

13. HIGHWAY MAINTENANCE UPDATE

Further to Minute 112 of the meeting of 13 March 2014, the Director of Environment and Neighbourhood Services submitted a report on the current position regarding additional pothole repairs.

The report stated that inspection of the Priority 1 to 6 roads had been completed. However where roads listed in Appendix 1 receive their scheduled safety inspection any further potholes meeting the criteria for repair under this improvement plan would be recorded and repaired. The number of potholes identified and repaired in each category was currently as follows:

PRIORITY	POTHOLES IDENTIFIED	POTHOLES REPAIRED
Priority 1	260	260
Priority 2	15	15
Priority 3	779	758
Priority 4	155	155
Priority 5	217	217
Priority 6	159	159

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

The Chair also reported at the meeting that the Council had been awarded a sum of £163,833 by central government for additional pothole repairs.

Resolved -

- (1) That the current position regarding pothole repairs be noted and officers be thanked for their work on this;
- (2) That the funding awarded by central government for additional pothole repairs be welcomed;

- (3) That a further progress report be presented to the next meeting of the Sub-Committee;

14. PARKING ENFORCEMENT CONTRACT

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the ongoing procurement process in relation to the tendering for a contractor for Parking enforcement services.

At its meeting on 23 June 2014 (Minute 6 refers) the Policy Committee had authorised the Head of Transportation & Streetcare, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, and the Head of Legal and Democratic Services, to award the Parking Enforcement contract for an initial period of five years with an option to extend the term of the contract by a period or periods of not less than one year, but with such extension periods or periods totalling in aggregate not more than five years dependent upon performance, for a maximum period of 10 years, in accordance with the Contract Procedure Rules.

Resolved - That the progress made on the re-tendering of the Parking Enforcement contract and the Policy Committee's decision of 23 June 2014 be noted.

15. CONSULTATION ON THE DRAFT TRAFFIC SIGNS REGULATIONS & GENERAL DIRECTIONS (TSRGD) 2015 BY CENTRAL GOVERNMENT

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of a review of the Traffic Signs Regulations & General Directions (TSRGD) 2015 which was currently being undertaken by central government. A summary of the areas under consideration by central government in consultation with local highway authorities was attached at Appendix 1.

Resolved - That the report be noted.

16. 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.

17. EASTERN AREA TRANSPORT STUDY UPDATE

The Director of Environment and Neighbourhood Services 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.

Resolved - That the report be noted.

18. 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

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 25 JUNE 2014

Transport 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 launch on 10 June 2014 of the Readybike scheme at 27 locations around the town.

Resolved - That the report be noted.

19. CYCLE FORUM MEETING NOTES

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the discussions and actions arising from the 3 April 2014 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 3 April 2014 be noted.

20. 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 21 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.

21. 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 six applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That with regard to application 1.0:**
 - (a) the Civil Enforcement Manager be asked to check the fact that both flats in question appeared to be separately rated for Council Tax purposes and therefore eligible for residents' permits;**
 - (b) should the applicant not be eligible, the applicant be issued with a temporary discretionary permit, pending further discussion at the Sub-Committee's next meeting;**
- (2) That with regard to application 1.2, a discretionary permit be issued, personal to the applicant and charged at the third permit fee;**
- (3) That with regard to application 1.4, up to 15 books of visitors' permits be issued;**

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 25 JUNE 2014

- (4) That with regard to application 1.5, a discretionary permit be issued, personal to the applicant;
- (5) That the Director of Environment and Neighbourhood Services' decisions to refuse applications 1.1 and 1.3 be upheld.

(The meeting started at 6.30pm and finished at 9.01pm).

JOINT WASTE DISPOSAL BOARD
13 MARCH 2014
(10.00 am - 12.15 pm)

- 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
 Councillor Rob Stanton
- Officers Claire Ayling, Reading Borough Council
 Anthony Bolton, Reading Borough Council
 Pete Baveystock, Wokingham Borough Council
 Oliver Burt, re3 Project Manager
 Janet Dowlman, Bracknell Forest Council
 Sarah Innes, Reading Borough Council
 Steve Loudoun, Bracknell Forest Council
 Mark Moon, Wokingham Borough Council

26. Declarations of Interest

There were no declarations of interest.

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

RESOLVED that the minutes of the Joint Waste Disposal Board meeting held on 12 February 2014 be approved as a correct record and signed by the Chairman.

28. Urgent Items of Business

There were no urgent items of business.

29. Joint Waste Disposal Board Progress Report

The Board received a report providing an update on the progress made since its last meeting on 12 February 2013. The report included an update on the impact that recent flooding in the area had had on the Household Waste Recycling Centres (HWRC), an update on the Green Machine Community Paint Recycling Scheme and an overview of financial matters.

It was noted that the end of the initial two year contract period with the paint reuse scheme had now been reached. The Green Machine's Dawn Cannon and Chris XXX presented an update on the work that had taken place over the past year to develop the Green Machine Community Paint Reuse Scheme and raise awareness of the Scheme's work. It was reported that during the first year of operation the Green machine had collected 8% of available paint. During the second year this had increased to an 18% collection rate. Sales of paint were slowly increasing and 4,400

litres of paint had been sold in the first two months of 2014. An agreement had been reached with Bracknell Forest Homes and a voucher scheme had been developed which tenants could exchange for paint from the Green Machine. This scheme was in the process of being expanded to cover painting equipment in addition to paint. Reciprocal arrangements with Community Paint Reuse Schemes in other areas had been developed and work was taking place to try and secure contracts with local authorities. A significant amount of work had taken place to promote the scheme and this had resulted in sales to people from outside the re3 area including Windsor and Maidenhead and High Wycombe.

The Board acknowledged that the Green Machine was a valuable community initiative and that the data was showing positive upward trends. It was questioned whether it would be more appropriate for any potential future contract to be based on the payment of an appropriate flat rate basis. It was agreed that this option would be explored and a paper detailing the contractual options would be brought to the Board's next meeting.

RESOLVED that:

- i. The report be noted
- ii. FCC staff be thanked for the work they undertook to ensure that Smallmead HWRC remained operational during the period of recent flooding
- iii. Staff at FCC, SITA, Veolia and council officers be thanked for the work undertaken to minimise disruption during recent electrical cabling work in the vicinity of Longshot Lane HWRC
- iv. Officers prepare a paper looking at the contractual options for future Community Paint Reuse Contracts for the next Board meeting

30. **Waste Strategy Report**

The Board received a report providing an update on the development of a Waste Strategy for the re3 Partnership and a draft dashboard of performance indicators was circulated.

It was noted that the Indicator Dashboard would be used to provide the Board with a ready reckoner of key performance data in an easily understood format that would be updated on a regular basis. It was proposed that the dashboard would include data relating to: the budget, the Landfill Allowance Trading Scheme (LATS), key data relating to National Performance Indicator 192 including the percentages of waste recycled, reused or composted and waste treatment figures, turnaround times for authorised vehicles at HWRCs and benchmarking data comparing the performance of the re3 councils against other local authorities with long term waste contracts. It was agreed that data relating to the contamination of waste collections would be useful information to have so that specific areas could be targeted in order to encourage increased levels of recycling and composting.

RESOLVED that the Board endorse the proposed approach to public consultation, as set out in the Project Director's report, be undertaken by officers from the re3 councils and the re3 Project Team and any comments received be reported by to the Board for consideration.

31. **Communications Plan Report**

The Board considered a report providing an update on the development of a Communications Plan for the re3 Councils since its meeting on 13 December 2013. The report included an update on progress made, an overview of the areas that the

plan would cover and a proposal to employ a Communications and Marketing Officer to help deliver the re3 Strategy

Arising from Members' questions and comments it was clarified that if employed the Communications and Marketing Officer would be employed by the re3 Councils and located with the re3 Project Team however their work would involve extensive work with Waste Officers and Communications Teams across the three re3 Councils. It was expected that the funding for the role would be split between the three re3 authorities using the waste minimisation apportionment guidelines however it was expected that this would equate to each authority paying approximately one third of the costs of the role.

The Board acknowledged that delivering the Communications Plan and the Waste Strategy were key areas of work and that the employment of a Communications and Marketing Officer would be a significant step forward in this process. It was agreed that officers be asked to develop a job description and person specification for the role for the Board's consideration before a final decision was made on the matter.

RESOLVED that:

- i. The contents of the report be noted
- ii. Officers bring a report setting out a proposed job description and person specification for the proposed Communications and Marketing Officer post to the Board's next meeting

32. Dates of Future Meetings

RESOLVED that the next meeting of the Joint Waste Disposal Board Management Committee be held on Thursday 5th June 2014 at 10am in the Smallmead Household Waste Recycling Centre.

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 item 10 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. Management Arrangements

The Board received a report providing an update on the project management arrangements for the Joint waste Disposal Board.

Members discussed the options proposed in the report and requested that a further report regarding the matters discussed would be brought to the Board's next meeting.

CHAIRMAN

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READING BOROUGH COUNCIL

REPORT BY (DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES)

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT	
DATE:	16/7/14	AGENDA ITEM: 8
TITLE:	AWE LOCAL LIAISON COMMITTEE UPDATE	
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO: STRATEGIC ENVIRONMENT PLANNING & TRANSPORT
SERVICE:	EMERGENCY PLANNING	WARDS: BOROUGHWIDE
LEAD OFFICER:	BRETT DYSON	TEL: 9372235
JOB TITLE:	EMRGENCY PLANNING & RISK MANAGEMENT OFFICER	E-MAIL:brett.dyson@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To provide an update of the recent changes to Reading Borough Councils Local Liaison Committee (LLC) representatives.
- 1.2 To provide an update on the most recent LLC meeting.
- 1.3 To provide an update on the creation of a Pangbourne Pipeline Decommissioning steering group.
- 1.4 To make SEPT committee aware of a review of wider LLC membership that is presently underway.

2. RECOMMENDED ACTION

That:

- 2.1 SEPT committee note this report

3. BACKGROUND

- 3.1 There is no legal duty for the operator of a Nuclear Licensed site to host a Local Liaison Committee (or Site Stakeholder Group (SSG) as they are called at some Nuclear Licensed sites), nor is there any national guidance stipulating the composition of their membership or Terms of Reference.
- 3.2 The Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPIR) establish a framework of emergency preparedness measures to ensure that the public are properly informed "in advance" about what to do in the event of a

radiation emergency occurring. However, there remains no prescriptive regulatory requirement to host a Local Liaison Committee or similar.

<http://www.hse.gov.uk/radiation/ionising/reppir.htm>

- 3.3 The AWE LLC provides a link between the work undertaken on the AWE sites and the surrounding community, by bringing together elected representatives from local councils along with AWEs senior management. AWE plc (via the MOD's management and operation contract with AWE Management Limited) has responsibility for running the LLC and the committee meets four times a year, providing a platform to discuss the operation of the site as it effects the local community.
- 3.4 There have been several changes to Reading Borough Councils attendees at the AWE LLC in recent years. Cllrs Livingstone and Willis were the Reading Borough Council representatives from June 2012 until June 2013. Cllr Stanford Beale and Cllr Williams replaced Cllr Livingstone and Cllr Willis in June 2013, and shortly afterwards Cllr Williams left the LLC and Cllr Livingstone replaced her. Therefore the current RBC representatives on the AWE LLC are Cllrs Stanford Beale and Livingstone.
- 3.5 The Pangbourne Pipeline was used to discharge pre-treated wastewater from the AWE Aldermaston site into the river near Pangbourne. For over half a century the Pipeline formed part of AWE's liquid waste management system, and dispersed only low levels of radioactivity under strict compliance with the exacting conditions demanded by all regulatory authorities, latterly those of the Environment Agency. The Pangbourne Pipeline closed in 2005 and was replaced by an on site waste treatment site which opened in 2006 and now process AWEs radioactively contaminated water based waste.

The discharge end of the Pangbourne pipeline, known as the sparge pipe, has now been dismantled and disposed of safely, and the remainder of the pipeline will be removed or otherwise made safe in accordance with procedures agreed with and monitored by regulators.

- 3.6 The AWE Aldermaston & Burghfield sites have several zones associated with them:-
 - 3.6.1 Detailed Emergency Planning Zones (DEPZ) - 1.5Km radius around the Burghfield site and 3Km around the Aldermaston site.
 - 3.6.2 Zones of extendibility also exist outside of the DEPZ.
 - 3.6.3 Separate Land Use planning consultation zones exist around both sites.
- 3.7 Reading Borough Councils boundary has areas covered by the zones of extendibility and land use planning zones only.
- 3.8 Reading Borough Council is an active member of the AWE Off Site Emergency Planning Group, and is a regular participant in the AWE Emergency Exercises.

4. CURRENT POSITION

- 4.1 The last meeting of the AWE LLC was Weds 4th June 2014. The minutes of this meeting are not yet available on the AWE website, although all previous minutes are available.
- 4.2 The current RBC representatives on the AWE LLC are Cllrs Stanford Beale and Livingstone.

- 4.3 The current membership of the AWE LLC is restricted to AWE and MoD staff, Cllrs from surrounding areas, and the West Berkshire Council Emergency Planning Officer.
- 4.4 Membership of the AWE LLC has been a topic of discussion at recent LLC meetings. A steering group has now been set up to review the terms of reference of the group, and the code of conduct for members. A sub group has also been set up to review the criteria for LLC membership going forward. No decision has yet been made although; initial indications suggest that local MPs and Emergency Planning Officers from each Council are likely to be included as additional formal members of the AWE LLC in future.
- 4.5 A Pangbourne Pipeline Decommissioning Steering Group is being established. The membership of the group has not yet been confirmed at time of writing this report.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The strategic aims are:
- To Develop Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley
 - To establish Reading as a learning City and a stimulating and rewarding place to live and visit
 - To promote equality, social inclusion and a safe and healthy environment for all
- 5.2 The Councils participation in the AWE LLC allows useful dialogue between AWE and the Council to occur, and allows the views of Readings residents to be voiced to AWE management. This helps to maintain a safe environment for our residents.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".
- 6.2 The Council through its committee system, will involve the public of its interaction with the AWE LLC via a regular report to the SEPT committee.

7. LEGAL IMPLICATIONS

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 An Equality Impact Assessment (EIA) is not relevant to the decisions required within this report.
- 7.3 The Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPiR) establish a framework of emergency preparedness measures to ensure that the public are properly informed "in advance" about what to do in the event of a radiation emergency occurring. Pre-defined detailed emergency planning zones around the AWE

Aldermaston and Burghfield site are in place, and residents within these zones are proactively provided with emergency preparedness materials. Reading Borough Councils boundary does not fall within these zones.

- 7.4 There remains no prescriptive regulatory requirement to host a Local Liaison Committee or similar.

<http://www.hse.gov.uk/radiation/ionising/reppir.htm>

8. FINANCIAL IMPLICATIONS

- 8.1 None

9. BACKGROUND PAPERS

- 9.1 Minutes of AWE LLC meetings can be found at the following web address

http://www.awe.co.uk/aboutus/Local_Liaison_Committee_b1478.html

- 9.2 AWE LLC Options paper (attached as Appendix A)

- 9.3 Letter From Cllr Page to MoD including council questions (attached as Appendix B)

- 9.4 Letter from MoD to Cllr Page (attached as Appendix C)

LLC JOINT STEERING GROUP DISCUSSION PAPER

Options to broaden membership of the Local Liaison Committee

Revised proposal – May 9 2014

1. Background and recap

Since its inception, the AWE Local Liaison Committee (LLC) has been made up of elected local council representatives although specific guidelines on which councils should be eligible were not formally documented or included in the original Terms of Reference.

The review has provided a good opportunity to explore options to extend the membership of the committee to enable engagement with a broader range of local stakeholders whilst balancing the need for openness and transparency with the confines of security and the Site Licence.

An updated Terms of Reference for the Committee has been prepared which extends membership to include advisory members and co-opted experts. It also formalises the inclusion of the relevant regulators, emergency and health services, and emergency officers from local councils as well as making provision for subject matter experts to attend when necessary.

The JSG has also discussed in some detail, the elected representatives membership criteria and agreed that fundamentally the Committee was there to represent the interests of local people who were affected by and/or interested in the activities at AWE's site, fully recognising Government nuclear deterrent policy and associated scientific/technical operational matters fall outside the scope of the LLC agenda.

On this basis the JSG put forward a proposal at the December 2013 meeting to align the elected membership on the Committee with the Detailed Emergency Planning Zones for both sites and to extend an invitation to local Members of Parliament covering the same areas. The option put forward meant councils that fell between perimeters of the two DEPZ's would be excluded. The proposal suggested that all current elected members that did not meet the proposed criteria should however stay on the Committee until the end of their tenure.

This proposal was not accepted by members at the full LLC meeting in December 2013 on the grounds of the criteria being too narrow. Following on from that decision the Chair (Andrew Jupp) took an action to work with the JSG and provide alternative options for the Committee to consider.

In March a discussion paper was circulated to the JSG outlining a number of possible options for reviewing and extending the membership of the Local Liaison Committee. The paper set out three options:

- i. to retain the existing membership without any changes,
- ii. to align membership to the DEPZ for future membership, whilst retaining existing members not meeting that criteria until the end of their current tenure and,
- iii. a new structure involving the creation of sub-groups to allow greater depth of discussions and extend community engagement.

2. Feedback from the JSG

Members of the JSG were invited to review the revised proposals. In summary, responses confirmed the LLC should continue to be made up of elected representatives from the local area and the current membership retained with the addition of the parish of Ashford Hill with Headley because of its close proximity to AWE Aldermaston, falling within the Detailed Emergency planning Zone (DEPZ) for the site.

JSG members were also content to invite Local MPs to join the committee so that elected representatives at all levels were included, Whilst their attendance at meetings was unlikely, they would benefit from routinely receiving copies of LLC papers and minutes.

There was consensus that issues of local interest should be the top priority for LLC agenda items. In fact, one of the key reasons cited for the rejection of the original paper was that members felt using the DEPZ as the defining criteria implied that the primary focus of the LLC membership was about emergency planning and consultation. JSG members felt strongly that the LLC is more about sustaining and building a relationship between local communities and what is the area's most significant employer.

Members suggested a number of areas where relationships between AWE and the local area could be strengthened. These included engaging more broadly with local schools, businesses and voluntary organisations.

The JSG did not consider the LLC as an appropriate forum for pressure groups or trade unions to share a dialogue with AWE on issues of concern. Members felt a separate channel of communication would be more appropriate for any dialogue with these groups.

There was support for the suggestion of sub-groups but this was tempered by concerns over the additional administrative burden and time commitment from the extra meetings that would need to be scheduled throughout the year.

On the subject of frequency of LLC meetings views varied with some members preferring to leave the cycle of meetings on a quarterly basis and others suggesting that two or three meetings a year may be sufficient providing that interim updates on topics of interest were provided via emails and the new AWE website in the intervening periods.

3. Future Membership Criteria

Based on this feedback from JSG members the following revised proposal is suggested:

- a. Leave the existing committee membership intact but introduce the suggested DEPZ criteria (proposed by the JSG) as the principle criteria for agreeing new membership of elected members in the future.
- b. Using the DEPZ criteria, extend representation to include the one parish that currently falls within the DEPZ and is not represented on the LLC. (i.e. Ashford Hill with Headley Parish Council).
- c. Using the same criteria, extend an invitation to local MPs whose constituencies cover the areas of the Detailed Emergency Planning Zones for each of the sites.

4. Meeting Structure and Content

- a. Local Liaison meetings will continue to be held on a quarterly basis.
- b. Ad-hoc sub-groups will continue to be convened on a temporary basis as necessary to deal with emerging issues. Two recent examples of where these types of sub-group have proved extremely useful have been the JSG which has led on the LLC review and more recently, the group which has provided valuable input and ideas on the new AWE ESH quarterly report.
- c. All Environment, Safety, Health and Quality issues and Site operations will continue to be addressed at the main LLC meeting

Extending AWE's community engagement

It is proposed to set up a new AWE Community Partnership Group which will meet in the afternoon of the LLC meetings and at the same location.

This group would be separate from the LLC and focus on all aspects of AWE's work with the community, including links with local businesses, support for community projects, charitable giving and the work carried out under the auspices of the AWESome Education programme.

It will have its own separate Terms of Reference and membership will include representatives from AWE's Schools and Community Committees, representatives of local community groups (e.g. business groups, volunteer organisations and residents associations), and representatives of local schools such as educational charities, head teachers and school governors.

This group will have an active input to helping AWE shape its wider community strategy and programme, an important element of the company's overall corporate sustainability plan.

In the same way as the revised LLC Terms of Reference set out the criteria for membership, consideration should also be given to the process for nomination and appointment of Community Partnership Group members given the same security and safety constraints will apply to these individuals as they do for elected LLC members.

For the group to be manageable it is likely to consist of approximately 12 members (quorum of 8)

6. Considerations and Implications

The implications on the secretariat, management and administration of the LLC, currently undertaken by AWE plc (meeting format, length and frequency) would continue unchanged.

Some additional resource would be required to set up and administrate the Community Partnership Group but by synchronising dates and venues with the main LLC the workload would be kept to a minimum.



Reading
Borough Council

Working better with you

Rt Hon Mr Philip Hammond MP
Secretary of State for Defence
Ministry of Defence
Floor 5, Zone A, Main Building
Whitehall
London
SW1A 2HB

Cllr Tony Page
115 Castle Hill
READING
RG1 7SY

Tel: 0118 959 5687
Email: tony.page@reading.gov.uk

**Deputy Leader & Lead Member
Strategic Environment, Planning
and Transport**

Your Ref:
My Ref: tp/aw
Date: 12 February 2014

Dear Secretary of State

ATOMIC WEAPONS ESTABLISHMENT LOCAL LIAISON COMMITTEE

I am writing to you in my capacity as Deputy Leader and Lead Member for Strategic Environment, Planning and Transport to formally request that the Ministry of Defence asks the AWE Local Liaison Committee to view sympathetically a proposal to extend its membership to include local community groups and non-government organisations similar to the practice of other LLCs around the country.

Following the attached questions and answers given at the last Council Meeting on 28 January I undertook to communicate the Council's view in support of wider membership which, in turn, will strengthen local public confidence in the operations of the Local Liaison Committee.

I hope these representations will meet with a sympathetic response and I look forward to hearing from you.

Yours sincerely

Councillor Tony Page

Deputy Leader & Lead Member Strategic Environment, Planning and Transport

enc

QUESTION NO. 2 in accordance with Standing Order No.9

Peter Burt to ask the Lead Councillor for Strategic Environment, Planning & Transport:

Atomic Weapons Establishment Local Liaison Committee

Does Reading Borough Council support widening the membership of the Atomic Weapons Establishment Local Liaison Committee, and the proposed steering group on decommissioning of the Pangbourne Pipeline, to include representatives of local community groups and non-government organisations?

REPLY by Councillor Page (Lead Councillor for Strategic Environment, Planning & Transport:

Yes, in principle we believe there could and should be scope for extending the membership of the LLC in the way requested by Mr Burt.

There is no legal duty for the operator of a Nuclear Licensed site to host a Local Liaison Committee (or Site Stakeholder Group (SSG) as they are called at some Nuclear Licensed sites), nor is there any national guidance stipulating the composition of their membership or Terms of Reference.

The Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPiR) establish a framework of emergency preparedness measures to ensure that the public are properly informed "in advance" about what to do in the event of a radiation emergency occurring. However, there remains no prescriptive regulatory requirement to host a Local Liaison Committee or similar.

<http://www.hse.gov.uk/radiation/ionising/reppir.htm>

That said, the formation of an LLC could address a small aspect of Regulation 11 (3) of the REPPiR regulations, as this is the closest link to the legal duty to cooperate with those that are mentioned in the Off Site emergency plan. Although as non government organisations are not specifically mentioned in the AWE Offsite emergency plan, this section of the legislation does not really apply in this instance and hence it is a tenuous link.

<http://www.legislation.gov.uk/ukxi/2001/2975/regulation/11/made>

Similar principles exist in relation to the steering group for the decommissioning of the Pangbourne Pipeline.

At my request officers of Reading Borough Council requested information about LLCs from other councils. We obtained responses from 9 other Local Authorities covering a number of the 26 Nuclear Licensed sites in the UK. We have found there to be a lack of consistency of membership of LLCs/SSGs. Some groups allow members of the public and non government organisations to attend, and others do not. We could not find evidence of documented best practice covering all sites.

We do however feel that it is good practice to hold some form of consultation with local stakeholders around Nuclear Licensed Sites and LLCs/SSGs allow this to occur.

Reading Borough Council would therefore support the widening of membership of the AWE LLC, although it must be noted that the decision to widen the membership of the AWE LLC will rest with the AWE LLC itself. I am confident the Council's representatives will ensure that this issue is addressed in the near future.

QUESTION NO. 1 in accordance with Standing Order No.9

Peter Burt to ask the Lead Councillor for Strategic Environment, Planning & Transport:

Atomic Weapons Establishment Local Liaison Committee

What arrangements will Reading Borough Council put in place to ensure that the Council and members of the public are given adequate feedback about the business of the Atomic Weapons Establishment Local Liaison Committee?

REPLY by Councillor Page (Lead Councillor for Strategic Environment, Planning & Transport:

I thank Mr Burt for raising these important questions about the activities of the AWE LLC.

Reading Borough Council is represented at the quarterly AWE LLC meetings by Cllr Stanford-Beale and with effect from last Friday the Mayor, Cllr Livingston.

The minutes of the AWE LLC are available to the public on the AWE website at the following web address: [http://www.awe.co.uk/aboutus/Local Liaison Committee b1478.html](http://www.awe.co.uk/aboutus/Local_Liaison_Committee_b1478.html)

Reading Borough Council will include a link to the AWE LLC minutes on its website in the near future, which will coincide with a review of our website contents currently underway.

Following last year's introduction of a Committee system it would be appropriate for future meetings of the Strategic Environment, Planning & Transport Committee to receive regular reports following meetings of the AWE LLC.



Ministry of Defence

MINISTRY OF DEFENCE
FLOOR 5, ZONE B, MAIN BUILDING
WHITEHALL LONDON SW1A 2HB

Telephone 020 7218 9000 (Switchboard)

PHILIP DUNNE MP
MINISTER FOR DEFENCE EQUIPMENT, SUPPORT AND TECHNOLOGY

Our ref: D/Min(DEST)/PD MC00779/2014
Your ref: tp/aw

17th March 2014

Dear Mr Page

Thank you for your letter dated 12th February, in which you requested that the Ministry of Defence should ask the Atomic Weapons Establishment's (AWE) Local Liaison Committees (LLC) to view sympathetically a proposal to extend its membership to include local community groups and non-government organisations, similar to the practice of other LLCs around the country.

As you are aware, the AWE LLC provides a link between the work undertaken on the AWE sites and the surrounding community, by bringing together elected representatives from local district and parish councils with AWE's senior management. AWE plc (via the MOD's management and operation contract with AWE Management Limited) has responsibility for running the LLC and the committee meets four times a year, providing a platform to discuss the operation of the site as it affects the local community.

It is recognised that there are LLCs, representing other Nuclear Licensed Sites, which may adopt a wider approach to their meetings, where the public, local community groups and non-government organisations attend. However, as you have mentioned, there is no national guidance on this subject and composition of various LLCs differ, with each individual committee deciding its optimum way of meeting their remit to represent the local community.

Membership of the LLC and operation of the committee are regarded as matters for the LLC itself, in conjunction with AWE plc as operators of the site on behalf of the MOD. An LLC Joint Steering Group (JSG) has recently undertaken a review which looks at the membership composition and will shortly be commenting on the resulting options and recommendations.

AWE plc has assured us that both it and the LLC are supportive of the increased openness that has emerged over the last few years between nuclear operators and the public. LLC members are free to share information (within the bounds of national security) at their respective council meetings and to use information to answer enquiries

Councillor Tony Page
115 Castle Hill
Reading
RG1 7SY

from local residents. Any other matters raised can also be passed back to the LLC for further deliberation or consideration. The LLC meeting minutes are publicly available on the AWE website.

Also referred to in your correspondence is the issue of widening the membership of the steering group set up for decommissioning the Pangbourne Pipeline (PPL). It is planned that the steering group to be established during 2014, will include representatives from parishes along the route of the pipeline, subject matter experts, the Environmental Agency and affected local authorities. These steering group members will determine the scope, approach and timeline for the PPL engagement project, while ensuring that all Government policies and Environmental Agency regulator requirements are met. Again, membership of the steering group is also regarded as a matter for the LLC themselves, in conjunction with AWE plc.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Philip Dunne'.

PHILIP DUNNE MP

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	16 th JULY 2014	AGENDA ITEM:	9
TITLE:	WATER SECURITY SCRUTINY REVIEW - UPDATE		
LEAD COUNCILLOR:	COUNCILLOR A PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGH WIDE
LEAD OFFICER:	SAM SHEAN	TEL:	0118 937 2669/72669
JOB TITLE:	ASST HIGHWAYS MANAGER	E-MAIL:	sam.shean@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To highlight to Councillors the Water Scrutiny Security review carried out in November 2012, the outcome of which is attached to this update report at Appendix A.
- 1.2 To seek approval to engage further with Thames Water and review the outcomes of the Scrutiny review in the context of the recent mains replacement programme and emergency sewer repairs which are having a negative impact on Reading's Road network.
- 1.3 That an update report is brought to a future SEPT committee meeting and that Thames Water are invited to present an update on their current programme of works in Reading.

2. RECOMMENDED ACTION

- 2.1 That the Committee notes the work carried out by the External Overview and Scrutiny Commission as detailed in Appendix A.
- 2.2 That an update review is carried out and that Thames Water are invited to a future SEPT meeting to provide a programme update for Reading.

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 make travel more secure, safe and comfortable for all users of the public highway.

4. BACKGROUND

- 4.1 In November 2012 the External Overview and Scrutiny Commission set out a framework to work with partners to review a Water Security and Management Plan for Reading. The outcome of this process is attached as Appendix A to this report.
- 4.2 The Commission reviewed the provision of the water supply for Reading, measures to deal with leakage, waste water (foul and surface water sewers) and the need to reduce demand for water and to promote water efficiency.
- 4.3 As a part of this process, Thames Water produced a Water Resources Management Plan for the period 2010 to 2035, this includes consideration of climate change, population growth, a forecast for future clean water needs, demand management, how to reduce water leakage, mains replacement, waste water infrastructure and flooding. This included the value of investment in Reading up to 2014.
- 4.4 Thames Water have carried out a number of investments in their infrastructure over the past few years which have had a temporary impact on the Reading Road Network over recent months. Whilst this investment is essential in providing secure water supplies and waste water capacity, the impact of these improvement works can be significant. Thames Water have worked closely with Reading Borough Council to ensure that these planned works minimise disruption wherever possible.
- 4.5 More recently Thames Water have identified a number of structural failures with their infrastructure (primarily emergency repairs resulting from water leaks or sewer collapses). Whilst by definition these works are emergency repairs and cannot be planned, the negative impact that these works create is significant. This can be evidenced most recently with the closure of the A4 Bath Road for 4 weeks during May 2014 due to a major sewer collapse.

4.6 The combination of emergency closures such as the Bath Road (there are currently repairs being carried out restricting London Road as well) and the impact of the current mains replacement programme in the Town Centre and on the IDR, at Great Knollys Street, is significant and is causing delays to traffic in Reading.

4.7 The purpose of reviewing the Water Management Plan now is to ensure that the Water Management Plan remains current and that this is adequate to minimise the ongoing infrastructure failures.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 To promote equality, social inclusion and a safe and healthy environment for all.

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Thames Water have proactively promoted improvement works to their infrastructure with a communications plan and direct contact with those immediately affected. This has been supplemented by the Reading Borough Council Network Management Team who have advertised works on the Variable Message Signs and have liaised directly with Public Transport Operators throughout this period.

7. LEGAL IMPLICATIONS

7.1 None arising from this report.

8. FINANCIAL IMPLICATIONS

8.1 None arising from this report.

9. BACKGROUND PAPERS

9.1 Report to the Overview and Scrutiny Commission 29 November 2012.

MEETING OF THE MEMBERS OF THE EXTERNAL OVERVIEW & SCRUTINY COMMISSION 29 NOVEMBER 2012

Present: Councillors Maskell (Chair), Duveen, Hoskin, Stanford-Beale, Whitham and Williams

Also in attendance:

Councillor Ayub	Reading Borough Council (RBC)
Richard Aylard	External Affairs and Sustainability Director, Thames Water
Robert Keen	Asset Planning, Thames Water
Chris Fitzgerald	Business Resilience, Thames Water
Huw Thomas	Local and Government Liaison, Thames Water
Professor Nigel Arnell	Director, Walker Institute for Climate System Research, University of Reading
John Booth	Reading Friends of the Earth/Reading Climate Change Partnership
Tony Cowling	GREN/Transition Town Reading
Carl Emerson-Dam	E-D Consulting Limited
John Laverty	Regional Director, Institute of Civil Engineers
Roger Sym	Climate Change Strategy Group
Dr Christine McCulloch	Oxford University Water Security Network
Ben Burfoot	Sustainability Manager, RBC
Kiaran Roughan	Planning Policy Manager, RBC
Brett Dyson	Emergency Planning Officer, RBC
Simon Hill	Principal Committee Administrator (Scrutiny), RBC
Richard Woodford	Principal Committee Administrator (Scrutiny), RBC

Apologies:

Councillor T Jones (Chair of scrutiny review)	Reading Borough Council
Councillor McElligott	Reading Borough Council
Councillor Stevens	Reading Borough Council
Councillor Vickers	Reading Borough Council
Councillor Hopper	Reading Borough Council
Water Resources team	Environment Agency

1. WELCOME, INTRODUCTIONS AND PURPOSE OF THE MEETING

Councillor Maskell welcomed everyone to the meeting and explained that the meeting was an informal meeting of the members of the External Overview and Scrutiny Commission and was an evidence gathering session for the scrutiny review of Water Security.

The aims of the review were to examine:

- The extent to which the local infrastructure for the supply and storage of potable water was sufficient for current and projected future demand;
- The extent to which the local waste water system was sufficient for current and projected future demand;

MEETING OF THE MEMBERS OF THE EXTERNAL OVERVIEW & SCRUTINY COMMISSION 29 NOVEMBER 2012

- How the Council and partners could help reduce demand and promote water efficiency.

Written evidence from the following organisations had been circulated prior to the meeting:

- Thames Water
- Environment Agency
- Walker Institute for Climate System Research, University of Reading
- Reading Friends of the Earth ('Built and Natural Environment' theme lead on the Reading Climate Change Partnership Board)
- Peter Brett Associates (business representative on the Reading Climate Change Partnership Board)
- Kyocera Mita (business representative on the Reading Climate Change Partnership Board)
- A member of the Group Against Reservoir Development

2. WATER SECURITY - SETTING THE SCENE

The members of the Commission received presentations from Richard Aylard, External Affairs and Sustainability Director - Thames Water, and Professor Nigel Arnett, Director, Walker Institute for Climate System Research, University of Reading.

Thames Water

Thames Water covered an area of 5000 square miles and provided sewage services to 13 million people and had a duty to maintain the security of water supply to 8.9 million drinking water customers in London and the Thames Valley; supplying an average of 2,600 million litres of water per day and had 100 water treatment plants in the area.

a) Water Supply

Reading was situated in the Kennet Valley Water Resource Zone (WRZ) and the main water source was surface water from the river Kennet that was treated at the Fobney Island Water Treatment Plant, in the south of the Borough. Smaller amounts of water were extracted at Pangbourne and Playhatch. In the WRZ 380k customers were supplied with an average of 145 litres of water per head per day.

It was Thames Water's duty to produce a Water Resource Management Plan (WRMP) every five years, which set out how the company planned to provide water to meet customers' needs while protecting the environment. The plan matched a 25-year demand forecast describing how much water customers would need in the future, considering factors such as climate change and population growth, with a 25-year supply forecast describing how much water was available for use now and how this might change in the future, considering the impacts of climate change and potential reductions in the volume of water they were allowed to take from rivers and boreholes. The plan also considered the options for reducing demand to match growth. Over the 25 year period the WRZ was showing a small surplus, and work in the future would therefore be around managing demand.

MEETING OF THE MEMBERS OF THE EXTERNAL OVERVIEW & SCRUTINY COMMISSION 29 NOVEMBER 2012

Leakage reduction remained as Thames Water's highest priority and their company-wide target for fixing leaks had been met for six consecutive years. Between a quarter and a third of leaks were from customers' own pipes, and work was carried out with customers to fix leaks in their properties and repairs were subsidised. The target to fix visible leaks from Thames Water pipes was five days, but this target could not always be achieved as the water supply often had to be cut, and traffic sometimes had to be diverted. There was a good working relationship between the company and the Council's traffic management team. Leakage now averaged approx 44m litres per day - down from around 48m litres per day in 2010/11.

b) Waste water

The Reading waste water catchment area had mainly separate foul and surface water sewers, comprising of 559 km of foul sewers and 470 km of surface water sewers. All foul flows drained via three main pumping stations to the Reading Sewage Treatment Works (STW) located off the A33 in the south of the Borough. The Works generated 50% of its required energy on site from sludge and had treatment capacity that had been designed to serve a population of approximately 300k. The current population it served was approximately 205k, so there was sufficient capacity up to 2020.

Flooding from sewers was a significant problem in Reading and analysis had shown that this was clustered around Queens Road, The Grove, Longworth Avenue, Overdown Road, Keswick Close, Chapel Hill and Stone Street. A number of schemes had recently been completed or were underway to address the issue. There was good liaison with the Council on sewer flooding issues.

c) Reducing demand and promoting efficiency

The Council and its partners could help promote Thames Water's water efficiency offer that was available to all Thames Water supply customers to encourage people to save water by using the company's free water saving devices. A water efficiency project was being carried out in schools and Automatic Meter Reading (AMR) equipment was being trialled to help better understand water usage and to identify leaks. AMR had been installed in some of Thames Water's own properties and at the University of Reading; an AMR project in Swindon had produced a saving of around £100k per year and Thames Water were keen to extend the scheme to other public buildings. Water efficiency work was also being carried out with Thames Valley University, Thames Valley Police and hospitals.

Thames Water had a continuing programme where customers could opt for the installation of a water meter; this was the company's preferred method of charging customers for water as it was seen as the fairest way to pay for water. In summer 2012 the company had been granted legal powers to introduce compulsory metering by the Secretary of State for the Environment. During the first five year period (2010 - 2015) it was proposed to install up to 70k compulsory meters in the Thames Water supply area in the London and Swindon and Oxfordshire WRZs where there was greatest water stress. When meters were fitted customers would also be given free water saving devices and would not be billed via their meter for the first two years. It was expected compulsory metering in the Kennet Valley WRZ would be introduced from 2020.

MEETING OF THE MEMBERS OF THE EXTERNAL OVERVIEW & SCRUTINY COMMISSION 29 NOVEMBER 2012

Water prices were set by The Water Services Regulation Authority (Ofwat) who set the price, investment and service package that customers received. Each water company proposed to Ofwat a five-year plan of work to maintain and improve their services. The next Price Review in 2014 would set a Business Plan and price limits for the period 2015-2020 that determined the investment that could be made and the maximum level of bills that could be charged.

Professor Nigel Arnell

Professor Nigel Arnell, Director, Walker Institute for Climate System Research, University of Reading, gave a presentation on the implications of climate change for water security and water management in Reading.

Over recent years there had been a change in Reading's climate: the average temperature in Reading in the period 2001 -2010 was 0.9°C higher than the average over the period 1971-1990 and by 2050 the temperature might increase by another 2°C under plausible climate scenarios. There had been no detectable trend in rainfall in Reading over the last few decades, and current projections were that on average by 2050 winters would become slightly wetter in Reading and on average summers would become drier. However, this average trend was likely to include years of sequences with dry winters and/or wet summers and there was evidence that the frequency and intensity of rainfall events would become more common, even during drier conditions.

With increased volatility of rainfall there would be changes in the distribution of river flows through the year and the amount of groundwater recharge, so climate change had the potential to alter the reliability of water supplies to Reading particularly in late summer; the ability to discharge effluent would also be effected.

Overall, the implications for water security would be affected by the reliability of water supplies, distribution systems, supply and treatment facilities and the frequency of storm and foul water flooding. Taken together there would be serious implications for how water was managed in Reading in the future.

3. DISCUSSION AND COMMENTS/QUESTIONS

The meeting discussed the presentations and a number of points were raised including the following:

- People needed to be prepared for a different future as far as water consumption was concerned, they needed to be aware of the amount of water they used and realise that the UK was not a wet country, in fact rainfall in London was lower per capita than Sydney, Rome, Dallas and Istanbul;
- Thames Water's Water Resource Management Plan showed how the water company forecast supply and demand over the next 25 years; it took account of population growth and increasing development and was set against the ongoing programme to reduce leakage. Water resources were planned around agreed levels of service and the plans were based on the assumption that a

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hosepipe ban should only be imposed, on average, one year in 20, and that it would never be necessary to impose emergency measures, such as water rationing. However, historical data from the past 100 years was used for predicting the frequency and severity of droughts, and it was recognised that the impact of climate change might affect the accuracy of the forecasts;

- It would be possible to impose a hosepipe ban only in the areas most affected by a drought, but as all customers paid the same it had been decided that any restrictions should cover the whole Thames Water area. The company was required to produce a Drought Plan that set out the short-term operational steps it would take before, during and after a drought and would carry out a media campaign asking people to use water wisely. A media campaign had been carried out during the hot spell in July 2012 and as a result water consumption had dropped to 100 litres per head per day;
- During recent periods of drought the water industry had looked at ways to encourage customers to save water and had come up with six tips that had included taking shorter showers, not using running water when washing and peeling vegetables, washing cars with a bucket of water and not watering grass. Overall, the aim was to encourage people to think about water usage;
- Because there was a good balance of water supply and demand in the Kennet Valley WRZ there were no particular local benefits of reducing consumption in Reading, unlike in areas of greater water stress such as Swindon/Oxford and London. However it was still necessary to reduce consumption in the long term;
- Options for increasing the amount of water resources available were water transfer schemes, new reservoirs, or schemes re-using treated water by pumping it back upstream from where it had originally been extracted;
- With regard to transferring water from one region to another although this was feasible water was very heavy to move and a 'national grid' would require a huge new fixed network to be built that might only be used infrequently. In recent years there had also been droughts in areas of the country that were considered to have ample rainfall and would potentially be areas where water would be moved from. Moving water from the Severn to the Thames Water region would also create issues with the need to maintain the system and a constant 'sweetening flow'; mixing water from different regions was also not considered good practice;
- Suitable sites to build new reservoirs were limited - typically these were areas of poor quality land with few houses and clay-based soil so that the stored water did not drain underground. The only site in the Thames Water area that was potentially suitable for building a new reservoir was in the Abingdon area of Oxfordshire;
- Thames Water had a Artificial Borehole Recharge scheme in North London. This water resource incorporated a number of boreholes and was used as a contingency during summer months. Artificial re-charge of the aquifer was made with treated water during the winter months , allowing abstraction of

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water in summer months if required. The water needed to be treated again before supplying to the customer and was from a confined aquifer, so did not drain away underground.

- Regarding the resilience of the water supply system Thames Water had identified areas of risk and targeted investment to those areas. The biggest challenge were assets underground and there was an ongoing programme of mains renewal to reduce leakage and secure the supply of water;
- In the case of emergencies Thames Water had a set of agreed response procedures in place (several agreed with DEFRA) to protect the supply of water. Electronic and physical security arrangements were in place to protect high risk assets. Major incidents that interrupted supply had to be investigated and reported to the regulator;
- The majority of pollution incidents (12 recorded incidents in the Borough over the previous year) were from sewer blockages, caused mainly by people abusing the system by putting material such as wet wipes and Fat, Oil and Greases (FOG) into the waste water system. These did not breakdown and combined to create a blockage. Thames Water took responsibility for these incidents but recognised that there was a need to educate people to change their behaviour to not put the wrong things into the system;
- After fitting a water meter household demand typically dropped by around 10%, and around the world demand had been shown to drop by anything from 5-15%. It had also been suggested that the greatest saving would be in the first year as a 10% drop in demand equated to a saving in a customer's bill of only £30 per year;
- Blanket advertising of water meters had not been effective and Thames Water identified those customers who it considered would benefit from the installation of a water meter, and informed them how much it had been estimated they would save following the installation of the meter. If an application was received for the optional fitting of a meter the property would be checked, as not all properties could be fitted with a meter, for example, houses in multiple occupancy and flats. These properties could request an assessed household charge based on the average use of metered properties. The long term aim was to have 80% of properties fitted with meters, and in the case of flats metering of the block would help to identify leaks. Overall, metering provided the company with a huge amount of information about the network;
- There were differing opinions on the effectiveness of rainwater attenuation, which was recommended by government and water companies as a measure that would reduce the number of incidents of surface water flooding or at least delay them to allow more time to respond. It was most effective when it was part of a wider sustainable urban drainage system. As more systems were put in place it was hoped that economies of scale would apply and therefore costs would come down;

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- It was very expensive to retro-fit a single property for grey water harvesting and dangerous from a health and safety point of view. Schemes could work on new housing developments where water could be collected from all properties and used, for example, to water gardens. Thames Water were promoting schemes with developers, although the cost was obviously a disincentive. A grey water scheme had been successfully used at the Olympic Park;
- Rainwater harvesting (e.g. with a water butt) was an economic water efficiency measure, although captured supply would be used up very quickly in a drought unless larger storage such as underground tanks were installed;
- Thames Water could provide a speaker programme for schools and organisations and had also offered the Council a water efficiency project for schools in the Borough;
- Looking to the future the most cost-effective ways of reducing water consumption needed to be identified, and a balance maintained between reducing leakages and the high cost of replacing old water mains, which was around £350 per metre. The two biggest challenges for the next five to ten years would be maintaining the high standard of drinking water quality and getting people to think more about water usage and not abusing the waste water system, with the aim of changing their behaviour.

4. NEXT STEPS/WAY FORWARD

Councillor Maskell thanked all those who had given presentations and all those who had provided evidence to the meeting. He proposed that there should be a further meeting of the councillor task and finish group to consider the evidence that had been gathered at the meeting and develop further questions. He also suggested that if there were any other questions that people would like to ask following the meeting that they should be forwarded to Councillor T Jones the Chair of the task and finish group.

AGREED:

- (1) That all those who had presented evidence to the Commission be thanked;
- (2) That a further meeting of the task and finish group looking at water security be held to consider the evidence gathered and to develop further questions;
- (3) That questions people may have following the meeting be forwarded to Councillor T Jones.

(The meeting started at 6.35 pm and closed at 8.00 pm)

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	16 th JULY 2014	AGENDA ITEM:	10
TITLE:	SEVERE WEATHER POTHOLE FUNDING AWARD - ADDITIONAL ALLOCATION 2014-2015		
LEAD COUNCILLOR:	COUNCILLOR A PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGH WIDE
LEAD OFFICER:	SAM SHEAN	TEL:	0118 937 2669/72669
JOB TITLE:	ASSISTANT HIGHWAYS MANAGER	E-MAIL:	sam.shean@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To inform Councillors of the statutory duties in respect of highway maintenance and the procedures in place to repair defects.
- 1.2 To seek approval to extend the additional Pothole Repair Plan beyond July 2014 (as previously agreed) so that it can now include unclassified roads within Reading with completion due by March 2015.

2. RECOMMENDED ACTION

- 2.1 That the Committee approves the additional pothole repair plan proposal outlined in Section 4.5.
- 2.2 That an update on progress is reported to future meetings of the Traffic Management Sub Committee.

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 make travel more secure, safe and comfortable for all users of the public highway.

4. BACKGROUND

4.1 Statutory Duty of a Highway Authority

4.1.1 The Council in its capacity as the Highway Authority has a statutory duty to maintain the public highway.

4.1.2 There are a number of specific pieces of legislation which provide the basic powers and duties relating to highway maintenance as follows:

- The Highways Act 1980 sets out the main duties of highway authorities in England and Wales and in particular Section 41 imposes a mandatory duty to maintain all highways classified as maintainable at public expense. In addition, whilst much of the highway maintenance activity is based in statute and precedents, in the absence of specific powers, authorities also have a general duty of care to maintain the highway in a condition fit for purpose. There is no definition in the Act as to the level of maintenance required although national codes have been produced to give clear guidance.
- The New Roads and Street Works Act 1991 sets out the duties of the street authorities to co-ordinate and regulate works carried out in the highway. It gives effect to a series of Regulations and Codes of Practice, relating to reinstatement of openings, diversionary works, road safety at road works and street works, co-ordination, inspections and record keeping.

4.2 Inspection and repair of potholes

Inspection Regime

4.2.1 All public roads in the Borough have a routine safety inspection to ensure that defects which present a hazard to users of the public highway are identified and dealt with in order that the Highway Authority fulfils its statutory obligations in relation to highway safety.

4.2.2 The frequency of safety inspections depends on the category of road and follows national guidance as outlined below for Reading:

- The principal road network e.g. A class roads are inspected monthly.
- The secondary road network e.g. B and C class roads are inspected every 3 months.

- Unclassified roads are inspected annually.

4.2.4 The Highway Inspectors visit every road and carry out a walked inspection and will identify any defects that meet the Council's investigatory level at the time of the inspection.

4.3 Intervention Levels

4.3.1 There is no statutory figure for the depth of a pothole but many Highway Authorities (HAs) have determined this to be 50mm in fact almost all HAs in the 1990s had 50mm as their investigatory level. In more recent years some HAs have reduced this to 40mm.

4.3.2 The Pothole Improvement Plan deviates from the standard 50 mm investigatory level and includes defects up to a depth of 30 mm.

4.4 Reports received between scheduled inspections

4.4.1 Pothole reports are also received from various sources as outlined below:

- Councillors
- Member of Parliament
- Members of the public through letters, e-mails, web enquiries and by telephone
- Council Officers

4.4.2 All these reports are inspected by the Highway Inspectors and if any meet the investigatory level orders for repairs will be placed. Where they don't meet the investigatory level the person raising the enquiry is advised.

4.5 Additional Pothole Repair Plan (June 2014 DfT Award)

4.5.1 The principle of this plan is to continue to deploy the available resources (2 maintenance gangs) for a fixed period of 8 months (to the end of March 2015) to carry out pothole repairs on the unclassified road network on a road by road basis (roads not included within the current Pothole Repair Plan 2013/14) regardless of whether they meet current policy investigatory levels. Only classified and priority routes were included in the original Pothole Improvement plan 2013/14.

- 4.5.2 As the award was only made available 4 months into the current financial year it will not be possible to cover the entire unclassified road network. It is proposed to align the new Pothole Repair Plan 2014/15 with the existing highway maintenance unclassified roads inspection regime commencing in August 2014.
- 4.5.3 Any ad-hoc reported potholes received on the unclassified roads where the inspections in the first 4 months of the financial year have already been completed will be inspected and included within the plan should they meet the revised investigatory level.
- 4.5.4 This would continue with a step change in repairs by significantly improving roads and reducing repairs in future years. This would generate fewer complaints generally and improve our position by reducing the number of insurance claims submitted to the Council.
- 4.5.5 In order to achieve this, the proposal will be to increase the size of the Highways Team from a 7 gang operation (including the current 1 existing Pothole Repair Plan 2013/14 gang), to an 8 gang operation.
- 4.5.6 The estimates suggest that growing the team to include a further maintenance gang would be adequate to meet both the pothole and income requirements.
- 4.5.7 Once the existing Pothole Improvement Repair Plan 2013/14 is completed at the end of July 2014, the additional gangs can concentrate on tackling the new Pothole Repair Plan 2014/15 to deliver an additional 1500 pothole repairs that Reading is expected to deliver.
- 4.5.8 In order to make best use of the funding available within existing time constraints it is also proposed to use half the Pothole Repair Plan 2014/15 award on additional road resurfacing schemes, which will enable some of the reserves schemes (currently unfunded) approved for Major & Minor Roads resurfacing to be tackled this financial year. This preventative measure will also help improve the resilience of the road network and reduce the number of potholes that would have developed following another winter.
- 4.5.9 It is recommended that progress on the additional Pothole Repair Plan 2014/15 is reported to the Traffic Management Sub Committee meetings.

5. CONTRIBUTION TO STRATEGIC AIMS

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Schemes are identified through assessment process however members of the public also request sites and these are considered as part of the assessment process.

7. LEGAL IMPLICATIONS

- 7.1 Under the 1980s Highways Act the Borough Council is required to carry out highway maintenance and maintain highway structures.

8. FINANCIAL IMPLICATIONS

- 8.1 The Pothole Repair Plan 2014/15 Grant award is for £ 163,833.
- 8.2 Financial split - Potholes vs Resurfacing: It is proposed to split the Grant award 50/50 between pothole repairs and road resurfacing
- 8.2 The net expenditure by the end of the 2014/15 financial year will be neutral by utilising the expanded resources to generate further income to offset the additional costs.

9. BACKGROUND PAPERS

- 9.1 LTP document.
- 9.2 Correspondence from the Department for Transport.
- 9.3 Traffic Management Advisory Panel reports June 2013, September 2013, November 2013, January 2014, March 2014 and June 2014
- 9.4 Policy Committee Pothole Repair Plan report of 10th June 2013
- 9.5 The list of A, B and C class roads

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	Strategic Environment, Planning & Transport Committee		
DATE:	16 th JULY 2014	AGENDA ITEM:	11
TITLE:	FLOOD & WATER MANAGEMENT ACT 2010 - POST 2013/14 WINTER FLOODING UPDATE, SECTION 19 FLOOD REPORT & APPROVAL TO SPEND SEVERE WEATHER RECOVERY SCHEME GRANT.		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGH WIDE
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 update the Strategic Environment, Planning & Transport Committee on the progress to the Council's response to flooding.
- 1.2 To provide the Strategic Environment, Planning & Transport Committee with Reading Borough Council's Section 19 Flood Investigation report as required by the Flood & Water Management Act 2010 (FWMA).
- 1.3 To seek Strategic Environment, Planning & Transport Committee approval to spend the Severe Weather Recovery Scheme & the Severe Weather Recovery Scheme Tranche 2 Grant Allocations on flood reduction measures in Reading identified in the Section 19 Flood Investigation report, 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.
- 1.4 To advise the Strategic Environment, Planning & Transport Committee of further investigation works underway.

2. RECOMMENDED ACTION

- 2.1 That the Committee notes the progress made following the flooding event.
- 2.2 That the Committee notes the Section 19 report Flood Investigation report.
- 2.3 That the Committee approves the Capital spend proposals of the Severe Weather Recovery Scheme & the Severe Weather Recovery Scheme Tranche 2 Grant Allocation.
- 2.4 That the Committee notes the additional flood investigation work.

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 Record levels of rainfall fell in January 2014, (wettest in 100 years), wet weather continued into February 2014 and any rain falling on already saturated ground ran off quickly causing rapid rises in river levels. Flooding was experienced on the Thames, the Kennet and the Foudry Brook in Reading for an extended duration, starting with the dissemination of the first flood alert on 23rd December 2013 through to late March 2014.
- 4.2 Reading Borough Council has identified sites that flooded within the Borough during this flooding event and prioritised investigation works, (refer Appendix A)
- 4.3 Reading Borough Council has prepared the FWMA Section 19 Flood Investigation report, (refer Appendix B).
- 4.4 Reading Borough Council has been awarded Severe Weather Recovery Scheme & the Severe Weather Recovery Scheme Tranche 2 Grant funding towards recovery and flood risk reduction schemes to be used on those sites directly affected by the December 2013 to March 2014 flood event.

5. PROGRESS TO DATE

- 5.1 The Reading Recovery Coordination Group was set up on 24th February 2014 with members of RBC Emergency Planning, Housing, Highways, Streetcare, Communications, Finance, Policy and Parks Departments, as well as Thames Valley Police, the Environment Agency, Canal & River Trust, Thames Water, Royal Berkshire Fire & Rescue, 7 Rifles Army Corp and RE3 Waste.
- 5.2 An action log, (refer Appendix C), was established and weekly meetings took place with regular updates recorded. A wide range of actions were addressed including communication, sandbag recovery, contamination, financial assistance to householders and businesses affected by flooding, clean up after flooding subsided, funding opportunities, psychological support signposting, future flood prevention and business continuity. The vast majority of these recovery actions are now completed, with only the longer term restoration of banks remaining outstanding, and action plans for these issues are addressed elsewhere within this report.

5.3 Work by the Councils Flood Recovery Group has been undertaken to ensure that flood grant eligibility letters for households and Businesses (for the Repair and Renew Grant and the Business Support Scheme grants respectively) have been disseminated to the 39 internally flooded households and business premises within Reading borough. These letters were sent on the 9/5/14 and follow up letters were sent on 19/6/14.

5.4 To date no applications for either the Repair and Renew Grant or Business Support Scheme have been received, and 2 businesses have confirmed that they won't be making an application

6 PROPOSAL

6.1 This report seeks **Strategic Environment, Planning & Transport Committee** approval to spend the Severe Weather Recovery Scheme & Severe Weather Recovery Scheme Tranche 2 Grant Allocation for fluvial and surface water flood reduction measures in Reading on the approved schemes as follows:

6.2 Circuit Lane - Holybrook Breech Scheme

Properties at the bottom of Circuit Lane and Sylvan Walk bordering the Holybrook flood plain suffered flooding during the flood event. Floodwater breached sections of the river embankments, which The Council are responsible for. Survey works have been commissioned to establish the reinstatement levels necessary to control river flow and to reduce the impact of floodwater discharging into the northern flood plain earlier than it should. A scheme will be brought forward to repair the embankments and to strengthen flood resilience.

6.3 Proposals are also being developed for potential flood alleviation works including channel improvements, improvements to surface water drainage outfalls into Holybrook tributary, floodplain remodelling and property defences,

6.4 Island Road Flood Reduction Scheme

During the December 2013 to March 2014 flood event Island Road had to be closed to general vehicle traffic on 5 occasions lasting over 28 days, resulting in closure of the Recycling Plant to the public. Record river levels restricted the flow of surface water along Island Road surface water ditches into the Foudry Brook with water collecting at the low point adjacent Thames Water's Sewer Treatment Works. Topographical surveys have been commissioned to establish the critical outfall levels and a scheme to regrade the open surface water ditches will be brought forward.

6.5 Investigations and Flood Prevention Schemes

6.5.1 Work to investigate and propose further flood reduction schemes listed in the flooded sites in Appendix A will be brought back to **Strategic Environment,**

Planning & Transport Committee at a future date for consideration and approval.

- 6.5.2 Schemes will be prioritised within available budget and any unfunded schemes will remain on the priority schemes list until further sources of funding is established and secured.

7 FLOOD AND WATER MANAGEMENT ACT 2010 - SECTION 19 FLOOD INVESTIGATION REPORT

- 7.1 The collection of precise details from an actual flood incident is vital in providing an accurate picture of the flood risk across the Boroughs.
- 7.2 The aim of a Section 19 Flood Investigation Report is to bring together all useful information together in one place, providing an understanding of why the incident occurred as it did and outline potential long-term solutions and flood risk management actions. Investigations will involve consultation with the relevant risk management authorities, landowners and private organisations involved.
- 7.3 Reports will provide clear and thorough understanding of flood situations, but the duty to investigate does not guarantee that problems will be resolved. Discussions about the next steps following the incident will be made by the parties involved. The decision whether to investigate a flood or not is ultimately at the discretion of the Boroughs
- 7.4 The Section 19 Report is attached in Appendix B. It should be noted that the December 2013 to March 2014 flooding occurred from Main River which fall under Environment Agency responsibility. The Council will, however, take an active role is seeking suitable solutions and implement cost effective and sustainable schemes to reduce the risk of future flooding.
- 7.5 The Environment Agency (EA) has produced a Section 19 Report for the December 2013 to March 2014 event, as they are the responsible authority for Main Rivers, (link to EA Section 19 Report within RBC Section 19 Report (Appendix B)).

8. CONTRIBUTION TO STRATEGIC AIMS

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

9. COMMUNITY ENGAGEMENT AND INFORMATION

- 9.1 Work on the Severe Weather Recovery Grant Fund to reduce flood risk will be placed in the public domain.

- 9.2 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".
- 9.3 The Council provided a significant officer presence in and around the flooded areas, to allow appropriate monitoring of river levels and liaison with the public.
- 9.4 Local residents in some riverside areas at risk were informed of the Council's flood response activities via targeted leafleting & door knocking, such that they were aware of our flood response strategy, and in particular aware of activities associated with the erection of sandbag walls and High Volume Pumps to provide as much support and advice to residents as possible.

10. LEGAL IMPLICATIONS

- 10.1 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.
- 10.2 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 received Severe Weather Recovery Scheme & Severe Weather Recovery Scheme Tranche 2 Grant Funding from Department of Transport (DfT) to carry out flood repair works following the December 2013 to March 2014 flood event.
- 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 financial implications arising from the proposals set out in this report are set out below:-

Revenue Implications

	2014/15	STATUS
Revenue Programme reference from budget book:	£ 50,000	Approved Existing Revenue Budget

DfT Severe Weather Recovery Scheme (Revenue)	£ 96,187	Awarded Revenue Grant to be Approved by Strategic, Environment, Planning & Transport Committee on 16 th July 2014 to spend on Flood Recovery Schemes
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Capital Implications

	2014/15	STATUS
DfT Severe Weather Recovery Scheme Grant (Capital)	£ 55,947	Awarded Capital Grant to be Approved by Strategic, Environment, Planning & Transport Committee on 16 th July 2014 to spend on Flood Recovery Schemes
DfT Severe Weather Recovery Scheme 2 Grant (Capital)	£ 21,171	Awarded Capital Grant to be Approved by Strategic, Environment, Planning & Transport Committee on 16 th July 2014 to spend on Flood Recovery Schemes
Total Funding	£ 223,305	

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

- SEPT Committee report 19th March 2014 on 2013/14 Winter Flooding.
- Flood & Water Management Act 2010.
- Flood Risk Regulations 2009.
- Land Drainage Act 1991.

13. APPENDIX

- Appendix A - Flooded properties list
- Appendix B - Section 19 Report
- Appendix C - Reading Recovery Coordination Group Action Log

Flooded properties

Internally Flooded (TOTAL 37)

- 1 Rowing Club (Jan/Feb14)
- 1 Canoe Club (Jan 14)
- 1 property in Bridge Street- Jan 14
- 1 property in Queens Road- Jan 14
- 1 property in Scours Lane - Jan 14
- 1 Property at Christchurch Meadows -Jan/Feb 14
- 1 Property in Mill Green -Jan/Feb 14
- 3 properties in Circuit Lane - Feb14
- 1 property in Sylvan Walk - Feb14
- 4 Properties in Island Road - Feb14
- 1 Property near Duke Street Bridge- Feb14
- 1 Property in Cowper Way - Feb14
- 1 Property in Buckside - Feb14
- 3 Properties in Reading Gate Retail Park - Feb 14
- 3 Properties in Bennet Road - Feb14
- 2 Properties in Scours Lane - Jan 14
- 7 Properties in Smallmead Road - Feb 14
- 1 Primary School - Jan14
- 1 Leisure Centre (Feb 14)
- 2 Properties at Southcote Mill - Feb 14

Surrounded by water and underneath (TOTAL 45)

- Properties in Scours Lane (Jan 14)
- Properties at Riverside Court Flats (Jan 14)
- Properties at Southcote Mill (Jan/Feb 14)
- Properties at Smallmead Road (Feb 14)
- Properties at Reading Gate Retail Park (Feb 14)

Water in gardens/sheds/garages (TOTAL 100+)

- Properties in Queens Road - water in back gardens of properties
- Properties in Mill Green
- Properties in Send Road
- Properties in Circuit Lane
- Properties in Hatford Road
- Properties in Shepley Drive
- Properties in Stapleford Road
- Properties in Brunel Road
- Properties in The Warren

Flooded Roads/paths/pavements

Scours Lane (slipway and under bridge)

Paddock Road (30m stretch flooded to a depth of 3inches)

Island Road

Napier Road (100m stretch flooded to a depth of 3 inches)

Honey Meadow Close (Junction with Amersham Road/Nire Road)
Thames Towpath from Scours Lane to Thames side promenade
Christchurch Meadows
Kings Meadow
Mill Green footpath
Fobney Lock towpath to Southcote Mill (various sections)
Foudry Brook cycle path adjacent to A33 (various sections)
Private Access Road to Southcote Mill + Private section of Southcote Farm Lane

2. KEY ISSUES

a) Southcote Mill & Island Road “Dry Islands” and Circuit Lane (River Kennet/Holybrook)
- Southcote Mill can be accessed by 2 sections of private road off Southcote Farm Lane and Circuit Lane respectively. Both access routes were flooded for over 9 weeks. Residents at Southcote Mill and its neighbouring apartments were cut off for this period and had to walk significant distances through floodwater on foot if they wished to leave their property.

Properties at the bottom of Circuit Lane, Sylvan Walk and neighbouring roads in Southcote were also at risk of flooding, with water entering gardens and outbuildings of a large number and internally flooding 4 properties.

The Holybrook weaves in and out of the Railway Line at Southcote. During flood events it empties vast quantities of floodwater north of the railway line towards properties at Circuit Lane before weaving back under the railway line to the South. The railway line then acts as a bund, preventing the free flow of floodwater, and this exacerbated the flooding of Circuit Lane.

Island Road was closed during the Feb 14 flood, restricting access to both the Municipal Waste site and 4 residential properties. These 4 properties internally flooded and all residents were “received” as evacuees.

b) A33 / Reading Gate Retail Park / Green Park / Pingewood Business Estate Flooding -
The retail park next to Madejski Stadium flooded for the first time since its construction. The Foudry Brook and River Kennet both link to this area of flood plain via various ditches and streams that connect via Longwater Lake in Green Park, and onwards to the retail park, before moving back into the Kennet/Foudry Brook. Several of these businesses flooded internally. Businesses on the other side of the A33 in Bennet Road and Acre Road also suffered from flooding. Pingewood Business Estate around the rear of Green Park also suffered flooding.

c) Lower Caversham Flooding - Low lying areas of lower Caversham Flooded, causing internal flooding to a small number of residential and commercial properties in the area, and also further upstream at Scours Lane. The cause of this flooding was from Main River for which the Environment Agency is the responsible authority.

d) Additional Investigation Sites to be assessed:

- River bank scour repairs (Thames, Kennet & Foundry Brook)
- Christchurch Meadows tennis courts
- Queens Road
- Mill Green / Send Road / Paddock Road
- A33 ditches / culverts / watercourses
- Sylvan Walk / Circuit Lane / Hatford Road
- Smallmead Road

Section 19 Flood Report

Event: River Thames, Kennet and Holybrook - Winter Flooding 2013 /2014

Note No: FIR 2

This Flood Investigation Report (FIR) has been completed by Reading Borough Council (RBC) under our duties as the Lead Local Flood Authority (LLFA). Section 19 of the Flood and Water Management Act 2010 (FWMA) states that on becoming aware of a flood in our area, when appropriate, we must investigate along with the relevant flood Risk Management Authorities (RMAs) involved and find out which flood risk management functions have been, or will be taken, if any.

Table 1 shows recommend information that should be collected as part of a flood investigation. Table 2 explains the RMAs responsible for managing the flood risk from different sources that the RBC investigation procedure follows.

Table 1 Information LLFA must now record.

<i>Flood Incident</i>	
<i>Start Date</i>	dd / mm / yyyy
<i>Duration of Flood Event</i>	weeks
<i>Probability of Event</i>	% annual probability
<i>Main Source of Flooding</i>	Surface runoff; Groundwater; Ordinary watercourses; Artificial infrastructure; Main rivers; The sea; No data
<i>Main Mechanism of Flooding</i>	Natural exceedance; Defence exceedance; Failure; Blockage or restriction; or No data
<i>Main Characteristics</i>	Natural flood; Flash flood; Deep flood; Snow melt flood; No data
<i>Significant Consequences</i>	To human health (residential properties) To economy (non-residential properties) To the environment (designated sites flooded)

Table 2 Responsible Risk Management Authorities for different sources of flooding

<i>Flood Source</i>	<i>Environment Agency</i>	<i>Reading Borough Council as Lead Local Flood Authority</i>	<i>Thames Water as Water Company</i>	<i>Highways Authority</i>
<i>Main River</i>	✓			
<i>Surface Water</i>		✓		
<i>Surface water on or coming from the highway</i>				✓
<i>Sewer</i>			✓	
<i>Ordinary Watercourse</i>		✓		
<i>Groundwater</i>		✓		
<i>Reservoirs</i>	✓			

Section 19 Flood Report

Event: River Thames, Kennet and Holybrook - Winter Flooding 2013 /2014

The Reading area was impacted by flooding in January 2014 which was attributed to flooding from the River Thames, Kennet and Holybrook.

The rainfall levels for the south of England during the winter of 2013 / 2014 were exceptional and in Berkshire over 58% of the average annual total of rainfall fell during the 3 month winter period alone. The cumulative effects of prolonged rainfall on the River Thames and its tributaries during December left the rivers well above normal levels at the start of the New Year. Levels continued to rise during the first week of 2014 and reached their highest peak in on the Thames in Reading on 10 January 2014.

On the 4th January 2014 the EA issued a flood warning for the Lower Kennet from Theale to Reading and one property in the Kirtons Farm area was reported as flooding.

On the 1st of February 2014 further flood warnings were issued and twenty six properties were reported flooding over a period of several days from the Kennet and its tributaries, including the Holybrook:

- 4 homes in Pingewood.
- 10 homes in Burghfield.
- 5 in Southcote.
- 7 Rose Kiln Lane.

The River Thames, Kennet and Holybrook are classified as main rivers and as such the Environment Agency (EA), as the responsible Risk Management Authority, have investigated the flooding incidents. The EA's final report can be found via the following link:


<http://www.environment-agency.gov.uk/????????????????>

Reading Borough Council's civil contingency records have thirty seven properties recorded as suffering internal flooding from the winter flooding events, with ten resulting from direct flooding of the River Thames and twenty seven from its tributaries.

A summary of the flood incident is shown in the table below.

Start Date	4 January 2014
Duration	Between January and February 2014
Probability	Not Calculated
Main Source	Main River
Main Mechanism	Natural exceedance
Main Characteristics	Natural flood - saturated ground conditions and extreme prolonged rainfall
Significant Consequences	27 properties flooded from EA records 37 properties flooded from RBC records

APPENDIC C: READING RECOVERY COORDINATING GROUP (FLOODING JAN/FEB 2014) ACTION LOG at 30/6/14

Action log	Description	Timescale for action	RAG	Comments
1	Standard agenda, membership, TOR required.	Immediate		Standard agenda, membership, TOR drafted.
2	Agreement to formally move from response to recovery.	Immediate		<p>Email from AF to confirm the basis on which the Strategic Coordinating Group (SCG) have decided that the following criterion for moving from Response to Recovery has been met:</p> <p>'The emergency is contained and there is no significant risk of resurgence.'</p> <p>SCG members have based their view on the EA position that there is no significant risk of wide scale flooding in the foreseeable future, based upon current conditions and Met Office forecasts</p>
3	EA river licence finance issues for boat operating companies	To be raised at Berks Recovery Group		Raised at Berkshire Recovery Group on 25/2/14, and now being raised at national level. No update received since 10/4/14.
4	circulation of PHE 'Guidance on Recovery from Flooding Essential information for frontline responders' – for information	Immediate		 <p>PHE recovery from flooding.pdf</p>
5	Sandbags Crane Wharf – Uncontaminated – development of letter to residents & delivery	When river return to Flood Alert		Letter delivered
6	Sandbags Crane Wharf – Uncontaminated – Collection of sandbags	When river return to Flood Alert		Sandbags collected 24/3/14
7	Sandbags Circuit Lane – remove existing sandbag wall and rebuild by the Holybrook	Immediate		Completed 25/2/14

8	Sandbags Circuit Lane – Contaminated sandbags	Immediate		RBC Parks collected the contaminated pile of sandbags at the bottom of Circuit Lane on 11/3/14. Remainder of sandbag wall on Sylvan Walk was collected 24/3/14
9	Sandbags Lower Caversham – Uncontaminated – development of letter to residents & delivery + collection of sandbags	When all clear is issued		Letter delivered on 15/3/14. Sandbags collected on 24/3/14
10	Circuit Lane – Clean up – Gulley Sucker	Following removal of sandbag wall		Gulley emptier visited on 28/2/14 & 10/3/14 but gullies were still full of water. Repeat visits made, gullies cleared but keep refilling with water which suggests that the Thames Water sections are blocked. All gullies now clear and running.
11	Circuit Lane – Clean up – Street Cleansing	After Gulley emptier has visited		Quick cleanup made pre removal of sandbags. Additional visit made after sandbags removed
12	Circuit Lane – Clean up – Grass verges repairs	When HGV movements in area have stopped		Work scheduled in, soil ordered in.
13	Circuit Lane – Clean up – Fallen Trees	When waters have receded		Work on hold pending levels survey of banks, and may form part of the work to restore the banks and clear the ditches recommended in the Section 19 flood investigation report.
14	Circuit Lane – Thames Water to lift covers and undertake CCTV inspection/jetting if required.	TBC		Work undertaken in May. No CCTV inspection undertaken as was running too high at time of visit, but it is flowing well.
15	Island Road – Clean up – Street Cleansing	When waters have receded		Complete
16	Develop inspection regime to assess damage to riverside paths/parks	When waters have receded		Inspection complete and repairs and clean up underway
17	Towpath inspection list to be shared with Recovery Group	TBC		Update received – Repairs underway
18	River Thames Christchurch Meadows – Blockages in river – photos to be passed to the EA	Immediate		Photos forwarded to EA on 26/2/14
19	Finance – Book meeting with council officers to discuss	Immediate		Meeting on 25/2/14
20	Finance – EA to forward details of any new flood funding schemes	When announced		EA and RBC Highways have liaised.

21	Finance – Update website with grants information	ASAP		Complete
22	Finance – Contact effected residents/Businesses	As soon as flooded property information is available		Business Rate Relief & Council Tax Relief Schemes have gone live and letters sent to eligible addresses.
23	Psychological support/signposting for residents - review website content	Immediate		Web search does not locate this information
24	Future Flood Prevention – S19 Flood Investigation Report to be prepared	End Apr		Report scheduled for 16 th July SEPT Committee
25	Business Continuity – ensure that BC plans are reviewed following flooding	End Aug 14.		Plans are scheduled to be reviewed
26	Riverside paths/parks – status/damage list – pass to Berkshire Recovery group	As soon as list is available		Complete
27	Sonning Bridge access issues – Make Berkshire Recovery Group aware of the implications for Emergency Services and others	At next Berks recovery meeting		Complete
28	Possible damage to A33 via scouring, caused by floodwater	Update by next meeting		Inspection undertaken. SS applied for grant funding. Awaiting DfT response
29	Finance- Joint bid for funding to clear Circuit lane ditches (RBC/EA)	Update by next meeting		EA have prepared a bid for area around Holybrook.

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	16 th July 2014	AGENDA ITEM:	12
TITLE:	LETTINGS BOARDS - PILOT PROPOSAL IN PART OF REDLANDS WARD		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT TRANSPORT AND PLANNING
SERVICE:	PLANNING, DEVELOPMENT AND REGULATORY SERVICES	WARDS:	REDLANDS
LEAD OFFICER:	KIARAN ROUGHAN STEVEN QUAYLE	TEL:	0118 9374530 0118 9372302
JOB TITLE:	PLANNING MANAGER LEGAL OFFICER	E-MAIL:	kiaran.roughan@reading.gov.uk Steven.Quayle@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The rapid growth in the student population in the Borough has had significant impacts on residents and communities, particularly in Redlands Ward and parts of Park and Katesgrove Wards. One source of continuing complaint from local residents over recent years relates to the proliferation of estate agent letting boards within these areas.
- 1.2 In responding to the issue, the Lead Councillor for Strategic Environment Transport and Planning invited all estate agents dealing with private lettings in the Borough to a meeting on 20 March 2014 to start to address the issue. The consensus of those agents who attended the meeting was that they would support a voluntary "ban" on boards advertising house and flat "lets". The meeting resolved that a letter be sent by the Lead Councillor to all agents to invite agreement to participate in a pilot that would involve agents volunteering not to use TO LET or LET BY boards in a defined area for a specific period.
- 1.3 That letter has been sent to all agents. This report sets out the details of the pilot, how the success of the pilot will be assessed and an outline of the other options open to the Council and the local community should the voluntary ban prove not be satisfactory.

2. RECOMMENDED ACTION

- 2.1 That Committee notes and endorses the contents of the letter recently sent to all agents involved in the letting of private rented property in the

	Borough inviting them to take part in a voluntary ban on the use of letting boards;
2.2	That Committee notes the alternative options available to the Council and the local community should the voluntary ban prove not to be satisfactory.
2.3	That Committee notes that a report will be brought back after the end of the voluntary ban trial period setting out the results of the pilot voluntary ban and, if necessary because the voluntary ban has clearly not been successful in reducing the harmful proliferation of letting boards, with proposals for further action

3. BACKGROUND AND POLICY CONTEXT

- 3.1 Reading Borough Council has made efforts over the years to tackle issues arising from the growing student population in Reading and the consequent impacts on communities in areas close to the University. The Borough benefits significantly from being home to the prestigious University of Reading as well as other higher education institutions. However, the rapid growth in the student population over the last decade or so, with greater numbers requiring living accommodation in the private rented sector, has had significant impacts on residents and communities, particularly in Redlands Ward and parts of Park and Katesgrove Wards. In response the Council has developed a co-ordinated approach to tackle a range of issues in a number of residential areas.
- 3.2 One source of continuing complaint from local residents over recent years is over the proliferation of estate agent letting boards within these areas. The view expressed is that these have a detrimental effect on visual amenity and can impact on the overall safety within an area.
- 3.3 Letting Boards can be erected without specific permission under what is known as deemed consent. The display of outdoor advertisements is controlled by the Town and Country Planning (Control of Advertisement) Regulations, 1992. This permits certain advertisements, including those relating to the letting of residential property (Schedule 3, Part 1, Class 3A) to be displayed without consent as long as certain conditions are met (refer to Appendix 1). Those conditions include a condition that the advertisement shall be removed within 14 days after the completion of a sale or the grant of a tenancy.

4. THE PROPOSAL

(a) Current Position

- 4.1 In response to growing complaints about letting boards during 2009, council officers started to record estate agent boards in breach of the Regulations within a defined survey area. Between the end of July and the end of December 2009 there were 138 breaches recorded, the largest proportion of which were in specific areas of Redlands Ward. At this time a letter was also sent to all estate agents known to advertise in the Reading area to remind them of their obligations under the Advertisement Regulations. Any breaches determined at this time were resolved informally by telephone call or letter; agents took the boards down and no further formal action was required.

- 4.2 Further surveys of breaches were undertaken in 2010 and 2011. On 31st October 2011 a petition was received from residents in East Reading, requesting the introduction of a ban on the use of Estate Agent signs across East Reading. The petition stated that *"the number of signs displayed across the area is having a serious negative effect and local residents would like to see this practice end"*. As a result of the petition further evidence was gathered in the early part of 2012, and then at the end of 2012 and up to April 2013.
- 4.3 The various surveys show that the main peak period for numbers of letting boards is from November to the end of February each year. This peak is related to the advertising of properties specifically for student lets for the following academic year starting in September/October. The numbers of boards fluctuate during this period with a peak of a total of 313 being recorded in January 2012. The greatest concentration of boards is generally within a limited number of roads within Redlands Ward.
- 4.4 Following further complaints, the Lead Councillor for Strategic Environment Transport and Planning invited all estate agents dealing with private lettings in the Borough to a meeting on 20 March 2014 to address the issue. The consensus of those agents who attended the meeting was that they would support a voluntary "ban" on boards advertising house and flat "lets". The meeting resolved that a letter be sent by the Lead Councillor to all agents to invite agreement to participate in a pilot that would involve agents volunteering not to use TO LET or LET BY boards in a defined area for a specific period. Such a letter has now been circulated to all the identified letting agents.
- 4.5 The letter invites the contacted letting agents to agree to participate in not using TO LET or LET BY boards in the defined area for the period of 1 October 2014 to 31 March 2015 (A copy of the letter is attached at Appendix 2. A copy of the agreement and a plan of the area to which the agreement applies is attached at Appendix 3). The letter makes it clear that the Council is not seeking to restrict For Sale Boards.
- 4.6 Planning Enforcement Officers will work with members of the local community to record and monitor the presence of "to let" and "let" boards and the impacts of such boards, in the defined area over the period of the pilot. Agents not entering into the spirit of the pilot will be contacted and reminded of the pilot. After the end of the pilot period, a report will be prepared for this Committee to consider the success or otherwise of the voluntary ban and any further action as a result of experience of the pilot ban.
- 4.7 The meeting on 20 March 2014 discussed what would happen if a number of letting agencies declined, or failed, to participate in the voluntary agreement. The letter indicates that it would increase pressure on the Council to invoke its statutory powers and make it more likely, subject to approval by the appropriate committee, that the Council will make an application to the Secretary of State for more power to control estate agents boards. Evidence of the failure of a voluntary approach would mean that such an application is much more likely to succeed.
- 4.8 The Council has a number of options if the voluntary arrangement does not succeed in alleviating the problem of the proliferation of letting Boards in particular areas:

- Carry out weekly surveys of the affected areas and “chase” agents of boards that no longer comply with the deemed consent provisions. This is very resource intensive as the surveys and consequent research that has to be carried out on each board to establish its compliance with the deemed consent provisions, and the follow up with the agents, takes considerable time. While this approach was reasonably successful in 2009 and 10, there is no guarantee that the success will be repeated or will continue;
- Carry out weekly surveys of the affected areas, “chase” and carry out enforcement for the removal of the boards. This could prove even more resource intensive with the number of agents operating in the area and the number of properties involved;
- Councils cannot ban the use of lettings boards. However, there is provision for introducing what is known as a Regulation 7 Direction for an area if this can be justified. Such a Direction requires the approval of the Secretary of State. A Regulation 7 Direction would mean that advertisement consent would be needed for all estate agent boards and enforcement action can be taken against unauthorised boards where they are detrimental to public amenity or public safety. Nottingham City has recently had their application for a Regulation 7 Direction approved. This option also has resource implications. In addition, no fee is payable under the Fees for Applications Regulations in respect of an application for consent to display an advertisement if the application is occasioned by a direction under Regulation 7 of the Control of Advertisements Regulations 2007.

(b) Option Proposed

- 4.9 Committee is recommended to note the contents of the letter recently sent to all agents involved in the letting of private rented property in the Borough inviting them to take part in a voluntary ban on the use of letting boards and to note the options available to the council should the voluntary ban pilot not prove to be working.
- 4.10 Should the voluntary ban not work in practice, a report will be brought back to Committee formally considering the alternative options, and any other options, outlined above.

Other Options Considered

- 4.11 The alternative to seeking a voluntary arrangement is either to do nothing or to introduce the alternative options described above. Doing nothing will mean that areas of the Borough continue to be subjected to proliferations of letting boards which have a significant visual impact on the character and appearance of an area. Piloting a voluntary arrangement, as described, offers the opportunity to work in partnership with agents and the community to achieve agreed solutions, which is always preferable to using statutory regulations and enforcement, although those have to be available to the council should voluntary arrangements prove not to satisfactorily resolve the problems being caused. In addition, the justification that will be needed if the Council decides to pursue an application for a Regulation 7 Direction will be strengthened by evidence that voluntary arrangements have been tried and found not to work.

5. **CONTRIBUTION TO STRATEGIC AIMS**

5.1 The proactive approach to dealing with the issues arising from the proliferation of letting boards in certain areas of the Borough will contribute to achieving the following strategic aims:

- 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 Council has sought to respond to community and individual concerns over the proliferation of letting boards in certain areas of the Borough and has sought to engage various stakeholders in the solution to the issues raised. The pilot will be carefully monitored and an opportunity will be provided for stakeholders and the community to comment on the experience. Any representations will be considered prior in reporting back to Committee in the future.

7. EQUALITY ASSESSMENT

7.1 The Scoping Assessment, included at Appendix 3 identifies that an Equality Impact Assessment (EqIA) is not required. The Council has had regard to the general equality duty imposed by the Equality Act 2010 (S.149). This requires public authorities, in the exercise of their functions, to have due regard to the need to eliminate discrimination, harassment and victimisation etc.; to advance equality of opportunity between people who share a relevant protected characteristic and people who do not; and to foster good relations between people who share a relevant protected characteristic and those who do not.

7.2 The Council has carried out an Equality Impact Assessment, and considers that the application of the proposed voluntary ban will not have a direct impact on any groups with protected characteristics. A Scoping Assessment has been undertaken (attached at Appendix 3) and it is considered that an Equality Impact Assessment (EqIA) is not required as the voluntary ban will apply to all owners, nor was there evidence or belief that the activities will have a direct impact on any groups with protected characteristics.

8. LEGAL IMPLICATIONS

8.1 There are none arising directly from this information report but as indicated above the success or failure of this voluntary ban will provide useful data/information in any future action that may be deemed necessary including any Regulation 7 Direction.

9 FINANCIAL IMPLICATIONS

9.1 The introduction and monitoring of the voluntary ban will have limited financial and other resource implications in monitoring and following up those not complying with the arrangements. These will be accommodated within existing budgets and resources. The alternative options described that will be

considered further should the voluntary ban pilot not be successful all have significant resource implications that will not necessarily be accommodated within the current resource constraints on the Planning Enforcement Service. Some additional resources may be needed to introduce and in particular provide effective enforcement of any of the alternatives.

Risk Assessment

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

BACKGROUND PAPERS

- National Planning Policy Framework;

APPENDIX 1: Class 3A of Schedule 3 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007

Class 3A of Schedule 3 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 gives deemed consent to an advertisement relating to the sale or letting, for residential, agricultural, industrial or commercial use or for development for such use of the land on which it is displayed.

Class 3A imposes further conditions and limitations as;

- (1) Not more than one advertisement, consisting of a single board or two joined boards is permitted; and where more than one advertisement is displayed, the first to be displayed shall be taken to be the one permitted.
- (2) No advertisement may be displayed indicating that land or premises have been sold or let, other than by the addition to an existing advertisement of a statement that a sale or letting has been agreed, or that the land or premises have been sold or let, subject to contract.
- (3) The advertisement shall be removed within 14 days after the completion of a sale or the grant of a tenancy.
- (4) No advertisement may exceed in area -
 - (a) where the advertisement relates to residential use or development, 0.5sq.metres or, in the case of two joined boards, 0.6 square metres in aggregate;
 - (b) where the advertisement relates to any other use or development, 2 square metres or, in the case of two joined boards, 2.3 square metres in aggregate;
- (5) Where the advertisement is displayed on a building, the maximum projection permitted from the face of the building is 1 metre.
- (6) Illumination is not permitted
- (7) No character or symbol on the advertisement may be more than 0.75 metres in height (0.3m in a Conservation Area)
- (8) No part of the advertisement may be higher above ground level than 4.6 metres (3.6 in a Conservation Area) or, in the case of a sale or letting of part only of a building, the lowest level of that part of the building on which display is reasonably practicable.



Reading
Borough Council
Working better with you

Managing Director

«Estate_Agent»

«Address1»

«Address2»

«Address3»

«Address4»

«Postcode»

Cllr Tony Page

115 Castle Hill

Reading

RG1 7SY

Tel: 959 5687

Fax: 0118 937 2591 (Cllrs Services)

Email: tony.page@reading.gov.uk

Labour Councillor, Abbey Ward

**Deputy Leader & Lead Councillor for
Strategic Environment, Planning and
Transport**

Your Ref:

My Ref: tp/tw

Date: 23 June 2014

ESTATE AND LETTING AGENTS BOARDS

You will recollect that I invited all Reading based estate and letting agents to a meeting at the Civic Offices on Thursday 20 March to discuss the issue of advertising board proliferation and options open to the Borough Council and the local industry.

The consensus of those agents who attended the meeting on 20 March was that they would support a voluntary “ban” on boards advertising house and flat “lets”.

I am keen, therefore, to take forward a voluntary agreement to the effect that agents will not display boards in connection with the letting of properties (i.e. TO LET/LET BY) within a defined area for a trial period of six months. To be meaningful, the trial should take place during the six months from October 2014 to March 2015. My proposal is that we conduct a trial in the area bounded by, and including, the south side of London Road between Alexandra Road and Cemetery Junction, the south side of Wokingham Road from Cemetery Junction to Eastern Avenue, the west side of Eastern Avenue, the north side of Upper Redlands Road from Eastern Avenue to Alexandra Road, and the west side of Alexandra Road, as shown on the attached map.

The purpose in proposing this area is that it is easily defined and encompasses most of the roads where we have been experiencing real problems. Furthermore, we have evidence that more than thirty different agents have displayed at least one board in the area during a survey period running from January 2012 to April 2013, so there is no question that it is not a representative area.

Can I make it clear that, at this stage, there is no proposal to restrict the use of FOR-SALE or SOLD boards as these represent a very small proportion of the proliferation problem.

I am therefore writing to invite your agreement to participate in not using TO LET or LET BY boards in the above area for the period of 1 October 2014 to 31 March 2015.

The meeting on 20 March rightly discussed what would happen if one or two letting agencies declined to participate in this voluntary agreement. The short answer is that it would increase pressure on the Council to invoke its statutory powers and make it more likely, subject to approval by the appropriate committee, that the Council will make an application to the Secretary of State for more power to control estate agents boards. Evidence of the failure of a voluntary approach would mean that such an application is much more likely to succeed.

You will be aware that the Council remains under considerable pressure to invoke more draconian powers available under the Planning Laws to ban the use of all estate agents and letting boards, but I am hopeful that a successful trial in respect of removing "TO LET and LET BY" boards will mean that we can avoid the use of legal sanctions whilst delivering a marked improvement in the local environment.

Could I please invite you to fill in your company details and sign the attached form and return this as soon as possible to me at the Borough Council.

In the meantime, if there are any queries please do not hesitate to contact me.

Yours sincerely

Cllr Tony Page

Deputy Leader & Lead Councillor for Strategic Environment, Planning and Transport

enc

VOLUNTARY AGREEMENT ON DISPLAY OF LETTING BOARDS

Our company:

agrees not to display any advertising boards, other than those in connection with the sale of a property (i.e. FOR SALE and/or SOLD boards) in the area bounded by London Road, Alexandra Road, Upper Redlands Road and Eastern Avenue, as shown below, for a trial period of 6 months, beginning on 1 October 2014 and ending on 31 March 2015.



Signed by:

Print Name:

Please return in the enclosed envelope to:

Cllr Tony Page
c/o Councillors Secretary
Reading Borough Council
Civic Offices
Reading
RG1 7AE

APPENDIX 4: EQUALITY IMPACT ASSESSMENT**Provide basic details**

Name of proposal/activity/policy to be assessed: Letting Boards in Redlands Ward - Voluntary Ban Pilot and Alternative Arrangements.

Directorate: DENS - Directorate of Environment and Neighbourhood Services.

Service: Planning and Building Control

Name: Kiaran Roughan

Job Title: Planning Policy Manager

Date of assessment: 20/06/2014

Scope your proposal

What is the aim of your policy or new service?

To implement a pilot voluntary ban on letting boards, agreed with local letting agents, and to set out options should the voluntary arrangements not prove satisfactory in resolving the issues.

Who will benefit from this proposal and how?

Various stakeholders, particularly local residents and other visiting members of the public will benefit from the reduction in visual clutter and poor impression that a proliferation of to let signs gives to an area.

What outcomes will the change achieve and for whom?

The reduction in clutter and the proliferation of signs will improve the visual appearance of the area and the detrimental impression that such signs give an area to the benefit of local residents and other visiting members of the public.

Who are the main stakeholders and what do they want?

Local residents and other visiting members of the public, property owners and landlords. All will benefit from improving the overall impression of the area and the reduction in conflict between differing groups over the presence of such to let boards.

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 the policies contained in the Local Plan Alteration will apply to all developers, and the levels of contribution will be based on the size and/or type of the proposed scheme. There is no evidence that any group would be treated differently. The output of the policy will be the provision of affordable housing balanced by contributions towards infrastructure provision, for which there is no evidence or belief that any group would be treated differently.

Signed (completing officer)	Kiaran Roughan	Date: 20 th June 2014
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Signed (Lead Officer)	Kiaran Roughan	Date: 20 th June 2014
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READING BOROUGH COUNCIL

REPORT BY DIRECTORATE OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	19 TH JULY 2014	AGENDA ITEM:	13
TITLE:	READING'S CLIMATE CHANGE STRATEGY 2013-2020 - PERFORMANCE REPORT OCT 13 - MARCH 14		
LEAD COUNCILLOR:	Cllr Page	PORTFOLIO:	Strategic Environment, Planning and Transport
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 Reading's Climate Change Strategy 2013-2020 (Reading Means Business on Climate Change) was launched in Sept 2013, following extensive stakeholder consultation.
- 1.2 The strategy sets out a vision for Reading for 2020, as well as a set of strategic priorities organised according to eight themes.
- 1.3 Detailed action plans set out how the strategic priorities will be delivered by partners, and include specific targets, measures and milestones for each action. The action plans constitute a three year rolling programme but will be reviewed annually.
- 1.4 This report presents the progress against the targets in the action plans for the first six months of the strategy, from Oct 2013 to March 2014.
- 1.5 Across all partners 8% actions are 'red', 40% are 'amber' and 49% 'green'. For the delivery of actions for which Reading Borough Council was the lead this improved a little with 6% red, 34% amber and 55% green. The full performance report against all of the actions is set out at Appendix A.

- 1.6 Overall it was concluded that there had been some significant progress, but there were many areas where timescales had slipped, local deliver partners were not able to commit or where national policy changes had impacted delivery.
- 1.7 The Council's delivery was slightly better than the partnership with areas of strength being energy and transport. National policy uncertainty, in particular around Green Deal has impacted delivery in a number of chapters. There were also a number of areas where the council and/or partners were no longer able to resource actions.
- 1.8 There were a number of areas where significant review of actions was required; in particular, the Purchase, Supply and Consumption and Education and Influencing Behaviour chapters.
- 1.9 In addition to the delivery of the strategy action plan, a wider participatory framework has been established called Reading Climate Action Network (RCAN) which encourages organisations and individuals to meet challenges such as aiming to reduce their carbon footprint by 7% per annum. www.readingclimateaction.org.uk

2.0 RECOMMENDED ACTION

- 2.1 That the Committee note the outcome of the first six monthly monitoring report of the Reading Climate Change Strategy, 'Reading Means Business on Climate Change', for the period Oct 13 - March 14.

3.0 BACKGROUND

- 3.1 The new Climate Change Strategy for Reading 2013-2020 (Reading Means Business on Climate Change), was developed through extensive stakeholder consultation and launched in Sept 2013.
- 3.2 The 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).
- 3.3 The strategy also presents a set of strategic priorities which form the framework for the actions for each of eight themes. These key objectives will be reviewed after three years in 2016/17.
- 3.4 The eight themes of the strategy are:
- Energy Supply
 - Low Carbon Development

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

- 3.5 'Theme leads' from a range of partner agencies (including the Council) volunteered to co-ordinate and develop each theme chapter, in consultation with stakeholders.
- 3.6 Detailed action plans, setting out how the strategic priorities will be delivered by partners, were published in November 2013. These include specific targets, measures and milestones for each action. The action plans constitute a three year rolling programme and will be reviewed annually (see section 5.0 for more information). Progress against the targets will be monitored six monthly, with the first monitoring period running from Oct 2013 to March 2014.
- 3.7 Although the action plans detail the delivery by a range of organisations, a significant number of actions are being delivered by the Council. The Council's delivery within the strategy will be embodied in existing Council policies such as the Local Transport Plan and Biodiversity Action Plan.

4.0 PROGRESS AGAINST ACTION PLANS OCT 2013 - MARCH 2014

- 4.1 A RAG (red/amber/green) status¹ has been allocated to the majority of actions in each theme action plan. However there has been little reporting on a number of the actions as there has only been 6 months of delivery. Progress on these actions will be further developed over the second half of the year (April - Sept 2014), as part of the general continued development of the action plans by the 'theme leads' in consultation with delivery partners.
- 4.2 The table below summarises the proportion of 'red', 'amber' and 'green' actions.

	<i>green</i>	<i>amber</i>	<i>red</i>	<i>No RAG</i>
Energy Supply	12	6	1	0
Low carbon development	11	12	2	0
Natural environment	9	6	1	1
Water supply and flooding	5	8	0	2
Transport	19	4	0	1
Purchasing, supply and consumption	6	13	2	1
Education, Communication and Influencing Behaviour	3	8	6	0
Community	10	4	0	0
Total	75	61	12	5
%age	49%	40%	8%	3%

¹ Red = significant issues with either delivery or resourcing

Amber = work progressing or due to progress but delayed/ not to original timescale; issues but not significant

Green = complete or no issues and on time

4.3 The table below summarises the proportion of 'red', 'amber' and 'green' for actions for which Reading Borough Council is the lead deliverer.

	<i>green</i>	<i>amber</i>	<i>red</i>	<i>No RAG</i>
Energy Supply	10	4	0	0
Low carbon development	11	8	2	0
Natural environment	6	3	0	0
Water supply and flooding	3	4	0	0
Transport	16	4	0	1
Purchasing, supply and consumption	3	8	1	0
Education, Communication and Influencing Behaviour	1	3	3	0
Community	3	2	0	0
Total	53	36	6	1
%age	55%	36%	6%	1%

Successes (significant 'greens')

4.4 The following projects are particular successes to date:

Solar panels

4.5 Following the successful installation of solar panels on 40 corporate and community buildings in 2012, the Council has developed a project to put solar panels on the roofs of its retained social housing and the new headquarters building. The projects are expected to install around 1.5MW of generating capacity, quadrupling the Council's renewable energy generation. Installation is on track to take place in 2014/15.

HECA report

4.6 The Council published its HECA (Home Energy Conservation Act) report in December 2013. The report sets out the approach that will be taken to improve the energy performance of social and private housing stock in the borough.

- 4.9 Policy Committee resolved that Council staff should seek private sector partners to use 'Energy Company Obligation' (ECO) funding to address 'hard to treat' properties. This is one of several actions to save energy and address fuel poverty identified in the theme action plans.

Website launched - www.readingclimateaction.org.uk

- 4.10 A new website, acting as the 'shop window' for the strategy, was launched at the same time as the strategy in Sept 2014. This allows access to all of the strategy documents, as well as news on actions within the action plans. The website also promotes Reading Climate Action Network (RCAN) and allows members to sign up to challenges.

Repair Café established

- 4.11 The repair café is runs once a month and is a place where people can come to repair their possessions and share tools. This was launched in October 2013 and is now established, running successfully every month from donations and supported by Transition Town Reading and RLAB (www.rlab.org.uk) in various locations around Reading.

Reading Outdoor Classrooms

- 4.12 Reading outdoor classrooms is a ten year program run from a grant from Natural England, as part of their 'higher level stewardship agreement' which RBC has undertaken. Commenced in 2011, a dedicated officer takes classrooms out to Reading's wildlife areas. There are 25 trips a year, and each classroom goes three times a year. 530 children have been out since June 2013.

Ready Bike

- 4.13 The Bike Hire Scheme was launched on 10th June, with a led ride from Reading Station North to the Town Hall. The launch was well attended by the press and the Council's partners, including the University of Reading, Green Park and the Business Improvement District. Bike hire is now available for use at 27 docking stations with 200 bicycles. There are two further docking stations in phase 1 (Reading Station South and Earley Station) and these will go live later in the summer.

Re:start Local

- 4.16 The Re:start Local project has been running since June 2013. Funded by European Regional Development Fund the project aims to help

small and medium sized enterprises (SMEs) secure local business opportunities developing from the increasing number of renewable energy and low carbon building retrofit investments in South East England. Over the past year the council and its partners have held 'meet the buyer' and networking events, as well as a successful 'energy innovation day' at the University of Reading. We now have a network of 67 registered SMEs, mostly in the 'green economy', and are just entering the stage of establishing how much growth there has been in this sector during the period of the project.

Issues with Delivery

4.17 8% of actions (12 in total) have been designated 'red'. A number of these are more significant in that they are actions which are either not resourced ('Red (R)' in the full action plan), or have no lead deliverer agreed ('Red (De)' in the full action plan). These are listed in the table below.

4.18 The Reading Climate Change Partnership Board considered the significant 'reds' at their meeting on 2nd July, along with the next steps that need to take place in order to start to move these actions back to 'green' or at least 'amber' status or to review their place in the action plan. The remaining 'reds' will be considered and progressed by theme leads during the next reporting period.

4.19 Significant 'reds'

<i>Reference</i>	<i>Action</i>	<i>Lead deliverer</i>	<i>Progress/ key issues</i>	<i>Next steps</i>
	ENERGY SUPPLY			
Strategic Priority 4:	Increase amount of energy generated locally using renewable technologies			
T1SP4.10 Red (R)	Implement a bulk buy scheme for renewable energy	Transition Town Reading	Not progressed; TTR happy to co-lead, but need support with technical information. No resource to take forward at the moment.	Further discussions with TTR; investigate which other organisations could provide technical expertise; Re:start Local project could identify potential local suppliers
	LOW CARBON DEVELOPMENT			
Strategic Priority 4:	Enable uptake of Green Deal and associated grants in Reading			
T2SP4.2 Red (R)	Prepare scheme to publicise the Green Deal to appropriate households	Reading Borough Council	Green Deal bid for funding not successful; anecdotally scheme is not attractive at	Need to re-plan to access funding; planning now underway with

<i>Reference</i>	<i>Action</i>	<i>Lead deliverer</i>	<i>Progress/ key issues</i>	<i>Next steps</i>
			present. Significant changes to national scheme require new approach.	intended project partners.
	PURCHASING, SUPPLY & CONSUMPTION			
Strategic Priority 1:	Enable people to make sustainable purchasing choices			
T6SP1.1 Red (R)	Identify/support best practice champions in key areas	Reading Borough Council	Not progressed; resource required	Needs better definition as part of the annual review process
Strategic Priority 6:	Reduce waste by supporting the re-use and repair of products and materials			
T6SP6.4 Red (De)	Promote and disseminate knowledge widely re practical approaches	Kyocera	Kyocera does not have the expertise to lead; needs to be re-assigned, though happy to support	RBC to lead; awaiting development of Reading Waste Strategy
	EDUCATION, COMMUNICATION AND BEHAVIOUR CHANGE			
Strategic Priority 1:	Further integrate sustainable behaviour promotion and practice throughout schools, colleges, universities, and workplaces			
T7SP1.3 Red (R)	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.	Reading Borough Council	Limited progress; there is now no longer a dedicated officer for ECO schools work.	Some support still offered to schools on energy and carbon management; RCCP to look at on-line monitoring of ECO Schools
Strategic Priority 3:	Engage organisations in the private sector, including residential and commercial landlords, in effective action to mitigate climate change			
T7SP3.1 Red (R)	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	Reading Borough Council	Targeted campaign required but due to changes in govt offer regarding Green deal/ ECO, there is now a lack of resource.	RBC are currently planning an approach with delivery partners; links to housing condition work and to landlord requirements in Energy bill (2016 and 2018); University of Reading (UoR) may be able to support
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			
T7SP4.1	Identify available	Reading	Reading UKCIC are	Need to develop

<i>Reference</i>	<i>Action</i>	<i>Lead deliverer</i>	<i>Progress/ key issues</i>	<i>Next steps</i>
Red (De)	funding to support programmes to enhance range of training in 'green skills' available locally	UK CIC	currently unable to support this element of the strategy; links to action 4.2 below	more detailed proposal and identify skills gaps (see also below)
T7SP4.2 Red (De)	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	Reading UK CIC	As above	Need to investigate with partners a new lead deliverer; actions 4.1 and 4.2 likely to be merged and redefined as part of the annual review process

4.20 In summary, key issues include:

- Lack of resource to take forward T1SP4.10 (a bulk buy scheme for renewable energy) within the Energy Supply theme.
- Failure of the Green Deal bid has affected activities in Low Carbon Development (T2SP4.2) and Education, Communication and Influencing Behaviour (T7SP3.1).
- New lead deliverers need to be identified for actions in Education, Communication and Influencing Behaviour (T7SP4.1 and 4.2) and Purchasing, Supply & Consumption (T6SP6.4 and T6SP1.3).
- Some actions in Purchasing, Supply & Consumption and Education, Communication and Influencing Behaviour need redefining or clearer definition as part of the annual review of the action plans (T6SP1.1, T7SP4.1, T7SP4.2).
- The recent absence of a dedicated officer to work on ECO schools scheme has affected action in and Education, Communication and Influencing Behaviour (T7SP1.3) theme.

5.0 REVIEW OF ACTION PLANS

- 5.1 As discussions have continued with potential deliverers during the first six months of the strategy period, it has become apparent that some of the actions, and in particular their targets, will need to be reviewed and revised.
- 5.2 In order to incorporate these and other changes, the theme actions plans will be reviewed annually by the RCCP Board, starting this October.

- 5.3 The action plans are currently published on both RGBN (Reading Green Business Network) at www.rgbn.org.uk/haveyoursay and RCAN (Reading Climate Action Network) at www.readingclimateaction.org.uk/reading-climate-action/ and are therefore open to general comment. All comments will be considered by the Board as part of the review process. A revised action plan will then be published at the end of the first year of delivery.

6.0 READING CLIMATE ACTION NETWORK (RCAN)

- 6.1 As part of the strategy, Reading Climate Action Network (RCAN), a wider network of organisations, businesses, communities and individuals, was also launched in September 2013.
- 6.2 Members of RCAN seek to establish ways to meet the targets and aspirations of the strategy, committing to one of a number of possible challenges, including reducing their emissions by 7% a year.
- 6.3 Two meetings a year are planned to obtain wider interest and support in local action to deliver the strategy's action plans. The first meeting was held in May 2014, and gave updates on successful actions over the last six months.

7.0 CONTRIBUTION TO STRATEGIC AIMS

- *To Develop Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley*
- 7.1 The Council has made a commitment to lead in tackling climate change in Reading. The success of the delivery of 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.*
- 7.2 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.
- *To promote equality, social inclusion and a safe and healthy environment for all*
- 7.3 The health and welfare of the population of Reading depends in part on understanding and adapting to the impacts of climate change. Sustainable development and transport also lead to positive health outcomes.

8.0 COMMUNITY ENGAGEMENT AND INFORMATION

- 8.1 Extensive stakeholder engagement, including two very well attended workshops, influenced the development of 'Reading Means Business on Climate Change' from the outset.
- 8.2 A draft of the strategy was published for public consultation on 1st November 2012, running for six weeks until December 14th and was extended to February 2013.
- 8.3 The action plans are open for public comment via RGBN and RCAN websites (www.RGBN.org.uk and www.readingclimateaction.org.uk). Responses will be considered as part of the annual review of the action plans in October 2014.

9.0 EQUALITY IMPACT ASSESSMENT

- 9.1 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.
- 9.2 Support will be given to those who are struggling to afford their fuel bills. 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.

10.0 LEGAL IMPLICATIONS

- 10.1 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.
- 10.2 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.
- 10.3 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 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.

- 10.4 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. The publication of the UK National Energy Efficiency Action Plan in April 2014 outlines the range of public sector policies that apply to Local Authorities, although there are no specific binding targets.
- 10.5 Whilst a number of initiatives and investment proposals will be 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 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.
- 10.6 The Home Energy Conservation Act and Energy Act set out the obligations on the Council 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 published its HECA report in December 2013.

11.0 FINANCIAL IMPLICATIONS

- 11.1 The action plan will set 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 have only been included where they have been identified as deliverable within the existing budget framework of the Council. In many cases actions depend on national policies that have yet to be passed into legislation.
- 11.2 Under the revised constitutional arrangements the responsibility for climate change policy is now held by the Strategic Environment, Planning and Transport Committee. The action plans will be reviewed annually, and the committee will approve 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.

11.3 The financial implications of the delivery of the Council's 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 including schools. 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.

11.4 The delivery of the Council's actions in relation to energy management forms a key element of the financial savings programme of the Council. The strategy includes investment plans for the period 2013-16. These are included within the Council's budget.

12 BACKGROUND PAPERS

12.1 The full actions are attached as Appendix A.

THEME 1: ENERGY SUPPLY

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

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

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

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	Progress against target and measure	Key issues	RAG status ¹
T1SP1.1 ²	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)	Research engineer appointed and in process.	Lack of data on end uses. Limited up to date local data.	Green
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	Date being arranged for Summer 14 with key users.	Behind schedule	Amber
T1SP1.3	Council Energy Plan Programme - corporate buildings and new Civic Refurbishment project	2013-2016	Civic refurbishment project 2014 Low energy Street	Reading Borough Council	Public sector group	Some aspects of programme on track, others	All aspects of programme being progressed.	Amber

¹ Red = significant issues with either delivery or resourcing

Amber = work progressing or due to progress but delayed/ not to original timescale; issues but not significant

Green = complete or no issues and on time

² T = theme; SP = strategic priority

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status ¹
			lighting 2013 to 2016 Other building refurbishment projects 2014-16			behind schedule, but all elements progressing.	Some uncertainty around future of council buildings. LED street- lighting programme being re-modelled.	
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	None	Service Level agreement now ceased but dedicated officer in Education Assets team offers support on energy and carbon management.	Amber
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.	Final thesis preparation underway.	Limited data on heating and cooling systems locally esp. for smaller buildings.	Green
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	National roll out postponed but expect publicity by end 2015.		Green
T1PS2.3	Encourage and increase the number of meters and other resource monitoring/ saving devices installed in buildings and	March 2014	source resources to deliver messages year 2	Reading Borough Council	University of Reading	RBC installed 420 AMR (automatic meter reading)	Configuration of data systems to enable effective analysis and clear	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status ¹
	other energy/resource using facilities across Reading					electric meters and 38 AMR gas meters.	public information available.	
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	One site identified and incorporated into outline planning permission	Substantial infrastructure planning implications	Green
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	Agreed schedule		Green
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/investme nt.	Reading Borough Council,	Private sector	No progress yet		Green
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	Being progressed but behind schedule.	Resource pressure	Amber
T1SP4.2	Produce Reading Borough Council Energy and Carbon Management Policy	March 2014	Report to Strategic Environment, Planning and Transport	Reading Borough Council	Draft now planned for July 2014 - full evidence base	Being progressed but behind schedule.	Resource pressure	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status ¹
			committee March 14		to follow later			
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	Now planned for Sept.	Resource pressure	Amber
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	Solar - on track New Civic solar - on track 1 Biomass site commissioned		Green
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	Over 60 businesses registered. 28 with >8hrs assistance at May 14	Unlikely to achieve 60 businesses at 12 hours but more businesses overall.	Green
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	As above	As above	Green
T1SP4.7	Attract local and inward	Sept 2015	Identify investment	Reading UK CIC	Reading	Needs		

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status ¹
	investment for renewable energy development		routes for projects identified in 4.3.		Borough Council	consideration of current approaches and opportunities		
T1SP4.8	Encourage local communities and businesses to support the development of renewable energy in their communities .	July 2014	Communication plan for renewable energy for communities and businesses. Identify potential buildings and locations. Identify interested parties Provide technical advice to interested groups	Reading Borough Council	Reading Voluntary Action, Greater Reading Environmental Network, Transition Town Reading	A number of local initiatives being supported including hydro at Caversham lock. Communication plan will be joined to the Chapter 7 action 2.1.		Green
T1SP4.9	Create a number of community showcase facilities in Reading	March 14	Identify potential buildings, RISC solar and Green Park wind turbine, To identify others	Reading Borough Council	Reading International Solidarity Centre, Green Education	Information available at both sites.	Need to communicate these sites. Can include in comms plan	Green
T1SP4.10	Implement a bulk buy scheme for renewable energy	TBC	Identify opportunities for renewable energy supplier discounts	Transition Town Reading	Reading Neighbourhood Network	Not progressed	TTR happy to co-lead, need support with technical info in particular. No resource to take forward	RED (R)

READING CLIMATE CHANGE STRATEGY PEFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status ¹
							currently.	

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

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

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

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

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

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	Progress against target and measure	Key issues	RAG status
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		Part L of Building Regulations updated as from April 2014	Central government imposition of higher standards in building regulations delayed and diluted.	Amber
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		No progress.	Not yet clear how this will be progressed over next year	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
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		Element Energy Report (2012) documents status to that date.	Govt. policy and support unclear - progress delayed	Green
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	Climate Berkshire	Little progress	RBC stymied without government guidance; Govt. policy and support unclear therefore progress delayed	Green
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		Little progress with 'Resources' pages of RCAN website.	Lack of clarity on available national schemes and resource to find and update information.	Amber
T2SP2.2	Review performance of Reading homes as shown by the Private Housing Condition Survey and use information to target energy	September 2013: march 2015	Completion of Home Energy Conservation Act report.	Reading Borough Council	Housing associations and Landlord groups	Report reviewed - showed useful progress on energy saving	Progress had been made but fuel poverty still rising and ECO	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	saving activity and action.					2005-2011	Funding has now been cut back by central government.	
T2SP2.3	Develop case studies and show homes networks that encourage renovation and re-use of empty buildings rather than building 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	Not started - timescale is March 2015		Green
T2SP3.1	Provide personalised service to help house holders access Energy Company Obligation subsidies and other services/funding available.	ongoing til March 2017	Continue Warm Homes initiative.	Reading Borough Council	Energy companies and switching services	Continuing through RBC, Citizens Advice Bureau and Transition Towns Reading.	ECO Funding cut by government.	Green
T2SP3.2	Provide switching/energy bills advice service for those struggling to afford to heat their homes.	ongoing	Integrate into Warm Homes Initiative.	Reading Borough Council	Energy companies and switching services	CAB related project runs to June 2014, so no report on switching yet available		Green
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		Tax premium continues at 150% on empty properties; Annual report not required this period;	Complex issues involved. Policy and effectiveness should be reviewed.	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						132 empty homes in March 2014.		
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	No loans in period.	Scheme not attractive to landlords in this area.	Amber
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	Ongoing subject to funding	<ul style="list-style-type: none"> • 2 x staff available to provide service • Reach at least 100 households in need 	Reading Borough Council		<ul style="list-style-type: none"> • 2 x staff available to provide service • Reached 148 homes in need over winter. • Funding secured for next year from Public Health. 		Green
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, other Berkshire Authorities	Green Deal bid not successful, ECO Funding slashed by govt., so negotiations with prospective partner at risk.	RBC are working to progress in 2014 There should still be some ECO funding coming through, but no support funding.	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T2SP4.2	Prepare scheme to publicise the Green Deal to appropriate households	ongoing	Progress report with number of households contacted	Reading Borough Council		Green Deal bid for funding not successful; anecdotally scheme is not attractive at present. Significant changes to national scheme require new approach.	Need to re-plan to access funding; planning now underway with intended project partners.	Red (R)
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	Green Deal Pioneer Place funding now finished. Advice provision continued under Warm Homes initiative. No evidence of Green Deal promotion, or assessments, or loan up-take for this period.	Action needs redefining as part of annual review	Red
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	annually	<ul style="list-style-type: none"> • Number of participants at each stage • Funding allocated 	Reading Borough Council	Green Deal contracted party	Statistics not yet obtained but have been requested from DECC for Green	Statistics not readily available - but reporting target is annual	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	provider(s) in the area		<ul style="list-style-type: none"> Annual energy saving due to Green Deal Energy Company Obligation 			Deal		
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/ University of Reading		Opened discussions, identified need to scope activity with UoR and RBC. Identified knowledgeable researcher.	Researcher not available until July/August 2014. UoR proposing an external workshop to cover all topics for collaboration.	Amber
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	No progress yet - too early to comment on availability of resources.	Govt. scrapping Code for Sust Homes and seems to be seeking to minimise regulation	Amber
T2SP5.3	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	RBC discussing scope of potential project with UoR	UoR proposing an external workshop to cover all topics for collaboration.	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
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)	Discussions have begun about integrating proactive measures into the Berkshire Heatwave plan. Preliminary inquiries have begun into the energy efficiency and low/no carbon opportunities within the 'care' estate, within the context of the Councils energy efficiency investment programme.	Berkshire level plan appears to be primarily response oriented rather than proactive. Need to understand method of assessment of risks and adequacy of proposals.	Green
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		As above		Green
T2SP6.3	Ensure public spaces and park-areas have sufficient shade and places to rest to reduce risks of	March 2014	See Tree Strategy	Reading Borough Council	Tree wardens	Tree planting continuing	Need to ask for evidence of planning for	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	over-exposure to sun and potential health impacts, through implementation of Tree Strategy (see Natural Environment chapter and Action Plan)						shade Likely to suggest Tree Strategy target of increasing canopy cover by 10% by 2030 as part of review	
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	Reading Borough Council	No progress. Have not identified who may be able and willing to take this forward.	UoR proposing an external workshop to cover all topics for collaboration.	Amber
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 into account in design and planning	March 2015	Planning policy review	Reading Borough Council	University of Reading	Review is planned by RBC but specific elements not currently resourced.	UoR proposing an external workshop to cover all topics for collaboration.	Amber
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	ongoing	Consultation response from RCCP to Local Plan	Reading Climate Change Partnership	Local Enterprise Partnership Climate Berks	No evidence of action - not clear if any sections of LDF have been subject to	Need to ensure RCCP is formally consulted on revision of LDF documents	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	manage the amount, type, and location of housing and business development in and around Reading to deliver a low-carbon (and low-cost) economy					consultation in this period.		

Theme 3: Natural Environment

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

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	Progress against target and measure	Key issues	RAG status
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		Nothing to report in period		Green
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	On track - progress reported in the Annual Monitoring Review.		Green
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	Tree Strategy is being progressed but there is no monitoring. Orchards	Resourcing to monitor strategy	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						planted in 3 locations. Open spaces strategy actively used but not monitored - 3 new areas; Reading Waterspace vision was never adopted.		
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	Management of Conservation grass areas contracted out. Council website currently being re-written. Urban pollinators project recently finished.		Green
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	RBC sitting on board and contribute financially.		Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
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	Reading Borough Council	Thames Valley Environmental Records Centre,	On track - ongoing		Green
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	Last update completed in 2014.		Green
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	BNLP now established and deciding its priorities. No progress report yet.	Target and milestone date needs reviewing.	Amber
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		Report by TVERC complete		Green
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	No progress - proposed postponement.	Timescale to be reconsidered as part of annual review	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
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		No checklist but planning policy framework makes certain requirements for trees and other green infrastructure.	Not aligned with current work programmes.	Amber
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	No progress reported although possible use of RCAN website for this.		Amber
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.	The Core Strategy sets out the framework. There are some specific management plans for certain sites - e.g. Kennet Island, A33		Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T3SP1.14	Assess and seek improvement of railways as wildlife corridors	March 2014	Identify activity through existing management plans.	Network Rail	Berkshire Local Nature Partnership	No progress	No local advocate identified	Red
T3SP2.15	Sustain and grow local wildlife activities, especially for children	Ongoing	Wildlife community events (Estimated 94 meets in 2012)	Econet, Globe Groups	Connect Reading (businesses)	Estimated 70 volunteering sessions from Sept - March.		Green
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	Between June 2013 and March 2014, 527 primary school children received a free outdoor lesson in one of Reading's wildlife sites.		Green
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	No progress received		N/A

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

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

Strategic Priority 3: Reduce risks of damage due to flooding

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T4SP1.1	Publish and deliver the Water Resources Management Plan	ongoing	Improved 'Supply Demand Balance'	Thames Water	Environment Agency	Revised draft published in December 14. Delivery begins in 2015.		Green
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	No bans since in 2012 when there was a temporary use ban. First monitoring period very wet and water table are high in the UK currently.		Green
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	Awaiting review of planning policy docs		Green
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	Climate Berks	Local Economic Partnership, Reading UKCIC, Chamber of Commerce, Thames Water, Environment	N/A		N/A

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
					Agency			
T4SP1.5	Reduce demand for water in existing buildings by providing free water saving devices	ongoing	Deployment of devices to building operators.	Thames Water		Unknown -	Theme Lead resource	N/A
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		Subject to planning policy review - forthcoming.	NPPF much reduced requirements for policy.	Green
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	N/A	No progress	Amber
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	No Progress	Theme Lead Resource	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
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.	Reading Borough Council	Reading Borough Council, Thames Water	Not progressed		Amber
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		The emissions associated with delivering a mega litre (ML) of water have increased by 10 kg of CO2 equivalent emissions per ML compared to 2011/12 whereas wastewater service decreased in 2011/12 compared to 2010/11 by 42 kg of CO2 equivalent emissions per ML.	Increased water pumping activity in 12/13. No data for climate change strategy period yet.	Amber
T4SP3.1	Issue flood warnings	ongoing	As per Flood Management Programme.	Environment Agency	Other principal response agencies	Not known, although high number of flood warnings were issued in 2014		N/A

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						floods.		
T4SP3.2	Implementation of Council Flood Plan	ongoing	Annual report	Reading Borough Council		Flood plan initiated in 2014		Green
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)	Work done on SuDS but not SuDS advisory panels on hold at national level.	"The Government remains committed to implementing SuDS at the earliest available opportunity, but not in a way that affects development".	Amber
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	As above		Amber
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	Flood mapping by EA used by emergency response team. Community preparedness work but more proactive resilience work not undertaken	Resource constraints	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
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	Some activity including surface water management plan, but action plan not prepared or agreed		Amber

THEME 5: TRANSPORT

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

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

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

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

Strategic Priority 5: Reduce the air pollution from vehicles

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T5SP1.1	Build pedestrian cycle bridge	March 2015	procure, build, monitor use	Reading Borough Council	Sustrans, landowners	Procurement underway; public exhibitions this month	Third party matters delay programme. Timescale does not include monitor use.	Green
T5SP1.2	Launch cycle hire	Spring 2014	monthly use	Reading Borough Council	Various	Installation underway, launch scheduled shortly after local/EU elections	Long term viability	Green
T5SP1.3	New and upgraded premier cycle routes	ongoing	new links and new facilities	Reading Borough Council, (Local Sustainable Transport Fund partnership)		London Road route upgrade underway; other upgrades programmed for Summer 2014	Availability of longer term funding	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T5SP1.4	Support electric vehicle charging	2014	to be developed	Reading Borough Council, business	Car park operators	Electric vehicle charging point funding secured and procurement complete	Compatibility of charging points with vehicles varies	Amber
T5SP1.5	Apply best practice (from around UK) to road layouts	ongoing during resurfacing programme	reduction in injury accidents	Reading Borough Council		Delivered road safety programme 2013-14; 2014- 15 programme agreed March Committee		Green
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	Town Hall Square enhancement completed; new cycle stands installed at a number of schools and 7 other local destinations; pedestrian crossing enhancements at 4 locations.	Availability of longer term funding	Green
T5SP2.1	Expand low energy lighting and control (e.g. dimming)	ongoing	monitor energy use	Reading Borough Council, Local Sustainable Transport Fund	SSE	Lighting replaced with low energy on 80 roads and	Availability of longer term funding	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
				partnership		footways. LSTF programme of upgrades nearing completion.		
T5SP2.2	De-illuminate street furniture	ongoing	monitor energy use	Reading Borough Council	SSE	Decluttering programme underway.		Green
T5SP3.1	Reallocate road space to public transport and cycling	ongoing	By road or route	Reading Borough Council		Kings Road bus lane extension installed; Work underway at Cemetery Junction; Cycle lanes Berkeley Ave		Green
T5SP3.2	Improve traffic signal operation	ongoing	By junction	Reading Borough Council		Phase 1 procurement complete; Phase 2 scheme design underway		Amber
T5SP3.3	Management of transport related assets	ongoing	Faults, repair rates, response in extreme weather	Reading Borough Council		Annual programme of resurfacing and repair; accelerated by additional funding to respond to extreme		Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						weather		
T5SP3.4	Give appropriate advice for new development	ongoing	to be developed	Reading Borough Council	Developers	Ongoing		Green
T5SP4.1	Personalised travel planning (arranging travel plan for individuals)	to March 2015	Take customers through questionnaire - Conversations held	Reading Borough Council	Businesses	25 days of events scheduled with businesses in 2014 through April, 380 conversations held in Jan-Feb 2014	Business participation	Green
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	Walking and cycling challenges and promotions have attracted over 7,000 participants in 2013-14 and larger challenges are underway this year.		Green
T5SP4.3	Parking/bus lane enforcement (inc. camera car)	ongoing	to be developed	Reading Borough Council		Ongoing		Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T5SP4.4	Promote new website and add to functionality	to March 2015	Measure use and app development	Reading Borough Council	Media, business	Open data server relaunch planned for summer 2014; data being used	IP rights resolved	Green
T5SP4.5	Variable Message Signing expansion	2013	to be developed	Local Sustainable Transport Fund partnership		VMS installed at 28 locations, replacing or supplementing lower quality VMS at 12 locations		Green
T5SP4.6	Introduce a Smart ticketing system	to March 2015	Increase sustainable travel	Reading Borough Council, Reading Transport Ltd	Various	Reading Buses and Reading Borough's contract Park & Ride services offer smart ticketing, the uptake of which has been increasing substantially over the last year.	Potential for wider integration with other services/ modes dependent upon business cases and commercial agreements between third parties.	Green
T5SP4.7	Social media use for travel planning	ongoing	More reliable journey planning	Community, business		Social media outlets available and used by third parties; bidding for funding to	Availability of future funding; Accuracy of data for journey planning if sourced from	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						integrate with journey planning further.	third parties.	
T5SP4.8	Planned extension of 20mph speed limits/zones as appropriate to local conditions	ongoing	New schemes annually	Reading Borough Council, Police		Eastern area 20mph zone to be advertised.		Green
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	Planning permission secured. Procurement underway to build at Southeast and South. Funding secured for western Park & Rail	Timescale for completing legal agreements and legal resource	Amber
T5SP5.2	Parking management	ongoing	Restrictions, enforcement	Reading Borough Council		Annual SPA programme		Green
T5SP5.3	Bluetooth network management	2013	Journey time reliability	Reading Borough Council, Local Sustainable Transport Fund partnership		Installation of Bluetooth underway	Procurement and contract delays, but now resolved	Green
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	To be developed		N/A

Theme 6: Purchasing, Supply and Consumption

Strategic Priority 1: Enable people to make sustainable purchasing choices

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

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

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

Strategic Priority 5: Increase recycling rates

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	Progress against target and measure	Key issues	RAG status
T6SP1.1	Identify/support best practice champions in key areas	Sept 14	form a delivery group, recruit champions	Reading Borough Council	Connect Reading	Not progressed; resource required	Needs better definition as part of the annual review process	Red R
T6SP1.2	Gather information on best practice	Mar 15 then ongoing	Publish best practice from delivery group on Reading Climate Action website.	Reading Borough Council		Case studies have been published on RCAN website		Amber
T6SP1.3	Establish a forum for sharing ideas	Mar 15 then ongoing	Forum launch	Reading Voluntary Action	Reading International Solidarity Centre (RISC)	Reading Green Business Network (RGBN) has been further developed and Reading Climate Action Network (RGBN) and website was	RVA are happy to support a forum 'in kind' but not to start one; another lead may need to be identified	Amber

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Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						launched in 2013		
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)		Guide is completed and available to local companies and councils participating in the Re:start Local Project	Target need to be considered as part of annual review	Green
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	Kyocera has collated some initial information		Amber
T6SP3.1	Organise regular seminars on key subjects such as circular economy.	Sept 14	First seminar. 1 per annum	University of Reading		Seminar delivered May 2014		Green
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		No progress in period	Need to identify data source for Reading businesses	Amber
T6SP4.1	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	No progress in period	Need to establish the correct contacts	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T6SP4.2	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	Work in progress, since the toolkit is now available; Demeter Development have requested a meeting with RBC procurement team		Green
T6SP4.3	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.	Proposals being developed		Green
T6SP4.4	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	Kyocera happy to act as a champion	Role of champion needs more clearly defining.	Amber
T6SP4.5	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	Some workshops have been held with suppliers particularly around reducing travel and energy costs in their operations		Amber
T6SP4.6	Develop financial and non-	Dec 14	Category award	Reading Climate	WRAP	No progress in	Target needs	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	financial incentives (e.g. challenges, promotions) and competition.		best organisation for Sustainable procurement/waste.	Change Partnership		period	reviewing	
T6SP4.7	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		So far 3 demand/ supply chain events ('Meet the Buyer') have been held for local companies		Green
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	Initial meeting held with Re3		Amber
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		Further definition needed.	N/A
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		Work progressing, including targeted communications		Green
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	Currently looking in to recycling for plastic and other materials to build on the cardboard collection which		Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						will be re-launched to further increase participation		
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	Re3 have agreed to provide case studies to show best practice.	Need to consider if lead deliverer is most appropriate	Amber
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	Re3 have agreed to provide case studies to show best practice.	Needs closer collaboration with WRAP	Amber
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		No progress in this period		Amber
T6SP6.4	Promote and disseminate knowledge widely re practical approaches	year 1 and ongoing	% waste reduction for subsectors of borough to 2018	Kyocera		Kyocera does not have the expertise to lead; needs to be re-assigned, though happy to support	RBC to lead; awaiting development of Reading Waste Strategy	Red (De)

THEME 7: EDUCATION, COMMUNICATION AND INFLUENCING BEHAVIOUR

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

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

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

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	Progress against target and measure	Key issues	RAG status
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...)	Surveys by New Directions and RBC/ Connect Reading being considered to decide which is suitable for mapping	This is quite a large undertaking with no resource to conduct it	Amber
T7SP1.2	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	UoR has developed a plan which includes behaviour change	The individual establishments would need to develop their own resources.	Amber
T7SP1.3	Encourage school children to become involved in local projects to encourage action to raise awareness of and tackle climate	March 2014	<ul style="list-style-type: none"> ● Raise level of achievement in Eco schools programme ● Change with 	Reading Borough Council	University of Reading, Community groups, external	Limited progress; there is now no longer a dedicated	RCCP to look at on-line monitoring of ECO Schools	Red (R)

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	change and encourage continued participation in ECO schools scheme.		Climate Programme delivered		groups such as Inter-Climate Network	officer for ECO schools work.		
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	Communication strategy due July / August; RCAN website launched Sept 2013 and news regularly updated.	There are technical limitations with the website	Amber
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	Follow on from above action.	Funding to create a 'campaign'	Amber
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	No progress in period	Target needs reviewing	Amber
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		No progress in this period - it was felt that it is too early for	Timescale and remit of the group needs to be reviewed - there	Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						the behaviour change group to re-form	needs to be a defined project and possibly funding before sub-group re- forms	
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	Reading Borough Council and other public sector organisations	As 2.4		amber
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		As 2.4		Amber
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	As 2.4		Green
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	As 2.4		Green
T7SP3.1	Develop approaches to promote and engage landlords (and their tenants) across Reading to take	March 2014	<ul style="list-style-type: none"> Identify key stakeholders/ 	Reading Borough Council		Targeted campaign required but	RBC are currently planning an approach with	Red (R)

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	up energy efficiency measures taking advantage of Green Deal/ Energy Company Obligation as appropriate		groups <ul style="list-style-type: none"> • Research activity elsewhere • Convene forum to discuss • Incorporate into Home Energy Conservation Act report 			due to changes in govt offer regarding Green deal/ ECO, there is now a lack of resource	delivery partners; links to Council's housing condition work and to backstop dates on Energy bill (2016 and 18); UoR may be able to support	
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		As 3.1		Red
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		As 3.1		Red
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	Reading UKCIC are currently unable to support this element of the strategy; links to action 4.2 below	Need to develop more detailed proposal and identify skills gaps (see also below)	Red (De)
T7SP4.2	Work with the building industry, professional bodies and educational establishments to	Sept 14	Report on education in low carbon techniques	Reading UK CIC	Reading Borough Council	As above	Need to investigate with partners a new	Red (De)

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
	identify and further develop training or guidance on low-carbon construction and renovation skills						lead deliverer; actions 4.1 and 4.2 likely to be merged and redefined as part of the annual review process	
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		Incorporated into Head of Planning JD		Green

Theme 8: Community

Strategic Priority 1: Building community activity relating to sustainable communities

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

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

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

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T8SP1.1	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		First RCAN meeting held - help to establish activity; Action T7SP1.1 contribute towards this	The links to the wider communications plan; RCAN outcomes need clearer definition	Green
T8SP1.2	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	Grants offered to all groups; RNN encouraging members with regular messages in 2014; Winter Watch / Draught Busters projects reach wider audience	Key messages need to be defined	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
					members	through shared issues; Connect Reading agreed to send regular messages to their members on climate change issues and hosting a flood / heat wave conference in October; TTR/ GREN active with projects to build relationships.		
T8SP1.3	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	RCAN event gave action updates from community sector. Very positive feedback; RCCP project support fund will help build relationships as	Vary topics in future RCAN meetings to get range of groups;	Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
						groups highlight their project for financial support; TTR have new projects & continue old projects, lots of activity, outreach & opportunity to get involved.		
T8SP2.1	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	1) Identify & approach potential asset holders. 2) Identify 3 community assets to invest in energy efficiency, food growing and renewables. 3) Seek investment to benefit those who come forward.	Reading Borough Council	TTR, GREN, RVA, GLOBE groups, Food4 Families,	1) No progress 2) Reading Sust Centre are looking at Hydro scheme on Caversham Lock; Springboard are looking at City Farm sites 3) Dependent on 2 above - RBC are assisting wherepossible.		Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T8SP2.2	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 	-Reading Borough Council -Food4Families / Reading Food Growing Network.	Transition Town Reading (orchard and bulk buying sub-groups); organisations with buildings/ grounds	<p>Allotment strategy is being delivered;</p> <p>TTR planted 40 fruit trees in Prospect Park and 50 in Waterloo Meadows;</p> <p>RFGN was launched in autumn 2013; planning a 'harvest festival' instead of 'Town Meal' in autumn 2014</p> <p>20 F4F food growing gardens set up</p>		Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T8SP2.3	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		Research progressing, making links with national organisations & seeking funding from a variety of sources. Making project announcement in autumn 2014.		Amber
T8SP2.4	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	No progress	Resource may be an issue. Timescale may need to be reviewed as part of annual review	Amber
T8SP2.5	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	No progress in period		Amber

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T8SP3.1	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/comm unity/public sectors	Complete through Education, Communication and Behaviour change theme; Part completed through TTR repair cafe		Green
T8SP3.2	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	Complete through Education, Communication and Behaviour change theme		Green
T8SP3.3	Build 'share and repair' movement, increasing skills in the community and reducing waste	March 2015	1.Establish sharing network 2. Identify community champion(s) 3. Establish list of organisations that can repair and refurbish products	Transition Towns Reading	Greater Reading Environmental Network, Reading Voluntary Action	Monthly Repair café established by TTR in Oct 2013.		Green

READING CLIMATE CHANGE STRATEGY PERFORMANCE REPORT (OCT 13 - MARCH 14)

Ref	Action	Timescale	Target & measure/ milestone	Lead delivery partner(s)	Other delivery partners	Progress against target and measure	Key issues	RAG status
T8SP3.4	Mainstream sharing initiatives in Reading residents / businesses culture	March 2016	Recruit business partners and expand network	TRR / Connect Reading To be identified		Partly complete through Education, Communication and Behaviour change theme		Green
T8SP4.1	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	Community focussed on Local Economy Festival to elicit interest, research will be part of festival workshops	Review target	Green
T8SP4.2	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 Towns Reading	Reading Borough Council, Reading UK CIC Federation of Small Businesses, RVA (Highbridge exchange / The Real Business Club)	TTR have initiated a group to consider a 'Boost Reading' festival in March 2015. Debates / workshop will be part of research	Project support form submitted for further help with festival	Green

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT COMMITTEE		
DATE:	16 th JULY 2014	AGENDA ITEM:	14
TITLE:	BUS SERVICE OPERATORS GRANT (BSOG) DEVOLUTION OF FUNDING		
LEAD COUNCILLOR:	COUNCILLOR	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TONY PAGE	WARDS:	BOROUGH WIDE
	TRANSPORTATION & STREECARE		
LEAD OFFICER:	RUTH LEUILLETTE/	TEL:	0118 937 2069
	STEPHEN WISE		0118 937 3735
JOB TITLE:	DEPUTY HEAD OF HIGHWAYS & TRANSPORT / SENIOR TRANSPORT PLANNER	E-MAIL:	ruth.leuillette@reading.gov.uk
			Stephen.wise@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To update the Strategic Environment, Planning & Transport Committee on the transfer of responsibility for payment of Bus Service Operators Grant (BSOG) for contracted bus services to Reading Borough Council, from the Department for Transport.

2. RECOMMENDED ACTION

- 2.1 That the Strategic Environment, Planning & Transport Committee note the report.
- 2.2 That the Committee agree to officers continuing implementing the reimbursement arrangements as set out in paragraph 5.4.

3. POLICY CONTEXT

- 3.1 The proposals are in line with the Reading Borough Council's adopted third Local Transport Plan.
- 3.2 The proposals are in line with Reading Borough Council's Public Transport Strategy.

4. BACKGROUND

- 4.1 The Department for Transport (DfT) informed Reading Borough Council on 30th September 2013 of its intention to devolve payment of Bus Service Operators Grant (BSOG) for contracted bus services to local councils as part of its BSOG reforms. The concept behind BSOG reform were previously consulted on and despite RBC's and others responses that we did not feel this was an effective reform, and in effect only moving the same funding around via a different method, the DfT made the changes.
- 4.2 The effect of the decision is to make Reading Borough Council responsible for receiving money from DfT and then making payments of this BSOG to operators of contract services.
- 4.3 The September 2013 letter contained the methodology that was to be used by DfT in calculating the money to be paid to each local authority. RBC challenged the methodology as it results in a final figure being decided by DfT, based on a snapshot in time, with no change being permitted in the future.
- 4.4 Despite the above reservations a check of the proposed level of devolved BSOG grant to RBC (and thence to operators) with the level of funding that had previously been directly claimed by operators of RBC contract services showed that there would be sufficient to make the same level of payments, although these would not be able to rise with inflation or be able to reflect any increase in contracted bus operation over time.
- 4.5 The first payment of £18,548 was paid to RBC in January 2014 and this covered a quarterly period claim from Reading Transport Ltd of £15,175 submitted in March 2014 for the period up to 31st March 2014. Reading Transport Ltd is the only bus operator with a current contract with Reading Borough Council, hence the payment only being made to one contract bus operator.
- 4.6 The second payment was made in April 2014 to RBC consisting of £74,192 which is to cover an annual claim for the period April 2014 to March 2015. The intention is to pay the quarterly claims from Reading Transport Ltd from this amount. As noted above this amount is fixed and will not be adjusted in future years to reflect either changes in service patterns or changes to inflation.

5. PROPOSED ACTION

- 5.1 The Department for Transport (DfT) has made it clear that although Local Authorities may use the money to pay for local transport generally, the intention is that this money is paid to bus companies operating contracted bus services, as it is money that was previously paid directly by DfT for this purpose.

- 5.2 Reading Borough Council tendered bus contracts for greenwave and Nighttrack bus services, and these were won through an OJEU procurement process by Reading Transport Ltd who offered the most economically advantageous tenders. The contracts started in November 2012 and all tenders assumed the then current arrangements for BSOG claims would continue.
- 5.3 The above arrangements could be varied to not pay the BSOG element, but this would likely result in the cost of the contracts being revised upwards to take account of the lack of BSOG received by the bus operator.
- 5.4 In view of the above it is proposed to continue to accept claims for reimbursement of BSOG from RBC, from the bus operator concerned, based on the DfT BSOG criteria of mileage operated, up to the level of grant received from the DfT and for these claims to be paid quarterly in arrears.

6. CONTRIBUTION TO STRATEGIC AIMS

- 6.1 The continued development of high quality bus services is an integral part of the Council's transport strategy to help develop Reading as a Green city with a sustainable environment and economy at the heart of the Thames Valley

7. COMMUNITY ENGAGEMENT AND INFORMATION

- 7.1 There is no community engagement foreseen for this administrative procedure.

8. LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising from this report.

9. FINANCIAL IMPLICATIONS

- 9.1 The Council will have to pay the costs of its bus contracts either with due regard to the expected reimbursement of the BSOG grant via RBC, or if it did not want to pay this grant on, would have to pay increased contract costs to reflect its loss to the bus operator.
- 9.2 In the first payment made there was a small surplus retained by RBC of £3,373. If this level continued for the full year of 2014-15 the surplus would be £13,491. However as the claim will be based on the DfT BSOG criteria of mileage operated, and the mileage operated on the greenwave contract will have increased due to higher frequency of services being operated, it is anticipated that the full BSOG grant will be allocated.

10. BACKGROUND PAPERS

- 10.1 None.