

To: Councillor Tickner (Chair),  
David Absolom, Anderson, Ayub, Chrisp,  
Dennis, Duveen, K Edwards, Jones,  
Maskell, Page, Stanford-Beale, Whitham  
and Willis.

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17 November 2014

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**NOTICE OF MEETING -STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE -  
25 NOVEMBER 2014**

A meeting of the Strategic Environment, Planning and Transport Committee will be held on Tuesday 25 November 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 MEETING OF THE STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE HELD ON 16 JULY 2014		1
3. MINUTES OF THE MEETINGS OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE OF 11 SEPTEMBER AND 4 NOVEMBER 2014		10

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4.	MINUTES OF OTHER BODIES		
(A)	READING CLIMATE CHANGE PARTNERSHIP BOARD - 22 OCTOBER 2014		36
(B)	JOINT WASTE DISPOSAL BOARD - 5 JUNE AND 18 SEPTEMBER 2014		40
(C)	AWE LOCAL LIAISON COMMITTEE - 17 SEPTEMBER 2014		46
5.	PETITIONS		-
	<p>Petitions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's Powers &amp; Duties which have been received by Head of Legal &amp; 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 &amp; Duties which have been submitted in writing and received by the Head of Legal &amp; 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 &amp; Duties which have been the subject of Decision Book reports.</p>		
8.	PRESENTATION FROM THE ATOMIC WEAPONS ESTABLISHMENT (AWE) ON THE STRUCTURE AND COMPOSITION OF THE AWE LOCAL LIAISON COMMITTEE AND THE TIMESCALES FOR THE SUBMARINE DISMANTLING PROJECT	BOROUGHWIDE	56
	<p>A presentation from Hadyn Clulow, AWE Site Director, and Fiona Rogers, AWE Head of Corporate Communications to update the Committee on the AWE Local Liaison Committee (LLC) and on the timescales for the Submarine Dismantling Project.</p>		
9.	REVISED LOCAL DEVELOPMENT SCHEME	BOROUGHWIDE	58
	<p>To update the Committee on the progress of the current Local Development Scheme, and to seek approval for a revised Local Development Scheme.</p>		
10.	ANNUAL CARBON FOOTPRINT REPORT 2013-2014	BOROUGHWIDE	96
	<p>To update the Committee of the progress made by the Council towards achieving a 50% reduction in its emissions of greenhouse gases by 2020 and to approve a change in the future reporting of the Council's carbon footprint.</p>		

11.	WATER SECURITY SCRUTINY REVIEW - UPDATE	BOROUGHWIDE	118
	To update the Committee on the proposed scope for the Water Scrutiny Security review that is being carried out by a Councillor task-and-finish group.		
12.	COMMUNITIES AND LOCAL GOVERNMENT (CLG) / DEPARTMENT FOR ENVIRONMENT, FOOD & RURAL AFFAIRS (DEFRA) CONSULTATION ON PROVIDING SUSTAINABLE DRAINAGE SYSTEMS THROUGH THE PLANNING PROCESS	BOROUGHWIDE	121
	To inform the Committee of the latest proposals to include Sustainable Drainage Systems within the Planning Process and of the Planning Application Committee's response to the DEFRA consultation.		
13.	THE COMMUNITY VALUE OF PUBS	BOROUGHWIDE	128
	To inform the Committee of the existing policy and proposals to address the suggestions made in the Council motion of 21 October 2014 to provide a level of protection for public houses.		

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**Present:** Councillors Tickner (Chair), Anderson, Ayub, Chrisp, Dennis, Duveen, K Edwards, Jones, Maskell, Page, Stanford-Beale, Whitham and Willis.

**Apologies:** Councillor DL Absolom

**2. MINUTES**

The Minutes of the meetings of 19 March and 11 June 2014 were confirmed as a correct record and signed by the Chair.

**3. MINUTES OF TRAFFIC MANAGEMENT SUB-COMMITTEE**

The Minutes of the meetings of the Traffic Management Sub-Committee of 13 March and 25 June 2014 were received.

**4. MINUTES OF JOINT WASTE DISPOSAL BOARD**

The Minutes of the meeting of the Joint Waste Disposal Board of 13 March 2014 were submitted.

**Resolved:** That the Minutes be noted.

**5. AWE LOCAL LIAISON COMMITTEE UPDATE**

The Director of Environment and Neighbourhood Services submitted a report updating the Committee on recent changes to Reading Borough Council's Local Liaison Committee (LLC) representatives, the most recent LLC meeting, and the creation of a Pangbourne Pipeline Decommissioning steering group, and making the Committee aware of a review of wider LLC membership that was presently underway.

The report stated that there was no legal duty for the operator of a Nuclear Licensed site to host a Local Liaison Committee (or Site Stakeholder Group (SSG) as they were called at some Nuclear Licensed sites), nor was there any national guidance stipulating the composition of their membership or Terms of Reference. The AWE LLC provided 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) had responsibility for running the LLC and the committee met four times a year, providing a platform to discuss the operation of the site as it affected the local community.

The current RBC representatives on the AWE LLC were Councillors Stanford-Beale and Livingston. The current membership of the AWE LLC was restricted to AWE and MoD staff, Councillors from surrounding areas, and the West Berkshire Council Emergency Planning Officer. Membership of the AWE LLC had been a topic of discussion at recent LLC meetings and a steering group had been set up to review the terms of reference of the group, and the code of conduct for members. A sub-group had also been set up to review the criteria for LLC membership going forward. No decisions had yet been

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made although initial indications suggested that local MPs and Emergency Planning Officers from each Council were likely to be included as additional formal members of the AWE LLC in future.

The report also outlined the history of the Pangbourne Pipeline which had been used to discharge pre-treated wastewater from the AWE Aldermaston site into the river near Pangbourne until its closure in 2005 and replacement the following year by an on-site waste treatment site. The discharge end of the Pangbourne pipeline, known as the sparge pipe, had now been dismantled and disposed of safely, and the remainder of the pipeline would be removed or otherwise made safe in accordance with procedures agreed with and monitored by regulators. A Pangbourne Pipeline Decommissioning Steering Group was being established, although the membership of the Group had not yet been confirmed at the time of writing the report.

At the invitation of the Chair, Mr P Burt addressed the Committee.

The report had attached:

- A Local Liaison Committee Joint Steering Group discussion paper on options to broaden the membership of the LLC (Appendix A);
- A letter from Councillor Page to the Secretary of State for Defence dated 12 February 2014. The letter had appended Councillor Page's responses to two questions asked by Mr P Burt at the Council Meeting on 28 January 2014. Councillor Page had requested the Ministry of Defence to ask the AWE 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 (Appendix B);
- The response to Councillor Page's letter from the Philip Dunne MP, Minister for Defence Equipment, Support & Technology, dated 13 March 2014 (Appendix C).

**Resolved:**

- (1) That the response from Philip Dunne MP of 13 March 2014, in particular, the reference to the lack of national guidance on attendance by the public, local community groups and non-government organisations at LLC meetings, and the recognition that different LLCs might have different attendance arrangements, be noted;
- (2) That the Council's representatives on the AWE Local Liaison Committee re-iterate the Council's position as stated in Councillor Page's letter of 12 February 2014;
- (3) That a representative of AWE be invited, if possible, to the next meeting of the Committee to discuss the composition of the Local Liaison Committee.

(Councillor Willis declared an interest in the above item. Nature of Interest: Councillor Willis was employed by the Ministry of Defence.)

**6. WATER SECURITY SCRUTINY REVIEW - UPDATE**

The Director of Environment and Neighbourhood Services submitted a report highlighting the Water Security scrutiny review carried out in November 2012 by the External Overview & Scrutiny Commission.

The report stated that in November 2012 the External Overview and Scrutiny Commission had set out a framework to work with partners to review a Water Security and Management Plan for Reading. The outcome of this process was attached as Appendix A to the report. The Commission had 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.

As a part of this process, Thames Water had produced a Water Resources Management Plan for the period 2010 to 2035, which included 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.

The report stated that Thames Water had carried out a number of investments in their infrastructure over the past few years which had had a temporary impact on the Reading Road Network over recent months. Whilst this investment was essential in providing secure water supplies and waste water capacity, the impact of these improvement works could be significant. Thames Water had worked closely with Reading Borough Council to ensure that these planned works minimised disruption wherever possible.

More recently, Thames Water had identified a number of structural failures with their infrastructure (primarily emergency repairs resulting from water leaks or sewer collapses). Whilst by definition these works were emergency repairs and could not be planned, the negative impact that these works created was significant. This could be evidenced most recently with the closure of the A4 Bath Road for four weeks during May 2014, due to a major sewer collapse. The combination of emergency closures such as the Bath Road (there were 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, was significant and was causing delays to traffic in Reading.

The purpose of reviewing the Water Management Plan now was to ensure that the Plan remained current and was adequate to minimise the ongoing infrastructure failures.

**Resolved:**

- (1) That the work carried out by the External Overview and Scrutiny Commission as detailed in Appendix A, be noted;**

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- (2) That an update review be carried out and Thames Water be invited to a future SEPT Committee meeting to provide a programme update for Reading;
- (3) That a Task and Finish Group comprising Councillors Jones (Chair), Chrisp, Duveen, K Edwards, Maskell, Stanford-Beale and Whitham be established to undertake the review and report back to the Committee;
- (4) That the Task and Finish Group be authorised to finalise its terms of reference at its first meeting.

**7. SEVERE WEATHER POTHOLE FUNDING AWARD - ADDITIONAL ALLOCATION 2014-15**

The Director of Environment and Neighbourhood Services submitted a report seeking approval to extend the additional Pothole Repair Plan beyond July 2014 so that it could include unclassified roads within Reading with completion due by March 2015.

The report set out the Council's statutory duties relating to highway maintenance and contained details of the current procedures for the inspection and repair of potholes.

Section 4.5 of the report contained details of the additional Pothole Repair Plan for 2014-15, which had been produced following the award by the Government in June 2014 of an additional sum of £163,833 for pothole repairs. The Repair Plan included a proposal that, in order to make best use of the funding available within existing time constraints, half of the additional award be used on additional road resurfacing schemes, which would enable some of the reserve schemes (currently unfunded) which had been approved for Major & Minor Roads resurfacing to be tackled in the current financial year. This preventative measure would also help improve the resilience of the road network and reduce the number of potholes that would have developed following another winter.

It was also proposed that progress on the additional Pothole Repair Plan 2014/15 was reported to meetings of the Traffic Management Sub Committee.

**Resolved:**

- (1) That the additional pothole repair plan proposal outlined in Section 4.5 be approved;
- (2) That an update on progress be reported to future meetings of the Traffic Management Sub-Committee;
- (3) That a revised schedule of those previously unfunded reserve schemes for Major & Minor Roads resurfacing which would now be progressed, be sent to all Members of the Council;

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**8. FLOOD & WATER MANAGEMENT ACT 2010 - POST 2013-14 WINTER FLOODING UPDATE, SECTION 19 FLOOD REPORT AND APPROVAL TO SPEND SEVERE WEATHER RECOVERY SCHEME GRANT**

Further to Minute 28 of the meeting of 19 March 2014, the Director of Environment and Neighbourhood Services submitted a report updating the Committee on progress on the Council's response to flooding, and providing Reading Borough Council's Section 19 Flood Investigation report as required by the Flood & Water Management Act 2010 (FWMA).

The report also sought the Committee's approval to spend the Severe Weather Recovery Scheme & the Severe Weather Recovery Scheme Tranche 2 Grant Allocations on the following flood reduction measures in Reading, as identified in the Section 19 Flood Investigation report, in order to carry out the Council's responsibilities as the Lead Local Flood Authority as set out in the Flood & Water Management Act 2010 and Flood Risk Regulations 2009.

- Circuit Lane - Holybrook Breech Scheme;
- Island Road Flood Reduction Scheme;
- Investigations and Flood Prevention Schemes (to be submitted to the Committee in due course).

The report also stated that a Reading Recovery Co-ordination Group had been set up on 24 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. The Group had established an action log and a wide range of actions had been 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 were now completed, with only the longer term restoration of banks remaining outstanding, and action plans for these issues were addressed in the report.

The report had appended:

- A list of flooded properties, together with key issues (Appendix A);
- The Section 19 Flood Investigation report (Appendix B);
- The Reading Recovery Co-ordination Group flooding action log, as at 30 June 2014 (Appendix C).



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**Resolved:**

- (1) That the progress made following the flooding event be noted;
- (2) That the Section 19 Flood Investigation report be noted;
- (3) That the Capital spend proposals of the Severe Weather Recovery Scheme & the Severe Weather Recovery Scheme Tranche 2 Grant Allocation, be approved;
- (4) That the additional flood investigation work be noted;
- (5) That the Committee's appreciation of the work of the Emergency Planning & Risk Management Officer, other Council officers and other organisations involved in the Reading Recovery Co-ordinating Group during this difficult period, be placed on record.

**9. LETTINGS BOARDS - PILOT PROPOSAL IN PART OF REDLANDS WARD**

The Director of Environment and Neighbourhood Services submitted a report stating that the rapid growth in the student population in the Borough had had significant impacts on residents and communities, particularly in Redlands Ward and parts of Park and Katesgrove Wards, with one source of continuing complaint from local residents over recent years relating to the proliferation of estate agent letting boards within these areas.

In responding to the issue, the Lead Councillor for Strategic Environment, Transport and Planning had 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 attending the meeting was that they would support a voluntary "ban" on boards advertising house and flat "lets". The meeting had 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.

The report set out the details of the pilot, how the success of the pilot would 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.

The report had attached:

- Details of Class 3A of Schedule 3 of the Town and Country Planning (Control of Advertisements) (England) regulations 2007 (Appendix 1);
- A copy of the letter from the Lead Councillor (Appendix 2);
- A copy of the voluntary agreement and a plan of the area to which the agreement applied (Appendix 3).

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

**Resolved:**

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- (1) That 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, be noted and endorsed;
- (2) That the alternative options available to the Council and the local community, should the voluntary ban prove not to be satisfactory, be noted;
- (3) That it be noted that a report would 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 had clearly not been successful in reducing the harmful proliferation of letting boards, with proposals for further action.

**10. READING'S CLIMATE CHANGE STRATEGY 2013-2020 - PERFORMANCE REPORT, OCTOBER 2013 TO MARCH 2014**

Further to Minute 15 of the Committee's meeting of 20 November 2013, the Director of Environment and Neighbourhood Services submitted a report on progress against the targets in the Action Plans during the first six months' operation of Reading's Climate Change Strategy, from October 2013 to March 2014. The full performance report against all of the actions across the eight themes of the Strategy was set out at Appendix A.

The covering report stated that across all partners, 8% of the actions were 'red', 40% were 'amber' and 49% were '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.

Overall, the report concluded that there had been some significant progress, but there were also many areas where timescales had slipped, where local delivery partners were not able to commit, or where national policy changes had impacted delivery. 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 had 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, or where a significant review of actions was required, in particular, the Purchase, Supply and Consumption and Education and Influencing Behaviour chapters.

Finally, the report stated that in addition to the delivery of the Strategy Action Plan, a wider participatory framework had been established called Reading Climate Action Network (RCAN) which encouraged organisations and individuals to meet challenges such as aiming to reduce their carbon footprint by 7% per annum.

B Burfoot, Sustainability Manager, gave a presentation which included examples of successes and follow-up actions across the eight themes, together with targets and challenges.

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**Resolved:**

- (1) That the outcome of the first six-monthly monitoring report of the Reading Climate Change Strategy, 'Reading Means Business on Climate Change', for the period October 2013 - March 2014, be noted;
- (2) That Council officers and other partners involved in the Strategy be encouraged to continue with their work.

**11. BUS SERVICE OPERATORS GRANT (BSOG) DEVOLUTION OF FUNDING**

The Director of Environment and Neighbourhood Services submitted a report updating the Committee on the transfer of responsibility for payment of Bus Service Operators Grant (BSOG) for contracted bus services to Reading Borough Council (RBC), from the Department for Transport (DfT).

The report stated that the DfT had informed RBC on 30 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 had previously been consulted on and despite the responses of RBC and others that this was not felt to be an effective reform, and in effect only moved the same funding around via a different method, the DfT had made the changes. The effect of this decision was to make RBC responsible for receiving money from the DfT and then making payments of the BSOG to operators of contract services.

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 had 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.

The report contained details of the first two payments of BSOG made to RBC, in January and April 2014.

The report also stated that RBC had tendered bus contracts for the Greenwave and Nighttrack bus services, and these had been won through an OJEU procurement process by Reading Transport Ltd who had offered the most economically advantageous tenders. The contracts had started in November 2012 and all tenders assumed the then current arrangements for BSOG claims would continue. While these arrangements could be varied to not pay the BSOG element, 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.

It was therefore proposed in Paragraph 5.4 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.

**Resolved:**

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- (1) That the report be noted;
- (2) That officers continue to implement the re-imbusement arrangements set out in paragraph 5.4 of the report.

(The meeting started at 6.30pm and closed at 8.25pm).

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

**Also in attendance:** Councillors Edwards and Ennis.

**Apologies:** Councillors D.L. Absolom, Terry and Willis.

## **22. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM**

### **(1) Questions**

There were no questions submitted in accordance with the Panel's Terms of Reference.

### **(2) Presentation - Trends in Travel to the Town Centre**

Ruth Leuillette, Deputy Head of Highways and Transport, gave a presentation and answered questions on Trends in Travel to the Town Centre

She explained that an annual Cordon Count was carried out each May between 7:00am and 7:00pm and counted the numbers and mode of transport of people crossing the Inner Distribution Road (IDR) into central Reading. The long term trend from 2001 to 2014 showed an increase in people using public transport, although it was accepted that annual fluctuations could have been affected by the weather.

Following questions from Councillors and members of the public, Ruth Leuillette agreed to circulate further information with regard to numbers of motorbikes and scooters and the occupancy of motorbike parking bays. It was also agreed that taxis should be included within public transport rather than with cars.

James Freeman, Chief Executive Officer, Reading Transport, explained that Reading rated fifth in the country for the number of journeys travelled by bus per head of population, and that the new Reading Station was also increasing the use of public transport.

**Resolved:**

- (1) That Ruth Leuillette be thanked for her presentation;
- (2) That James Freeman be thanked for his service with Reading Transport.

## **23. MINUTES**

The Minutes of the meeting of 25 June 2014 were confirmed as a correct record and signed by the Chair.

## **24. QUESTIONS FROM COUNCILLORS**

There were no questions submitted in accordance with the Panel's Terms of Reference.

## **25. PETITIONS**

- (a) Petition from Residents of Holmes Road - Requesting Reduction in Speeding and One Way Plug

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition asking the Council to install a one way plug in Holmes Road in East Reading to reduce the speed of vehicles travelling within the road.

The petition, containing 12 signatures, read as follows:

*"The residents of Holmes Road, who have signed below are petitioning for the installation of a one-plug to prevent speeding traffic entering Holmes Road from the Wokingham Road, the current volume and speed of traffic in Holmes Road is putting lives at risk. We believe that this plug should go some way to alleviating the risk of serious accidents in Holmes Road".*

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 Rachel Benwell 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.

(b) Consultation for 20 mph Limit in Caversham Park Village

The Director of Environment and Neighbourhood Services submitted a report on the results of an informal consultation for a 20mph speed limit in Caversham Park Village, which had been carried out by Councillors Willis and Stanford-Beale.

The report stated that the results from this informal consultation would be fully investigated with the Peppard Ward Councillors and a future report be 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.

(c) Petition to Tackle Traffic Speeding Related Issues - Recreation Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition requesting that the Council investigated and resolved traffic safety issues in Recreation Road and Blundells Road.

The petition, containing 91 signatures, read as follows:

*"We, the undersigned residents of Tilehurst hereby call on Reading Borough Council to investigate ways of making our roads safer and slowing down the traffic that uses Recreation Road and Blundells Road as rat runs to avoid the traffic lights in School Road. Recreation Road serves entrances to both Blagrove Nursery and park so there are often parents with small children crossing the road. Our preferred options are for a 20mph limit along our roads and one-way plug at the junction of Blundells Road and Norcot Road.*

*Other ideas (e.g. speed humps and better enforcement) may also be worth considering but the numbers of cars and the speed they travel along our streets is not acceptable to residents and we want the council to act to calm the traffic, to prevent cars using our roads as a rat run and to make our streets safer for everyone. We call on the council to review the issue of traffic along Recreation Road and to present plan for improving road safety along this dangerous road."*

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 Dan Van Der Kemp 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.

## 26. PETITION UPDATE - TOWN CENTRE ACCESS RESTRICTION OPERATIONAL TIMES

Further to Minute 4 of the meeting of 25 June 2014, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the investigation carried out by officers following submission of a petition requesting a review of the Town Centre access restriction operational times.

The report stated that the adjustment to the traffic system and access times in Reading Town Centre had been made in April 2011 in preparation of the major changes associated with the redevelopment of Reading Station. The revised access restrictions had been introduced to strengthen the existing access and pedestrian zone restrictions to ensure that the central area was used appropriately both for the benefit of the Town Centre and the wider road network as the reliance on public transport meant that the peak hour bus operations had to be protected.

The report explained that the current access restriction was in place in St Mary's Butts (between Hosier Street and West Street), West Street, Friar Street west and Minster Street and operated between the hours of 7am and 11am and 4pm to 7pm. The majority of blue badge parking spaces in Reading Town Centre were still accessible at all times, with just 24 designated parking bays inaccessible at peak times. There were 292 on-street spaces

accessible to blue badge holders in the central area and a further 179 disabled parking bays within the off-street Town Centre car parks which were accessible at all times.

Consequently, the report concluded that based on the existing high level of blue badge parking spaces in the Town Centre and the need to continue to protect the Town Centre road network for the benefit of all users, it was not recommended to adjust the operational hours of the access restriction in the Town Centre.

Resolved:

- (1) That the report be noted;
- (2) That, based on the existing high level of blue badge parking spaces in the Town Centre accessible at all times and the need to continue to protect the Town Centre road network for the benefit of all users, the operational hours of the access restriction in the Town Centre not be changed;
- (3) That the lead petitioner be informed accordingly.

## 27. PETITION UPDATE - NEWTOWN VISITORS HOURS

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 the Sub-Committee on 25 June 2014 (Minute 4b refers).

The 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 explained that an informal consultation had been carried out with residents of East Newtown in December 2011 regarding the introduction of a residents parking scheme and, following a positive response and the statutory consultation, the scheme had been introduced in September 2012. This shared use residents parking scheme was in operation Monday to Sunday 10am to 4pm and allowed two hours parking for visitors during this time without the use of a permit and was permit holders only at all other times.

The report stated that this 10am to 4pm differed from the historic 8am to 8pm times as, following a review of the entire residents parking permit scheme in 2011, it had been recommended that the 10am to 4pm shared use times be used. Subsequently the area of Newtown (West side) that had historically had Residents Parking used the 8am to 8pm times, whilst the new area within the East Newtown had the 10am to 4pm.

A review had been carried out on the new scheme in November 2013 and the hours of operation had not been raised as an issue by the residents. The report noted that a further statutory consultation would be required to amend the hours of the scheme as well as changing approximately 140 sign faces and so it was recommended that a consensus be reached between the 712 households within the East Reading area on their preferred hours of operation before any action was taken.

Resolved - That the report be noted.



**28. PETITION UPDATE - FOR ACTION AGAINST PARKING ON PAVEMENTS ON LOWER BULMERSHE ROAD AND HAMILTON ROAD**

Further to Minute 4c of the meeting of 25 June 2014, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the proposals to limit footway parking on Bulmershe Road and Hamilton Road.

The report stated that Bulmershe Road and Hamilton Road ran parallel with each other and connected Crescent Road and Wokingham Road. Both roads were two way and had traffic calming features, with the only waiting restrictions being from the Wokingham Road end to enable visibility and flow of two way traffic.

The report explained that due to the historic build of the streets the width of the carriageway was approximately 5.8 metres and so drivers parked half on the footway which forced pedestrians to walk in the carriageway. The road was not wide enough to accommodate vehicular parking on both sides with all four wheels on the carriageway and maintain two-way traffic flow and so the only recourse would be the introduction of waiting restrictions on one side and to allow parking on the opposite side. This would mean a reduction in parking within these streets, but would be beneficial to pedestrians.

**Resolved -**

- (1) That the report be noted;
- (2) That, should Ward Councillors, following consultation with residents, wish to see waiting restrictions introduced within Bulmershe Road and Hamilton Road, these be considered within the biannual waiting restrictions review.

**29. PETITION UPDATE - FOR A ZEBRA CROSSING ON SOUTHCOTE LANE**

Further to Minute 98 of the meeting of 13 March 2014, the Director of Environment and Neighbourhood Services submitted a report to update the Sub-Committee on the review of a petition received from residents of Southcote requesting a zebra crossing on Southcote Lane near Circuit Lane roundabout.

The report stated that the requirements for pedestrian facilities were laid down by central government whereby the type of facility to cater for the demand was determined by a pedestrian/vehicle count. A count had been undertaken from 9 to 13 June 2014 between the hours of 07:00-10:00 and 14:00-18:00 and the results had demonstrated that the pedestrian cross demand did not justify a formal zebra or puffin crossing.

The report explained that the officer recommendation was to improve the existing traffic island by enhancing the crossing point and upgrading the facility to a pedestrian refuge island, including tactile paving, widening the crossing area and implementing road markings to help reduce vehicle speeds.

At the invitation of the Chair, Councillors Edwards and Ennis addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the existing traffic island on Southcote Lane near Circuit Lane be upgraded to a pedestrian refuge island;
- (3) That Officers ensure that the concerns of the residents be taken into account when considering planning applications for this area and opportunity taken to provide safe crossing points where possible.

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

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the informal consultation on traffic calming measures and waiting restrictions on the Dee Park Estate.

The report stated that the Dee Park Estate was currently being transformed as part of a major regeneration scheme which included the rebuilding of houses and flats for social rent and private sale and extensive improvements to the public realm and community facilities. A major part of the regeneration had been the transformation of the highway network into a home zone environment and to complete this process Traffic Regulation Orders were required for traffic calming measures, traffic movement and waiting restrictions. An informal consultation had been undertaken with residents prior to the statutory process and the results were attached to the report at Appendix A. A site plan of the estate was attached at Appendix B and the proposals attached at Appendix C.

The report explained that residents and community groups at liaison meetings with the Council had commented that vehicle speeds on the estate were a concern and so a set of proposals had been put forward to address these concerns and these proposals had been the subject of an informal consultation of all the residents on the estate.

The proposal was to create a 20mph zone for the whole estate and to construct physical measures, including speed cushions, speed humps and the narrowing of roads, to ensure that speeds were contained as, although 91% of respondents to the survey supported the creation of an estate wide 20mph speed limit, they were concerned as to how this could be enforced. In addition, the consultation detailed plans to place waiting restrictions on the parking bays outside the new shops on Spey Road restricting parking to a maximum period of two hours to ensure that these spaces were used by shoppers.

Resolved -

- (1) That the report be noted;
- (2) That, based on the positive results of the informal consultation, the scheme be approved 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 advertise the Traffic Regulation Orders and, subject to no objections being received, to implement the proposal;

- (3) That any objections received during the statutory consultations, be reported to a future meeting of the Sub-Committee;
- (4) That an estate wide 20mph zone be implemented;
- (5) That speed cushions and ramps be installed as detailed on the plans in Appendix C;
- (6) That a one way system be implemented along the roads around Oak Tree House and Site 6B, as indicated on plan Dee Park/SK02/CS in Appendix C;
- (7) That parking be restricted in front of the new shopping parade currently under construction to a maximum period of 2 hours every 4 hours between 8am and 8pm.

**31. CIVIC OFFICES ACCESS ROAD AND ASSOCIATED PARKING BAYS - APPROVAL TO ADVERTISE A FORMAL PARKING SCHEME**

The Director of Environment and Neighbourhood Services submitted a report to seek approval to carry out statutory consultation and implementation, subject to no objections being received, on a managed parking scheme for the access road and parking bays at the new Council Civic Offices, details of which were attached to the report at Appendix 1.

The report stated that Simmonds Street, which formed part of the access road to the new Civic Offices, already had some double yellow line provision and that discussion with the land manager indicated a desire for a formal parking scheme which would benefit the area. Although the access road was not part of the public highway, it was treated as such due to the number of properties that required access from it. With the agreement of the land owners, formal waiting restrictions could be applied.

The report explained that consideration was being given to on-street pay and display which would be available for use by town centre shoppers, disabled drivers, residents and casual visitors to the new Civic Centre. At the end of Simmonds Street there were parking bays within land associated with the new Civic Offices that would need to be formally managed to cater for the various needs of the new building operation, in particular access to the community car share scheme and the nursery drop-off.

**Resolved -**

- (1) That the report be noted;
- (2) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise a managed parking scheme for the access road and parking bays associated with the new Civic offices;
- (3) That any objections received during the statutory advertisement be reported to a future meeting of the Sub-Committee;

- (4) That, subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (5) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals;
- (6) That no public enquiry be held into the proposals.

## 32. OBJECTIONS TO ADVERTISED TRAFFIC REGULATION ORDERS

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the objections received to Traffic Regulation Orders that had been advertised since the last meeting on 25 June 2014.

### 20mph Eastern Area (Phase Two)

The report stated that following workshops and a consultation carried out with residents within the University/Hospital and Eastern Area, studies and a statutory consultation on a 20mph zone had been carried out. The areas were shown in a map attached to the report at Appendix 1. No comments or objections had been received in relation to the 20mph Eastern Area (Phase Two) consultation; however support for a 20mph limit in some of the roads within this second area had been expressed during the first phase of consultation in June 2014.

### Waiting Restrictions Review (Order A) 2014

The report stated that following Ward Councillor discussions, statutory consultation had been carried out on a number of changes to waiting restrictions during August 2014. Objections to the scheme along with officer recommendations were attached to the report at Appendix 2 for the following schemes:

- (a) Queens Road
- (b) Norcot Road Resident Parking
- (c) Norcot Road Nos. 115-127
- (d) Harrow Court
- (e) Tazewell Court
- (f) College Road and Culver Road
- (g) Heath Road
- (h) Lancaster Close
- (i) Peppard Service Road and Newlands Avenue
- (j) Chagford Road
- (k) Whitley Wood Lane
- (l) Whitley Wood Road.

At the invitation of the Chair, Councillor Hopper addressed the Sub-Committee on the scheme for College Road/Culver Road and Councillor Whitham addressed the Sub-Committee on the scheme for Heath Road.

Resolved -

- (1) That the report be noted;

- (2) That the schemes detailed in Appendix 2, except for the proposals relating to Heath Road and Lancaster Close, be implemented as advertised;
- (3) That the scheme for Heath Road not be progressed;
- (4) That the proposal for Lancaster Close be removed from the current programme and a revised proposal of No Waiting Monday-Friday 8am-6.30pm be consulted with the residents in the next waiting restriction review programme;
- (5) That, with regard to Tazewell Court, the southern turning head and the stretch along the side of No. 9 Tazewell Court be included in the next waiting restriction review programme;
- (6) That the Head of Legal and Democratic Services be authorised to seal the Traffic Regulation Orders and no public inquiry be held into the proposals;
- (7) That the objectors be informed of the decisions of the Sub-Committee accordingly.

(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).

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

Further to Minute 3 of the meeting of 16 January 2014, the Director of Environment and Neighbourhood Services submitted a report on a review of the road safety improvement options to reduce accidents and the concern of accidents at the crossroads of Highmoor Road and Albert Road.

The report stated that following the petition and a subsequent public meeting, a list of options had been considered and these were attached to the report at Appendix 1 with an officer recommendation of the best solution. By closing the west to east movement from Highmoor Road across Albert Road to general traffic the risk of collision was almost completely removed. Access would be available for public transport, emergency service vehicles, cyclists and public service vehicles via the creation of a short length of 'bus lane'.

The report explained that the review of the junction formed part of the annual road safety programme and the authority to carry out statutory consultation for waiting and movement restrictions had been granted by the Sub-Committee at the meeting of 13 March 2014, (Minute 100 refers).

At the invitation of the Chair, Dr Michael Johnson addressed the Sub-Committee.

Resolved -

- (1) That the review of the options to improve safety at the junction of Highmoor Road with Albert Road, attached to the report at Appendix 1, be noted;
- (2) That the officer recommendation to remove general traffic movements across the junction (Option 1) be approved;
- (3) That in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to advertise the Traffic Regulation Orders associated with the Option 1 scheme in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (4) That the results of the statutory consultation process be submitted to a future meeting of the Sub-Committee and, subject to no objections being received to the proposal, that Option 1 be implemented;
- (5) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals.

#### 34. BI-ANNUAL WAITING RESTRICTION REVIEW - REQUESTS FOR WAITING RESTRICTIONS 2014

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of forthcoming requests for waiting restrictions within the Borough that had been raised by members of the public, community organisations and Councillors since March 2014.

The report recommended that the list of issues raised for the bi-annual review, as attached to the report at Appendix 1, were fully investigated and Ward Councillors consulted. This part of the waiting restriction review enabled Ward Councillors to undertake informal consultations, which ensured that any new restrictions had the support of residents and reflected requests from the community prior to a further report being submitted to the Sub-Committee seeking approval to commence a statutory consultation.

Resolved -

- (1) That the report be noted;
- (2) That the requests for waiting restrictions as shown in Appendix 1 be noted and that officers investigate each request and consult on their findings with Ward Councillors;
- (3) That requests for waiting restrictions in Bexley Court (Minster) and Bulmershe Road and Hamilton Road (Park) be added to the proposal;
- (4) That, should funding permit, a further report be submitted to the Sub-Committee requesting approval to complete the Statutory Consultation on the approved schemes.

### 35. HIGHWAY MAINTENANCE UPDATE

Further to Minute 13 of the meeting of 25 June 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 listed in Appendix 1 had been completed. However where the roads received 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	22	22
Priority 3	786	786
Priority 4	159	159
Priority 5	222	222
Priority 6	159	159

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

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

### 36. 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 and highlighted the key programme dates for future associated works.

The report stated that approval had been granted at Policy Committee on 17 February 2014 (Minute 93 refers) to progress the modified Compulsory Purchase Order (CPO) and Side Roads Order (SRO) in order to facilitate improvements to the existing highway and where necessary the stopping up of highway adjacent to Cow Lane and Cardiff Road and the closure and re-provision of private means of access. Following a statutory consultation in June and July 2014, objections had been received by some of the affected landowners and, in accordance with the CPO and SRO procedures, the Secretary of State for Transport had confirmed that it would be necessary to hold a Public Inquiry. This would delay the construction programme for the Cow Lane Highway works by approximately 12 months.

The report explained that negotiations with the objectors continued and if the proposed agreements were approved and the objections withdrawn, there was a possibility that the Public Inquiry would not be required.

**Resolved -**

- (1) That the report be noted;

- (2) That the delay to the highway improvements at Cow Lane Bridges be acknowledged due to the requirement by the Secretary of State for Transport to hold a public inquiry.

### 37. 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.**

### 38. LOCAL SUSTAINABLE TRANSPORT FUND UPDATE

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

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

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

### 39. LOWER CAVERSHAM WAITING RESTRICTION REVIEW - INFORMAL CONSULTATION

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the results from an informal consultation on waiting restrictions in Lower Caversham to tackle commuter parking. The results of the consultation for St Stephen Close, Cardinal Close and Wolsey Road were attached to the report at Appendices 1 and 2 and the results of the consultation for Patrick Road were attached to the report at Appendices 3 and 4.

The report stated that the Council had received many requests from residents and Ward Councillors to review the current on-street parking provision and existing restrictions in individual roads and streets in the Lower Caversham areas where there were issues with non-residents parking and visiting the local businesses or the Town Centre. Two questionnaires had been distributed; one in Patrick Road for a proposed Resident Parking Scheme and another in St Stephen Close, Cardinal Close and Wolsey Road for the proposed waiting restrictions. The consultations had run between 23 June and 18 July 2014.

The report explained that half of Patrick Road benefited from off-street parking and so the proposed resident permit scheme would only include property numbers 1-21 and 6-24. A total of 19 out of 22 households responded to the consultation and the majority of these (13 out of 19) were in favour of a Resident Parking Scheme. Following a discussion at the meeting, it was agreed that the proposal in the statutory consultation would be to introduce a 'Shared use Resident Parking Monday-Friday 9am-5.30pm' model.

With regard to the proposed parking schemes in St Stephen Close, Claydon Court, Cardinal Close and Wolsey Road, the report indicated that the majority of households and



businesses that responded to the consultation voted against the proposals and wanted no further action to be taken.

At the invitation of the Chair residents of Patrick Road, Mr Wells, Mrs Woods and Mr Norcross addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee/ Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultations and advertise the proposed residents parking scheme in Patrick Road and, subject to no objections being received, to make the Traffic Regulation Order;
- (3) That any objections received during the statutory consultations, be reported to a future meeting of the Sub-Committee;
- (4) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals;
- (5) That no public enquiry be held into the proposals;
- (6) That the proposed scheme in St Stephen Close, Cardinal Close and Wolsey Road not be progressed.

#### 40. 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 41 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.

#### 41. 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 four applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That with regard to application 1.2, three discretionary agency permits be issued, to staff selected by the Health Centre, subject to work being carried out by the Health Centre within one month of this decision to make three new marked spaces available for frail and elderly patients in the Health Centre's off-street car park;

- (2) That with regard to application 1.3, a residents permit be issued and reconsideration be requested in respect of the planning informative so that the property could be included within the residents parking scheme zone 07R;
- (3) That the Director of Environment and Neighbourhood Services' decisions to refuse applications 1.0 and 1.1 be upheld.

(The meeting started at 6.30pm and finished at 9.20pm).

**Present:** Councillors Page (Chair), D.L. Absolom, Ayub, Davies, Duveen, Hacker, Hopper, Jones, Terry, Whitham and Willis (from Item 48)

**Also in attendance:** Councillors Ennis and Vickers.

#### **42. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM**

##### **(1) Questions**

There were no questions submitted in accordance with the Panel's Terms of Reference.

##### **(2) Presentation - Reading Bridge Strengthening Works**

Sam Shean, Assistant Highways Manager, gave a presentation and answered questions on Reading Bridge Strengthening Works.

He explained that the Council had successfully bid for Government funding to carry out repairs to Reading Bridge, which had been slowly deteriorating due to water seepage, damaged concrete and erosion to the stone works. The work would involve pumping concrete into the void under the bridge and repairing the stone pillars and would reduce the need for future maintenance. Consideration had been given to completing the work at night to minimise the disruption to traffic, but this would not be possible due to noise as well as the safety of workers, and so there would be off-peak lane closures from Monday to Friday for this first stage. The work was scheduled to be completed by June 2015.

**Resolved:** That Sam Shean be thanked for his presentation.

#### **43. MINUTES**

The Minutes of the meeting of 11 September 2014 were confirmed as a correct record and signed by the Chair.

#### **44. QUESTIONS FROM COUNCILLORS**

There were no questions submitted in accordance with the Panel's Terms of Reference.

#### **45. PETITIONS**

##### **(a) Redlands School - Petition for a safer route to school**

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 53 signatures asking the Council to conduct a review of road safety around Redlands Primary School.

The petition read as follows:

*"Every child should have a safe route to school. Cars stopping and turning close to Redlands Primary School around collection and drop off times are causing road safety issues for children on Blenheim Gardens, Hatherley Road and other roads in the vicinity of the school.*

*We want the Council and Police to work together with parents and Redlands Primary School to find a solution to the road safety issue of cars around the school"*

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 report be submitted to a future meeting of the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

**46. PETITION UPDATE - RESIDENTS OF HOLMES ROAD REQUESTING REDUCTION IN SPEEDING AND ONE WAY PLUG**

Further to Minute 25a of the meeting of 11 September 2014, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the investigation carried out by officers following submission of a petition, signed by 12 residents of Holmes Road, requesting that access to Holmes Road in East Reading be restricted through the use of a one way plug and to reduce the speed of vehicles travelling within the road.

The report stated that Holmes Road was a standard width two-way road that was subject to a 30mph speed limit. It was noted at the meeting that this was incorrect as the road was in a 20mph zone.

The report explained that it was the duty of the highway authority to ensure that the highway was as safe as reasonably practicable and that this was achieved by using accident data supplied by the police so that the Council could identify a pattern of those locations that had the worst record. The accident statistics had been checked for Holmes Road and no injury accidents had been recorded in the past five years and the Council had to prioritise funding to areas with high levels of injury accidents.

The report stated that the request to close the road had been investigated and that it was possible, subject to full support from residents, but that access for large vehicles such as refuse collections would have to be protected and so a full design and cost assessment would have to be completed before a decision could be made.

It was proposed that the road continued to be monitored as part of the Council's ongoing road safety strategy and that Vehicle Activated Signs be provided, on a rotation basis, which could record usage and provide speed data.

At the invitation of the Chair, lead petitioner Rachel Benwell addressed the Sub-Committee and stated that the original petition had not sought the closure of the road, as stated in the report, but a one-way plug.

**Resolved:**

- (1) That the report be noted;
- (2) That Holmes Road continued to be monitored as part of the Council's ongoing road safety strategy and the Vehicle Activated Sign be used when possible as part of the annual sign rotation schedule;

- (3) That the issue be investigated further and a report on available options be submitted to a future meeting of the Sub-Committee for consideration;
- (4) That the lead petitioner be informed accordingly.

#### 47. PETITION UPDATE - RECREATION ROAD AND BLUNDELLS 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, signed by approximately 100 residents, to the Sub-Committee on 11 September 2014 (Minute 25c refers).

The report explained that Recreation Road and Blundells Road were standard width two-way roads with street lights and that both roads were subject to a 30mph speed limit and had parking on both sides of the road.

The report explained that it was the duty of the highway authority to ensure that the highway was as safe as reasonably practicable and that this was achieved by using accident data supplied by the police so that the Council could identify a pattern of those locations that had the worst record. The accident statistics had been checked for Recreation Road and Blundells Road and two slight injury accidents had been recorded in the past five years but unfortunately the Council had to prioritise funding to areas with higher levels of injury accidents.

Following a discussion at the meeting, it was agreed that further options, with funding implications, should be investigated.

#### Resolved:

- (1) That the report be noted;
- (2) That Recreation Road and Blundells Road continue to be monitored as part of the Council's ongoing road safety strategy and the Vehicle Activated Sign be used when possible as part of the speed awareness sign rotation schedule;
- (3) That the issue be investigated further and a report on available options, with funding implications, be submitted to a future meeting of the Sub-Committee for consideration;
- (4) That the lead petitioner be informed accordingly.

#### 48. RESIDENTS PARKING - EXTENSION OF RESIDENTS PARKING AREAS

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the requests received from residents and Ward Councillors regarding the amendment or introduction of resident parking areas, details of which were attached to the report at Appendix 1.

The report stated that, following a consultation of affected residents across the Borough in 2011, a reorganisation of all resident parking zones had been carried out to more closely match the available number of kerb side spaces with permits issued. This had resulted in a

reduction from 54 smaller zones to 14 larger zones. A number of minor amendments had been carried out in early 2014 to increase kerb-side space for resident permit holders within the existing areas to provide additional spaces across the zones.

The report explained that following these amendments and discussions with local residents and ward councillors, there had been a number of streets, listed in Appendix 1, that had requested changes to residents parking and it was proposed that these proceeded to statutory consultation.

A number of streets, also listed in Appendix 1, had requested the introduction of resident parking areas and it was proposed that informal consultation in the form of a household questionnaire be carried out in these areas and the results reported back to a future meeting of the Sub-Committee prior to any formal statutory consultation.

**Resolved -**

- (1) That the report be noted;
- (2) That, in consultation with the Chair of the Sub-Committee/ Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation on the proposals for Patrick Road (01R), Barry Place (03R), Cholmeley Terrace/Regent Street (12R), St Bartholomew's Road (14R) and to re-advertise Upper Redlands Road, Redlands Road, Sutton Walk and Whitley Park Lane from their existing zone numbers to Zone 15R, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 and, subject to no objections being received, to implement the proposals;
- (3) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee;
- (4) That informal consultation be carried out by Ward Councillors with affected residents of the entire East Newtown area to ascertain whether they wished to remain 10am-4pm or to amend this to 8am-8pm;
- (5) That informal consultation be carried out with affected residents in other roads listed in Appendix 1 where requests had been made for the introduction of new areas of resident parking and that Sutton Place be added to this list;
- (6) That kerbside parking space around the existing Zone 02R area be reviewed and, if there was capacity for additional residents parking spaces, to consult with Ward Councillors prior to proceeding to formal consultation;
- (7) That proposals for waiting restrictions in Foxglove Gardens (05R) be developed in consultation with Ward Councillors.

**49. HIGHMOOR ROAD / ALBERT ROAD - PETITION FOR A SAFER CROSSROADS - OBJECTIONS TO THE ADVERTISED ORDER**

The Director of Environment and Neighbourhood Services submitted a report to update the Sub-Committee on objections, support and other comments received to the proposal to restrict vehicle movements from the west side of Highmoor Road across the junction with Albert Road. Approximately 70 individual representations had been received prior to the issue of the statutory notice and a further 15 received during the statutory period. The original list of options reviewed at the meeting on 11 September 2014 (minute 33 refers) was attached to the report at Appendix 1.

A supplementary report was tabled at the meeting which provided a summary of the representations received at Appendix 2 and set out officer's comments in response.

The report explained that the highway authority had a duty to take steps to both reduce and prevent collisions on the road network and to maintain and manage the road network and secure the safe and expeditious movement of traffic, which included pedestrians. As a result of this, the closure of the west side of Highmoor Road had been promoted to deal with a specific pattern of accidents that had resulted in three injuries within the last four years.

The report stated that the proposal to close the west side of Highmoor Road had prompted a significant response, most of which were from residents of the immediate area concerned with the displacement of traffic onto their street, as Highmoor Road was used by motorists as a link road across Caversham Heights. Concerns had also been raised about speeding on Albert Road.

Simon Beasley, Network Manager, presented pictures to the Sub-Committee to demonstrate the issues faced at this junction and tabled a letter from Rob Wilson MP that detailed results of a consultation that Mr Wilson had undertaken in the area.

**Resolved -**

- (1) That the objections received in response to the statutory consultation to restrict the west side of Highmoor Road at its junction with Albert Road be noted;
- (2) That the Sub-Committee deferred making a decision asking for the options be investigated further and a report be submitted to the next meeting of the Sub-Committee for consideration;
- (3) That the lead petitioner be informed accordingly.

**50. PLAY STREETS UPDATE**

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the progress on Play Streets.

The report explained that Play Streets was a concept whereby residents closed their street to through traffic for a short period of time to allow children to play in the street safely. A list of ten reasons for Play Streets and the positive impact for both children and the

community was attached to the report at Appendix 1 and the current list of Play Streets in Reading was attached to the report at Appendix 2.

The experimental traffic regulation order that had been used to close roads for play streets was reaching the end of the 18 month legal limit and the report recommended that this not be made permanent but that streets should be closed using the Town Police Clauses Act 1847.

The report stated that no objections had been received to any of the current Play Street road closures, although some concerns had been raised about the principle of the scheme. The reasonable grounds for objection had been agreed at the meeting of Traffic Management Advisory Panel on 14 March 2013 (Minute 76 refers) and objections received on these grounds would be reported to the Lead Member for Strategic Environment, Planning and Transport and to a meeting of the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the current experimental traffic regulation order used for Play Streets be allowed to expire at the end of its 18 month duration;
- (3) That Play Streets be continued using the Town Police Clauses Act 1847 to temporarily close roads;
- (4) That any objections received relating to the temporary closure of roads for Play Streets be reported to a future meeting of the Sub-Committee.

#### 51. FOOTWAY AND VERGE PARKING BAN UPDATE - TILEHURST

The Director of Environment and Neighbourhood Services submitted a report to update the Sub-Committee on the experimental footway and verge parking ban in the Tilehurst area.

The report stated that the original consultation had showed a 70:30 split in favour of a footway/verge parking ban and this level of support had continued throughout the trial. The trial had met the objectives in most areas, with positive feedback particularly related to the additional benefit of cars travelling at a lower speed.

The report explained that the residents of Mayfair had petitioned for the ban to be altered and that an alternative restriction would be sought to protect the grass verges once the Department for Transport had revised the Traffic Signs Regulations and General Directions (TSRGD) as this would allow local highway authorities more flexibility in signage.

The issue of drivers parking on footways outside shops and banks also needed to be addressed and this could be achieved through barriers, which would also provide additional cycle parking and could be delivered through the Local Sustainable Transport Fund (LSTF).

The report noted that the verges in Park Lane had not improved during the trial due to the concerns of residents with regard to traffic flow and so consideration would be given to changes to road markings as the road was sufficiently wide to accommodate on-street parking without disruption to traffic flow.

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



Resolved -

- (1) That the report be noted;
- (2) That the ban on footway and verge parking in Tilehurst (with the exception of Mayfair) be permanently implemented;
- (3) That, following the revised Traffic Signs Regulations and General Directions (TSRGD) an alternative restriction be considered for Mayfair to protect the grass verges;
- (4) That a further report on the issues identified in the report, in particular reseeded of verges, road markings in Park Lane and the introduction of more cycle parking, be submitted to a future meeting of the Sub-Committee.

**52. CIVIC 'B' CAR PARK - CHANGES TO DAYS AND HOURS OF OPERATION AND INTRODUCTION OF EXPERIMENTAL TRAFFIC REGULATION ORDER**

The Director of Environment and Neighbourhood Services submitted a report advising the Sub-Committee of a proposal to change the days and hours of operation and the tariff rate in the Civic 'B' Car Park and the introduction of an experimental 'Off Street' car parking order for 18 months.

The report stated that the car park was currently used by Council employees between 8am and 6pm, Monday to Friday, and was open to members of the public as a Pay and Display car park at other times. Following the move to the new Council Offices, this car park would no longer be used for staff car parking and so it was proposed to introduce an experimental 'Off-Street' Places Order to allow for members of the public to use the car park 24 hours per day and seven days a week at the same tariff rate as was currently offered for evening and weekend parking.

Resolved -

- (1) That the report be noted;
- (2) That the proposed changes to the days and hours of operation and the tariff rate in Civic 'B' Car Park be approved as detailed in the report;
- (3) That season tickets, as detailed in the report, be introduced in Civic 'B' Car Park;
- (4) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services be authorised to carry out the statutory consultation and advertise the Experimental Traffic Regulation Order and, subject to no objections being received within the first six months, to implement the proposal permanently;
- (5) That any objections to the Experimental Order be reported to a future meeting of the Sub-Committee;

- (6) That the Head of Transportation and Streetcare be authorised to implement the changes to tariff in the Civic 'B' Car Park.

**53. WINTER SERVICE PLAN 2014-2015**

The Director of Environment and Neighbourhood Services submitted a report to update the Sub-Committee on the outputs delivered by the 2013/14 Winter Service Plan during the 2013/14 winter period and of the 2014/15 Winter Service Plan which was intended to manage the 2014/15 winter period.

The report stated that the 2013/14 winter had been a wet and relatively mild winter season with no prolonged weather events, although there had been several occasions when marginal temperatures had triggered treatment of the primary network.

The report explained that the 2013/14 Winter Service Plan had been reviewed and the results used to update the 2014/15 Plan.

**Resolved -**

- (1) That the report be noted;
- (2) That the outputs delivered by the 2013/14 Winter Service Plan and subsequent procedures be noted;
- (3) That the 2014/15 Winter Service Plan be endorsed.

**54. PROHIBITION OF MOTOR VEHICLES TO GARAGE AREAS - SOMERSTOWN COURT AND WOOD GREEN CLOSE**

The Director of Environment and Neighbourhood Services submitted a report seeking approval to carry out statutory consultation and, subject to no objections being received, implement a prohibition of motor vehicles except for access for residents, to the garage areas in Wood Green Court and Somerstown Court, to be enforced using physical barriers. Maps showing the location of the garages were attached to the report at Appendix 1.

The report stated that the garage areas of Somerstown Court and Wood Green Close had regularly been used by prostitutes bringing clients in cars and so residents had requested some form of physical barrier to prevent access to non-residents in vehicles. Additional work by the anti-social behaviour team and the police would also help to reduce the problem.

**Resolved -**

- (1) That the report be noted;
- (2) That, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services be authorised to carry out the statutory consultation and advertise the proposals attached to the report at Appendix 1 in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 and, subject to no objections being received, to implement the Traffic Regulation Order;

- (3) That any objections received following the statutory advertisement be reported to a future meeting of the Sub-Committee.

**55. READING STATION - HIGHWAY WORKS UPDATE**

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on progress on the Reading Station Redevelopment Project and associated highway works.

The report stated that the work on the Northern Interchange and North public square had been completed and that work on the Southwest Interchange, cycle parking hubs and the South public square was progressing well and should soon be completed.

The remaining works to the west of the station at Cow Lane included a new elevated railway that was supported by a viaduct and a new railway depot facility. As part of the viaduct works, Network Rail were due to remove the arched Cow Lane Bridge over the 2014 Christmas holiday period. This would create a temporary footway beneath the bridge, but there would still be traffic signals for vehicles as the width of the road would not be increased at this stage.

The report explained that a Public Inquiry was required as objections to the Cow Lane Bridges Compulsory Purchase Order (CPO) and Side Roads Order (SRO) had been received by some of the affected landowners and that this had delayed the construction programme. Negotiations had continued with the objectors and there remained a possibility that if the proposed agreements were approved and the objections withdrawn, the Public Inquiry would no longer be required.

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

**56. EAST AREA TRANSPORT STUDY UPDATE**

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on progress with the East Area Transport Study.

The report stated that substantial completion had been achieved on the work along London Road and adjoining streets which had included widening and resurfacing footways and shared cycleways, upgrading of traffic signals and the introduction of raised junction tables.

The highway improvements at Cemetery Junction had included resurfacing of roads and footways, new street furniture such as cycle parking and benches, landscaping and tree planting, the upgrade of traffic signals and a new pedestrian crossing.

The report explained that advisory cycle lanes on Southampton Street and Silver Street would be progressed separately in early 2015 and a pedestrian refuge island installed on Pepper Lane.

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

**57. LOCAL SUSTAINABLE TRANSPORT FUND UPDATE**

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

The report provided an update on each of the five delivery themes of the LSTF programme, with particular focus on projects that had reached milestones within the previous three months, including the work that had commenced on the construction of the Pedestrian/Cycle bridge over the River Thames and the proposed new Park and Ride/Rail projects at MereOak, by M4 Junction 11 and at Winnersh Triangle, both in partnership with Wokingham Borough Council and at Theale Station in partnership with West Berkshire Council and First Great Western.

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

**58. NEW ZEBRA CROSSING ON NORTHUMBERLAND AVENUE OUTSIDE GEOFFREY FIELD INFANT AND JUNIOR SCHOOL**

The Director of Environment and Neighbourhood Services submitted a report seeking approval to carry out statutory notice procedures on a proposal to install a new zebra crossing on Northumberland Avenue in the vicinity of the pedestrian entrance to Geoffrey Field Infant and Junior Schools. A drawing showing the location of the proposed crossing was attached to the report at Appendix 1.

The report stated that the proposed zebra crossing would be funded by S106 Planning Contributions from the planning applications to expand the schools which were approved by the Planning Applications Committee on 10 September 2014 (minute 27 refers).

The report explained that as well as the new crossing, anti-skid surfacing would be laid on the approaches to the crossing as a safety measure.

At the invitation of the Chair, Councillor Eden addressed the Sub-Committee and requested that the work on the zebra crossing be postponed until after a more thorough review had been completed on road safety on Northumberland Avenue and other roads in the area. It was agreed that this would best be achieved through the establishment of a South Area Transport Study as this area covered a number of Wards.

**Resolved -**

- (1) That the report be noted;
- (2) That the Head of Legal and Democratic Services be authorised to carry out the statutory notice of the intention to establish a pedestrian crossing on Northumberland Avenue (as shown in Appendix 1) in accordance with Section 23 of the Road Traffic Regulation Act 1984;
- (3) That officers, in consultation with the Chair of the Sub-Committee/Lead Councillor for Strategic Environment, Planning and Transport, establish a South Area Transport Study to review a range of road safety options

across this area and that the outcome of the review be reported to a future meeting of the Sub-Committee.

**59. READING GIRL'S SCHOOL - TRAFFIC CALMING MEASURES ALONG NORTHUMBERLAND AVENUE**

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the traffic calming options being considered to mitigate the implications of the increased capacity at Reading Girl's School.

The report stated that the proposed traffic calming measures would be funded by S106 Planning Contributions from the planning application for the demolition of the existing buildings and the construction of a new secondary school which had been approved by the Planning Applications Committee on 10 September 2014 (minute 27 refers).

The report explained that the new school would increase the school's capacity by 10% from 947 pupils to 1050 pupils and it was noted that the existing school was currently under capacity with just 656 pupils on roll and so the new school could result in a considerable increase in the number of children travelling to and from school.

The recommended proposals were to extend the 20mph limit along Northumberland Avenue and to review the existing traffic calming features with the intention of bringing a detailed report to a future meeting of the Sub-Committee.

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

**Resolved -**

- (1) That the report be noted;
- (2) That a further report be prepared as part of the South Area Transport Study and submitted to a future meeting of the Sub-Committee for consideration.

**60. EXCLUSION OF PRESS AND PUBLIC**

**Resolved -**

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of Items 61 and 62 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.

**61. 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 nine applicants, who had subsequently appealed against these decisions.

**Resolved -**

- (1) That with regard to application 1.2, a discretionary permit be issued, personal to the applicant and charged at the third permit fee, subject to one being available within the allocation for the property;
- (2) That with regard to applications 1.3, 1.7 and 1.8, discretionary permits be issued, personal to the applicants and charged at the third permit fee;
- (3) That with regard to application 1.4, a charity permit be issued, personal to the applicant;
- (4) That with regard to application 1.5, two free books of visitor's permits be issued, personal to the applicant;
- (5) That the Director of Environment and Neighbourhood Services' decisions to refuse applications 1.0, 1.1 and 1.6 be upheld.

## 62. SUTTON WALK - APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

The Director of Environment and Neighbourhood Services submitted a report giving details of the background to her decision to refuse an application for a Discretionary Parking Permit from an applicant in Sutton Walk, who had subsequently appealed against this decision and of a request from residents of Sutton Walk to be included within a residents parking zone.

Resolved -

- (1) That the application be accepted and the permit allocation applied for issued,
- (2) That all residents of Sutton Walk be written to offering the opportunity to apply for discretionary permits,
- (3) That permits then be issued on receipt of the application as if the normal scheme rules applied.
- (4) That Sutton Walk be included in the Residents Permits Traffic Regulation Order for The Mount.

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

(The meeting started at 6.30pm and finished at 8.57pm).

**Reading Climate Change Partnership Board Meeting  
Wednesday 22nd October 2014, Civic Centre, Reading.**



<b>Attendees:</b>	
Sally Coble	Environment Agency (chair)
Ben Burfoot	Reading Borough Council
Jill Marston	RBC Policy Officer (10.30-11 only)
Summreen Sheikh	RBC (minutes)
Tracey Rawling Church	Kyocera Document Solutions
John Booth	GREN
Chris Rhodes	Transition Town Reading
Paul Gittings	Councillor, RBC
Tony Cowling	Reading Sustainability Centre (2- 2.30 only)
<b>Apologies:</b>	
Tony Page	Councillor, RBC
Dan Fernbank	University of Reading
Jenny Allen	Peter Brett Assoc.

**1. Reading Sustainability Centre (hydro project) update - Tony Cowling**

- The community members behind the sustainability centre proposals are looking to form a CIC (Community Interest Company).
- They have increased their media presence by being in the local newspaper and held an event for community energy fortnight. They have had lots of volunteers come through RVA
- They have received a grant from the Earley Charity to get their website up and running
- They have received extra funds from Naturesave
- The prefeasibility study for the hydro project paid for by RCCP is now available (Summreen and John were sent a copy)
- There are five potential locations for the sustainability centre: Kings Meadow, Lock Island, View Island, Hills Meadow and Kings Meadow. They have listed Hills Meadow on local plan with RBC planner.
- Aiming to get the licence by April 2015.
- Want to apply for a DECC (Dept of Energy and Climate Change) fund, however the delay in its launch could delay the project - they are ready to apply to it.
- There is a change in the FiT (Feed in Tariff) in April. This will cause the financial model to become quite stressed.
- Reading Museum have a 2050 project, with which they are engaged.
- Next open meeting in January at new civic offices (tbc)

RCCP board congratulated Tony on his achievements to date.

Tony stayed to give some information on the application from the 'Innovative Insulation group' - this is an application for funding for a pre-trial pilot study. The government has offered a scheme to insulate lofts and walls but floors are not covered. 15 - 20% of heat lost is through the floor. Monitoring of the effectiveness of the innovative insulation will be through energy bills, people's perceptions and temperature controls for two years, however, they should have a good idea after 6 months.

The funding is for the materials needed to do the work. They are also applying to the National Grid who require match funding.

They will use private dwellings with varying floor types to do the trials. This can be anybody's house, with agreement to on access and they want to get the insulation in before Christmas.

## 2. Minutes of last meeting and matters arising

The Molo Awards were purchased by Reading Transport directly. Reward Your World has applied for £30k LSTF (Local Sustainable Transport Funding) for another scheme to reward sustainable transport travel. Transport department at RBC are monitoring delivery of this. John requested more information, however this is not available at the moment it is a trial.

John has sent Friends of the Earth's briefing on fracking, the conclusion of which is the likelihood of Reading of fracking is low.

### Matters arising

John has sent the Renewal Heat Incentive (RHI) information to Summreen for inclusion on the RCA Reading Climate Action website. The uptake figures for this scheme has been good, as payments have been back dated to 2009.

## 3. RCAN (Reading Climate Action Network) November event

Organisation for the event has is underway:

25<sup>th</sup> November, 4.30 – 6pm at Caversham Bridge House (Peter Bretts Offices) has been booked. Sally is not available. The theme is food and 'Springboard' who want to set up a City Farm in Reading are invited to speak. Summreen is also thinking of inviting Reading Food Growing Network and someone to speak about the food digester at the Broad Street Mall. A research project at the university, focussing on the possibility of commercialising food growing, may also be interesting to hear about.

There will also be an explanation of the opportunities to feedback into the action plan each year.

On the boards suggestion, Summreen will also look into;

food waste users (Readifood and feeding homeless people in Reading?)

food waste minimisation (WRAP)

In addition, she will look into any good news stories of RCAN members achieving their targets to celebrate them at the event.

Invites to be sent next week (w/c 27<sup>th</sup> October).

SS to send out a job list for the chair of the event and other jobs to board members.

Rundown to include more networking time at the end, extending the time to 6.30pm.

## 4. Project support fund applications including

There is about £38k available with two successful applications so far, however, only one has claimed the funds.

### a) Wind Turbine (Ian Gough)

The board requested a breakdown of costs and the percent spent on lecturer fee's and transport fee's, how long the fund will last, how many people will be reached and if there are any plans to make the visits sustainable.

They would also like Ian to ask Ecotricity if they have any funds or opportunities he can tap into.

### b) The Innovative Insulation group (Tony Cowling)

The board were concerned about health and safety and public liability – would he be seeking accreditation for materials? If UoR were involved in the trial, the monitoring on it is likely to be thorough. This could be a good story for RCAN.

There are four conditions of awarding the grant:



- 1) commercial element to be clarified and explored (any return of funds to RCCPs fund?)
- 2) does it comply with building regulations
- 3) health and safety - robust risk assessment in place and does he has PLI and
- 4) what his next steps are

Regarding a University representative on the RCCP board - Dan Fernbank has been in touch and will come to a future meeting to see if he, or a colleague could sit on this board.

## 5. Renewable energy strategy

Action T1SP4.3 of the RCCS action plan states that we will produce a renewable energy investment strategy to provide 8% of local power.

TV Energy have done some work on Readings renewable energy composition and the potential in the future to meet this amount (see evidence base circulated). The end of this document gives the statistics of what technologies are needed to achieve the ambitious 8% target. In addition to this information, we are going to do a consultation with some key stakeholders. Want to convene people interested. John booth has volunteered and others are welcome - maybe other community members. U.o.R. people would be good - the renewables afternoon ie Phil Coker and one other could be useful.

Ben clarified that this is a partnership action plan and we are looking at the potential of what can be done in the whole borough. (RBC is and policy for its own estate at the moment.) The strategy will give the detail behind the aspiration for 8%.

Comments on the evidence base included;

lowering the demand for energy will make it easier to meet the target;

there is a large reliance on biomass - where this is imported wood, it will not meet our aims;

RBC are sourcing biomass locally for their first boiler at Cedar Court. This will be a good case study to publicise and an example to other businesses.

## 6. Climate change strategy action plan monitoring updates

Oct 31<sup>st</sup> is the deadline for theme leads to return reporting - the water chapter has been completed by Sally.

Alongside the 'RAG' (Red, Amber, Green) system, there should be a category for action for which no delivery partners have been identified i.e. 'ndp'. This will allow 'parking' of actions, which would be preferable to a long standing red 'RAG' status when the target is dependent on things that are out of our control i.e. funding streams.

Annual review of action plans

Invites to take part in the review have gone out through RGBN and the RCAN newsletter. There have been no responses back. It was agreed that the deadline be extended to incorporate comments from the RCAN event.

This opens up the possibility of deliverers to add their current actions / area of activity (especially if the listed actions are not being progressed).

## 7. Any Other Business

### a) Cultural partnership

This partnership meets four times a year to assess allocation of grants from a fund of £85k. A representative is needed for sustainability. This is a council partnership and an off shoot from the LSP. Most meetings are at Reading College at 5pm on a Thursday. Ask Paul for more information if you know someone who would be interested.

b) Divesting in fossil fuel

Oxford City Council have taken a move to withdraw its investments from fossil fuel companies. John asked whether RBC do the same?

Ben replied that RBC have energy on a green tariff, and don't invest in 'loan shark' companies. He will speak to OCC and get more information to Councillor Page and the head of finance at RBC. The RBC local government pension scheme, which is part of a wider Berkshire pension group, could have investments in fossil fuels. It may be possible to address this through Climate Berkshire.

Chris said that Rockafella have just divested from oil, ironically after having made all its profit from that industry in the first place.

c) MP Alok Sharma event

MP Alok Sharma is attending a 'question your MP on climate change' event on Sunday. It was decided to make him aware of us. Summreen to draft a few lines explaining who RCCP are for his press office. The churches are picking up on the climate change agenda in relation to poverty and global equality.

d) Thermal imaging camera

Summreen made a request for funds to train community members to make the most of the RBC thermal imaging camera. This will cost about £600 and train 6 people. The board agreed the spend.

e) LSP event

Sally is unable to attend the 'Narrowing the Gap' event on the 18<sup>th</sup> of November and wondered if someone from the RCCP board would like to go? Details of the event are [on eventbrite](#).

f) EA update

Sally mentioned that the new regional officer focussing on climate change is now in Sally's department and is linking to Climate South East.

g) Hodsall school

The new RBC energy policy being written at the moment will cover consideration of the feasibility for solar panels on all Reading state school extensions.

The remainder of the LSP money for solar panels has been reserved for the new free school next to the Meadway Leisure Centre. This hasn't progressed yet but it is still be RBC staff will attempt to push this forwards.

## Next meeting

Tuesday 10<sup>th</sup> February, 2pm – 4pm in room 'North 1a, Civic Offices, Bridge Street, Reading RG1 2LU'.

**JOINT WASTE DISPOSAL BOARD**  
**5 JUNE 2014**  
**(10.00 am - 12.00 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  
Oliver Burt, re3 Project Manager  
Janet Dowlman, Bracknell Forest Council  
Dave Fisher, Reading Borough Council  
Steve Loudoun, Bracknell Forest Council  
Mark Moon, Wokingham Borough Council  
Josie Wragg, Wokingham Borough Council

**35. Declarations of Interest**

There were no declarations of interest.

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

**RESOLVED** that the minutes of the Joint Waste Disposal Board meeting held on 13 March 2013 be approved as a correct record and signed by the Chairman.

Matters Arising

- Officers had met with the Green Machine to discuss operational issues and a full update would be given at the Board's next meeting.

**37. Urgent Items of Business**

There were no urgent items of business.

**38. Joint Waste Disposal Board Project Update**

The Board received a report providing an update on the progress made since its last meeting on 13 March 2014. The report included an update on work to improve access at Smallmead Household Waste Recycling Centre (HWRC), an update on the pressure at the Longshot Lane HWRC at peak times, the development of the Communications Strategy and an overview of financial matters.

The Board was informed that outstanding issues in relation to traffic flow at Longshot Lane HWRC had not been resolved. A situation that placed the site in breach of its planning conditions. Officers would be meeting with FCC and Bracknell Forest Council highways and planning teams to try and resolve the situation. It was

acknowledged that resolving the problems caused by on site traffic flow would not solve the off site problems caused by traffic queuing to access the site. This allied to a number of other considerations including future housing growth in the re3 area meant that a more strategic approach to the problem would be required. It was agreed that the most appropriate way forward would be to carry out an objective review of the pressures at Longshot Lane and the identification of potential solutions. The Board was informed that a significant volume of information about the site and its use was readily available and this should help reduce the time period needed for this piece of work.

The Board considered the proposed job description and person specification for the proposed re3 Marketing and Communications Officer post and the following points were noted:

- The qualifications required were considered too vague and needed to be more specific to attract high calibre candidates
- Skills and abilities point 5 should read 'An understanding of website management and social media'
- Main duty 5 should read 'To develop and co-ordination communications...'
- The devising of effective communications and market methods was considered to be a key aspect of the role and should be placed more prominently in the job description
- The post holder would be required to provide regular reports to the Board

It was acknowledged that a crucial aspect of the post holder's work would be to ensure that co-ordinated messages went out to all re3 council particularly in relation to recycling and efforts to increase the levels of waste sent for recycling and improve the quality of the recycling collected. However this work would only be successful if all three re3 council were committed to supporting it and working co-operatively.

Funding for the post during the current financial year would come from unspent funds in the Waste Minimisation Budget. However, from 2015/16 additional funding would be required from the re3 Councils. DEFRA have recently announced that they would be making funding available for partnership based work through their Waste Innovation Fund. It was agreed that this was a potential funding stream that should be explored.

The Board noted the financial update. It was reported negotiations were underway with DEFRA over potential changes to the contract that would enable re3 council to send non-recyclable waste to the Didcot MRF for processing.

**RESOLVED** that:

1. The contents of the Project Director's report be noted
2. The proposal that the re3 Project Director appoint consultants for a suitable review of Longshot Lane capacity
3. Subject to the suggested changes, the proposed job description for the re3 Marketing and Communications Officer post attached as Annex 5 of the Project Director's report be endorsed
4. Subject to the endorsement of the three re3 Councils, the re3 Management Budget be increased by up to a maximum of £50,000 from the 2015/16 financial year onwards
5. That all three re3 Councils review their working arrangements to ensure they are able to deliver the various needs associated with the waste and recycling agenda in mind of the challenges ahead

39. **Dates of Future Meetings**

**RESOLVED** that the next meeting of the Joint Waste Disposal Board Management Committee be held on Thursday 18 September 2014 at 10am at Longshot Lane HWRC.

40. **Exclusion of Public and Press**

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

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

41. **Excess Profit Adjudication Update**

The Board received a report providing an update on the progress in terms of the Excess Profit Adjudication since its last meeting.

It was noted that the adjudication hearing had been scheduled for 23<sup>rd</sup> and 24<sup>th</sup> June 2014. A third date, the 1<sup>st</sup> July 2014, had been reserved should the adjudication not be resolved during the initial hearing dates. Notice of the Adjudicator's decision would be received a week after the hearing's conclusion.

In response to the Board's queries it was stressed that good working relationships between council officers and FCC officers existed on the ground at both sites on a day to day basis.

**RESOLVED** that the contents of the Project Director's report be noted.

42. **Management Arrangements Update**

The Board discussed the future management arrangements of the re3 project. It was noted that discussions over the future direction and structure of the re3 management arrangements were ongoing.

The Board agreed that a full discussion of the emerging options including: project management structure, role definition, budget implications, appointment process and possible transition arrangements would take place on 14 July at 2pm in Reading Borough Council's Civic Centre. A full options appraisal paper would then be brought to the Board's September meeting for a decision.

**CHAIRMAN**

**JOINT WASTE DISPOSAL BOARD  
18 SEPTEMBER 2014  
(10.10 am - 12.40 pm)**

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

Reading Borough Council  
Councillor Paul Gittings  
Councillor Liz Terry

Wokingham Borough Council  
Councillor Angus Ross

Officers Anthony Bolton, Reading Borough Council  
Oliver Burt, re3 Project Manager  
Steve Loudoun, Bracknell Forest Council  
Mark Moon, Wokingham Borough Council  
Josie Wragg, Wokingham Borough Council

Apologies for absence were received from:

Councillor Pollock, Wokingham Borough Council

**1. Election of Chairman**

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

**2. Appointment of Vice-Chairman**

**RESOLVED** that Councillor Gittings be appointed Vice-Chairman of the Joint Waste Disposal Board Management Committee for the next twelve months.

**3. Declarations of Interest**

There were no declarations of interest.

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

**RESOLVED** that the minutes of the meeting of the Joint Waste Disposal Board Management Committee held on 5 June 2014 be approved as a correct record and signed by the Chairman.

Matters Arising

The Committee expressed its thanks to Councillors Page and Stanton for all their work on the Management Committee and for their commitment to and support of the re3 project over the years.

**5. Urgent Items of Business**

There were no urgent items of business.

6. **IESE Waste and Resources Innovation Club**

The Board considered a report detailing and invitation from IESI for the Board to join their Waste and Resources Innovation Club.

The Club, which had been set up following a request from DEFRA, provided waste and resource partnerships from across the Country with an opportunity to network and learn from each other. The Forum also examined changing trends in the waste industry and lobbied government on behalf of local authorities. The Forum met four times a year with meetings being held at various locations around the country.

It was agreed that membership of the Group would provide the re3 authorities with an opportunity to broaden their strategic approach to waste. It was noted that officers did attend meetings. It was agreed that representation at the meetings would not be fixed to give all Board members an opportunity to build their knowledge and that representation at meetings would be based on availability.

**RESOLVED** that officers be instructed to respond to IESI's invitation to join the waste and Resources Innovation Club for an initial period of one year.

7. **Progress Report**

The Committee received a report providing an update on the progress made in terms of management of the joint waste PFI contract since its last meeting. The report included the Annual Environmental Report summarising the work of the re3 PFI project during the 2013/14 financial year, updates on the work taking place with Sue Ryder and the Green Machine Community Repaint Scheme and an update on the Material Recovery Facilities (MRF) Code of Conduct.

It was noted that the charity Sue Ryder had raised a total of £16,000 by selling items retrieved from residents visiting the household waste recycling centres (HWRC). The success of this scheme was dependant on the alertness of staff as to the items that were being disposed of and it was agreed that more needed to be done to publicise the partnership to the public.

The MRF Code of Practice legislation had been introduced to establish a means of assessing the quality of recyclable material received and sorted at the MRF. It was noted that the Contractor would be operating in accordance with the legislation from 1 October 2014 and that the contract between the re3 Councils and the Contractor was sufficiently flexible to change its terms in the future if it was necessary.

It was reported that the Green Machine Community Repaint scheme was now being paid monthly in arrears instead of quarterly.

The Board commended the clarity of the Annual Environmental Report 2013/14.

**RESOLVED** that contents of the Project Director's report be noted.

8. **Dates of Future Meetings**

It was agreed that due to time constraints dates for future meetings would be agreed by email.

9. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Regulation 21 of the Local Authorities (Executive

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

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

**10. Annual Financial Statement**

The Board considered a report summarising the financial position of the joint waste PFI for the 2013/14 financial year. The report sought to conclude the management of the 2013/14 finances, detailed the emerging position for the current financial year and presented a first draft of the budget for the 2015/16 financial year.

Recent patronage surveys had shown marked swings in the use of the HWRCs and to ensure that it was proposed that the Annual Patronage Survey be split so that it occurs at two different times of year. The results would then be combined to give a single set of figures. It was expected that the split would not significantly alter the outcome of the survey however it would enable a bigger sample size to be used and ensure confidence in the process.

It was noted that the Board's current meeting cycle resulted in the regular reporting of unvalidated financial information that had caveats attached. A situation that did not always adequately support the decision making process. It was therefore proposed that the meeting cycle be amended so that future meetings fell in October, January, April and July (AGM).

**RESOLVED** that:

- i. The contents of the Annual Financial statement be noted
- ii. The proposed schedule of meetings set out at Paragraph 3.49 of the Project Director's report be approved

**11. Excess Waste Profit Adjudication**

The Board received a report providing an update on the progress in terms of the Excess Waste Profit Adjudication since its last meeting and the re3 Councils' legal representatives gave the Board a briefing on the current position, strategic matters and options for the way forward.

**RESOLVED** that:

- i. The contents of the Project Director's report, and its accompanying appendices, be noted
- ii. The preliminary cost estimates described at paragraph 3.19 of the Project Director's report be noted and the re3 councils be recommended to collectively allocate sufficient funding to undertake a defence of the claim in the Commercial Court.

**CHAIRMAN**



## **Minutes of the 78<sup>th</sup> AWE Local Liaison Committee Meeting**

**Wednesday 17<sup>th</sup> September 2014 at AWE Burghfield**

### **Present:**

Mr. Haydn Clulow	Director Site, Acting Chairman LLC
Cllr Philip Bassil	Brimpton Parish Council
Cllr Heather Leighton-Jones	Pangbourne Parish Council
Cllr Jonathan Chishick	Tidmarsh with Sulham
Cllr Clive Littlewood	Holybrook Parish Council
Cllr Mollie Lock	Stratfield Mortimer Parish Council
Cllr Ian Montgomery	Shinfield Parish Council
Mr Jeff Moss	Swallowfield Parish Council
Cllr Barrie Patman	Wokingham Borough Council
Cllr John Chapman	Purley on Thames Parish Council
Cllr Jane Stanford-Beale	Reading Borough Council
Cllr Marian Livingston	Reading Borough Council
Cllr Carol Jackson-Doerge	West Berkshire District Council
Cllr Royce Longton	West Berkshire District Council
Carolyn Richardson	West Berkshire District Council
Cllr David Shirt	Aldermaston Parish Council
Cllr Clive Vare	Aldermaston Parish Council
Cllr Patricia Garrett	Baughurst Parish Council
Cllr Mike Broad	Tadley Town Council
Cllr David Leeks	Tadley Town Council
Cllr Susan Mullan	Tadley Town Council
Cllr David Wood	Theale Parish Council
Cllr Tim Whitaker	Mapledurham Parish Council;
Fiona Rogers	Head of Corporate Communications
Paul Rees	Head of Environment, Safety and Health
Mark Hedges	Manager Site (Conventional)
Geoff Druce	HAW Programme
Paul Cooper	ESH&Q Cultural Improvement Lead
Owen O'Rourke	Deputy Chief Fire Officer, AWE FRS
Carolyn Porter	Corporate Comms – LLC Secretary
Michele Maidment	Corporate Comms – LLC Administrator
Philippa Kent	AWE
Liz Pearce	AWE
Bob Barclay	AWE

### **Regulators:**

Andrew Pembroke	Environment Agency
Stewart Carey-Hodges	Environment Agency
Matty Cowen	ONR

**Invited**

Linda Eadie  
Nigel Parsons  
Tom Payne

MOD - SDP Team  
MOD - SDP Team  
Emergency Planning Officer - Basingstoke and Deane  
Borough Council

**Apologies**

Apologies had been received from: Cllr Chopping, Cllr Neill, Cllr Gardiner, Cllr Gilbert, Cllr Tucker, Cllr McGarvie

**Actions from the last meeting**

**Action 5/72 A specific request from Councillor Gardiner to invite a representative from the local emergency authorities to explain in more detail how they work with AWE.**

This was planned for inclusion in this meeting but due to unforeseen circumstances last minute apologies were received. To be re-arranged for a future meeting.

**Action ongoing**

**Action 4/74 A joint WBC/AWE presentation was offered for a future meeting to look at the ALDEX exercise focusing on agencies involvement and collaborative working.**

Covered in this meeting

**Action closed**

**Action 3/75 Invitation to Paul Cooper to report on next phase of ESH Culture Improvement Programme**

Covered in this meeting

**Action closed**

**Action 1/77 Fiona Rogers to report on the results of the Community Survey**

Covered in this meeting

**Action closed**

**Action 2/77 Haydn Clulow to give an update on PPL**

Covered in this meeting

**Action closed**

**Action 3/77 DEPZ area to be checked and SDP informed**

Covered post LLC 77

**Action closed**

The Minutes of the 77th Meeting were accepted as a true record of the meeting.

## **Membership Changes**

Cllr Jenny Williams has recently moved from Silchester to Pamber Heath Parish. We are waiting to hear who the new elected representative for Silchester will be. Our thanks go to Jenny for her support over her LLC membership period.

## **Chairman's update**

### **Introduction**

The chairman welcomed all to the 78<sup>th</sup> meeting of the LLC and told them there was a full agenda covering some important topics. These included presentations from Carolyn Richardson from West Berks on the Aldex exercise and a return visit by the SDP project team, Linda Eadie and Nigel Parsons providing an update on the public consultation exercise and specifically the arrangements in hand for the Aldermaston and Burghfield sites.

The chairman also welcomed presenters, Paul Rees, Mark Hedges, Geoff Druce and Owen O'Rourke from the AWE senior leadership team, and from AWE regulators, Andrew Pembroke (Environment Agency) and Matty Cowen (ONR).

Tom Payne from Basingstoke and Deane Borough Council was welcomed as an observer of the meeting in his capacity as Emergency Planning Officer.

The chairman set out the main issues to be covered during the course of the meeting including:

- Licence Instrument 511
- Improvements to AWE Fire Detection Systems
- An overview of the Wool against Weapons protest
- An update on the Pangbourne Pipeline.

## **AWE News**

### **New Managing Director appointed**

The chairman advised members that last week the AWE ML Board announced the appointment of Kevin Bilger as the new Managing Director, for AWE plc. Mr Bilger joins the organisation from Lockheed Martin (LM), where he was most recently vice president, Programmes and Quality for Space Systems Company. Rob Fletcher takes on the role of AWE Deputy Managing Director.

### **AWE welcomes its largest intake of female apprentices**

The chairman was delighted to report that AWE has seen an increase in the number of female apprentices joining its Skills Academy this year. The number has increased from 5% to 15% of the total intake, representing seven out of the 45 new joiners. The work AWE's Skills Academy has done with local schools has been credited for this increase.

AWE's Skills Academy is an area of AWE business where females have traditionally been under-represented. Clearly there is more work to be done but this is a real step in the right direction.

He added that the number of females working right across AWE has continued to grow over the last five years with women now accounting for 21.4% of AWE's total workforce.

### **AWE staff recognised by MOD CSA Commendation Scheme**

The chairman reported 16 nominations for the MOD's Chief Scientific Adviser Commendation Scheme, 10 were successful. This scheme recognises AWE staff for their exceptional performance, effort and commitment within the defence, science and technology community. A ceremony was held at MOD Main Building, London, with presentations made by MOD Chief Scientific Adviser, Professor Vernon Gibson.

### **British Safety Council Awards**

The Chairman informed members that consistently high standards of health and safety management on AWE's new build construction sites have resulted in AWE being awarded the British Safety Council, Sword of Honour for the third year running.

AWE has also won five British Safety Council five star awards for Occupational Health and Safety Management and a British Safety Council five star award for Environmental Management.

### **Community Matters**

Since June, AWE's Community Committee donated £4,500 in donations to local charities and in sponsorship of our staff in their individual fund raising activities. Local charities which have benefited include the Reading Association for the Blind, Basingstoke based St Michael's Hospice, and The Pink Place, a local charity which provides free services to support cancer patients.

This year has also seen record amounts of money being raised for charity by the AWE Team Challenge. Earlier this month, over 120 staff took part in this annual cross-company team development event, raising over £19,000 through their efforts. The money will be shared between the Team Challenge team's chosen charity, Dame Kelly Holmes Trust, and AWE's nominated Charities of the Year, Tadley First Responders and MacMillan Cancer Support.

As well as local charity fund raising, AWE staff have been continuing the important work they do with local schools to inspire young people in the important STEM subjects (Science, Technology, Engineering and Maths). AWE scientists and engineers took part in a number of activities during the summer term. One such project, led by some of our graduates, was to organise and facilitate the annual Chain Reaction event. The Chairman thanked Cllr Roger Gardiner (in his capacity as Mayor of Basingstoke and Deane) and Cllr Mollie Lock, Mortimer and Stratfield Parish for being part of the judging panel on the day. A short video clip of the day was shown too.

Finally the Chairman referred to the independent survey which was being carried out to seek the views of LLC members, local residents, schools and community groups. The aim of the survey is to gauge local perceptions about AWE, the effectiveness of its community programme and more generally the organisation's communication and engagement approach with the wider community.

The Chairman advised that the research is now complete and the results would be presented to the LLC at the December meeting.

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## **Environment, Safety, Health and Quality Report**

**Paul Rees, Head of Environment, Safety & Health**

Paul Rees gave an overview of Environment, Safety and Quality performance over the period. Key points highlighted included:

- An improvement in AWE's personal injury rate, with a 12 monthly rolling Occupational Safety and Health Administration (OSHA) Total Recordable Injury Rate (TRIR) of 0.424 at the end of July.
- The visit of the ONR's Deputy Chief Inspector in his new role. Richard Savage had expressed his ongoing commitment to build relationships with AWE.
- The Environment Safety & Health Quarterly Report January – March 2014 was included in members meeting documentation. Paul Rees confirmed the report covering the period April to June 2014 is nearing completion and a copy would be mailed to members at the earliest opportunity and subsequent reports will be available on the AWE website.
- Members were advised recruitment is underway for a new Head of Environment.
- Whilst the overall trend in personal injuries is positive, there has been a rise in First Aid Events, minor injuries to extremities from the use of hand tools still the most common. A number of improvement programmes addressing issues such as leadership and behaviors and musculoskeletal problems are being instigated.

**Cllr Stanford-Beale** asked for clarification over the extensive Crown Copyright statement on published documents, which would appear to restrict onward disclosure of information.

**Fiona Rogers** confirmed that a simpler statement is now being used on external documents to avoid confusion.

**ESH&Q Culture Change Programme****Paul Cooper**

Paul Cooper updated the meeting on the progress of this programme which has featured in previous meetings. The programme integrates a range of initiatives under key areas such as communication and expectation, behaviours, performance measurement, reward and recognition, reinforcement and sustainability.

Ongoing work includes improvement to the organisation's recruitment and induction processes, emphasis on embedding the new ESH&Q culture standard, roll-out of the AKT dramatised workshop, reforming AWE's mandatory training programme, a senior management walkthrough programme, and a series of cultural vision workshops.

**Cllr Wood** asked how cultural change success would be measured.

**Paul Cooper** confirmed this is by using a variety of approaches, from surveys, both qualitative and quantitative and personal observation and interventions.

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**Site Update****Mark Hedges, Site Manager (Conventional)**

The main points covered in the Site Manager's update included:

- the receipt of one corporate complaint during this period related to the unexpected loss of water supply at a house in Aldermaston resulting in damage to a domestic appliance. This has been fully resolved. .
- a reduction in Corporate Complaints since 2007 which has been achieved by addressing learning opportunities identified throughout the Complaints process and maintaining stakeholder and local community engagement (Local Liaison Committee).
- a Fire Detection Systems improvement programme has been developed and agreed with ONR that includes the use of an independently accredited organisation for ongoing system maintenance. The programme is on track to achieve the October 2015 milestone.

**Cllr Littlewood** asked whether AWE has a regular maintenance programme for its fire alarms.

**Mark Hedges** confirmed that there are weekly fire alarm checks.

**Licence Instrument 511****Geoff Druce, HAW Programme**

Geoff Druce confirmed ONR completed their preliminary investigation report on 8<sup>th</sup> August and has recommended moving to the formal investigation phase to gather evidence in support of any potential enforcement action. AWE completed its own review at the end of May and delivered the findings to ONR in June.

He reported ONR acknowledged AWE has improved its arrangements for the storage of untreated ILW (Intermediate Level Waste) and made progress on developing its long term strategy for waste storage and treatment. Current storage conditions do not pose a significant risk to the public or the workforce

**Cllr Chishick** asked how many of the nominal 1000 ILW feed drums have already been encapsulated.

**Geoff Druce** reported that AWE commenced planning and design work of a facility in 2007 to carry out these operations at the Aldermaston site. However, in 2011 the company reached the view that the proposed option was unlikely to be the best overall solution to the ILW problem in the context of the company's overall waste strategy and therefore discontinued its work on the volume reduction and encapsulation project and informed ONR that it would not be able to meet the terms of the LI by the due date. Therefore as AWE currently does not have the capability, it has not been able to compact the drums.

**The Chairman** added the organisation has remained in dialogue with the ONR and the Nuclear Decommissioning Authority and other organisations that hold nuclear licence site licences similar to AWE's to find an appropriate longer term solution for the UK.

#### **Pangbourne Pipeline (PPL) Update**

#### **Geoff Druce, HAW Programme**

Geoff Druce recapped on the work towards the development of the Best Available Technique to date which has been covered in previous meetings. The organisation's own view is that the preferred option is to remove the pipeline, but recognise this is a costly exercise that has the potential to cause significant disruption.

Geoff confirmed the pipeline is not a high priority within AWE's overall decommissioning programme and remains a low hazard. In discussion with EA, the view is that removal is scheduled for 2026–2032 and that the robust monitoring and surveillance regime already in place will continue.

Fiona Rogers confirmed the intention remains to establish a PPL Stakeholder Engagement Advisory Group before the end of this year, made up of representatives from a range of stakeholders including the MOD, local authorities, technical experts, the affected local community and nuclear interest groups.

**Cllr Chishick** and **Cllr Chapman** asked about representation on this Advisory Group. **Fiona Rogers** Members were invited to nominate individuals who may be valuable to the group.

**Wool against Weapons****Mark Hedges, Site Manager (Conventional)**

Mark Hedges reported that it was a well organised event. The knitted scarf was rolled out along the agreed route from Aldermaston (Red Lane) to Burghfield (James Lane). The day was peaceful and went without any issues.

Carolyn Richardson of West Berkshire Council told members that the Safety Advisory Group had met well in advance to look at what could and couldn't be done to minimise any disruption to the community but welcomed further feedback from members on any issues they may have experienced on the day.

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**Exercise Domino Carolyn Richardson, Civil Contingencies Manager, WBC**

Carolyn Richardson gave an overview on Exercise Domino, the aim of which was to test and exercise elements of the AWE Off Site Emergency Plan for an emergency on-site, affecting the off-site area as required under REPPIR. (Radiation Emergency Preparedness and Public Information Regulations).

Her presentation covered the seven individual exercises that together made up Domino, all of which have been successfully completed with the exception of the final media exercise which will take place in 2015. Communication and information flow was a strong focus for many of the stages which also provided an opportunity to exercise the new Science and Technical Advice Cell (STAC) arrangements. Valuable lessons have been learned from each stage, and these will feed into a next edition of AWE Off-site Emergency Plan.

**Cllr Moss** commented on the length of time it took to close the highway following notification of the off-site leak.

**Carolyn Richardson** confirmed the Highway Agency is looking at an improvement plan for response times.

**Cllr Littlewood** asked how many radiation monitoring units (RMUs) are available to support an emergency of this nature.

**Carolyn Richardson** confirmed that a scalable approach is used with a basic RMU in place within six hours.

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**Ask the Regulator**

**Cllr Whitaker** asked the Environment Agency whether they supported leaving PPL until 2026.

**Andrew Pembroke** said that the EA do not consider it to be a significant risk and do not see it as being a risk to the public. The EA's quarterly LLC report states that the pipeline represents a very low hazard and the MoD has no plan to require AWE to remove the pipeline in the near future. The EA support AWE's plans to engage with stakeholders and landowners prior to the start of decommissioning.



**AWE Fire and Rescue Service Liaison****Owen O'Rourke, Deputy  
Chief Fire Officer**

Owen O'Rourke gave an overview of the AWE Fire and Rescue Service (AWE FRS) and their liaison and collaborative working with local (and national) authority fire and rescue services, South Central Ambulance Service, the Defence Fire Risk Management Organisation (DFRMO) and the Hazardous Area Response Team. This includes reciprocal training, specialist fire-fighting advice, and regular familiarisation visits.

**Cllr Shirt** asked about the security clearance of external fire officers coming on to site  
**Owen O'Rourke** explained that when required onsite in support of emergency they are under police escort.

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**Any other business**

**Cllr Shirt** spoke of the issues he has had with the Defence Business Services (DBS) and the inefficiencies of the security clearance process.

**The Chairman** assured him that the complaints he has raised directly with DBS have been shared with AWE Personnel Security.

**Cllr Stanford-Beale** reported that at the most recent meeting of the Reading Borough Council's Environmental Planning Committee the question of Peter Burt being asked to sit on the LLC was raised. It was also proposed AWE should be invited to a future meeting of this Committee.

**The Chairman** confirmed both requests would be formally acknowledged.

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**Submarine Dismantling Project (SDP)****Linda Eadie, Nigel Parsons, MOD SDP Team**

Linda Eadie gave a second update on the current status of the Submarine Dismantling Project including an overview of the SDP site assessment and selection process. She reminded members of the public consultation purpose and programme, provided proposed dates and venues (currently provisional) for the Aldermaston and Burghfield site consultation and the communication channels for ensuring members of the public have the opportunity to participate.

**Cllr Longton** asked if a copy of the SDP presentation slides could be made available at the end of the meeting.

**Fiona Rogers** confirmed that a copy would be sent out to LLC members with the minutes.

**Cllr Montgomery** was interested to know the Minister responsible for the decision. This is the Minister for Defence Equipment Support and Technology, Philip Dunne.

**Cllr Locke** questioned the proposed consultation venues and asked if St John's Hall could be considered.

**Nigel Parsons** (MOD) reported that it has been difficult securing venues local to Aldermaston and Burghfield sites. They would be happy to investigate members' suggestions.

Further information on the project and consultation process can be found by searching for submarine dismantling on the gov.uk website.

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### **2014 Meeting Dates**

Wednesday 17th December

**Carolyn Porter**  
**LLC Secretary**

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	25 NOVEMBER 2014	AGENDA ITEM:	8
TITLE:	STRUCTURE AND COMPOSITION OF THE AWE LOCAL LIAISON COMMITTEE AND THE SUBMARINE DISMANTLING PROJECT TIMESCALES		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	EMERGENCY PLANNING	WARDS:	BOROUGHWIDE
LEAD OFFICER:	BRETT DYSON	TEL:	0118 937 2235
JOB TITLE:	EMERGENCY PLANNING AND RISK MANAGEMENT OFFICER	E-MAIL:	Brett.dyson@reading.gov.uk

#### 1. EXECUTIVE SUMMARY

- 1.1 To update the Committee with regard to the structure and composition of the Atomic Weapons Establishment (AWE) Local Liaison Committee and to provide information with regard to the timescales for the submarine dismantling project.

#### 2. RECOMMENDED ACTION

- 2.1 To receive the presentation from officers of AWE.

#### 3. POLICY CONTEXT

- 3.1 At the meeting of the Strategic Environment, Planning and Transport Committee on 16 July 2014 (Minute 5 refers) it was agreed that a representative of AWE be invited, if possible, to the next meeting of the Committee to discuss the composition of the Local Liaison Committee.
- 3.2 As a result, Hadyn Clulow, AWE Director Site, and Fiona Rogers, AWE Head of Corporate Communications had been invited to attend the

Strategic Environment, Planning and Transport Committee on 25 November 2014 to present to the committee on the Structure and Composition of the AWE Local Liaison Committee.

- 3.3 In addition, the AWE officers would use this opportunity to update the Committee on the Submarine Dismantling Project timescales.

#### **4. THE PROPOSAL**

- 4.1 The Committee would receive a presentation from the officers of AWE at this meeting.

#### **5. BACKGROUND PAPERS**

- 5.1 Minutes of the AWE Local Liaison Committee, 26 March 2014.

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	25 <sup>th</sup> NOVEMBER 2014	AGENDA ITEM:	9
TITLE:	REVISED LOCAL DEVELOPMENT SCHEME		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING	WARDS:	ALL
LEAD OFFICER:	MARK WORRINGHAM	TEL:	0118 9373337
JOB TITLE:	PRINCIPAL PLANNER	E-MAIL:	<a href="mailto:mark.worringham@reading.gov.uk">mark.worringham@reading.gov.uk</a>

#### 1. EXECUTIVE SUMMARY

- 1.1 A Local Development Scheme (LDS) is a statutory programme tool, which sets out the planning policy documents that the Council intends to produce, and their purpose, timescales and geographical area.
- 1.2 This Committee approved a new LDS on 9<sup>th</sup> July 2013 (Minute 8 refers), and approved amendments to it on 20<sup>th</sup> November 2013 (Minute 19 refers). The main document proposed to be produced was a comprehensive Local Plan to replace all three existing development plan documents.
- 1.3 This report seeks a change to the LDS, primarily to amend the timescales for production of this Local Plan. The reason for this is that the strategy of that Plan will rely heavily on an evidence document on housing needs (a Strategic Housing Market Assessment) that the Council will be commissioning jointly with neighbouring authorities. This has been delayed due to ongoing discussions about which authorities will be participating.
- 1.4 This report therefore seeks approval of a revised LDS which shows the documents that the Council intends to produce over the coming years.

#### 2. RECOMMENDED ACTION

- 2.1 That the Local Development Scheme (Appendix 2) be approved and brought into effect, and that it form the basis for production of planning policy, with effect from 25<sup>th</sup> November 2014.

### 3. POLICY CONTEXT

- 3.1 A Local Development Scheme (LDS) is a document setting out the local planning authority's programme for producing planning policy documents. It lists the documents that are to be produced, sets out their scope and purpose, and sets out the broad timescales for its production, including important milestones. It is a statutory requirement under the Planning and Compulsory Purchase Act 2004.

### 4. THE PROPOSAL

#### (a) Current Position

- 4.1 The Council produced a number of versions of its Local Development Scheme between 2005 and 2011 to manage the production of a range of development plans, all of which are now adopted (Core Strategy, Reading Central Area Action Plan and Sites and Detailed Policies Document). However, in 2012 the national context for producing planning policy changed, with new national policies in the National Planning Policy Framework, including a clear preference that a single Local Plan should be produced rather than several development plan documents.

- 4.2 This Committee therefore approved a new Local Development Scheme on 9<sup>th</sup> July 2013 (Minute 8 refers) which, in particular, set out a programme for producing a comprehensive Local Plan to replace the three development plan documents listed above. An amended version of the LDS was approved by this Committee on 20<sup>th</sup> November 2013 (Minute 19 refers), which allowed for an alteration to the Council's existing affordable housing policies prior to reviewing the Local Plan in full.

#### (b) Option Proposed

- 4.5 Committee is recommended to approve the Local Development Scheme 2014 (Appendix 2) as the programme for producing planning policy documents.

- 4.6 The main changes from the 2013 version of the LDS are as follows:

- The timescales for production of a Local Plan have been pushed backwards. The main reason for this is that the Council intends to co-operate with neighbouring authorities on a study to identify levels of housing need. Such studies need to be produced to cover a whole housing market area rather than an individual authority in order to

comply with national policy. It has taken some time for it to become clear which authorities in Berkshire wish to co-operate in this study, and this has resulted in a delay in its production. Since levels of housing to be provided are such a significant element of the Local Plan, it would make little sense to begin consulting on Issues and Options until the Council knows what the level of housing need will be.

The Council has already undertaken the first stage of this consultation, a call for potential development sites to be nominated (as well as sites for other potential designations, including protection). It is critical that the process for assessing these potential development sites takes into account a complete understanding of needs and its implications on infrastructure, such as schools, transport and health provision. In this regard, officers will need to work both across the organisation and with neighbouring authorities to ensure that proposed development remains sustainable.

- Some documents listed in the 2013 LDS as documents still to be produced (e.g. the Statement of Community Involvement and the Sustainability Appraisal Scoping Report) are now complete.
- Some proposed Supplementary Planning Documents have now been removed, as the Local Plan will need to be prioritised.

(c) Other Options Considered

- 4.7 There are two alternative options that could be considered;
- Proceed with the existing 2013 LDS; or
  - Produce a LDS with less ambitious timescales for the Local Plan.
- 4.9 Proceeding with the current LDS would mean moving to an Issues and Options consultation before information on housing needs is available in summer 2015. However, proposed housing figures are potentially the most important element of the Local Plan, and a consultation on this matter without including housing figures would be incomplete. This would mean needing to undertake a second Issues and Options consultation after housing figures become available, which would be a poor use of resources.
- 4.10 Producing a LDS with less ambitious timescales would leave Reading for a longer period without planning policy in place to cover some important issues. This may leave the Council vulnerable to appeals, particularly as 'objectively assessed development needs' specified by the NPPF had not been set, and could therefore result in some loss of control over the form and scale of development. Lengthening the process could also mean less effective use of resources in the long term, as, for instance, evidence gathered to support an early stage of the document would need major updates before the document is finalised.

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

5.1 The Local Development Scheme will contribute to achieving the following strategic aims, through production of planning policy to fulfil key 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 Local Development Scheme is simply a programme for production of planning documents, and will not be subject to community engagement. However, the LDS does programme community involvement stages for a number of documents. These community involvement stages will need to comply with the Council's adopted Statement of Community Involvement.

## **7. EQUALITY ASSESSMENT**

7.1 The Scoping Assessment, included at Appendix 1 identifies that an Equality Impact Assessment (EqIA) is not required for the LDS, as there is no reason to believe that specific groups will be affected any differently from others by the LDS.

## **8. LEGAL IMPLICATIONS**

8.1 The content of Local Development Schemes is specified in Section 15 of the Planning and Compulsory Purchase Act 2004, as amended by Section 180 of the Planning Act 2008 and Section 111 of the Localism Act 2011. Under the legislation, the LDS must list the development plan documents to be produced, set out their subject matter, geographical area and timescales, and which are to be prepared jointly.

8.2 The LDS has also had regard to the legislation on the process of production of the individual documents it lists, which is set out in the Planning and Compulsory Purchase Act 2008 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012.

## **9 FINANCIAL IMPLICATIONS**

9.1 The production of the LDS itself will be funded from existing budgets and has no significant financial implications. The main financial implications of the LDS lies with the documents that the LDS proposes to prepare, in particular the Local Plan.



- 9.2 Production of planning policy documents is generally carried out within existing budgets, and this will largely be the case with the documents listed in the LDS. However, there are some elements of producing these documents that can have significant resource implications, depending on how they are carried out.
- 9.3 Consultation exercises can be resource intensive, particularly at early stages where the focus is on engaging as many people as possible, and on asking wide-ranging and open-ended questions. However, the Council's consultation process is based mainly on electronic communication, which helps to minimise resource costs.
- 9.4 Another main area where there can be significant financial implications is in producing the evidence base, particularly where the use of external consultants is required. Some external consultants will be needed when considering matters such as housing need, minerals planning and retail need. Consultants will only be used where they genuinely represent the best option in terms of value for money.
- 9.5 Finally, the other significant cost is a public examination, which will be required for the Local Plan. These examinations can cost tens of thousands of pounds. They are an inescapable fact of producing development plans, although the length and scope of these examinations can be minimised by seeking to resolve objections before the examination, as well as by combining documents into one document with one examination, as is proposed with the Local Plan.

#### Value for Money (VFM)

- 9.6 The preparation of a robust set of planning policy documents, as set out in the LDS, will ensure that developments are appropriate to their area, that significant effects are mitigated, that contributions are made to local infrastructure, and that there are no significant environmental, social and economic effects. Robust policies will also reduce the likelihood of planning by appeal, which can result in the Council losing control over the form of some development, as well as significant financial implications. Production of the documents set out, in line with legislation, national policy and best practice, therefore represents good value for money.

#### Risk Assessment

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

#### **BACKGROUND PAPERS**

- Planning and Compulsory Purchase Act 2004 (Section 15)
- Localism Act 2011 (Section 111)
- The Town and Country Planning (Local Planning) (England) Regulations 2012

- National Planning Policy Framework
- Local Development Scheme 2013

## APPENDIX 1: EQUALITY IMPACT ASSESSMENT

### Provide basic details

Name of proposal/activity/policy to be assessed:

Local Development Scheme

Directorate: ENCAS - Environment, Culture and Sport

Service: Planning and Building Control

Name: Mark Worringham

Job Title: Principal Planner

Date of assessment: 09/10/2014

### Scope your proposal

What is the aim of your policy or new service?

To set out the programme for producing planning policy documents.

Who will benefit from this proposal and how?

The Council will benefit from having an agreed programme and way forward for planning policy. Stakeholders, including members of the public and the development industry, will benefit from more certainty about what documents and consultations to expect and when.

What outcomes will the change achieve and for whom?

The outcome will be a clear programme for document production.

Who are the main stakeholders and what do they want?

Developers/landowners, the public and community groups, infrastructure providers. All parties want an easily digestible summary of which planning policy documents will be produced and when so that they are better able and resourced to engage when consultation processes come about. It will also inform how and when developers or landowners intend to bring forward potential development sites.

### 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 Local Development Scheme in itself is merely a programme for producing documents. Documents within the LDS may have different effects on different groups, but since these have not yet been produced it is impossible to determine what those effects would be. Where this is the case, an Equality Impact Assessment will be carried out on individual documents as they are produced.

Signed (completing officer)	Mark Worringham	Date: 9 <sup>th</sup> October 2014
Signed (Lead Officer)	Mark Worringham	Date: 9 <sup>th</sup> October 2014

## APPENDIX 2: DRAFT LOCAL DEVELOPMENT SCHEME SHOWING TRACKED CHANGES FROM 2013 LOCAL DEVELOPMENT SCHEME

### 1. INTRODUCTION

- 1.1 A Local Development Scheme is a document that sets out a local planning authority's programme for producing planning policy documents. Local planning authorities are required to produce a Local Development Scheme under Section 15 of the Planning and Compulsory Purchase Act 2004, as amended by part 111 of the Localism Act 2011. This is a document setting out which planning policy documents the authority will be producing and when. The LDS should state:
- (a) the local development documents that will be produced;
  - (b) the subject matter and geographical area to which each document is to relate;
  - (c) which documents are to have 'development plan' status;
  - (d) which documents (if any) are to be prepared jointly with one or more other local planning authorities;
  - (e) any matter or area where there is, or is likely to be, a joint committee;
  - (f) the timetable for the preparation and revision of the documents
- 1.2 This LDS therefore sets out the planning policy documents that Reading Borough Council intends to produce over the coming years, what and where they will cover and when they will be produced. Planning policy documents, known as Local Development Documents (LDDs) fall into three categories:
- **Development Plan Documents (DPDs)** that have been subject to independent testing and have the weight of development plan status;
  - **Supplementary Planning Documents (SPDs)**, which are not subject to independent testing and do not have development plan status; and
  - **Statement of Community Involvement (SCI)**; this sets out how the Council intends to achieve effective community involvement in the preparation of local development documents for the Borough.
- 1.3 The Council ~~has previously~~ produced a number of previous Local Development Schemes, in 2005, 2007 and ~~, most recently,~~ 2011. These set out the programmes for preparing the Local Development Framework, much of which has now been adopted. However, a number of recent changes meant that ~~the 2013 LDS is, to some extent, a fresh start~~ an entirely new LDS was needed:
- Most of the documents detailed in the 2005-2011 LDSs have now been prepared and adopted (see section 2);

- The National Planning Policy Framework (NPPF) has been produced, which combines national planning guidance into one document, and contains a number of important policy shifts;
- There is now an assumption that, in most cases, local planning authorities will produce a single Local Plan as opposed to a number of separate documents within the Local Development Framework;
- Formal joint arrangements for minerals and waste planning in Berkshire have now ended, and it is for individual authorities to produce their own documents.

1.4 Therefore a new version of the LDS was produced in July 2013 (and subsequently revised in November 2013), which detailed the production of a single Local Plan. However, delays to the production of a key evidence document as well as reductions in available resources have meant the need to revise some of the timescales.

1.5 Section 2 summarises the documents that have been adopted and which contain the current planning policy framework for Reading. This includes documents that cover a wider area than just Reading Borough. ~~More detail on these documents is included in Appendix 1.~~

1.56 Section 3 summarises the programme for production of new planning policy documents. The main document will be a Local Plan. In line with the Government's preference, this will be a single document rather than the set of different documents that currently exist (Core Strategy, Reading Central Area Action Plan and Sites and Detailed Policies Document). This will be supported by further progress on the Community Infrastructure Levy. There will also be continued production of Supplementary Planning Documents, ~~as well as revised versions of some of the procedural documents such as the Statement of Community Involvement.~~ More detail on these documents is included in Appendix ~~2-1~~ (for the Local Plan) and Appendix ~~3-2~~ (for other documents).

## 2. EXISTING PLANNING POLICY DOCUMENTS

2.1 A number of planning policy documents were already adopted and in operation at the time of this LDS. Not all of these documents relate only to Reading Borough or were prepared by Reading Borough Council. In some cases, some of these documents are only partially still in operation, and Table 1 below ~~and the schedules in Appendix 1~~ notes where this is the case.

2.2 Table 1 below summarises the documents that are already in place and are used in decisions on planning applications. ~~More information on each document, including scope, geographic coverage and process is set out in Appendix 1.~~

**Table 1: Current Planning Policy Documents**

Document Title	Adoption Date	End Year	Policy Lineage
<b>'Development Plan' Status</b>			
South East Plan (one retained policy <sup>1</sup> )	May 2009	2026	N/A
Core Strategy	Jan 2008	2026	N/A
Reading Central Area Action Plan	Jan 2009	2026	N/A
Sites and Detailed Policies Document	Oct 2012	2026	N/A
Proposals Map	Oct 2012	2026	N/A
Replacement Minerals Local Plan (Saved Policies <sup>2</sup> )	May 2001	Not specified	N/A
Waste Local Plan (Saved Policies <sup>3</sup> )	Dec 1998	2006	N/A
<b>Supplementary Planning Document Status</b>			
<a href="#">Affordable Housing</a>	<a href="#">July 2013</a>	<a href="#">Not specified</a>	<a href="#">Core Strategy, SDPD</a>
Battle Hospital Planning Brief	Apr 2005	Not specified	SDPD
Caversham Lock Area Development Principles	Mar 2006	Not specified	RCAAP
Chatham Street Development Brief	Dec 2002	Not specified	RCAAP
Dee Park Planning Brief	Dec 2008	Not specified	Core Strategy, SDPD
Design Guide to House Extensions	May 2003	Not specified	SDPD
Elvian School Planning and Development Brief	Feb 2011	Not specified	Core Strategy, SDPD
Employment, Skills and Training	Apr 2013	Not specified	Core Strategy
Kenavon Drive Urban Design Concept Statement	Jul 2004	Not specified	RCAAP
Meadway Centre Planning Brief	Nov 2013	Not specified	Core Strategy, SDPD
Parking Standards and Design	Oct 2011	Not specified	Core Strategy
Reading Station Area Framework	Dec 2010	Not specified	RCAAP
Residential Conversions	Nov 2013	Not specified	Core Strategy, SDPD
Revised Planning Obligations under Section 106	Nov 2013	Not specified	Core Strategy, SDPD
South West Reading Planning Brief	Apr 2000	Not specified	
Station Hill South Planning and Urban Design Brief	Mar 2007	Not specified	RCAAP
Sustainable Design and Construction	Jul 2011	Not specified	Core Strategy

<sup>1</sup> Policy NRM6: Thames Basin Heaths Special Protection Area

<sup>2</sup> The saved policies in the Replacement Minerals Local Plan are: 1, 2, 2A, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 26, 28, 29

<sup>3</sup> The saved policies in the Waste Local Plan are: WLP1, 3, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, and 34

<i>Other Documents</i>			
Statement of Community Involvement	<del>July 2006</del> <u>March 2014</u>	Not specified	N/A
<u>Sustainability Appraisal Scoping Report</u>	<u>September 2014</u>	<u>Not specified</u>	<u>N/A</u>



### 3. PROGRAMME FOR PRODUCING PLANNING POLICY DOCUMENTS

- 3.1 This section sets out the programme for ~~which the~~ planning policy documents ~~that~~ the Council expects to produce, and the timescales and processes for production. Table 2 below summarises the documents to be produced and when they are anticipated to be finalised. More details on each document, including those aspects specified in the Planning and Compulsory Purchase Act 2004 (as amended) are set out in Appendices ~~2-1~~ (for the Local Plan) and ~~3-2~~ (for other documents).

**Table 2: Summary Programme for Producing Planning Policy Documents**

Document Title	Planned Consultation(s)	Expected Adoption Date	Policy Lineage
<b>'Development Plan' Status</b>			
Affordable Housing policies	<del>Nov/Dec 2013</del> <del>Spring 2014</del> <del>Completed</del>	<del>Autumn 2014</del> <del>March 2015</del>	National policy
Local Plan	<del>July/Aug 2014</del> <del>Autumn 2015</del> July/Aug 2015 2016 Nov/Dec 2015 2016	<del>Nov 2016</del> <del>Oct 2017</del>	National policy
<b>Supplementary Planning Document Status</b>			
<del>Central Area Public Realm Strategy</del>	<del>Oct 2013</del>	<del>Jan 2014</del>	<del>RCAAP</del>
<del>Guidance on Implementation of Design &amp; Development Policies</del>	<del>Nov 2014</del>	<del>Mar 2015</del>	<del>Core Strategy, SDPD</del>
<del>Kenavon Drive Planning Brief</del>	<del>Nov 2013</del>	<del>Mar 2014</del>	<del>RCAAP</del>
Site Specific Section 106 SPD	<del>Nov 2013</del> <del>Completed</del>	Mar 2015 <del>54</del>	Core Strategy, SDPD
Sites in West Side of Central Reading Development Brief(s)	Nov <del>2014</del> 2015	Mar <del>2015</del> 2016	RCAAP
Other Site Development Briefs	As required	As required	Core Strategy, SDPD, RCAAP, <del>or</del> Local Plan
<b>Other Document</b>			
<del>Statement of Community Involvement</del>	<del>Nov 2013</del>	<del>Mar 2014</del>	-
<del>Sustainability Appraisal Scoping Report</del>	<del>Nov 2013</del>	<del>Feb 2013</del>	-
Community Infrastructure Levy Charging Schedule	<del>Nov/Dec 2013</del> <del>Completed</del>	<del>Autumn 2014</del> <del>March 2015</del>	Core Strategy, SDPD, RCAAP

- 3.2 The key document is the Local Plan. ~~This Other than the alteration to existing affordable housing policies, this~~ is the sole document with development plan status that the Council is intending to produce, and it would replace all existing Development Plan Documents (the Core Strategy, Reading Central Area Action Plan, Sites and Detailed Policies Document and Proposals Map), as well as saved policies from the Minerals and Waste Local Plans. It will build on, and where

appropriate incorporate, the policy areas set out in those DPDs, and respond to emerging issues, particularly those highlighted in the NPPF. As set out in the NPPF, a combined Local Plan is now the preferred format for development plans, and this is the reason for the Council's approach. Full details on the Local Plan are set out in Appendix ~~21~~.

3.3 The Local Plan may well incorporate minerals and/or waste policies, which were previously intended to be part of a separate Minerals and Waste Development Framework. This was to be produced jointly with the other five unitary authorities in Berkshire, but the ~~six~~ Berkshire UAs abandoned the formal joint planning arrangements in 2011. However, there may well still be some form of joint working on minerals and/or waste (as well as other strategic planning matters with cross-boundary implications), on evidence gathering or potentially joint plan making with some neighbouring authorities. This will affect whether these matters can be included within the Local Plan. Future versions of the LDS will provide more up-to-date information.

3.4 However, the Council has identified a need to review its affordable housing policies prior to the production of a full Local Plan. The reason for this is to get a full set of policies in place that reflect latest viability considerations, to allow for the examination of the Community Infrastructure Levy (CIL). Seeking to introduce CIL with the policies worded as they stand risks the Council having to introduce a CIL rate for residential development that is very low or even nil. That would severely affect the funding of transport, education, open space and other infrastructure normally obtained from developer contributions. This review ~~can be~~ being carried out prior to consultation on the full Local Plan, through a streamlined examination process offered by the Planning Inspectorate, and is now at Examination stage. In preparing the Local Plan in full, these amended policies could then be incorporated into the document, or considered for further revision at the time.

~~3.5 In addition, prior to the first consultation stage of the Local Plan, the Council will produced updated versions of two key procedural documents, the Statement of Community Involvement and the Sustainability Appraisal Scoping Report. These need to be in place to inform how the Local Plan is consulted upon and assessed.~~

3.~~6~~5 The Council will also continue to produce Supplementary Planning Documents, in order to help applicants make successful applications and aid infrastructure delivery by expanding on policies in development plan documents. These will include Briefs for important development sites, as well as documents expanding on topic-based policies, particularly those related to infrastructure delivery, alongside continuing to progress the Community Infrastructure Levy Charging Schedule.

- 3.7 Figure 3 summarises the interrelationship between existing and new planning policy documents.
- 3.8 Progress on production of planning policy documents is monitored in the Annual Monitoring Report, generally produced in December each year. These can be found on the Council's website<sup>4</sup>.

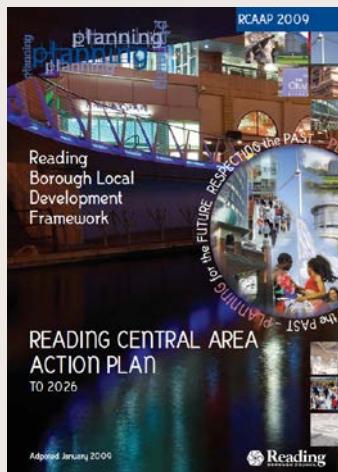
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<sup>4</sup> <http://www.reading.gov.uk/businesses/planning/planning-policy/research--monitoring-and-technical-reports/www-reading-gov-uk-amr/>

## ~~APPENDIX 1: EXISTING PLANNING POLICY DOCUMENTS~~

Title	<del>SOUTH EAST PLAN</del>	
Role and Subject	<del>Regional and strategic planning policies</del>	
Geographic coverage	<del>South East England</del>	
Status	<del>Development Plan</del>	
Policy lineage	<del>N/A</del>	
Parts of document that are current	<del>NRM6: Thames Basin Heaths Special Protection Area</del> <del>[Remainder of document was revoked on 25<sup>th</sup> March 2013]</del>	
Draft	<del>March 2006</del>	
Examination	<del>November 2006 – March 2007</del>	
Receipt of Panel Report	<del>August 2007</del>	
Proposed Changes	<del>July 2008</del>	
Final Publication	<del>May 2009</del>	
Revoked	<del>25<sup>th</sup> March 2013 (with exception of policy NRM6)</del>	
See part of the final document that includes the retained policy: <a href="http://webarchive.nationalarchives.gov.uk/20100528142817/http://www.gos.gov.uk/497648/docs/171301/815607/815696/Pages_from_RSS_3_Section_B.pdf">http://webarchive.nationalarchives.gov.uk/20100528142817/http://www.gos.gov.uk/497648/docs/171301/815607/815696/Pages_from_RSS_3_Section_B.pdf</a>		

Title	<del>CORE STRATEGY</del>	
Role and Subject	<del>Vision, spatial strategy, sustainability framework, core strategic policies, development control policies, housing needs, directions of development.</del>	
Geographic coverage	<del>Whole of Reading Borough</del>	
Status	<del>Development Plan Document</del>	
Policy lineage	<del>N/A</del>	
Parts of document that are current	<del>Whole document</del>	
Issues and Options	<del>June 2005</del>	
Preferred Options	<del>March 2006</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/cspreferredoptions/">http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/cspreferredoptions/</a></del>	
Submission	<del>January 2007</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/cssubmission/">http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/cssubmission/</a></del>	
Examination	<del>September – October 2007</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/examination-into-the-core-strategy/">http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/examination-into-the-core-strategy/</a></del>	
Receipt of Inspectors Report	<del>December 2007</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/examination-into-the-core-strategy/">http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/examination-into-the-core-strategy/</a></del>	
Adoption	<del>January 2008</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/adoptedcs/">http://www.reading.gov.uk/businesses/Planning/planning-policy/core-strategy/adoptedcs/</a></del>	
See final document:- <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19840/Core-Strategy-Adopted-Jan08.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19840/Core-Strategy-Adopted-Jan08.pdf</a></del>		

Title	<del>READING CENTRAL AREA ACTION PLAN</del>	
Role and Subject	<del>Central Area Development Strategy and Development Framework. Site Development Principles. Detailed Map of opportunities sites to be the subject of development briefs.</del>	
Geographic coverage	<del>Central Area (as defined in RCAAP and on Proposals Map)</del>	
Status	<del>Development Plan Document</del>	
Policy lineage	<del>Core Strategy</del>	
Parts of document that are current	<del>Whole document</del>	
Issues and Options	<del>March 2006</del> <a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapissuesandoptions/">http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapissuesandoptions/</a>	
Preferred Options	<del>January 2007</del> <a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaappreferredoptions/">http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaappreferredoptions/</a>	
Submission	<del>January 2008</del> <a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapsubmission/">http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapsubmission/</a>	
Examination	<del>September 2008</del> <a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapexamination/">http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapexamination/</a>	
Receipt of Inspectors Report	<del>November 2008</del> <a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapexamination/">http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/rcaapexamination/</a>	
Adoption	<del>January 2009</del> <a href="http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/adoptedrcaap/">http://www.reading.gov.uk/businesses/Planning/planning-policy/reading-central-area-action-plan/adoptedrcaap/</a>	
See final document: <a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20111/RCAAP_Adopted-0109.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20111/RCAAP_Adopted-0109.pdf</a> (Text) <a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20112/RCAAP_Adopted-0109-MapsandApps.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20112/RCAAP_Adopted-0109-MapsandApps.pdf</a> (Maps and Appendices)		

Title	SITES AND DETAILED POLICIES DOCUMENT		
Role and Subject	Document setting out Development Management Policies along with housing allocations and other site allocation/designations. Document combines Site Allocations and Development Management Documents.		
Geographic coverage	Whole Borough (Individual policies may have specific area)		
Status	Development Plan Document		
Policy lineage	Core Strategy		
Parts of document that are current	Whole document		
Issues and Options	October 2008 <sup>b</sup> <i>Site Allocations Document</i> <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/saddpd/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/saddpd/</a> <i>Development Management Document</i> <a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19861/Development_Management_Document_Issues_Options_1008.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19861/Development_Management_Document_Issues_Options_1008.pdf</a>		
New Sites Consultation	October 2009 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/newsites2009/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/newsites2009/</a>		
Pre-Submission	February 2010 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/presubsdpd/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/presubsdpd/</a>		
Revised Pre-Submission	February 2011 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/revisedpresubsdpd/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/revisedpresubsdpd/</a>		
Examination	November – December 2011 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/</a>		
Main Modifications	February – May 2012 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/</a>		
Receipt of Inspectors Report	September 2012 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/</a>		
Adoption	October 2012 <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdadopted/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdadopted/</a>		
See final document: <a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/23833/SDPD_Adopted_1012.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/23833/SDPD_Adopted_1012.pdf</a>			

<sup>5</sup> The SDPD was originally intended to be two separate documents, the Site Allocations Document and Development Management Document, but the two were combined to create a single document in 2010

Title	<b>PROPOSALS MAP</b>	
Role and Subject	<del>Updated local development constraints, designations, site allocations, Action Area Plans.</del>	
Geographic coverage	<del>Whole Borough</del>	
Status	<del>Development Plan Document</del>	
Policy lineage	<del>Core Strategy, Reading Central Area Action Plan, Sites and Detailed Policies Document</del>	
Parts of document that are current	<del>Whole document</del>	
Issues and Options	<del>October 2008<sup>6</sup></del> <del>Site Allocations Document</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/saddpd/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/saddpd/</a></del> <del>Development Management Document</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19861/Development_Management_Document_Issues_Options_1008.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19861/Development_Management_Document_Issues_Options_1008.pdf</a></del>	
New Sites Consultation	<del>October 2009</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/newsites2009/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/newsites2009/</a></del>	
Pre-Submission	<del>February 2010</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/presubsdpd/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/presubsdpd/</a></del>	
Revised Pre-Submission	<del>February 2011</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/revisedpresubsdpd/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/revisedpresubsdpd/</a></del>	
Examination	<del>November – December 2011</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/</a></del>	
Main Modifications	<del>February – May 2012</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/</a></del>	
Receipt of Inspectors Report	<del>September 2012</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdexamination/</a></del>	
Adoption	<del>October 2012</del> <del><a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdadopted/">http://www.reading.gov.uk/businesses/Planning/planning_policy/sites_and_detailed_policies_document/sdpdadopted/</a></del>	
See final Map: <a href="http://reading.addresssafe.com/app/exploreit/default.aspx">http://reading.addresssafe.com/app/exploreit/default.aspx</a>		
<b>NB: The Proposals Map was developed alongside the Sites and Detailed Policies Document, so the process above is the same as for that document.</b>		

<sup>6</sup> The SDPD was originally intended to be two separate documents, the Site Allocations Document and Development Management Document, but the two were combined to create a single document in 2010



Title	<b>REPLACEMENT MINERALS LOCAL PLAN</b>	
Role and Subject	Policies and sites for development for minerals	
Geographic coverage	Berkshire (Now 6 Unitary Authorities—Bracknell Forest Borough Council, Reading Borough Council, Royal Borough of Windsor and Maidenhead, Slough Borough Council, West Berkshire Council, Wokingham Borough Council)	
Status	Development Plan Document	
Policy lineage	N/A	
Parts of document that are current	Following policies were 'saved' in September 2007 and remain in place: 1, 2, 2A, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 26, 28, 29	
Draft Plan	1993	
Public Inquiry	1993	
Report of Inspector	May 1994	
Adopted	November 1994	
Alterations Adopted	December 1997	
Further Alterations Adopted	May 2001	
See final document:- <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/minerals_and_waste_planning_policy/mineralslocalplan/">http://www.reading.gov.uk/businesses/Planning/planning_policy/minerals_and_waste_planning_policy/mineralslocalplan/</a>		

Title	<b>WASTE LOCAL PLAN</b>	
Role and Subject	Policies and sites for development for waste	
Geographic coverage	Berkshire (Now 6 Unitary Authorities—Bracknell Forest Borough Council, Reading Borough Council, Royal Borough of Windsor and Maidenhead, Slough Borough Council, West Berkshire Council, Wokingham Borough Council)	
Status	Development Plan Document	
Policy lineage	N/A	
Parts of document that are current	Following policies were 'saved' in September 2007 and remain in place: WLP1, 3, 11, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, and 34	
Public consultation	1993 & 1994	
Draft Plan	December 1994	
Public Inquiry	1995-1996	
Report of Inspector	Early 1998	
Adopted	December 1998	
See final document:- <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/minerals_and_waste_planning_policy/wastelocalplan/">http://www.reading.gov.uk/businesses/Planning/planning_policy/minerals_and_waste_planning_policy/wastelocalplan/</a>		

Title	<del>STATEMENT OF COMMUNITY INVOLVEMENT</del>	
Role and Subject	<del>Statement setting out community involvement strategy, events, exercises and consultation undertaken and to be undertaken in preparing the RBC LDD.</del>	
Geographic coverage	<del>Whole of Reading Borough</del>	
Status	<del>Statement of Community Involvement</del>	
Policy lineage	<del>N/A</del>	
Parts of document that are current	<del>Whole document</del>	
Draft	<del>March 2005</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19892/Draft-RBC-SCI-Oct04-Mar05.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19892/Draft-RBC-SCI-Oct04-Mar05.pdf</a></del>	
Pre-Submission	<del>June 2005</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20083/Pre-Submission-SCI-Jun05.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20083/Pre-Submission-SCI-Jun05.pdf</a></del>	
Submission	<del>October 2005</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20409/Submission-SCI-Oct05.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20409/Submission-SCI-Oct05.pdf</a></del>	
Examination	<del>2005-2006</del>	
Receipt of Inspectors Report	<del>May 2006</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20282/SCI-Inspectors-Report-May06.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20282/SCI-Inspectors-Report-May06.pdf</a></del>	
Adoption	<del>July 2006</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20280/SCI-Adopted-July-06.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20280/SCI-Adopted-July-06.pdf</a></del>	
<del>See final document:-</del> <del><a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20280/SCI-Adopted-July-06.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20280/SCI-Adopted-July-06.pdf</a></del>		

Title	AFFORDABLE HOUSING S.P.D
Role and Subject	Provision of affordable housing in line with policies CS16 and DM6
Geographic coverage	Whole Borough
Status	Supplementary Planning Document
Policy lineage	Core Strategy, Sites and Detailed Policies Document
Parts of document that are current	Whole document
Draft	November 2012
Adoption	July 2013

Affordable Housing

SUPPLEMENTARY PLANNING DOCUMENT

Adopted July 9<sup>th</sup> 2013

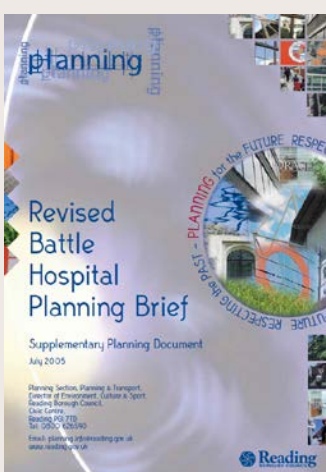
Planning Section  
Local Development Framework Team  
Reading Borough Council  
Civic Centre  
Reading RG1 7AE  
Email:ldf@reading.gov.uk

    
www.reading.gov.uk

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See final document:-  
<http://www.reading.gov.uk/documents/servingyou/planning/supplementary-guidance/25810/Affordable-Housing-SPD-Adopted-0713.pdf>

Title	<del>BATTLE HOSPITAL REVISED PLANNING BRIEF</del>
Role and Subject	Development of Battle Hospital
Geographic coverage	Battle Hospital site
Status	Supplementary Planning Document
Policy lineage	Sites and Detailed Policies Document
Parts of document that are current	Whole document
Draft	November 2004
Adoption	18 <sup>th</sup> April 2005
See final document:- <a href="http://www.reading.gov.uk/documents/servingyou/planning/futuredevelopments/19613/BATTLE_BRIEF_Oct05.pdf">http://www.reading.gov.uk/documents/servingyou/planning/futuredevelopments/19613/BATTLE_BRIEF_Oct05.pdf</a>	



Title	CAVERSHAM LOCK AREA DEVELOPMENT PRINCIPLES	 The image shows the front cover of a document titled 'Caversham Lock Area Development Principles'. The cover features a photograph of a canal with a boat and a bridge. Text on the cover includes 'planning', 'Caversham Lock Area', 'Development Principles - Adopted 20th March 2006', and contact information for Reading Borough Council. The Reading Borough Council logo is in the bottom right corner.
Role and Subject	Development of Caversham Lock area	
Geographic coverage	Caversham Lock	
Status	Supplementary Planning Document	
Policy lineage	Reading Central Area Action Plan	
Parts of document that are current	Whole document	
Draft	October 2005	
Adoption	20 <sup>th</sup> March 2006	
See final document:- <a href="http://www.reading.gov.uk/documents/servingyou/planning/futuredevelopments/19621/Caversham-Lock-Devt-Principles-Apr06.pdf">http://www.reading.gov.uk/documents/servingyou/planning/futuredevelopments/19621/Caversham-Lock-Devt-Principles-Apr06.pdf</a>		

Title	CHATHAM STREET DEVELOPMENT BRIEF	
Role and Subject	Development of Chatham Street area	
Geographic coverage	Chatham Street	
Status	Supplementary Planning Document	
Policy lineage	Reading Central Area Action Plan	
Parts of document that are current	Whole document	
Draft	October 2002	
Adoption	December 2002	
See final document:- <a href="http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20464/Chatham_Street_Development_Brief.pdf">http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20464/Chatham_Street_Development_Brief.pdf</a>		

Title	DEE PARK PLANNING BRIEF
Role and Subject	Development of Dee Park area
Geographic coverage	Dee Park
Status	Supplementary Planning Document
Policy lineage	Core Strategy, Sites and Detailed Policies Document
Parts of document that are current	Whole document
Draft	July 2008
Adoption	December 2008
See final document:- <a href="http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20471/Dee_Park_Planning_Brief-1208-p1to17.pdf">http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20471/Dee_Park_Planning_Brief-1208-p1to17.pdf</a> (P1-16) <a href="http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20472/Dee_Park_Planning_Brief-1208-p18to35.pdf">http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20472/Dee_Park_Planning_Brief-1208-p18to35.pdf</a> (P17-33)	




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Dee Park  
Planning Brief

Planning Section, Planning & Building Control,  
Director of Environment, Culture & Sport,  
Reading Borough Council,  
100, Caversham Road, Reading RG2 9AT  
Tel: 01865 454000  
Email: [planningcomments@reading.gov.uk](mailto:planningcomments@reading.gov.uk)  
[www.reading.gov.uk](http://www.reading.gov.uk)  
Adopted December 2008

Reading  
BOROUGH COUNCIL

Title	DESIGN GUIDE TO HOUSE EXTENSIONS
Role and Subject	Detailed design guidelines for house extensions
Geographic coverage	Whole Borough
Status	Supplementary Planning Document
Policy lineage	Sites and Detailed Policies Document
Parts of document that are current	Whole document
Draft	November 2002
Adoption	May 2003



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A Design Guide to House Extensions  
(Supplementary Planning Guidance)

Planning and Transport,  
Environmental Directorate  
Reading Borough Council  
City Centre  
Reading RG1 1TG  
Tel: 01800 434343  
email: [planning@reading.gov.uk](mailto:planning@reading.gov.uk)  
web: [www.reading.gov.uk](http://www.reading.gov.uk)

Reading

See final document:-  
[http://www.reading.gov.uk/documents/servingyou/planning/supplementary\\_guidance/20474/DesignGuidetoHouseExtns.pdf](http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/20474/DesignGuidetoHouseExtns.pdf)

Title	<del>ELVIAN SCHOOL PLANNING AND DEVELOPMENT BRIEF</del>	
Role and Subject	<del>Development of the Elvian School site</del>	
Geographic coverage	<del>Elvian School site, Bath Road</del>	
Status	<del>Supplementary Planning Document</del>	
Policy lineage	<del>Core Strategy, Sites and Detailed Policies Document</del>	
Parts of document that are current	<del>Whole document</del>	
Draft	<del>October 2010</del>	
Adoption	<del>14<sup>th</sup> February 2011</del>	

See final document:-

[http://www.reading.gov.uk/documents/servingyou/planning/local\\_development\\_framework/19933/Elvian-School-Brief-Adopted-0211.pdf](http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/19933/Elvian-School-Brief-Adopted-0211.pdf)

Title	<del>EMPLOYMENT, SKILLS AND TRAINING S.P.D.</del>	
Role and Subject	<del>Detailed guidance for securing planning obligation contributions from developers towards local labour market initiatives.</del>	
Geographic coverage	<del>Whole Borough</del>	
Status	<del>Supplementary Planning Document</del>	
Policy lineage	<del>Core Strategy, Sites and Detailed Policies Document</del>	
Parts of document that are current	<del>Whole document</del>	
Draft	<del>November 2012</del>	
Adoption	<del>15<sup>th</sup> April 2013</del>	

See final document:-

[http://www.reading.gov.uk/documents/servingyou/planning/supplementary\\_guidance/25153/Employment\\_Skills\\_and\\_Training\\_SPD-Adopted-0413.pdf](http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/25153/Employment_Skills_and_Training_SPD-Adopted-0413.pdf)

Title	<del>KENAVON DRIVE URBAN DESIGN CONCEPT STATEMENT</del>	
Role and Subject	<del>Guidance for the urban design aspects of the development of the Kenavon Drive area</del>	
Geographic coverage	<del>Kenavon Drive area</del>	
Status	<del>Supplementary Planning Document</del>	
Policy lineage	<del>Core Strategy, Reading Central Area Action Plan</del>	
Parts of document that are current	<del>Whole document</del>	
Draft	<del>April 2004</del>	
Adoption	<del>July 2004</del>	

See final document:-

<http://www.reading.gov.uk/documents/servingyou/planning/19405/Kenavon-Drive-UrbanDesignConceptStatemt.pdf>



Title	MEADWAY CENTRE PLANNING BRIEF
Role and Subject	Guidance for the development of the Meadway Centre on Honey End Lane
Geographic coverage	The Meadway Centre
Status	Supplementary Planning Document
Policy lineage	Core Strategy, Sites and Detailed Policies Document
Parts of document that are current	Whole document
Draft	November 2012
Adoption	20 <sup>th</sup> November 2013




The Meadway Centre  
Planning Brief  
Supplementary Planning Document  
Adopted November 2013

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See final document:-  
[http://www.reading.gov.uk/documents/servingyou/planning/local\\_development\\_framework/26751/Meadway-Centre-Planning-Brief-Adopted-1113.pdf](http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/26751/Meadway-Centre-Planning-Brief-Adopted-1113.pdf)

Title	READING STATION AREA FRAMEWORK
Role and Subject	Guidance for the development of the area around Reading Station
Geographic coverage	Station/River Major Opportunity Area
Status	Supplementary Planning Document
Policy lineage	Reading Central Area Action Plan
Parts of document that are current	Whole document
Draft	February 2010
Adoption	1 <sup>st</sup> December 2010
See final document:- <a href="http://www.reading.gov.uk/businesses/planning/planning_policy/supplementary_planning_guidance_and_documents/sites/reading-station-area-framework/">http://www.reading.gov.uk/businesses/planning/planning_policy/supplementary_planning_guidance_and_documents/sites/reading-station-area-framework/</a>	



Title	RESIDENTIAL CONVERSIONS S.P.D.
Role and Subject	Guidance for proposals to convert houses to flats or houses in multiple occupation.
Geographic coverage	Whole Borough
Status	Supplementary Planning Document
Policy lineage	Core Strategy, Sites and Detailed Policies Document
Parts of document that are current	Whole document
Draft	May 2013
Adoption	20 <sup>th</sup> November 2013

**RESIDENTIAL CONVERSIONS**  
**SUPPLEMENTARY PLANNING DOCUMENT**

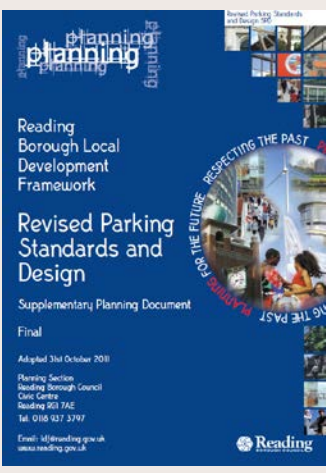
Conversion of Properties to Self-Contained Flats or for Multiple Occupation

**Adopted November 2013**

    
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**See final document:-**  
[http://www.reading.gov.uk/documents/servingyou/planning/supplementary\\_guidance/26799/Residential\\_Conversions\\_SPD-Adopted-1113.pdf](http://www.reading.gov.uk/documents/servingyou/planning/supplementary_guidance/26799/Residential_Conversions_SPD-Adopted-1113.pdf)

Title	<del>REVISED PARKING STANDARDS &amp; DESIGN S.P.D.</del>	
Role and Subject	Guidance on the levels of parking that should be provided as part of new developments and on the design of parking.	
Geographic coverage	Whole Borough	
Status	Supplementary Planning Document	
Policy lineage	Core Strategy	
Parts of document that are current	Whole document	
Draft	July 2011	
Adoption	31 <sup>st</sup> October 2011	

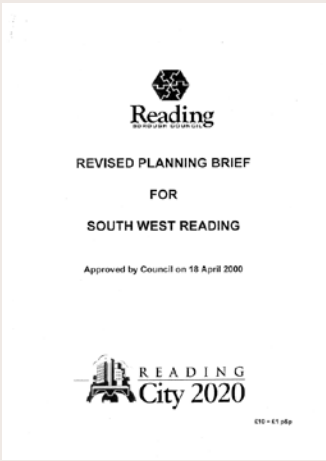
See final document:-

[http://www.reading.gov.uk/documents/servingyou/planning/local\\_development\\_framework/21420/Revised-Parking-SPD-Adopted-1011.pdf](http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/21420/Revised-Parking-SPD-Adopted-1011.pdf)

Title	<del>REVISED PLANNING OBLIGATIONS UNDER SECTION 106</del>	
Role and Subject	Framework for determining what planning obligations will be sought.	
Geographic coverage	Whole Borough	
Status	Supplementary Planning Document	
Policy lineage	Core Strategy, Sites and Detailed Policies Document	
Parts of document that are current	Whole document	
Draft	July 2013	
Adoption	20 <sup>th</sup> November 2013	

See final document:-

<http://www.reading.gov.uk/documents/servingyou/planning/supplementary-guidance/26789/Revised-S106-SPD-Adopted-1113.pdf>

Title	<del>SOUTH WEST READING PLANNING BRIEF</del>	
Role and Subject	Guidance for the development of South West Reading	
Geographic coverage	South West Reading	
Status	Supplementary Planning Document	
Policy lineage	Sites and Detailed Policies Document	
Parts of document that are current	Whole document	
Draft	1999	
Adoption	April 2000	

See final document:-

<http://www.reading.gov.uk/documents/servingyou/planning/supplementary-guidance/20492/Revised-Planning-Brief-for-South-West-Reading.pdf>

Title	<del>STATION HILL SOUTH PLANNING AND URBAN DESIGN BRIEF</del>	
Role and Subject	Guidance for the development of the Station Hill South site	
Geographic coverage	Station Hill South	
Status	Supplementary Planning Document	
Policy lineage	Reading Central Area Action Plan	
Parts of document that are current	Whole document	
Draft	May 2006	
Adoption	March 2007	
See final document: <a href="http://www.reading.gov.uk/businesses/Planning/planning_policy/supplementary_planning_guidance_and_documents_sites/stationhillsouth/">http://www.reading.gov.uk/businesses/Planning/planning_policy/supplementary_planning_guidance_and_documents_sites/stationhillsouth/</a>		

Title	<del>SUSTAINABLE DESIGN AND CONSTRUCTION S.P.D.</del>	
Role and Subject	Guidance for the application of the Council's policies on sustainable design and construction.	
Geographic coverage	Whole Borough	
Status	Supplementary Planning Document	
Policy lineage	Core Strategy	
Parts of document that are current	Whole document	
Draft	February 2011	
Adoption	11 <sup>th</sup> July 2011	
See final document: <a href="http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20433/Sustainable_Design_and_Construction_SPD_Adopted-0711.pdf">http://www.reading.gov.uk/documents/servingyou/planning/local_development_framework/20433/Sustainable_Design_and_Construction_SPD_Adopted-0711.pdf</a>		



## APPENDIX 21: LOCAL PLAN PRODUCTION

### Summary

Title	LOCAL PLAN
Role and Subject	<p>Vision and key objectives; spatial strategy; overall development needs including for housing, employment, retail and leisure, community uses and infrastructure; development management policies, including design, sustainable design, local requirements for infrastructure and affordable housing, amenity etc; site allocations to meet development needs; designation of land for protection or other policy designations; implementation and monitoring framework.</p> <p>Potential to include minerals and waste policies and allocations (see paragraph 3.3).</p> <p>On initial consideration, the following are likely to be among the main areas where revision to policy will need to be considered. Most of these are due to changes in national policy in the NPPF, national priorities such as progress towards zero carbon, or the national planning system (CIL, permitted development rights).</p> <ul style="list-style-type: none"> <li>• Level of development need that should be accommodated (housing, employment, retail, infrastructure, other uses);</li> <li>• Location of development, including site allocations;</li> <li>• Consider inclusion of minerals and waste policies;</li> <li>• A strategy for the historic environment;</li> <li>• Updated sustainable design policies;</li> <li>• Updated infrastructure provision policies to reflect changes to CIL and Section 106;</li> <li>• Any changes to policies needed to reflect new permitted development rights (e.g. residential amenity and employment)</li> </ul> <p>It is expected that many other policy areas will not need major change, and can largely be transferred to a new Local Plan, subject to consultation and Sustainability Appraisal.</p>
Geographic coverage	Whole of Reading Borough
Status	Development Plan
Joint preparation	There is potential for some joint preparation of parts of the plan with neighbouring authorities, in particular relating to minerals and waste and other strategic cross-boundary matters. This will be a matter for further discussion with adjacent authorities, and more information will be reported in future versions of the LDS if and when it becomes available. <u>Joint preparation of evidence for many aspects of the plan will be pursued.</u>
Policy lineage	National policy
Documents that would be replaced	Core Strategy, Reading Central Area Action Plan, Sites and Detailed Policies Document, Proposals Map. Also potentially Replacement Minerals Local Plan (saved policies), Waste Local Plan (saved policies)
First call for site nominations	January 2014
Consultation on issues and potential sites	<del>July/August</del> <u>September 2014-2015</u>
Draft Local Plan for consultation	<del>July/August</del> <u>August 2015-2016</u>
Revised Draft Local Plan consultation	November/December <del>2015</del> <u>2016</u>
Submission	<del>February-January 2016</del> <u>2017</u>
Examination	<del>May-June, July</del> <u>March, April, May 2016-2017</u>


Adoption	<del>November 2016</del> October 2017
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## Detailed Timetable

**A2A1.1** The table below shows the main blocks of work in drawing up a Local Plan, and approximately when they are expected to be undertaken. The fact that a certain element of work is not shown does not mean that it will not be undertaken, merely that it does not form one of the most significant elements of work for project planning. Likewise, the timescales shown are approximate only and are an indication at this stage - the main milestones that progress should be judged against are those shown in the Local Plan table in Appendix 2 (and highlighted as key stages in pink below).

2013	Jul	Evidence—Population and Demography	Evidence—Local Aggregate Assessment	Set up mechanisms for Duty to Cooperate, and initial discussions			
	Aug						
	Sep	Evidence—Strategic Housing Market Assessment (housing needs)	Evidence—flood risk				
	Oct						
	Nov						
	Dec						
2014	Jan	First call for site nominations					
	Feb	Evidence—Strategic Housing Land Availability Assessment	Evidence—infrastructure needs	Evidence—waste planning needs			
	Mar		Evidence—Employment and retail needs				
	Apr						
	May						
	Jun						
	Jul	Consultation on issues and potential sites					
	Aug						
	Sep						
	Oct	Develop overall strategy of development scale and location					
	Nov						
	Dec						
2015	Jan	Develop development management policies	Develop site allocation and area designations	Update evidence base			
	Feb						
	Mar						
	Apr	Test development management policies for viability	Create Draft Proposals Map	Develop monitoring and implementation framework			
	May						
	Jun						
	Jul	Consultation on Draft Local Plan					
	Aug						
	Sep	Amendments to Plan, including further liaison with interested parties on wording.					
	Oct	Update evidence where necessary.					
	Nov	Consultation on Revised Draft Local Plan					
	Dec						
2016	Jan	Minor amendments and coordination of evidence					
	Feb	Submission of Local Plan					
	Mar						
	Apr						
	May						
	Jun	Examination of Local Plan					
	Jul						
	Aug						
	Sep	Report of Inspector					
	Oct						
	Nov	Adoption					
	Dec						

2014	Jan	<u>First call for site nominations</u>		
	Feb			
	Mar			
	Apr	<u>Consultation on Draft CIL Charging Schedule and Pre-Submission Draft Affordable Housing Alteration</u>		
	May			
	Jun			
	Jul			
	Aug	<u>Submission of CIL and Affordable Housing policies</u>		
	Sep			
	Oct	<u>Examination of CIL and Affordable Housing policies</u>		
	Nov			
	Dec			
2015	Jan	<u>Housing evidence (including population and demography)</u>	<u>Evidence - Employment and retail needs</u>	<u>Evidence - flood risk</u>
	Feb	<ul style="list-style-type: none"><li>• <u>Strategic Housing Market Assessment (housing needs)</u></li></ul>		<u>Adopt CIL/Affordable Housing</u>
	Mar			<u>Evidence - Infrastructure needs</u>
	Apr			
	May		<ul style="list-style-type: none"><li>• <u>Strategic Housing Land Availability Assessment (housing capacity)</u></li></ul>	<u>Evidence - Minerals and waste</u>
	Jun			
	Jul			
	Aug			
	Sep			
	Oct			
	Nov	<u>Consultation on issues and options, including potential sites</u>		
	Dec			
2016	Jan	<u>Develop overall strategy of development scale and location</u>		
	Feb			
	Mar	<u>Develop development management policies</u>	<u>Develop site allocation and area designations</u>	<u>Update evidence base</u>
	Apr			
	May	<u>Test draft policies for viability</u>	<u>Create Draft Proposals Map</u>	<u>Develop monitoring and implementation framework</u>
	Jun			
	Jul	<u>Consultation on Draft Local Plan</u>		
	Aug			
	Sep	<u>Amendments to Plan, including further liaison with interested parties on wording.</u>		
	Oct	<u>Update evidence where necessary.</u>		
	Nov	<u>Consultation on Revised Draft Local Plan</u>		
	Dec	<u>Minor amendments and coordination of evidence</u>		
2017	Jan			
	Feb	<u>Submission of Local Plan</u>		
	Mar	<u>Examination of Local Plan</u>		
	Apr			
	May			
	Jun			
	Jul			
	Aug			
	Sep	<u>Receipt of report of Inspector</u>		
	Oct	<u>Adoption of Local Plan</u>		
	Nov			
	Dec	<u>Statutory challenge period</u>		

 Key milestone (shown in summary)

 External advice (e.g. consultant) may be required

## Resources

**A2A1.2** Much of the work to be undertaken on the Local Plan will be carried out using existing resources, in particular preparing policies and documents, carrying out sustainability appraisal and liaising with key consultees and stakeholders.

**A2A1.3** However, as can be seen from the table above, there are some particular points which are particularly resource-intensive or where additional resources will be required. These are summarised by financial year below:

- **2013-2014**
  - ~~— Evidence base – demographics, housing need, Local Aggregate Assessment and flood risk~~
  - Engage with local community and development industry to nominate potential sites for development
- **2014-2015**
  - ~~— Evidence base – employment and retail need, waste evidence~~
  - Examination of CIL and affordable housing alteration
  - Evidence base – housing need, employment and retail need and flood risk
  - ~~— Wide-ranging consultation on issues and potential sites~~
- **2015-2016**
  - ~~— Viability testing of draft local requirements (e.g. S106/CIL, affordable housing, sustainability policies)~~
  - Evidence base – housing need (continued), employment and retail need (continued), minerals and waste evidence
  - Wide-ranging consultation on issues and potential sites
  - ~~— Consultation on Draft and Revised Draft Local Plans~~
- **2016-2017**
  - Viability testing of draft local requirements (e.g. S106/CIL, affordable housing, sustainability policies)
  - Consultation on Draft and Revised Draft Local Plans
  - ~~— Examination of Local Plan~~
- **2017-2018**
  - Examination of Local Plan

**A2A1.4** In the case of consultation exercises, these are usually managed in-house using existing staff, although there may be financial implications where they are wide-ranging. Elements of evidence gathering that are highlighted are likely to involve external expertise, most likely the use of planning consultants, with associated costs, although in some cases the costs can be reduced by combining in-house expertise with work by consultants and commissioning studies jointly with adjoining local authorities. In terms of the Examination, this can be a significant financial cost, as the Planning Inspectorate charges the Council for their time, and there are

additional resource implications in terms of administration support and room hire etc.

**A2A1.5** The Local Plan is the most significant of the documents to be produced within this Local Development Scheme. It is currently considered that there are likely to be sufficient resources to produce this document alongside the other documents listed in Appendix 3, albeit that additional resource pressures will arise in commissioning necessary studies and holding an examination which exceed budget allowances (see above). However, in the event that resources are too limited to allow this, the Local Plan will generally take priority, unless there are strong reasons for this not to be the case. The possible exception is for introduction of the Community Infrastructure Levy, which is an important priority to ensure that development mitigates its impacts and contributes towards the provision of vital infrastructure.

### *Risks*

**A2A1.6** There are a number of potential risks in producing a document such as the Local Plan. These are considered below:

- **Changing national policy:** If new policy is introduced at the national level, this can cause significant issues in terms of delaying and derailing local policy. This was the case in Reading when the introduction of the National Planning Policy Framework caused an approximately six month delay in adopting the Sites and Detailed Policies Document.

The main area where national policy is likely to change in the near future is in terms of waste planning. The NPPF does not deal with waste, and new national guidance is due to be put in place. Prior to such policy being in place, it would make no sense for the Local Plan to attempt to include local waste policies, so the Local Plan should proceed without waste being included, and it can be dealt with in a later document. However, it is anticipated that national waste policy should be in place **before the end of 2013** soon (consultation on the draft policy finished in September 2013) and can be taken on board in producing local waste policies.

- **Changing national planning system:** The planning system has been extensively tinkered with in recent years. Some changes, for instance new permitted development rights introduced in May 2013, have implications for policies on residential amenity and employment land. Other changes have included changing regulations on CIL, which affects when the Council can progress its Draft Charging Schedule and associated policies on Section 106 agreements. There is little that the Council can do to guard

against this other than to monitor the situation and take early action to alter the programme or the document itself if needs be. ~~However, the Planning Minister has recently indicated that the drip-feed of incremental changes to the planning system may be coming to an end.~~

- **Less resource availability:** Reduced resource availability is a real risk to the programme envisaged. It could mean longer timescales for policy drafting or in-house evidence collation. It could also mean being unable to finance external consultants to produce key documents. In the latter case, the Council will need to consider whether certain pieces of evidence can instead be produced in-house, or whether the timescale of the Plan should be pushed back to allow this to be budgeted for in a later financial year. In general, although some reasonable flexibility is built into the current programme, much reduced resource availability is likely to mean a delay in the timescale, and this will need to be reflected in future versions of the LDS. This is one reason for the changes between the 2013 and 2014 versions of the LDS.
- **Changing local circumstances:** It is not considered likely that there will be substantial changes to local planning circumstances (e.g. demography, development pressures, economic changes) that would cause a major issue for the programme outlined in this LDS. Planning policies should be drafted with enough flexibility to cope with changes in circumstances, and the flexibility of the policies will be one of the tests when the document is examined.
- **Duty to Co-operate:** The duty to co-operate, introduced through the Localism Act 2011, is one of the most significant considerations in plan-making, and has been the reason for delays in plan production in a number of other authorities. It is the first thing that an Inspector will consider in examining a plan. In Berkshire, there is a tradition of joint working, but there are nevertheless some difficult issues to address with other authorities, both in Berkshire and elsewhere, particularly since some of Reading's objectively assessed needs may need to be met in adjoining authorities. Waste planning is one such potential issue, and cooperation will also be required for delivery of housing and infrastructure provision, including education. Setting up procedures and an ongoing process for cooperating with neighbouring authorities to try to resolve these issues is therefore a priority early in the process.

### *Affordable Housing policies*

- A2A1.7** The review of the Local Plan will be preceded by a more limited review of the Council's affordable housing policies. The information on this is shown below.

Title	REVIEW AND ALTERATION OF THE COUNCIL'S AFFORDABLE HOUSING POLICIES
Role and Subject	Policies for securing affordable housing from residential development
Geographic coverage	Whole Borough
Status	Development Plan Document
Policy lineage	National policy
Documents that would be replaced	Core Strategy policy CS16 Sites and Detailed Policies Document policy DM6
Issues and Options	November 2013
Pre-Submission Draft	<del>Spring</del> <u>March</u> 2014
Submission	<del>June</del> <u>August</u> 2014
Examination	<del>Summer</del> <u>November</u> 2014
Adoption	<del>Autumn 2014</del> <u>March 2015</u>

## APPENDIX 32: OTHER DOCUMENTS TO BE PRODUCED

Title	<del>CENTRAL AREA PUBLIC REALM STRATEGY</del>
Role and Subject	<del>Guidance on the improvement of existing public realm and the creation of new public realm within central Reading.</del>
Geographic coverage	<del>Central Area (as defined in the Reading Central Area Action Plan)</del>
Status	<del>Supplementary Planning Document</del>
Policy lineage	<del>Reading Central Area Action Plan</del>
Documents that would be replaced	<del>None</del>
Draft	<del>November 2013</del>
Adoption	<del>March 2014</del>

Title	<del>GUIDANCE ON IMPLEMENTATION OF DESIGN AND DEVELOPMENT POLICIES</del>
Role and Subject	<del>Guidance on implementation of design principles, appropriate standards and preparation of Design Statements to accompany planning applications.</del>
Geographic coverage	<del>Whole Borough</del>
Status	<del>Supplementary Planning Document</del>
Policy lineage	<del>Core Strategy, Sites and Detailed Policies Document</del>
Documents that would be replaced	<del>None</del>
Draft	<del>November 2014</del>
Adoption	<del>March 2015</del>

Title	<del>KENAVON DRIVE PLANNING BRIEF</del>
Role and Subject	<del>Guidance for the development of sites in the Kenavon Drive area</del>
Geographic coverage	<del>Kenavon Drive area</del>
Status	<del>Supplementary Planning Document</del>
Policy lineage	<del>Reading Central Area Action Plan</del>
Documents that would be replaced	<del>Kenavon Drive Urban Design Concept Statement</del>
Draft	<del>November 2013</del>
Adoption	<del>March 2014</del>



Title	<b>SITE-SPECIFIC SECTION 106 AGREEMENTS S.P.D.</b>
Role and Subject	Framework for determining how planning obligations will be sought to deal with individual site-specific issues.
Geographic coverage	Whole Borough
Status	Supplementary Planning Document
Policy lineage	Core Strategy, Sites and Detailed Policies Document
Documents that would be replaced	Planning Obligations under Section 106 of the Town and Country Planning Act 1990 SPD
Draft	<del>November 2013</del> <u>March 2014</u>
Adoption	March <del>2014</del> <u>2015</u>

Title	<b>SITES IN WEST SIDE OF CENTRAL READING DEVELOPMENT BRIEF(S)</b>
Role and Subject	Examining the development potential of several sites including the Hosier Street area and the Cattle Market
Geographic coverage	West Side Major Opportunity Area (policy RC2 of Reading Central Area Action Plan)
Status	Supplementary Planning Document
Policy lineage	Reading Central Area Action Plan
Documents that would be replaced	None
Draft	November <del>2014</del> <u>2015</u>
Adoption	March <del>2015</del> <u>2016</u>

Title	<b>OTHER SITE DEVELOPMENT BRIEFS</b>
Role and Subject	Examining development potential of various sites including sites identified and proposed for allocation for development in the Sites and Detailed Policies Document, and sites identified through the production of the Local Plan.
Geographic coverage	Various
Status	Supplementary Planning Document
Policy lineage	Core Strategy, Reading Central Area Action Plan, Sites and Detailed Policies Document, Local Plan
Documents that would be replaced	None
Draft	As required
Adoption	As required

Title	<del>STATEMENT OF COMMUNITY INVOLVEMENT</del>
Role and Subject	<del>Revised version of the Statement setting out community involvement strategy for planning policy documents and for major planning applications.</del>
Geographic coverage	<del>Whole Borough</del>
Status	<del>Statement of Community Involvement</del>
Policy lineage	<del>N/A</del>
Documents that would be replaced	<del>Statement of Community Involvement (Adopted 2006)</del>
Draft for consultation	<del>November 2013</del>
Adoption	<del>March 2014</del>

Title	<del>SUSTAINABILITY APPRAISAL SCOPING REPORT</del>
Role and Subject	<del>Revised version of the document which provides the framework for carrying out a sustainability appraisal of planning policy documents, including sustainability objectives.</del>
Geographic coverage	<del>Whole Borough</del>
Status	<del>Background report</del>
Policy lineage	<del>N/A</del>
Documents that would be replaced	<del>Sustainability Appraisal Scoping Report (Revised October 2008)</del>
Draft for consultation	<del>November 2013</del>
Final version	<del>February 2014</del>

Title	COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE
Role and Subject	Basis for applying the Community Infrastructure Levy to secure funding from development for infrastructure to support growth and development.
Geographic coverage	Whole Borough
Status	Community Infrastructure Levy Charging Schedule
Policy lineage	Core Strategy, Reading Central Area Action Plan, Sites and Detailed Policies Document
Documents that would be replaced	None
Preliminary Draft	February 2013
Draft	<del>November 2013</del> March 2014
Submission	<del>March 2014</del> August 2014
Examination	<del>Summer</del> November 2014
Adoption	<del>Autumn 2014</del> March 2015

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	25 <sup>th</sup> NOVEMBER 2014	AGENDA ITEM:	10
TITLE:	ANNUAL CARBON FOOTPRINT REPORT, 2013/14		
LEAD COUNCILLOR:	CLLR PAGE	PORTFOLIO:	Strategic Environment, Planning and Transport
SERVICE:	SUSTAINABILITY	WARDS:	ALL
LEAD OFFICER:	Kirstin Coley	TEL:	x72291
JOB TITLE:	Energy Management Officer	E-MAIL:	<a href="mailto:Kirstin.coley@reading.gov.uk">Kirstin.coley@reading.gov.uk</a>

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

- 1.1 In 2008 the Council published its first Climate Change Strategy in which it committed to reduce its emissions of green house gases by 4% per annum and by 50% in total by 2020. Reading Climate Change Partnership's new strategy '*Reading means business on Climate Change*' was developed to further this commitment.
- 1.2 Over the course of the last six years the Council has steadily increased its commitment to reduce its own carbon emissions in order to both meet its promises and to reduce exposure to rising energy costs through various programmes and initiatives.
- 1.3 This report shows that the Council has continued to make reductions of carbon emissions with a 3% reduction in corporate emissions against our 2012/13 levels. When taking into account the gross emissions of the wider influence of the Council, the footprint decreased by just less than 1 %. The full report can be found in Appendix 1.
- 1.4 The 2013/14 carbon footprint for the Council's corporate activities is 31.3 % lower than the baseline emissions in 2008/09, 10 % ahead of target, which is significant progress to meet the 50% reduction target by 2020.
- 1.5 Looking forward, on-going and new initiatives will support further reductions; these include a major energy efficient refurbishment of the new civic offices building which is predicted to reduce the energy consumption by 75% compared to the current civic office building.
- 1.6 Appendix 1 to this report provides the full Reading Borough Council: Greenhouse Gas (GHG) Protocol Report 2013-14. This is a technical document which is required to meet the Government's expectations for performance recording.
- 1.7 2013/14 was the final year that the Council was required to participate in the Carbon Reduction Commitment Energy Efficiency Scheme (CRC) after the Government's simplification of the scheme.

## 2. RECOMMENDED ACTION

- 2.1 The Committee notes the continued reduction of carbon emission for 2013/14, of over 3 % for the corporate emissions and just under 1 % for the emissions from the wider influence of the Council, against the previous year (2012/13).
- 2.2 The Committee notes that the 2013/14 carbon footprint for the Council's corporate activities is 31.3 % lower than the baseline emissions in 2008/09, 10% ahead of target, with the Council's wider activities (including schools and managed services) being 14.1 % lower than the baseline emissions in 2008/09.
- 2.3 The Committee continues to support the ongoing investment in low carbon technologies and initiatives to reduce energy costs and the carbon footprint of Council operations, to include the significant energy savings from the new civic office building.
- 2.4 That the Committee approves a change to the future reporting of the Council's carbon footprint, to report separately schools and managed services from the corporate activities of the Council.

## 3. POLICY CONTEXT

### The current position:

- 3.1 In 2008, following the adoption on the first climate change legislation anywhere in the world in the UK, the Climate Change Act 2008, the Council launched its climate change strategy, '*Stepping Forward for Climate Change*'. A key commitment in this document was to reduce its carbon footprint by 50% by 2020. This has been superseded by the Reading Climate Change Strategy 2013-20, '*Reading Means Business on Climate Change*' a collaborative strategy with business, community and public sector which invites other organisations to join in a shared ambition to reduce their emissions by 7% per annum.
- 3.2 Over the course of the last six years, the Council has steadily increased its commitment to reduce its own emissions in order to both lead by example and to reduce exposure to rising energy costs. The following details the activity to reduce carbon emissions over this period.
  - In 2008, the Council implemented a government backed scheme called SALIX, which provided a revolving investment fund to invest-to-save in low carbon technologies that reduce the carbon emissions of the authority and the costs associated with energy. By the end of 2013/14 the Council had invested just under £1m, in almost 40 individual projects. The programme has continued to progress with a further 29 projects to date.
  - In 2012, the Council invested in its first substantial solar panel project, installing 46 systems comprising over 2,500 panels on 40 council, community and school buildings. The scheme provides renewable electricity to power the buildings and generates income from the Feed in Tariff scheme, which pays for each unit of electricity generated. In 2013/14 these systems produced renewable energy equivalent of 2.8 % of the electricity used corporately and earned income for the Council through renewable energy subsidy payments. Excess energy not used on site is also sold to the National Grid.
  - Reading Transport Ltd (RTL) have continued to invest in their bus fleet. These investments include electric hybrid vehicles and, most recently, a fleet of

renewably sourced, compressed natural gas (CNG) fuelled buses. This investment included new infrastructure at the Great Knolly Street depot to fuel the buses with CNG. The fuel has also been made available to external fleet operators, including Reading's taxi operators in conjunction with the Council's Cleaner Vehicle CNG conversion grant scheme. RTL have plans for 24 Euro VI double deck buses this year (eight have already entered service) which will replace Euro IV vehicles in the fleet. In addition to the latest low emission engines, these new vehicles are substantially lighter than their predecessors. This substantial investment in the bus fleet has reduced the fuel consumption and associated carbon emissions of the fleet and helped to improve the air quality of the Borough. The depot building also hosts a large solar panel array that was installed by the Council under phase 1 of its solar programme.

- 3.3 There has been a 3% reduction in corporate emissions against our 2012/13 levels. When taking into account the gross emissions of the wider influence of the Council, the footprint decreased by just less than 1 %. The full report can be found in Appendix 1.
- 3.4 The 2013/14 carbon footprint for the Council's corporate activities is now 31.3% lower than the baseline emissions in 2008/09, 10% ahead of target, which is significant progress to meet the 50% reduction target by 2020.
- 3.5 The 2013/14 carbon footprint for the Council's wider activities (including schools and managed services) is 14.1% lower than the baseline emissions in 2008/09. This excludes emissions from Reading Transport Ltd buses and other vehicles.
- 3.6 In 2009/10 the Council was required to participate in Phase 1 of the mandatory national Carbon Reduction Commitment Energy Efficiency Scheme (CRC). This scheme involves the purchase of allowances equivalent to the carbon emissions generated by the registered organisation. The CRC scheme does not include emissions from housing, transport, travel or street lighting.

Looking forward:

- 3.7 Whilst the implementation of schemes already mentioned has led to reductions in carbon emissions, a new programme of projects is currently being implemented. These projects are designed to further reduce the Council's energy costs and carbon emissions in future years. A new 3-year investment programme was initiated in 2013, investing £6.9 m into a range of energy efficiency and renewable energy generation equipment.
- 3.8 In 2013, the Council invested in an initial street-lighting upgrade, comprising 1,300 LED lamps. LED (Light Emitting Diode) technology is capable of reducing energy use from the lamps by over 70%. A wider street lighting upgrade is currently being considered, to garner significant energy savings and carbon emissions reductions in future years.
- 3.9 In 2013, a project to install photovoltaic solar panels onto 500 Council houses was instigated. The project is designed to select the best houses capable of generating the maximum amount of electricity. Tenants will benefit from free electricity from the panels and the Council will receive payment from the Feed in Tariff and export of electricity to the National Grid. The carbon emissions reductions will start to be realised in 2014/15.
- 3.10 By the time of the Strategic Environment Planning and Transport Committee, the Council will have commenced its relocation to a newly refurbished civic office building. The investments into energy efficiency are projected to reduce the energy consumption within the building by 75% compared to the current building. In addition

the Council has installed its largest single solar panel system, to date, on the roof of the new building. This is predicted to be capable of providing 10% of the electricity needs of the new headquarters. The carbon emissions reductions from this energy efficient refurbishment, combined with the savings from vacating the current Civic Offices will be achieved in 2015/16.

- 3.11 Building on the SALIX programme, the Council is in the process of investigating energy performance contracting approaches, such as the RE-Fit programme developed by the London Energy Partnership, to invest in whole building approaches with guaranteed energy savings.
- 3.12 Investment into managed service buildings will be considered and currently a project to improve the energy efficiency of the Rivermead building, currently managed by Greenwich Leisure Ltd is underway.

#### Reporting and Monitoring arrangements

- 3.13 An important aspect of reducing the Council's carbon emissions and energy consumption is a robust system of monitoring. The annual reporting of Reading Borough Council's greenhouse gas emissions has been required by government since 2008/9, originally through National Indicator 185. In 2010/11 the Department of Environment, Farming and Rural Affairs (DEFRA) published comprehensive guidelines on reporting emissions. Since this date the Council has reported its carbon emissions (or equivalent), following the Greenhouse Gas (GHG) Protocol Corporate Standard.
- 3.14 Going forward, the Council will aim to incorporate the vehicle emissions from Reading Transport in the wider emissions reporting including previous years, where data is available.
- 3.15 As part of the annual data review process for carbon footprint reporting, the data collation and reporting methodology has been refined. To follow Government Guidelines (DEFRA, 2013) more closely, it is recommended that the carbon footprint report will now state emissions from sources which are controlled (corporate) separately from those which can only be influenced (schools and managed services).
- 3.16 Appendix 1 to this report provides the full Reading Borough Council: Greenhouse Gas (GHG) Protocol Report 2013-14. This is a technical document which is required to meet the Government's expectations for performance recording.

## **4. THE CARBON FOOTPRINT**

- 4.1 The Council's carbon emissions for its controlled (corporate) operations in 2013/14 was 13,584 tCO<sub>2</sub>, down 3.4 % against 2012/13 emissions (472 tCO<sub>2</sub>). Renewably generated electricity, exported to the grid, or sold to third parties increased by 24 %, accounting for 2.8 % of the electricity used corporately.
- 4.2 The absolute carbon emissions of the organisation's wider activities, including emissions from schools and managed services, were 24,139 tCO<sub>2</sub> (gross) for 2013/14, down 0.7 % compared to 2012/13 figures.
- 4.3 The GHG carbon footprint figures for 2013/14 are illustrated in Table 1 below, compared against 2012/13 data.

	New BASELINE	
YEAR	2012/13	2013/14
	tCO <sub>2</sub>	tCO <sub>2</sub>
SCOPE 1 - Corporate		
	5,463	4,819
SCOPE 2 - Corporate		
	7,706	7,842
SCOPE 3		
CORPORATE	887	923
SCHOOLS	7,651	7,778
MANAGED ASSETS/SERVICES	2,580	2,777
GROSS EMISSIONS - Scope 1, 2, 3 - CORPORATE	14,056	13,584
GROSS EMISSIONS - ALL	24,287	24,139
ELECTRICITY EXPORTED/SOLD TO GRID/OTHERS	158	186
NET EMISSIONS - Scope 1, 2, 3 - CORPORATE	13,898	13,398
NET EMISSIONS - ALL	24,128	23,953

Table 1: Reading Borough Council GHG Emissions 2013/14, compared to 2012/13 figures.

- 4.4 The carbon reductions targets set out in Reading's Climate Change Strategy 2008-2013, and the subsequent Reading's Climate Change Strategy 2013-2020, amount to 20% by 2013/14, against the 2008/09 baseline. Figure 1, below, illustrates the Council's corporate emissions reductions (Figure 1 a), and Council's wider carbon footprint (Figure 1 b) compared against the annual reduction targets. The graphs show that, to date, the work on carbon reduction corporately for the Council is ahead of the reduction target, whilst the emissions from the wider activity of the Council (including schools and managed services) have reduced compared to baseline levels. It should be noted that the pupil numbers in Reading's schools over the period of reporting have increased significantly.

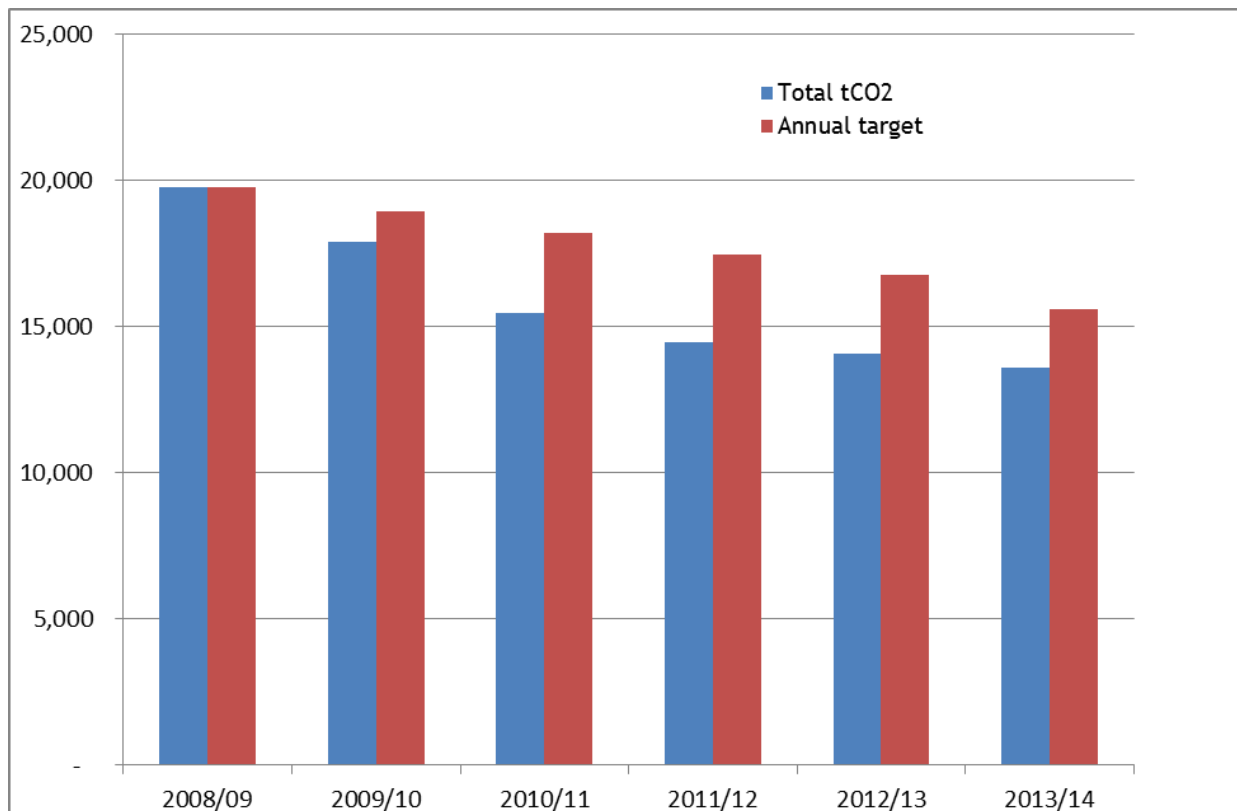


Figure 1 a): Reading Borough Council's corporate GHG emission performance against annual 4% target from the Baseline year (2008/9) through to 2013/14

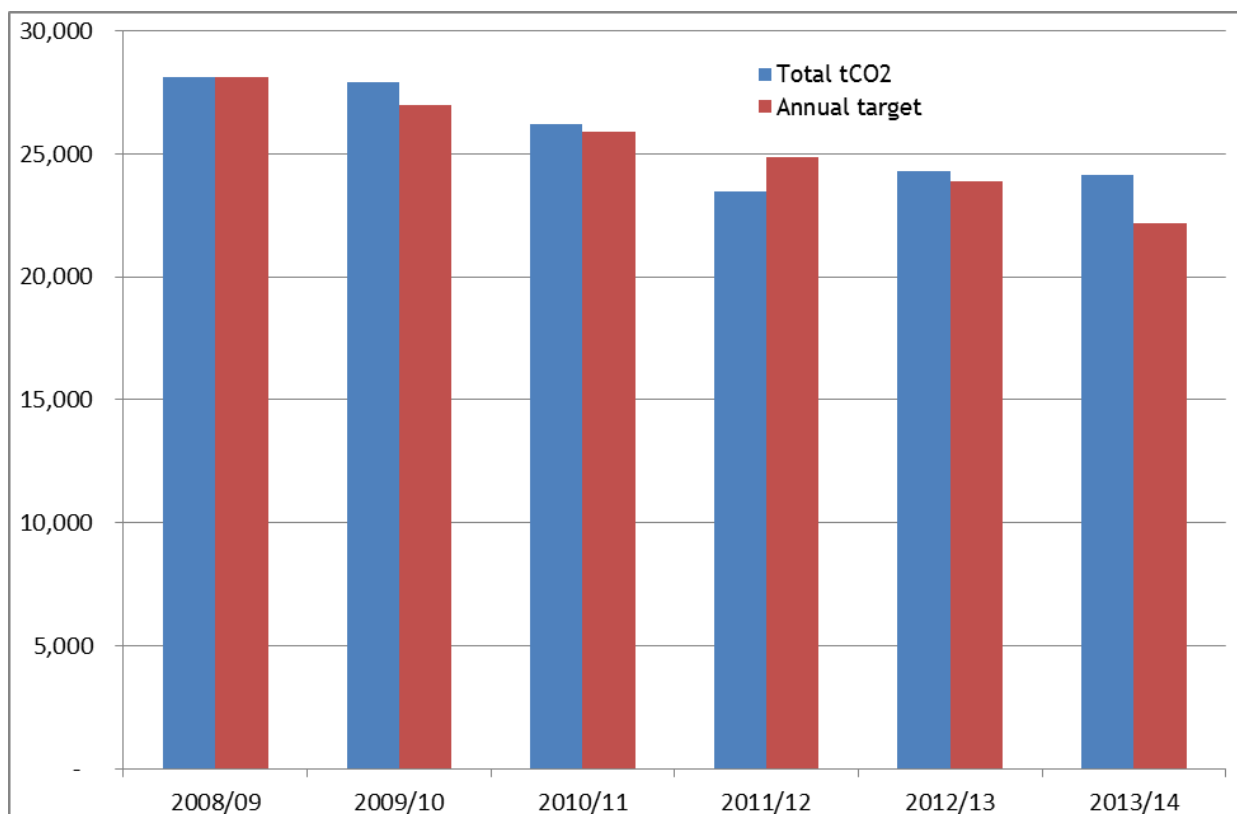


Figure 1 b): Reading Borough Council's wider GHG emission performance against annual 4% target, from the Baseline year (2008/9) through to 2013/14 (including schools and managed services)



- 4.5 Table 2 below provides the annual corporate carbon footprint figures, compared against the target. The 2013/14 carbon footprint is 31.13 % lower than the 2008/09 baseline, a significant achievement, being 10% ahead of the target emissions. These emissions reductions provide a sound foundation for further emissions reductions to meet the 2020 reduction target of 50 %.
- 4.6 The 2013/14 carbon footprint for the Council's wider activities (including schools and managed services) is 14.1 % lower than the baseline emissions in 2008/09, as illustrated in Table 2.

		2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
CORPORATE	Total tCO <sub>2</sub>	19,761	17,919	15,475	14,487	14,056	13,584
	Annual target	19,761	18,971	18,212	17,484	16,784	15,609
SCHOOLS	Total tCO <sub>2</sub>	5,216*	7,203	7,877	6,882	7,651	7,778
	Annual target	5,216	5,007	4,807	4,615	4,430	4,120
MANAGED SERVICES	Total tCO <sub>2</sub>	3,125	2,806	2,838	2,128	2,580	2,777
	Annual target	3,125	3,000	2,880	2,765	2,654	2,468
TOTAL	Total tCO <sub>2</sub>	28,102	27,928	26,190	23,497	24,287	24,139
	Annual target	28,102	26,978	25,899	24,864	23,868	22,197

*Table 2: Annual RBC corporate, schools and managed services carbon emissions, compared against annual reduction targets.\* Note: early data from the schools sector was variable in quality and coverage. Data provided was the best available at the time.*

- 4.7 The Council participated in its final year of the Carbon Reduction Commitment Energy Efficiency Scheme (CRC). The CRC carbon footprint for 2013/14 was 14,731 tCO<sub>2</sub>, with emissions from corporate buildings and schools. The CRC scheme does not include emissions from housing, transport, travel or street lighting. The Council purchased over £164 k worth of carbon credits, and surrendered 14,731 credits. The Council does not qualify for Phase 2 of the CRC, so will not participate in future years.

## 5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The work on carbon reduction directly contributes to the Council's strategic aim to 'Develop Reading as a Green City with a sustainable environment and economy at the heart of the Thames Valley'.
- 5.2 This work also contributes to the sustainable development of Reading, helping to reduce our impact on the environment and reduce costs now, to support Reading for the future.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 As required by the government Department for Energy and Climate Change (DECC) the Reading Borough Council Greenhouse Gas (GHG) Report: 2013-14 is published on the Reading Borough Council website.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 An Equality Impact Assessment (EIA) is not required for the Carbon Footprint report.

## **8. LEGAL IMPLICATIONS**

- 8.1 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.
- 8.2 As a local authority, Reading Borough Council is required to report annual carbon footprint figures to the Department of Energy and Climate Change (DECC). This reporting is done through a return to government and publication of the carbon footprint report on the Council's website.
- 8.3 As a participant in Phase 1 of the Carbon Reduction Commitment (CRC) Energy Efficiency Reduction scheme, the Council was mandated to report carbon emissions from applicable activities. In addition, since 2011/12, the Council has been required to purchase carbon credits, at £12/tCO<sub>2</sub>, equivalent to these carbon emissions. Phase 1 of the CRC has come to a close, with reporting on 2013/14 carbon emissions being the final year. The Council does not qualify for Phase 2 of the CRC, so will no longer be required to participate in this scheme.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The Council's actions in relation to carbon reduction form a key element of the financial savings programme of the Council. Annual energy bills amount to around £2m. 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.
- 9.2 With the Council no longer being required to participate in the CRC, it will not be necessary to purchase carbon credits on an annual basis, which previously had been around £165 k. It has been proposed by Government, however, that Local Authorities will receive a reduction in funding through the local government finance settlement for the 2015/16 year to compensate for the loss of tax revenue to the Exchequer.

## **10. BACKGROUND PAPERS**

*Environmental Reporting Guidelines: Including mandatory greenhouse gas emissions reporting*, June 2013, Department for Environment, Food and Rural Affairs

Reading's Climate Change Strategy 2008-2013. Stepping forward for Climate Change

Reading's Climate Change Strategy 2013-2020; *Reading Means Business on Climate Change*

Reading's Local Authority Carbon Management Plan (LACM) 2007

Sustainable Community Strategy, 2011. Levers for change.

## READING BOROUGH COUNCIL: GREENHOUSE GAS (GHG) REPORT 2013 - 14

Reading Borough Council (RBC) is committed to working to reduce its Greenhouse Gas emissions across its estate and operations.

This year (2013/14) the Council had over a 3 % decrease in absolute gross corporate emissions against our 2012/13 levels. When taking into account the gross emissions of the wider influence of the Council, the footprint decreased by just less than 1 %.

Reading Borough Council is in the process of approving a new Energy, Water and Carbon Management Strategy, 2015-2020 for the organisation. As part of this process the data collation and reporting methodology has been refined. The GHG report will now separately report emissions from RBC's corporate activities, which are under its operational control, and emissions from schools and managed services, whose operations can be influenced but not controlled. Further details on this can be found in Section 2.2.

### 1 Introduction

#### 1.1 Our Vision

As part of Reading Borough Council's commitment to 'Reading's Climate Change Strategy 2013-2020; Reading Means Business on Climate Change', the council supports the vision that

*'Reading's thriving network of businesses and organizations will be at the forefront of developing solutions for reducing carbon emissions and preparing for climate change. Low carbon living will be the norm in 2050.'*

And work with others to *'...reduce the carbon footprint of the borough in 2020 by 34% compared with levels in 2005.'*

#### 1.2 Leading by Example

Reading Borough Council has been leading by example by actively reducing its carbon emissions. Since signing the Nottingham Declaration on Climate Change in March 2006, there have been numerous local and national policies and targets, an legislation which have influenced the council's energy management work. In 2007 RBC worked with the Carbon Trust to produce Reading's Local Authority Carbon Management Plan (LACM). Since 2008 the authority has managed a rolling investment programme in energy efficient technologies to achieve carbon reduction. The Council has been working in partnership with other public sector organisations, businesses and local residents to reduce emissions and dependency on fossil fuel.

Our Sustainable Community Strategy (2011) highlights renewable energy as one of eight key 'building blocks' for the future of Reading and Reading's Climate Change Strategy 2013-2020 also aims to *'increase the amount of energy generated locally using renewable technologies'*. RBC's investments in photovoltaic solar panel are generating savings, with about over 425 MWh electricity generated in 2013/14 by schools, local businesses, corporate buildings and sheltered housing. The Council

plans to continue to develop and facilitate renewable schemes across the borough. These schemes will be providing a return in investment to Reading as a whole and stimulate the local low carbon economy.

As stated previously, RBC is currently developing a new Energy, Water and Carbon Management Strategy, 2015-2020, which aims to; reduce costs; reduce negative impacts on the environment; continue to decarbonise energy supply and manage demand; and make energy, carbon and water savings an integral part of the organisation. This strategy is scheduled to be adopted by 2015/16.

## **2 Reading Borough Council Greenhouse Gas (GHG) Emissions**

### **2.1 The Organisation**

Reading Borough Council is a unitary local authority. The organisation has been subject to significant reorganisation over the last 3 years. RBC is now comprised of three directorates; Directorate of Environment and Neighbourhood Services (DENS); Directorate of Corporate Support Services (CSS); and Directorate of Education, Adult and Children's Services (DEACS). Carbon Management for the Council is managed in the Sustainability Team, within 'Planning, Development and Regulatory Services' in the Directorate of Environment and Neighbourhood Services.

This report covers the RBC corporate GHG footprint and the 'wider influence' GHG footprint for 2013/14 (1st April 2013 to 31st March 2014).

### **2.2 Scope**

In previous reporting years, through the LACM and National Indicator 185, energy use and carbon emissions from schools and outsourced services have been reported within the council's total scope. In more recent years, through the GHG Protocol reporting, outsourced services have been reported in Scope 3. How different aspects of the 'wider' organisation are defined within the scopes of the GHG Protocol and are reported has been reviewed this year.

The reporting approach is based on guidance by the Department for Environment Food and Rural Affairs (DEFRA) *Environmental Reporting Guidelines: Including mandatory greenhouse gas emissions reporting* June 2013 and *UK emission factors* published by DEFRA for 2012. The most appropriate way to define the scope of the energy and water use of the organisation is by the 'Operational control boundary', where by '[y]our organisation reports on all sources of environmental impact over which it has operational control'. Importantly this boundary definition recognises the significance of the ability of the organisation to have the 'full authority to introduce and implement its operating policies at the operation'.

By revisiting the 'Operational control boundary' it has been recognised that the reporting of certain operations that are 'separate' from the main corporate operations of the authority should be redefined. As such, all schools (including community, voluntary aided, diocese, Academy and Free Schools) and managed services (including Rivermead Leisure centre, Academy Sports, Reading Buses and NCP car parks) will be reported in Scope 3, where RBC can influence, rather than control, the operations.

The list of GHG activities measured by RBC is as follows below. A detailed breakdown of the activities that are reported, and within which scope, can be found in Appendix 1.

#### Scope 1 (Direct emissions)

- Fossil fuels - Natural Gas and burning oil consumption
- Transport Fleet
- Fugitive emissions from air conditioning units only (excluding emissions from domestic fridges and freezers)
- Self-supplied renewably generated electricity or heat

#### Scope 2 (Energy indirect)

- Purchased electricity
- Passenger Vehicle - Reading Car Club

#### Scope 3 (Other indirect)

- Electricity losses from transmission and distribution
- Managed Assets - Business travel
- Schools (Community, Voluntary Aided, Diocese, Academy and Free Schools)
- Outsourced services (5 car parks, 2 leisure centres and bus company office).

#### New Outside Scopes

- CO<sub>2</sub> equivalent emissions from biofuels

#### Renewable electricity

- Renewably generated electricity from systems owned by RBC, but supplying electricity to other parties

### 2.3 Baseline Year and reporting

The Council has been reporting its carbon footprint since 2005/6. Since this time, the reporting systems have changed several times and data collection has improved. As part of the development of the first Climate Change Strategy for Reading (2008-2013) our baseline line was recalculated in 2008; therefore the Council's current baseline year is 2008/9.

The Council has been required to annually report carbon emissions for the Carbon Reduction Commitment Energy Efficiency Scheme since 2010/11.

The emissions factors for the GHG footprint 2013/14 (1st April 2013 to 31st March 2014) are those published by DEFRA, based on a 1 year average factor for each year.

#### 2.3.1 Weather Correction

A considerable contribution to the greenhouse emissions of the Council is from space heating. With changing heat demand depending on the weather of each year; there can be an increased fuel demand, which will have an impact on our emissions. Weather correction calculations can undertaken to adjust for this bias. Weather corrected figures can be found in Appendix 2.

### 2.4 Recalculation

The historic carbon footprint data has been recalculated due to refining the scope of the 'Operational control boundary', as outlined above, and consistent errors in reporting outsourced services. These recalculated figures are illustrated in Table 2.1 and Figure 2.1 below. A full breakdown of the figures can be found in Appendix 2.

YEAR	2008/09	2009/10	2010/11	2011/12	2012/13
	tCO <sub>2</sub>	tCO <sub>2</sub>	tCO <sub>2</sub>	tCO <sub>2</sub>	tCO <sub>2</sub>
SCOPE 1 - Corporate					
TOTAL	6,594	5,940	5,733	5,488	5,463
SCOPE 2 - Corporate					
TOTAL	11,850	10,710	8,712	8,015	7,706
SCOPE 3					
CORPORATE	1318	1269	1030	985	886
SCHOOLS	5,216	7,203	7,877	6,882	7,651
MANAGED ASSETS/SERVICES	3,125	2,806	2,838	2,128	2,580
GROSS EMISSIONS - Scope 1, 2, 3 - CORPORATE	19,761	17,919	15,475	14,487	14,056
GROSS EMISSIONS - ALL	28,103	27,928	26,190	23,498	24,287
ELECTRICITY EXPORTED/SOLD TO GRID/OTHERS				9	158
NET EMISSIONS - Scope 1, 2, 3 - CORPORATE	19,761	17,919	15,475	14,478	13,898
NET EMISSIONS - ALL	28,103	27,928	26,190	23,488	24,128

Table 2.1: Recalculated RBC carbon footprint for the period 2008/9 to 2012/13.

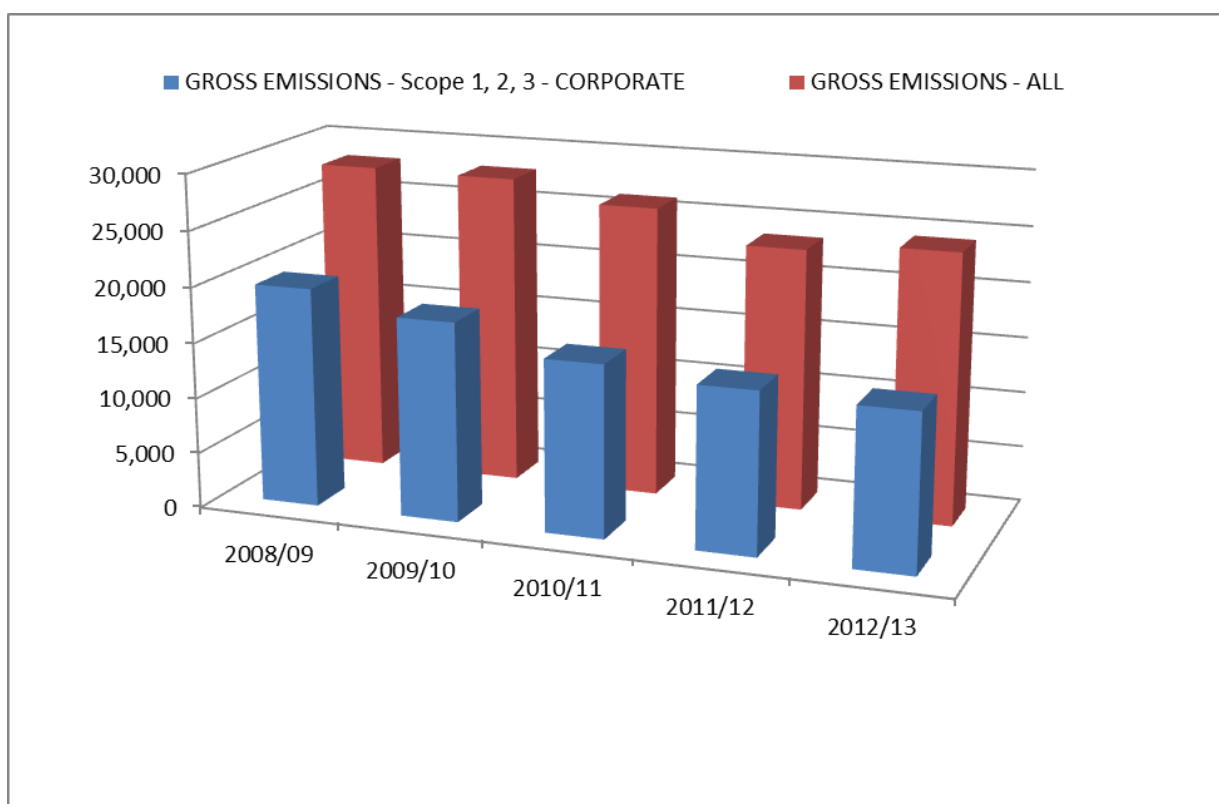


Figure 2.1: recalculated RBC carbon emissions, corporate 'control' and wider influence, for the period 2008/9 to 2012/13.

## 2.5 Reading Borough Council Greenhouse Gas carbon footprint, 2013/14

Reading Borough Council's absolute (gross) corporate carbon emissions for 2013/14 were 13,584 tCO<sub>2</sub>, down 3.4 % against 2012/13 emissions. Renewably generated electricity, exported to the grid, or sold to third parties can be netted off against this gross figure, to the sum of 186 tCO<sub>2</sub>, giving net corporate carbon emissions of 13,398 tCO<sub>2</sub>.

The absolute carbon emissions of the organisations' wider activities, including emissions from schools and managed services, were 24,139 tCO<sub>2</sub> (gross) for 2013/14, down 0.7 % compared to 2012/13 figures. Activities under the council's influence (not control) accounted for 10,555 tCO<sub>2</sub> in 2013/14, up 3 % from the previous year (2012/13).

The GHG carbon footprint figures for 2013/14 are illustrated in Table 2.2 below, compared against 2012/13 data. A full breakdown of the data can be found in Appendix 3.

	New BASELINE	
YEAR	2012/13	2013/14
	tCO <sub>2</sub>	tCO <sub>2</sub>
SCOPE 1 - Corporate		
	5,463	4,819
SCOPE 2 - Corporate		
	7,706	7,842
SCOPE 3		
CORPORATE	887	923
SCHOOLS	7,651	7,778
MANAGED ASSETS/SERVICES	2,580	2,777
GROSS EMISSIONS - Scope 1, 2, 3 - CORPORATE	14,056	13,584
GROSS EMISSIONS - ALL	24,287	24,139
ELECTRICITY EXPORTED/SOLD TO GRID/OTHERS	158	186
NET EMISSIONS - Scope 1, 2, 3 - CORPORATE	13,898	13,398
NET EMISSIONS - ALL	24,128	23,953

Table 2.2: Reading Borough Council GHG Emissions 2013/14, compared to 2012/13 figures.

## 2.6 Intensity Measurement

This measures an organisation's GHG emissions against a specific relevant activity. There are a number of factors that determine and influence the level of GHG emissions of an organisation, such as size of buildings, number of employees (activity ratios), financial turnover of the business (financial ratio) etc.

For Reading Borough Council, the intensity ratio is measured by number of Full Time Equivalent (FTE) staff working for the Council. The recommended methodology by the Defra/DECCS guide is to measure using direct emissions (Scope 1 and 2) only which occurs as a direct result of staff activities.

In March 2014 we had 2,036.31 staff (FTE) employed by the Council as against 2,057.99 staff (FTE) in March 2013.

The employee intensity ratio for Reading Borough Council, for 2013/14 is

$$\text{TCO}_2\text{e per FTE} = \frac{12,661}{2,036.31} = 6.22 \text{ tCO}_2\text{e/FTE}$$

Compared to the employee intensity ratio for Reading Borough Council, for 2012/13 is

$$\text{TCO}_2\text{e per FTE} = \frac{13,169}{2,057.99} = 6.40 \text{ tCO}_2\text{e/FTE}$$

## 2.7 Progress against target

Reading's Climate Change Strategy 2008 - 2013 set a reduction target of 4 % per annum, which equates to a total of 16 % carbon reduction by 2013, for Reading's owned estate and operations. The subsequent Reading Climate Change Strategy 2013-20, a collaborative strategy with business, community and public sector, has set a target for borough-wide carbon emissions reductions of 34 % by 2020, against a 2005 (2005/6) baseline. This would be achieved in part by encouraging participants to achieve a 7% per annum reduction. Figure 2.2 below illustrates RBC's corporate emissions reductions, compared against the annual reduction targets.

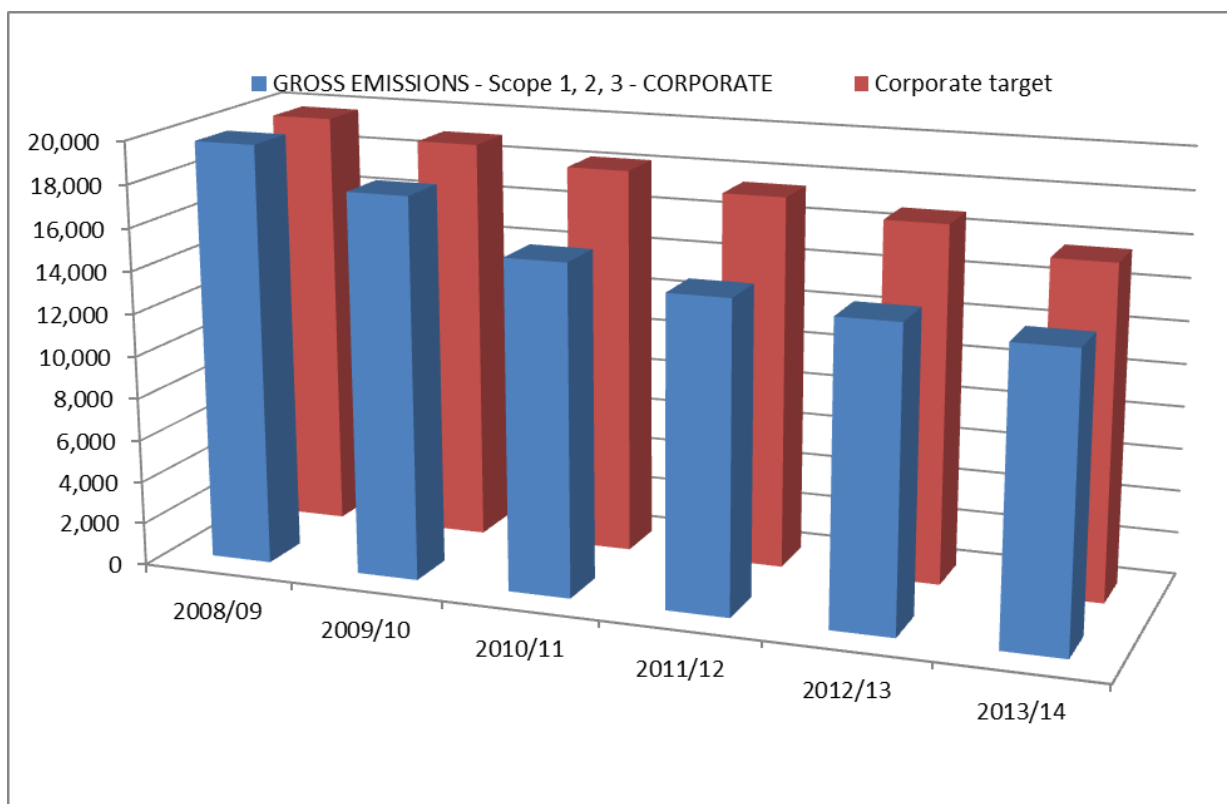


Figure 2.2: a) Reading Borough Council's corporate GHG emission performance against annual 4% target from the Baseline year (2008/9) through to 2013/14



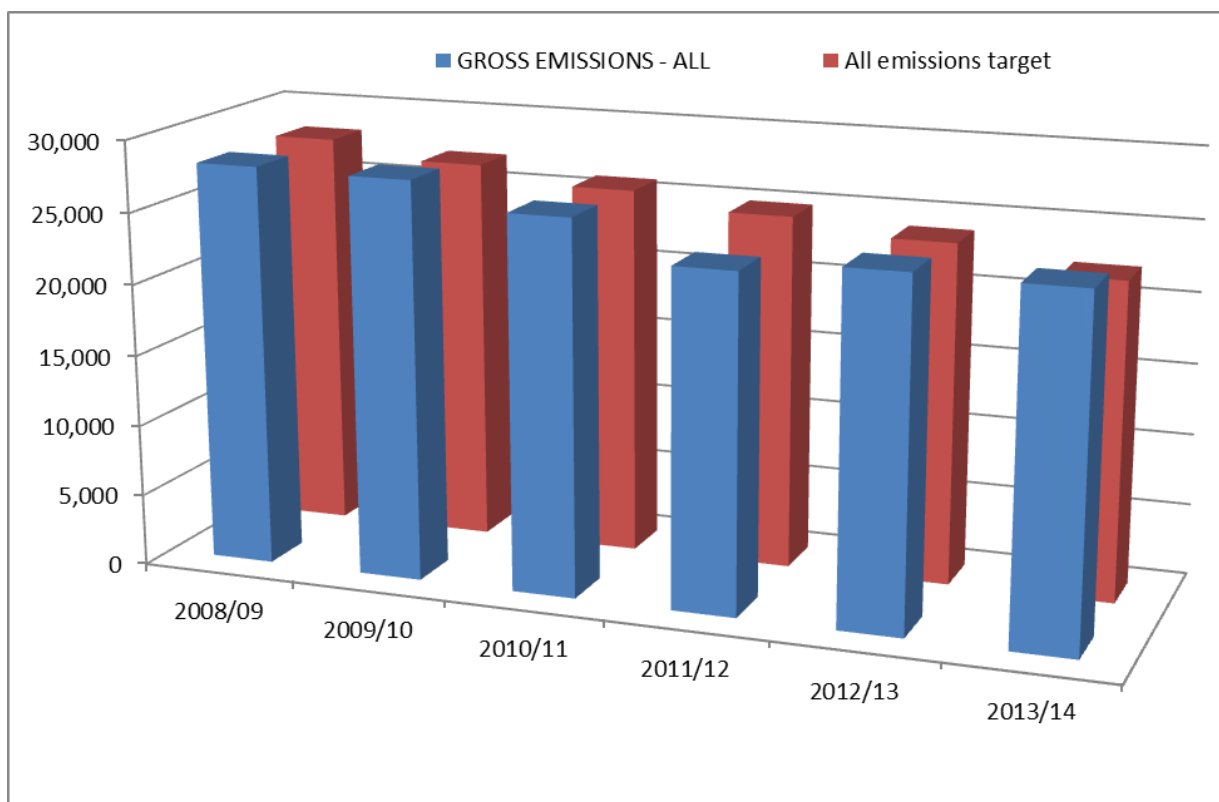


Figure 2.2: b) Reading Borough Council's wider GHG emission performance against annual 4% target, from the Baseline year (2008/9) through to 2013/14 (including schools and managed services).

## 2.8 Renewable / low carbon energy

Part of our electricity consumption across Reading Borough Council estate is sourced from green energy, supplied by EDF and British Gas.

Electricity generated onsite by gas-fired Combined Heat and Power (CHP) plants produced 453,745 kWh of electricity, from 1,737,886 kWh of gas, in 2013/14.

Reading Borough Council owns 46 PV arrays which generate onsite electricity through the Feed In Tariff (FiT) subsidy. In total, these 46 arrays exported 229,197 kWh to the Grid (deemed) in 2013/14, saving 102 tonnes of CO<sub>2</sub>. Twenty-two arrays generated and self-supplied 74,674 kWh to RBC sites. The remaining 24 arrays generated and supplied 155,507 kWh to schools and other parties in 2013/14, saving 69 tCO<sub>2</sub>. These carbon emissions savings are 'netted off' against the RBC gross emissions.

A number of schools own their own PV arrays, self-supplying and generating electricity on site. In 2013/14 these systems generated 49,566 kWh, saving 24 tCO<sub>2</sub>.

## 3. Risks and Opportunities

There is overwhelming global consensus that society should rise to the challenge of tackling climate change. In times of economic uncertainty and with the planet facing unprecedented pressures on natural resources, energy reserves and land use; Reading Borough Council is committed to playing its part in averting the risks of severe climate change. We will act locally in the global interest, but we will not overlook the local opportunities and benefits of this action. These benefits include improving the efficiency and resilience of our local communities and infrastructure.

## References

*Environmental Reporting Guidelines: Including mandatory greenhouse gas emissions reporting*, June 2013

Reading's Climate Change Strategy 2008-2013. Stepping forward for Climate Change

Reading's Climate Change Strategy 2013-2020; *Reading Means Business on Climate Change*

Reading's Local Authority Carbon Management Plan (LACM) 2007

Sustainable Community Strategy, 2011. Levers for change.

## Appendices

### Appendix 1: GHG Protocol scope and treatments of renewables

Reporting of GHG emissions for RBC, divided into 3 scopes	
<b>Scope 1</b> (Direct emissions): Emissions from activities owned or controlled by your organisation that release emissions into the atmosphere. They are direct emissions.	
Fossil fuels - Natural Gas and burning oil consumption	Direct emissions from combustion of natural gas and oil
Transport Fleet	Direct emissions from combustion of diesel and petrol
Fugitive emissions from air conditioning units only (excluding emissions from domestic fridges and freezers)	Emissions released from equipment leaks
Self-supplied renewably generated electricity or heat	Direct emissions at site (zero emissions). See Figure A1 below for further detail on treatment of renewables.
<b>Scope 2</b> (Energy indirect): Emissions released into the atmosphere associated with your consumption of purchased electricity, heat, steam and cooling. These are indirect emissions that are a consequence of your organisation's activities but which occur at sources you do not own.	
Purchased electricity	Electricity purchased from supplier. Emissions at source, outside RBC control.
Passenger Vehicle - Reading Car Club	Emissions from use of cars due to RBC activity, but Car Club not owned by RBC.
<b>Scope 3</b> (Other indirect): Emissions that are a consequence of your actions, which occur at sources which you do not own or control and which are not classed as scope 2 emissions.	
Electricity losses from transmission and distribution	Emissions as a result of losses from transmission and distribution of electricity on the national grid
Managed Assets - Business travel	Emissions as a result of travel by means not owned or controlled by RBC
Schools (Community, Voluntary Aided, Diocese, Academy and Free Schools)	Emissions from activities within schools, which are not controlled by RBC
Outsourced services (5 car parks, 2 leisure centres and bus company office)	Emissions from activities within managed services, which are not controlled by RBC
<b>Outside Scopes:</b>	
CO <sub>2</sub> equivalent emissions from biofuels	Other GHG emissions from combustion of biofuels. Awaiting emissions factors
<b>Renewable electricity:</b>	
Renewably generated electricity from systems owned by RBC, but supplying electricity to other parties	Emissions avoided by generating electricity renewably at site. See Figure A1 below for further detail on treatment of renewables.

#### Exclusions:

Water supplied & sewerage: to date the data available for reporting emissions from water use is not sufficiently robust. Work is being undertaken to enable this for future years.

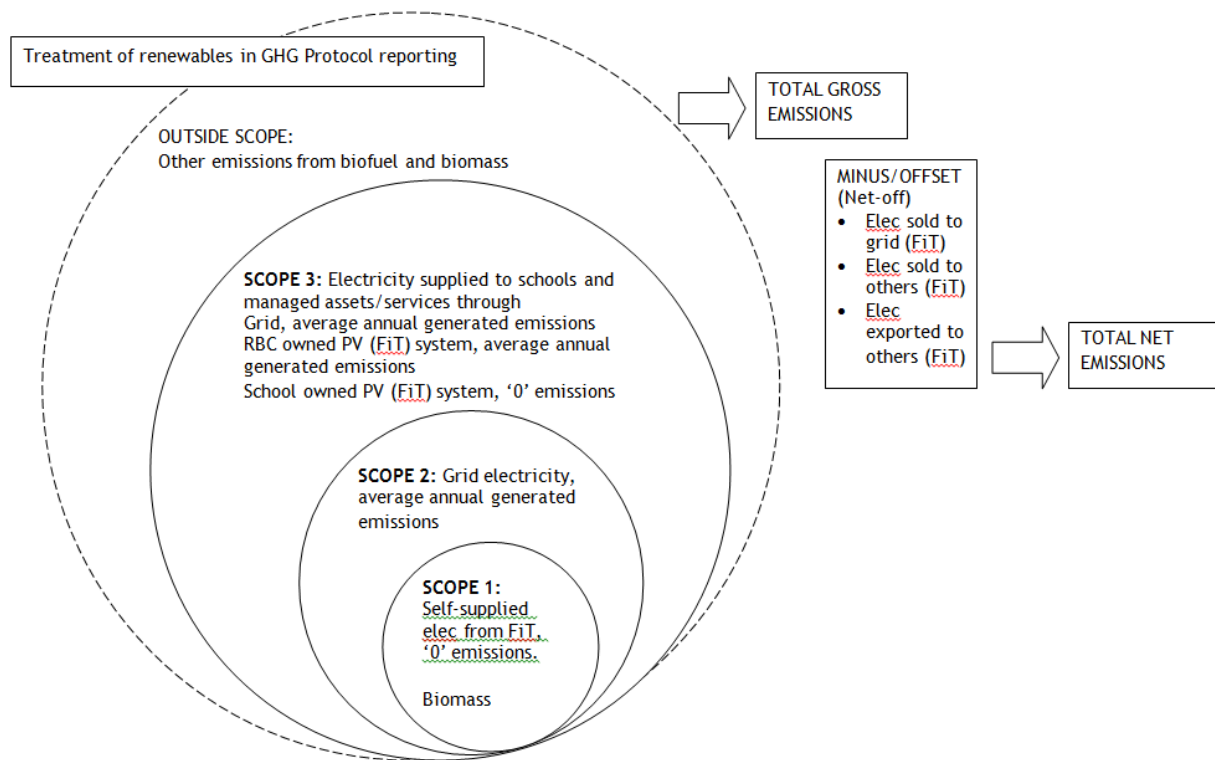


Figure A1: Treatment of renewables in GHG Protocol reporting, depending on system ownership and reporting scope

## Appendix 2: Historic data

YEAR		2008/09			2009/10			2010/11			2011/12			2012/13		
	REPORTING UNITS	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2
<b>SCOPE 1</b>																
GAS	kWh	26,624,860	0.1836	4,888	24,224,208	0.1836	4,448	23,045,716	0.18360	4,231	21,738,716	0.18360	3,991	19,048,224	0.18521	3,528
OIL	litres	329,462	0.2468	81	360,437	0.2468	89	28,691	0.24681	7	116,300	0.24681	29	13,384	2.5443	34
FLEET - DIESEL	litres	616,794	2.5725	1,587	530,858	2.5725	1,366	563,583	2.57250	1,450	546,045	2.57250	1,405	538,214	2.5835	1,390
FLEET - PETROL	litres	16,717	2.2450	38	13,698	2.2450	31	13,730	2.24500	31	15,410	2.24500	35	15,404	2.2423	35
FUGITIVE - R12	kg	-	-	-	-	-	-	-	-	-	-	-	-	0.33	1725	1
FUGITIVE - R22	kg	-	-	-	3.40	1,810	6	0.50	1,810	1	15.00	1,810	27	1.60	1810	3
FUGITIVE - R407C	kg	-	-	-	0.61	1,526	1	5.30	1,526	8	-	-	-	-	-	-
FUGITIVE - R134A	kg	-	-	-	-	-	-	0.40	1,300	1	-	-	-	-	-	-
FUGITIVE - R410A	kg	-	-	-	-	-	-	2.80	1,725	5	0.95	1,725	2	-	-	-
FUGITIVE - R49a	kg	-	-	-	-	-	-	-	-	-	0.65	-	-	-	-	-
CHP - GAS	kWh	-	-	-	-	-	-	-	-	-	-	-	-	2,552,025	0.18521	473
CHP - ELECTRICITY	kWh	-	-	-	-	-	-	-	-	-	-	-	-	806,081	0	-
BIOMASS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELECTRICITY FROM RENEWABLES	kWh	-	-	-	-	-	-	-	-	-	5,631	-	-	58,450	0	-
<b>TOTAL</b>				<b>6,594</b>			<b>5,940</b>			<b>5,733</b>			<b>5,488</b>			<b>5,463</b>
<b>SCOPE 2</b>																
ELECTRICITY FROM GRID	kWh	24,416,596	0.4853	11,850	23,691,580	0.4521	10,710	18,930,473	0.46002	8,708	17,975,180	0.44548	8,008	16,742,424	0.46002	7,702
CAR CLUB - SMALL	km	-	-	-	1,601	0.1711	0	14,926	0.17112	3	17,750	0.26590	5	15,720	0.16522	3
CAR CLUB - MEDIUM	km	-	-	-	-	-	-	5,343	0.21209	1	6,833	0.33418	2	7,580	0.20765	2
<b>TOTAL</b>				<b>11,850</b>			<b>10,710</b>			<b>8,712</b>			<b>8,015</b>			<b>7,706</b>
<b>SCOPE 3</b>																
<i>CORPORATE</i>																
ELECTRICITY FROM GRID T&D	kWh	24,416,596	0.0391	954	23,691,580	0.0386	915	18,930,473	0.03634	688	17,975,180	0.03809	685	16,742,424	0.03634	608
BUSINESS MILEAGE	km	1,742,835	0.2086	364	1,695,598	0.2086	354	1,638,790	0.20864	342	1,438,801	0.20864	300	1,429,879	0.19469	278
				-			-			-			-			-
<i>SCHOOLS</i>																
GAS	kWh	12,243,654	0.1836	2,248	18,387,169	0.1836	3,376	20,032,892	0.18360	3,678	15,969,052	0.18360	2,932	18,710,786	0.18521	3,465
OIL	litres	4,375,859	0.2468	1,080	3,130,463	0.2468	773	3,280,009	0.24681	810	2,197,476	0.24681	542	165,777	2.5443	422
ELECTRICITY FROM GRID	kWh	3,599,802	0.4853	1,747	6,224,888	0.4521	2,814	7,033,167	0.44548	3,133	7,041,178	0.44548	3,137	7,503,153	0.46002	3,452
ELECTRICITY FROM GRID T&D	kWh	3,599,802	0.0391	141	6,224,888	0.0386	240	7,033,167	0.03634	256	7,041,178	0.03809	268	7,503,153	0.03634	273
ELECTRICITY FROM RBC FIT	kWh	-	0.4853	-	-	0.4521	-	-	0.46002	-	7,078	0.44548	3	84,986	0.46002	39
ELECTRICITY FROM RENEWABLES	kWh	-	-	-	-	-	-	-	-	-	-	-	-	31,422	0	0

YEAR		2008/09			2009/10			2010/11			2011/12			2012/13		
	REPORTING UNITS	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2	kWh/litres/km/m3/kg	conversion factor	tCO2
<i>MANAGED ASSETS/SERVICES</i>																
GAS	kWh	6,108,386	0.1836	1,121	5,300,173	0.1836	973	4,733,434	0.18360	869	1,234,507	0.18360	227	3,462,697	0.18521	641
OIL	litres			-			-			-			-		2,544.3	-
ELECTRICITY FROM GRID	kWh	3,822,312	0.4853	1,855	3,736,393	0.4521	1,689	3,967,816	0.46002	1,825	3,926,624	0.44548	1,749	3,868,240	0.46002	1,779
ELECTRICITY FROM GRID T&D	kWh	3,822,312	0.0391	149	3,736,393	0.0386	144	3,967,816	0.03634	144	3,926,624	0.03809	150	3,868,240	0.03634	141
ELECTRICITY FROM RBC FIT			0.4853	-		0.4521	-		0.46002	-	5,411	0.44548	2	41,273	0.46002	19
ELECTRICITY FROM RENEWABLES	kWh		-	-		-	-		-	-		-	-		-	-
<b>TOTAL</b>				<b>9,659</b>			<b>11,278</b>			<b>11,745</b>			<b>9,995</b>			<b>11,118</b>
<b>OUTSIDE SCOPE</b>																
FLEET - DIESEL - BIOFUEL MIX	litres													538,213		
FLEET - PETROL - BIOFUEL MIX	litres													15,404		
BIOMASS																
<b>TOTAL</b>																
<b>GROSS EMISSIONS - CORPORATE</b>				<b>19,761</b>			<b>17,919</b>			<b>15,475</b>			<b>14,487</b>			<b>14,056</b>
<b>GROSS EMISSIONS - ALL</b>				<b>28,103</b>			<b>27,928</b>			<b>26,190</b>			<b>23,498</b>			<b>24,287</b>
<b>GROSS EMISSIONS - CORPORATE - weather corrected</b>				<b>19,606</b>			<b>17,638</b>			<b>14,970</b>			<b>14,524</b>			<b>13,353</b>
<b>GROSS EMISSIONS - ALL - weather corrected</b>				<b>27,809</b>			<b>27,329</b>			<b>25,046</b>			<b>23,568</b>			<b>22,691</b>
ELECTRICITY EXPORTED/SOLD TO	kWh										19,404	0.48357	9	319,090	0.49636	158
<b>NET EMISSIONS - CORPORATE</b>				<b>19,761</b>			<b>17,919</b>			<b>15,475</b>			<b>14,478</b>			<b>13,898</b>
<b>NET EMISSIONS - ALL</b>				<b>28,103</b>			<b>27,928</b>			<b>26,190</b>			<b>23,488</b>			<b>24,128</b>
<b>NET EMISSIONS - CORPORATE - weather corrected</b>				<b>19,606</b>			<b>17,638</b>			<b>14,970</b>			<b>14,515</b>			<b>13,195</b>
<b>NET EMISSIONS - ALL - weather corrected</b>				<b>27,809</b>			<b>27,329</b>			<b>25,046</b>			<b>23,558</b>			<b>22,533</b>

### Appendix 3: Full breakdown 2013/14 GHG data

YEAR		2012/13		2013/14			
	REPORTING UNITS	kWh/litres/km <sup>3</sup> /kg	conversion factor	tCO <sub>2</sub>	kWh/litres/km <sup>3</sup> /kg	conversion factor	tCO <sub>2</sub>
<b>SCOPE 1</b>							
GAS	kWh	19,048,224	0.18521	3,528	16,479,082	0.18404	3,033
OIL	litres	13,384	2.5443	34	14,800	2.538	38
FLEET - DIESEL	litres	538,214	2.5835	1,390	538,259	2.6008	1,400
FLEET - PETROL	litres	15,404	2.2423	35	13,051	2.2144	29
FUGITIVE - R12	kg	0.33	1725	1	-		0
FUGITIVE - R22	kg	1.60	1810	3	-		0
FUGITIVE - R407C	kg						
FUGITIVE - R134A	kg						
FUGITIVE - R410A	kg						
FUGITIVE - R49a	kg						
CHP - GAS	kWh	2,552,025	0.18521	473	1,737,886	0.18404	320
CHP - ELECTRICITY	kWh	806,081	0	-	453,745	0	-
BIOMASS							
ELECTRICITY FROM RENEWABLES	kWh	58,450	0	-	74,674	0	-
	<b>TOTAL</b>			<b>5,463</b>			<b>4,819</b>
<b>SCOPE 2</b>							
ELECTRICITY FROM GRID	kWh	16,742,424	0.46002	7,702	17,594,359	0.44548	7,838
CAR CLUB - SMALL	km	15,720	0.16522	3	15,654	0.16192	3
CAR CLUB - MEDIUM	km	7,580	0.20765	2	6,178	0.2049	1
	<b>TOTAL</b>			<b>7,706</b>			<b>7,842</b>
<b>SCOPE 3</b>							
<i>CORPORATE</i>							
ELECTRICITY FROM GRID T&D	kWh	16,742,424	0.03634	608	17,594,359	0.03809	670
BUSINESS MILEAGE	km	1,429,879	0.19469	278	1,331,431	0.19023	253
							-

YEAR		2012/13		2013/14			
	REPORTING UNITS	kWh/litres/km/m <sup>3</sup> /kg	conversion factor	tCO <sub>2</sub>	kWh/litres/km/m <sup>3</sup> /kg	conversion factor	tCO <sub>2</sub>
<i>SCHOOLS</i>							
GAS	kWh	18,710,786	0.18521	3,465	18,210,886	0.18404	3,352
OIL	litres	165,777	2.5443	422	158,565	2.538	402
ELECTRICITY FROM GRID	kWh	7,503,153	0.46002	3,452	8,233,209	0.44548	3,668
ELECTRICITY FROM GRID T&D	kWh	7,503,153	0.03634	273	8,233,209	0.03809	314
ELECTRICITY FROM RBC FIT	kWh	84,986	0.46002	39	95,940	0.44548	43
ELECTRICITY FROM RENEWABLES	kWh	31,422	0	0	49,566	0	0
							-
<i>MANAGED ASSETS/SERVICES</i>							
GAS	kWh	3,462,697	0.18521	641	4,549,139	0.18404	837
OIL	litres		2.5443	-		2.538	-
ELECTRICITY FROM GRID	kWh	3,868,240	0.46002	1,779	3,970,380	0.44548	1,769
ELECTRICITY FROM GRID T&D	kWh	3,868,240	0.03634	141	3,970,380	0.03809	151
ELECTRICITY FROM RBC FIT		41,273	0.46002	19	43,826	0.44548	20
ELECTRICITY FROM RENEWABLES	kWh						
	<b>TOTAL</b>			<b>11,118</b>			<b>11,478</b>
<b>OUTSIDE SCOPE</b>							
FLEET - DIESEL - BIOFUEL MIX	litres	538,213			538,259		
FLEET - PETROL - BIOFUEL MIX	litres	15,404			13,051		
BIOMASS							
	<b>TOTAL</b>						
<b>GROSS EMISSIONS - CORPORATE</b>				<b>14,056</b>			<b>13,584</b>
<b>GROSS EMISSIONS - ALL</b>				<b>24,287</b>			<b>24,139</b>
<b>GROSS EMISSIONS - CORPORATE - weather corrected</b>				<b>13,353</b>			<b>13,399</b>
<b>GROSS EMISSIONS - ALL - weather corrected</b>				<b>22,691</b>			<b>23,677</b>
ELECTRICITY EXPORTED/SOLD TO GP	kWh	319,090	0.49636	158	384,704	0.48357	186
<b>NET EMISSIONS - CORPORATE</b>				<b>13,898</b>			<b>13,398</b>
<b>NET EMISSIONS - ALL</b>				<b>24,128</b>			<b>23,953</b>
<b>NET EMISSIONS - CORPORATE - weather corrected</b>				<b>13,195</b>			<b>13,213</b>
<b>NET EMISSIONS - ALL - weather corrected</b>				<b>22,533</b>			<b>23,491</b>



## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	25 NOVEMBER 2014	AGENDA ITEM:	11
TITLE:	WATER SECURITY SCRUTINY REVIEW - UPDATE		
LEAD COUNCILLOR:	COUNCILLOR T 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 At the previous meeting of the SEPT Committee a task-and-finish group of Councillors was appointed to carry out a review of Water Security. The group held a meeting on 20 October to discuss the scope of the review, and has agreed that the review should look at the current condition of Reading's water supply and waste water infrastructure and the planned investments, and investigate how the impact of planned and emergency works can be minimised.

1.2 A proposed scope for the review is attached at Appendix 1.

#### 2. RECOMMENDED ACTION

2.1 That the proposed scope of the Water Security review be approved.

2.2 That Thames Water be invited to a future SEPT meeting to discuss the review conclusions and provide an update on the investment programme 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. THE REVIEW**

- 4.1 This review builds on a previous scrutiny review of water security with Thames Water and other stakeholders in 2012, but has a more specific focus on the resilience of the water supply and waste water infrastructure in Reading and the impact of infrastructure failures and planned improvement works on the transport network. The reasons for the review and the objectives are set out in more detail in the attached scoping framework.
- 4.2 It is proposed that the Group and relevant officers now seek the relevant information from Thames Water and meet with their representatives to discuss these issues. The aim will be to submit a final report to the 1 April 2014 meeting of the SEPT committee meeting, and to invite Thames Water to that meeting to discuss the review findings and give a presentation on their planned programme of works in Reading.

#### **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.

## **WATER SECURITY SCRUTINY REVIEW – SCOPING FRAMEWORK**

### **Section 1 - Terms of Reference**

To review the current condition of and planned investment in Reading's water supply and waste water infrastructure, and consider how the impact of planned and emergency works can be minimised.

### **Section 2 – Reasons for the Review**

Thames Water have carried out a number of investments in their infrastructure over the past few years which have had an impact on the transport network in Reading 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.

More recently Thames Water have identified a number of structural failures with their infrastructure (primarily emergency repairs resulting from water leaks or sewer collapses). The negative impact of these works is significant – for example the closure of the A4 Bath Road for four weeks during May 2014 due to a major sewer collapse.

Councillors and residents have raised concerns at the perceived frequent infrastructure failures and the disruption caused by planned works. The combination of emergency closures and the impact of the mains replacement programme in the Town Centre and on the IDR is significant and has been a cause of traffic congestion in Reading.

Flooding and drought events are becoming more common and the resilience of the water infrastructure against these is another significant issue to consider.

### **Section 3 - Key Objectives of Review**

The review will consider the following questions:

- What are the reasons for infrastructure failures and how resilient is the current infrastructure?
- What investment in Reading is included in Thames Water's 2015-20 Business Plan and how was this decided?
- Will the planned investment be adequate to address the ongoing infrastructure failures and will the remaining Victorian mains and sewers be replaced before they become unfit for purpose?
- How can the level of disruption and the impact of both emergency and planned works be minimised, and how can the Council work pro-actively with Thames Water to help achieve this?
- How resilient is the current/planned infrastructure against flooding and drought events?

### **Section 4 - What will not be included in the scope (and why)**

The previous scrutiny review in 2012 considered water security with a more long-term and regional focus, and also looked at how the Council and partners can help reduce demand and promote water efficiency. These will not be considered in this review which has a more specific focus on the resilience of the local infrastructure in Reading and the impact of infrastructure failures and improvement works.

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	Strategic Environment, Planning & Transport Committee		
DATE:	25 November 2014	AGENDA ITEM:	12
TITLE:	CLG / DEFRA CONSULTATION ON PROVIDING SUSTAINABLE DRAINAGE SYSTEMS THROUGH THE PLANNING PROCESS		
LEAD COUNCILLOR:	Cllr PAGE	PORTFOLIO:	STRATIGIC ENVIRONMENT PLANNING & TRANSPORT
SERVICE:	TRANSPORT	WARDS:	BOROUGHWIDE
LEAD OFFICER:	CHRIS SAUNDERS	TEL:	0118 937 3949
JOB TITLE:	TRANSPORT DEVELOPMENT CONTROL MANAGER	E-MAIL:	chris.saunders@reading.gov.uk

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

- 1.1 Schedule 3 of The Flood and Water Management Act 2010 establishes Sustainable Urban Drainage (SuDS) Approving Bodies (SABs) in unitary authorities (in single tier local government) and county councils (in two tier areas), and gives those bodies statutory responsibility for approving Drainage Applications and, in some cases adopting, the approved drainage systems associated with all new developments .
- 1.2 However following several consultations by DEFRA, the Government has still not implemented the schedule due to concerns from the development industry and councils over the implications this would have on their business. Schedule 3 was due to be implemented on 1<sup>st</sup> October 2014, but this date was cancelled by the Government in May 2014 stating that a further round of consultation would be undertaken detailing how SUDS systems would be implemented later in the year.
- 1.3 At the beginning of September DEFRA together with the CLG produced a consultation document detailing that the latest proposals are not to progress with the SABs but to incorporate the provision of SUDS within the Planning System.
- 1.4 This report describes the latest proposals and includes a response to the consultation which was approved by Planning Application Committee on the 15<sup>th</sup> October 2014 and submitted to DEFRA before the consultation closing date of the 24<sup>th</sup> October 2014.

## **2. RECOMMENDED ACTION**

### **2.1 That the committee note the report.**

## **3. POLICY CONTEXT**

- 3.1 These latest proposals will result in amendments to the National Planning Policy Framework (NPPF) to ensure SUDS are implemented on major developments.

## **4. THE CONSULTATION PROPOSALS**

- 4.1 The proposals are to not formally implement Schedule 3 of The Flood and Water Management Act 2010 for the compulsory introduction of SUDS on new development which was a recommendation of the Pitt Report which followed the severe summer flooding in 2007.
- 4.2 The changes are proposed as the Government states that the previous consultations have shown that the requirement to run two consenting regimes for developers (Planning and a SAB) operated by two separate parts of Local Government could lead to delay in the approval process especially as many Local Authorities were not ready to take on the additional responsibilities. This was not the case for Reading Borough who already have a voluntary SUDS approval body in place managed by the Transport Development Control Team, in preparation for the formal implementation of Schedule 3 of the Flood and Water Management Act.
- 4.3 Paragraph 102 of the NPPF states that developments and local plan policies should make the provision of SUDS a priority and the proposal will strengthen this requirement. However the exact wording on how the NPPF would be amended was not provided within the consultation. The provision of SUDS is already incorporated within the Local Plan within Policies CS1 of the Core Strategy and DM1 of the Sites and Detailed Policies document.
- 4.5 The current Draft National SUDS Standards and Guidance would be incorporated into the National Planning Practice Guidance (NPPG) which supplements the NPPF. The NPPG would then contain the hierarchy of SUDS systems as outline in paragraph 4.3 of Agenda Item 9 of the 19<sup>th</sup> March 2014 Strategic Environment Planning and Transport Committee.
- 4.4 The requirement for a SUDs system will only apply to Major developments with the requirements for minor developments dropped. This is a sensible approach as it is the major developments that have the largest surface water runoff. The requirement for minor applications to be SUDS complaint was over burdensome and would have resulted in the proposed approval system being overloaded. However the consultation did point out that the SUDS requirement would have to be part of the numerous material considerations the Planning Authority would have to assess. Given that viability will be an issue, it is likely that developers will use drainage options from the SUDS hierarchy which minimise land take.

- 4.5 The consultation stated that Planning Authorities will need expertise from other bodies to enable SUDS schemes to be assessed. In Reading Borough, the Transport Development Control Team already assess SUDS applications and it would be assumed that the Planning Department would seek this teams advice on the suitability of any schemes submitted.
- 4.6 As a result, if the Planning Authority considers that the proposed drainage is not complaint with polices it would be able to refuse planning permission on these grounds after taking into account all the other material considerations. The applicant still would have a right to appeal, so any objection would have to clearly show why compliance with the national standards is not being achieved.
- 4.6 One of the major implications of these changes is that the Local Authority (under its statutory requirement as detailed with Schedule 3) would no longer have to compulsorily adopt Sustainable Drainage Systems. The long term maintenance of the systems will be down to the developer and owners (presumably through management arrangements) and covered by a condition or S106 agreement. The consultation did indicate that developers could negotiate with third parties, namely a Local Authority or a Water and Sewage Company, to take on future maintenance or start up a Service Management Company to ensure future maintenance was undertaken. If the drainage system is located under the highway, it is likely that the maintenance will be covered via commuted sums as part of a Section 38 agreement under The Highways Act. If located within open space, again this could come down to contributions being agreed for future maintenance within a section 106 agreements.
- 4.7 The consultation also stated that where the drainage from a single dwelling within a development would drain to a soakaway for example within the properties grounds, the maintenance of this would be down to the home owner, which is the same as current procedures.
- 4.8 Under Schedule 3 of the Flood and Water Management Act, if the SABs were implemented, separate applications fees would have been charged for the approval process. Under the proposed regime, the approval of SUDS would be incorporated into the planning process and the planning application fee will now have to cover this cost. Under the previous proposals, the average SUDS application cost for a major site would have been around £500 and there are approximately 40 to 50 major applications a year, so these changes will mean the authority may lose out on between £20,000 and £25,000 a year from drainage application fees. However this has to be balanced against the fact that we would no longer have to compulsory adopt and maintain in to perpetuity SUDS systems which would have place a considerable pressure on resources.
- 4.9 It is anticipated that these changes will be implemented in Spring 2015.
- 4.10 The consultation response as approved by the Planning Applications Committee is attached to this report for reference. Subsequently the Transport Development Control Manager has been asked by DEFRA, given the proactive approach this authority has taken to implement SUDS systems, to work with

DEFRA to assess the outcomes of the consultation to enable a report to be submitted to the Secretary of State for the Environment in December 2014 on the implementation of the proposals.

## **5.0 IMPLICATIONS ON THE PLANNING PROCESS**

- 5.1 The changes would mean that there would be another material consideration to be considered by the Planning Officers when a planning application is assessed. However the advantage for this authority is that as it is unitary authority, the expert advice is already in house and within a team which already has regular contact with the planning department.
- 5.2 Consultation would be via the existing planning process although the following organisations will also need to be consulted specifically for SUDS: Sewerage Undertaker, Environment Agency (if discharge is into a main river), Highway Authority, Canal and River Trust (if discharge is into a waterway managed by them),
- 5.3 While the use of the Planning System to implement SUDS will not be as regimented as that proposed under Schedule 3 of the Flood and Water Management Act, it does allow for a more holistic approach to be taken where all the aspects of design can be considered. For example the recent planning application for Wells Hall had a SUDS system which, while not being at the top of the SUDS hierarchy, still considerably reduced surface water runoff.
- 5.4 There could be additional work for the enforcement team ensuring that conditions covering the maintenance of SUDS are undertaken. However this is a considerably lesser burden on the authority than the original proposals where it would have had to adopt and maintain all new SUDS.
- 5.5 While the consultation stated that changes to the NPPF and NPPG will be undertaken, it did state that Local Planning Authorities can produce stand alone guidance so there may be a need to produce a Supplementary Planning Document to reinforce the requirements for SUDS. This could have implications on staff resources.

## **6 FINANCIAL IMPLICATIONS**

- 6.1 DEFRA paid a grant of £61,500 to this authority to implement the SABs which will now be used to offset any costs involved if the Government confirms changes to the process as a result of this consultation.

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

- 7.1 To promote sustainable development

## **8. COMMUNITY ENGAGEMENT AND INFORMATION**

- 8.1 The SAB is a statutory requirement as detailed within the Flood and Water Management Act 2010. The national standards for the implementation of Schedule 3 of the Flood and Water Management Act were subject to consultation by DEFRA between December 2011 and February 2012.

## 9. LEGAL IMPLICATIONS

- 9.1 The implementation of SAB is a statutory requirement under Schedule 3 of the Flood and Water Management Act 2010. This is still the position until it is changed as a result of these proposals.



16<sup>th</sup> October 2014

SuDS Team  
Defra Area 3D  
Nobel House  
17 Smith Square  
London,  
SW1P 3JR

By email - [suds@defra.gsi.gov.uk](mailto:suds@defra.gsi.gov.uk)

Your contact is: Chris Saunders

Dear Sirs

**RE: Delivering Sustainable Drainage Systems - September 2014 CLG / DEFRA Consultation**

I refer to the above consultation and therefore please find below Reading Borough Council's response to the questions you have asked in respect of this consultation, which has been approved by the Borough's Planning Application Committee.

*Q1. Do you agree that the proposed revision to planning policy would deliver sustainable drainage which will be maintained? If not, why?*

The proposed revision to planning policy would deliver sustainable drainage systems as long as the National Planning Policy Framework is amended to clearly state that all major developments must install such a system. These different options for SUDS systems should follow the previously consulted DEFRA National Standards and Guidance which as indicated should be included within the National Planning Policy Guidance. The inclusion within the Planning System makes sense as this will allow a holistic approach to a development site to be undertaken by one authority. However it is well known that SUDS systems are very effective in reducing surface water runoff in to drainage channels thereby reducing the risk of flash flooding and this latest consultation is a further delay in ensuring that they are installed on new developments. It is imperative that legislation to formally implement SUDS comes sooner rather than later.

*Q2. How should the Local Planning Authority obtain expert advice on sustainable drainage systems and their maintenance? What are the costs/benefits of different approaches?*

Our Authority, as a Unitary, has already created a SUDS team which is incorporated within the Transport Development Control section. This team already accepts voluntary SUDS applications in accordance with the principles set out in Schedule 3 of the Flood and Water Management Act 2010. We will seek to use

this teams experience to assess the SUDS aspects of development and their responses will be a material consideration when all aspects of the Planning Application is considered.

*Q3. What are the impacts of different approaches for Local Planning Authorities to secure expert advice within the timescales set for determining planning applications?*

As stated within Q2, we as a unitary already have a team in place to assess SUDS. However, the proposed changes will remove the separate charging regime that formed part of the principles in Schedule 3 and thus the financial support to local authorities to set up and operate a SUDS advice, assessment and approval process. Local authorities do not have the funding to take on additional responsibilities with resource and financial implications without either financial support or an increase in fees for planning applications for which SUDS will be required.

*Q4. Do you agree that minor size developments be exempt from the proposed revision to the planning policy and guidance? Do you think thresholds should be higher?*

The proposal to restrict SUDS to major applications is welcomed as these are the developments which generate the majority of surface water runoff. The previous proposals involving minor developments would have generated a significant number of drainage applications which would have had severe implications for resources but for only a minimal gain in the reduction of surface water runoff.

*Q5. What other maintenance options could be viable? Do you have examples of their use?*

If SUDS are located within a proposed highway they can be adopted by the Highway Authority through a Section 38 agreement, a practice which this authority already undertakes. Future maintenance is then covered for a 15 to 20 year period by a commuted sum.

*Q6. What evidence do you have of expected maintenance costs?*

For attenuation tanks we charge a commuted sum of £15,000 to cover an annual clearance of the tanks by a jetter. For permeable block paving we charge £10 per metre square to cover a twice annual clean by a sweeper.

*Q7. Do you expect the approach proposed to avoid increases in maintenance costs for households and developers? Would additional measures be justified to meet this aim or improve transparency of costs for households?*

There should not be any additional costs for existing householders as the proposals are only for new developments. For new residents on new developments if there is a service management agreement the new owners should be aware of the charge before they purchase. While if they are taken on by the Local Authority or Water and Sewage Company the agreement between these bodies and the developer should take in to account future maintenance costs and therefore there again should be no additional charge to householders.

Yours faithfully



**Chris Saunders**  
Transport Development Control Manager

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	25 NOVEMBER 2014	AGENDA ITEM:	13
TITLE:	THE COMMUNITY VALUE OF PUBS		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING, DEVELOPMENT AND REGULATORY SERVICES	WARDS:	ALL
LEAD OFFICER:	GIORGIO FRAMALICCO	TEL:	0118 9372604
JOB TITLE:	HEAD OF PLANNING, DEVELOPMENT AND REGULATORY SERVICES	E-MAIL:	<a href="mailto:giorgio.framaliccio@reading.gov.uk">giorgio.framaliccio@reading.gov.uk</a>

#### 1. EXECUTIVE SUMMARY

- 1.1 At the meeting of Council on 21<sup>st</sup> October 2014, Councillor White moved that Council note a number of items regarding the community role of pubs, and that Council resolve to undertake a number of actions as a result. Council deferred this item to be discussed at the November meeting of Strategic Environment, Planning and Transport Committee (Minute 32 refers).
- 1.2 The value of public houses and a recent trend for their loss to alternative uses is explained in this report. The report seeks to address each of the suggestions made in the Council motion, providing recommendations on the way forward.
- 1.3 An extract of the draft Council minute is attached as Appendix 1.
- 1.4 A copy of the letter sent by the Managing Director, at the request of the Deputy Leader and Lead Member for Environment, Planning and Transport, in response to the Government's consultation on the draft Small Business, Enterprise and Employment Bill is attached as Appendix 2.

## 2. RECOMMENDED ACTION

- 2.1 To note that existing policy already provides a level of protection for existing public houses, and ensures that a loss of a pub only occurs where the loss can be justified. As part of the Local Plan review, the relevant planning policy in relation to the retention of community uses (including public houses) be updated to secure an appropriate and sustainable level of protection. The review would take place in accordance with the adopted Local Development Scheme.
- 2.2 To note the powers contained within Article 5 Chapter 3 of the Localism Act 2011 in relation to the Assets of Community Value and to support appropriate future applications for listing from community groups.
- 2.3 To note the regulatory constraints in relation to Article 4 Directions which would not support the serving of a Borough wide direction.
- 2.4 To note that it is not considered appropriate to use the Sustainable Communities Act 2007 as a way of preserving public houses from development in the Borough.
- 2.5 To note that the Managing Director, at the request of the Deputy Leader and Lead Member for Environment, Planning and Transport, has written in response to the consultation on the proposed Small Business, Enterprise and Employment Bill.

## 3. POLICY CONTEXT

- 3.1 There have been a considerable number of pubs converted to other uses (primarily small retail units) in Reading over recent years. The change of use from pubs (use class A4) to A1 (shops), A2 (financial and professional services), and A3 (restaurants and cafes) has been permitted development for many years under amendments to The Town and Country Planning (General Permitted Development) (Amendment) (England) Order. That means that such changes of use can take place without planning permission. Therefore, while extensions or signage may require planning permission or advertisement consent, the actual use of the public house for one of these uses is not controlled by the planning system. In addition, nationally, the rate of loss of pubs to other uses seems to have increased in the last 2/3 years.
- 3.2 There has been considerable concern by the public about this lack of control and concern that issues, such as parking, deliveries, intensification of use, etc. are not being assessed when the use changes. In addition, there is a concern that some public houses fulfil an important community function where local people can congregate and if there are no other similar community facilities, this can lead to a detrimental impact on

community life. A number of other local authorities have recently started to address the issue.

- 3.3 Obviously there is a need to recognise the economic circumstances of public houses, as many are struggling and going out of business as patronage diminishes. In some cases an active alternative use can be preferable to an empty building. However, it is often the case that developers and investors see more value in public houses in alternative commercial or residential use and, undoubtedly, public houses are being lost solely because an alternative use provides a higher value to continuing a pub use. The change of use of a public house inevitably involves the loss of a public and community facility and can have a significant impact on a community. The fact that such a change of use does not require planning permission means the public have no say on their value to the community and the implications of their loss. In many cases, public houses remain viable businesses and they are being closed solely because the owner wishes to realise the higher property value in an alternative use.

#### **4. THE PROPOSAL**

- 4.1 Councillor White submitted a motion to the meeting of Council on 21<sup>st</sup> October 2014 regarding the community value of pubs. The draft minute of the meeting which includes the motion is attached to this report at Appendix 1. It was agreed at that Council meeting to defer the motion for discussion at Strategic Environment, Planning and Transport Committee at the November meeting (Minute 32 refers).
- 4.2 The motion has several elements, including five separate proposed resolutions. These are dealt with separately below.
- 4.3 **To develop and adopt planning policies to give stronger protection to local public houses and therefore instructs the Managing Director to bring back proposed new policies for adoption within 6 months of the date of this motion.**
- 4.3.1 The Council has already adopted policy protection for public houses. Policy DM15 (Protection of Leisure Facilities and Public Houses) is within the Council's Sites and Detailed Policies Document, adopted in October 2012. There are two elements of the policy:
- Within a defined district or local centre, if the pub is the only pub in the centre, it should not be lost;
  - Elsewhere, a pub should only be lost if it can be demonstrated that:  
(a) there is no need for the pub in the area; (b) the pub's catchment can adequately be served by another facility; or (c) there are impacts on the amenity of residents that could not be addressed through other regulatory functions, e.g. licensing.
- 4.3.2 Therefore, the existing policy already provides a level of protection for existing public houses, and ensures that a loss of a pub only occurs where the loss can be justified.

- 4.3.3 Policies have to be realistic, and need to consider whether refusal of an application for loss of a pub will simply lead to a building standing empty for a number of years. The Council has had some experience of this matter at appeal. Policy LE17 of the old Local Plan (now replaced) stated that the loss of leisure facilities (including pubs) would normally be resisted unless a comparable replacement could be provided. It was therefore arguably a stricter policy stance on loss of pubs. As an example, this policy was one of the reasons for refusal of the original application for redevelopment of the County Arms, 84 Watlington Street (reference 09/01341/FUL). However, at the appeal, the Inspector did not support this position, noting that marketing information demonstrated that there was little prospect of the pub use continuing, particularly given the amount of other pubs in the area. Therefore, a less flexible policy position could well simply result in the loss of pubs on appeal.
- 4.3.4 If it was considered that the policy requires amendments, adopting new planning policy within six months is not achievable. The Planning Inspectorate has introduced streamlined procedures for examining self-contained planning policy changes such as this, but even in these cases the entire process of changing policy (which, at a statutory minimum, must contain two six-week public consultation stages and an independent examination) would be likely to take between eight months and a year.
- 4.3.5 The Council plans to bring forward a new single Local Plan for the Borough that would replace all current development plan documents. This would represent an opportunity to properly review the policy on pubs if necessary. The timescales are set out in the Local Development Scheme, to be discussed at this meeting of Strategic Environment, Planning and Transport Committee. It is preferable that changes to planning policies are undertaken together rather than as a series of self-contained processes, not only because it would substantially save resources, but also because policy revisions on one topic may have knock-on implications on another topic that should be considered in conjunction. For this reason, it is not considered appropriate to bring forward revisions to policy on pubs prior to the full Local Plan.
- 4.4 **To help facilitate community groups to nominate pubs as Assets of Community Value.**
- 4.4.1 Part 5 Chapter 3 of the Localism Act 2011 (the Act) provides for a local authority to maintain a list of Assets of Community Value which can be either land or buildings. The Act requires local authorities to maintain a list of Assets of Community Value which have been nominated by bodies representing the local community including Parish Councils, Neighbourhood Forums and Community Interest Groups with a local connection. Individuals cannot make a nomination. When listed assets come up for sale or change of ownership, the Act then gives community groups the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market. This will help local communities keep such assets in public use and part of local life.

4.4.2 Local community groups will be able to nominate the asset, and, if the nomination is accepted by the local authority, it will be listed; then, when it is put up for sale, the group will have to be informed and will be given time to communicate that they wish to bid for the property and if so, additional time to prepare their finances.

4.4.3 The Plain English Guide to the Localism Act summarises the background to the power:

*“Every town, village or neighbourhood is home to buildings or amenities that play a vital role in local life. They might include community centres, libraries, swimming pools, village shops, markets or pubs. Local life would not be the same without them, and if they are closed or sold into private use, it can be a real loss to the community.*

*In many places across the country, when local amenities have been threatened with sale or closure, community groups have taken them over. In some cases, however, community groups who have attempted to take assets over have faced significant challenges. They often need more time to organise a bid and raise money than the private enterprises bidding against them.”*

4.4.4 If any land or buildings have been nominated by bodies representing the local community the local authority then has eight weeks to make a judgment on whether the land should be listed. If it decides that the nomination meets the relevant criteria in Section 88 of the Act, the local authority must list it in its List of Assets of Community Value. In general, in order to be listed, the building must further the social wellbeing or social interests of the local community, or have been used to do so in the recent past. Residential property is excluded from listing, except where an asset that could otherwise be listed contains integral residential quarters, such as a pub or caretaker’s flat.

4.4.5 Once listed, the local authority must inform owners and other interested parties that it has been listed, enter this fact on the local land charges register and, in the case of registered land, apply for a restriction on the land register. The asset remains on the list for five years.

4.4.6 Provisions exist for appeals against the local authority’s decision and for compensation to be paid where the local authority believes listing has had a detrimental effect on the value of the asset. The Government meets the cost of compensation claims that exceed £20,000 in a financial year up to March 2015 but there is no certainty thereafter.

4.4.7 A moratorium will be applied when a listed asset is put up for sale. This is an initial six-week interim period, during which a community group must express interest in bidding. If one does, there is a six-month moratorium beginning from when the asset is put up for sale, i.e. including the six-week interim period, to allow a community interest group to put a bid together. The provisions for a community group to prepare a bid only apply when the asset is being put up for sale. There is no compulsion on the owner of the listed asset to sell it, nor any restriction on what the owner can do with the property while they own it.

- 4.4.8 There is no community right to buy the asset, just to bid. This means that the local community bid may not be the successful one. The owner can, at the end of the moratorium, sell to whomever they choose and at whatever price. The owner is also at liberty to negotiate a sale with a preferred buyer during the moratorium period: but the sale cannot be concluded during that period.
- 4.4.9 Where the sale of an asset has been announced but not yet concluded, it is still possible for a group to seek to list it. This circumstance may arise if a much-used local asset is suddenly put up for sale. If a sale is agreed before the asset appears on the list, there would be no opportunity for a group to put in a bid; but if the asset is listed before a sale is agreed, the moratorium provisions apply.
- 4.4.10 Part 5 Chapter 3 of the Localism Act 2011 has been used to protect pubs and other assets considered to be of value to the community against development proposals. It should be noted that a listing is a material consideration which may be given weight by the Local Planning Authority or an Inspector at appeal. However it does not prevent an owner from demolishing a public house and, as explained above, it does not protect the asset unless a community interest group nominates the asset, it is subsequently listed and any community bid is accepted.
- 4.4.11 The local CAMRA Group have applied for five public houses in Reading to be listed with four accepted, one rejected.
- 4.4.12 Two further assets were nominated and placed on the list being Kings Meadow Pool and the Arthur Clarke day home. Both of these assets are being sold. In the case of Kings Meadow Pool the Kings Meadow Campaign bid for the site but were unsuccessful. In the case of Arthur Clark the community group decided that it didn't want to bid.
- 4.4.13 The Council will continue to provide information and support to community groups who wish to submit nominations.
- 4.5 To give consideration, if appropriate, to the use of Article 4 Directions to protect threatened pubs from demolition or change of use OR to use a boroughwide Article 4 Direction to protect threatened pubs from demolition or change of use.
- 4.5.1 In response to concerns about the permitted development rights, the Secretary of State and DCLG have advised that councils can consider the use of Article 4 Direction powers. Article 4 directions must be made in accordance with national Government guidance given in the *National Planning Policy Framework* which directs that there must be a clear justification for removing national permitted development rights:

200. *The use of Article 4 directions to remove national permitted development rights should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area (this could include the use of Article 4 directions to require*



*planning permission for the demolition of local facilities). Similarly, planning conditions should not be used to restrict national permitted development rights unless there is clear justification to do so.*

- 4.5.2 The National Planning Policy Framework specifically states that the Local Planning Authority should consider community facilities and mentions pubs in the list of such facilities (see paragraph 70). However, recent Planning Practice Guidance makes it clear the use of Article 4 Directions to remove national permitted development rights should be limited to situations where this is necessary to protect local amenity or the well-being of the area. The potential harm that the Direction is intended to address should clearly be identified. It follows that unless there is clear evidence of harm to the Borough as a whole any Article 4 Direction should be specific to a certain public house or houses.
- 4.5.3 Therefore, there is existing national policy on which to base a justification for an Article 4 Direction for individual public houses. As indicated elsewhere in this report, the Council also has a policy in its Sites and Detailed Policies Document that would also form part of the justification for seeking to protect public houses via such a Direction.
- 4.5.4 It should be noted that an Article 4 Direction only requires that an application for planning permission be made. The application still needs to be determined against relevant policies. As indicated above, policy DM15 (Protection of Leisure Facilities and Public Houses) in the Council's Sites and Detailed Policies Document provides a policy basis against which applications proposing the conversion of a pub to another use can be determined. That might need to be backed up by some more detailed guidance (possibly via a Supplementary Planning Document) to give more detailed interpretation.
- 4.5.5 However, there are significant issues associated with Article 4 Directions. Firstly it needs to be noted that there are circumstances in which local planning authorities may be liable to pay compensation as a result of an Article 4 Direction. Local planning authorities may be liable to pay compensation to those whose permitted development rights have been withdrawn if they:
- i) refuse planning permission for development which would have been permitted development if it were not for an Article 4 direction; or
  - ii) grant planning permission subject to more limiting conditions than the regulations would normally allow, as a result of an Article 4 direction being in place.
- 4.5.6 Compensation for abortive expenditure or any other loss or damage directly attributable to the withdrawal of the permitted development rights (which includes any depreciation in the value of the claimants interest in the land) will be payable to the owners and any other person with an interest in the land by the Local Planning Authority.

- 4.5.7 While Article 4 directions are confirmed by local planning authorities, the Secretary of State must be notified, and has wide powers to modify or cancel such directions at any point.
- 4.5.8 It is possible to avoid claims of compensation by the Council giving one year's notice of its intention to serve an Article 4 Direction. However, giving such notice could lead to a rush of conversions within the one year period and may, perversely bring forward or force owners to decide to convert to avoid the deadline and the possible refusal of planning permission when the Article 4 comes into force.
- 4.5.9 Arguments relating to the protection of community facilities revolve around, amongst other factors, whether there are alternative facilities available to the community usually in terms of other similar facilities in proximity to the facility that is to be lost. In an urban area such as Reading, there are numerous pubs and in some areas, such as the town centre, it could be said that there is a high density of such facilities. It is very difficult to argue in planning terms that the loss of a pub as a community facility is unacceptable if there are other pubs in the vicinity. Of course pubs are different and one pub may be more popular to a local community pub compared to another. However, in planning terms, it is likely this would only apply to pubs outside of the city centre and even then the council will have to consider whether other public houses offer an alternative facility that is in reasonable proximity. It is clear that a borough wide Article 4 Direction to remove permitted development rights for all public houses in the borough is unlikely to be capable of justification. As indicated above, the recent National Planning Policy Guidance is clear the justification can only be made on the grounds of local amenity and well-being.
- 4.6 To submit, under the Sustainable Communities Act, a proposal to Government to protect community pubs in England by ensuring that planning permission and community consultation are required before community pubs are allowed to be converted to betting shops, supermarkets and pay-day loan stores or other uses, or are allowed to be demolished.
- 4.6.1 The Sustainable Communities Act 2007 received Royal Assent on 23rd October 2007. The Act represents the campaign success by Local Works, a UK coalition of over 85 national organisations, to introduce legislation that would help reverse the trend of community decline, also called 'Ghost Town Britain'.
- 4.6.2 Ghost Town Britain refers to the ongoing loss of local facilities and services including, amongst others: shops, markets, Post Offices, pubs, bank branches and health centres. The term 'Ghost Town Britain' was initially coined by the British think-tank the New Economics Foundation.
- 4.6.3 The Act sets up a process, by which Councils could drive government action. Councils are given the power to make proposals to the Secretary of State, as to how government can 'assist councils in promoting the sustainability of local communities'. The Secretary of State is then under a

duty to 'reach agreement' with councils, via their representative body, the Local Government Association (the LGA - called 'the selector' in the Act) on which proposals will be given priority. The Act seeks to open up the work of local communities to greater transparency by including 'local people' in the proposal process. The Act specifies that when making their proposals to the Secretary of State, councils must involve 'local people' by setting up, or recognising if they already exist, 'panels of representatives of local people' (or citizens' panels). Councils then must 'reach agreement' (not just consult) with those panels regarding ideas for proposals to put to the Secretary of State for government action.

4.6.4 Given the other powers referred to in this report it is not considered appropriate to use this scheme as a way of preserving public houses from development in the Borough.

4.7 **That the Managing Director will write to the Secretary of State at the Department of Business Innovation & Skills to request that publican lessees are offered a fair market rent-only option and at this be included in the Small Business Bill currently before Parliament.**

4.7.1 Written submissions for the Small Business, Enterprise and Employment bill have now closed. In relation to public houses, the Bill seeks to ensure that pub landlords receive a fair deal through the introduction of a statutory code and an Adjudicator.

4.7.2 There has been a sustained and vocal campaigning by both Federation of Small Business and CAMRA for changes to unfair business practices by pub companies that are forcing tenants to close. The Bill seeks to address some of those issues.

4.7.3 The Federation of Small Business's recommendations are to:-

1. Abolish the tie where it does not work giving tied tenants a chance to make a fair profit.
2. Initiate an Ombudsman for tied publicans who will support and advise tenants in the event of conflict that cannot be resolved between the tenant and the Pub company.
3. Enforce fully transparent rent reviews through a statutory code, allowing tenants to understand on what basis rents are calculated.

4.7.4 Following discussion between the Deputy Leader of the Council and Lead Councillor for Strategic Environment, Planning & Transport and the Managing Director, the Managing Director responded to the recent consultation. A copy of his letter is attached as Appendix 2.

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

5.1 Pubs serving the local community 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 - local pubs provide a ;
- 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 - local pubs can support community cohesion as a meeting place.

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

- 6.1 The Council will continue to provide information on the nomination of property and buildings as Assets of Community Value.

## **7. EQUALITY ASSESSMENT**

- 7.1 Whilst it is noted that public houses can offer support to the community, no equalities impact assessment is required in relation to this report. Proposals to amend the Council's planning policies as part of the Local Plan review would need to be considered fully through an equalities impact assessment.

## **8. LEGAL IMPLICATIONS**

- 8.1 The report details the position in relation to Article 4 Directions. There are no other direct legal implications.

## **9 FINANCIAL IMPLICATIONS**

- 9.1 Commencing a review of the relevant Planning Policy DM15 (Protection of Leisure Facilities and Public Houses) outside of the review of the entire Local Plan would have a financial and resource implication.

## **BACKGROUND PAPERS**

- Sites and Detailed Policies Document (Adopted 2012)

## APPENDIX 1: MOTION TO 21<sup>st</sup> OCTOBER 2014 COUNCIL BY COUNCILLOR WHITE

"This Council notes that:

- For many people community public houses are important local community amenities that support positive interactions between people from different backgrounds and enhance community cohesion;
- The new National Planning Policy Framework makes specific reference to the need to safeguard public houses;
- The Assets of Community Value scheme introduced in the Localism Act 2011 allows local communities to secure a degree of additional protection for local community assets.

This Council further notes that:

- Effective local planning policy is a key tool in safeguarding valued and profitable public houses;
- Weak national planning rules allow public houses to be demolished or converted into betting shops, pay day loan stores, supermarket metro stores and other uses without planning permission;
- In some cases, excessively high rents and tied product prices contribute to the failure of otherwise profitable pubs.

This Council resolves:

- To develop and adopt planning policies to give stronger protection to local public houses and therefore instructs the Managing Director to bring back proposed new policies for adoption within 6 months of the date of this motion;
- To help facilitate community groups to nominate pubs as Assets of Community Value;
- To give consideration, if appropriate, to the use of Article 4 Directions to protect threatened pubs from demolition or change of use OR to use a boroughwide Article 4 Direction to protect threatened pubs from demolition or change of use;
- To submit, under the Sustainable Communities Act, a proposal to Government to protect community pubs in England by ensuring that planning permission and community consultation are required before community pubs are allowed to be converted to betting shops, supermarkets and pay-day loan stores or other uses, or are allowed to be demolished;
- That the Managing Director will write to the Secretary of State at the Department of Business Innovation & Skills to request that publican lessees are offered a fair market rent-only option and at this be included in the Small Business Bill currently before Parliament."

[scrutiny@parliament.uk](mailto:scrutiny@parliament.uk)

**BY EMAIL**

Ian Wardle  
**Managing Director**

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Our Ref:  
Your Ref:

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6<sup>th</sup> November 2014

Your contact is: **Ian Wardle, Managing Director**

Dear Sir/Madam

**The Small Business, Enterprise and Employment Bill 2014-15**

1. I write in relation to the above and specifically to the proposals which seek to ensure that pub landlords receive a fair deal through the introduction of a statutory code and an Adjudicator. May I thank you for the opportunity to comment. The Council's response has been endorsed by Councillor Tony Page, Deputy Leader and Lead member for Strategic Environment, Planning and Transport.
2. This Council wishes to support the proposed Bill. The Council is aware that public house businesses have been unfairly treated in the past and wishes to see legislative change to ensure a fair deal for tied publicans. The Council wishes to support the views of CAMRA and the Federation of Small Businesses which essentially seek to ensure that the Code provisions relating to large pub companies will be consistent with the "no worse off" principle, in that tied tenants should be no worse off than non-tied tenants as a result of the tie. In their written submission CAMRA has requested that a Market Rent Only option is included in the Enhanced Code (applying to companies with more than 500 pubs) so that tenants of the large pub companies are able to choose between a tied and non-tied arrangement. The Council supports this view which will create a very powerful market incentive for pub companies to ensure that they offer tied agreements which allow small businesses to thrive.
3. In support of the Bill we ask for assurance that the Adjudicator will have full authority to combat unfair rents and trade ties forced on lessees by pub companies.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ian Wardle'.

Ian Wardle  
Managing Director