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To: Councillor David Absolom (Chair),
Ayub, Chrisp, Dennis, Duveen, Hopper,
Lawrence, Maskell, McDonald, Page,
Rodda, Stevens, Whitham and R Williams.

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24 March 2016

Your contact is: **Nicky Simpson - Committee Services**

**NOTICE OF MEETING -STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE -
5 APRIL 2016**

A meeting of the Strategic Environment, Planning and Transport Committee will be held on Tuesday 5 April 2016 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 24 NOVEMBER 2015		1
3. MINUTES OF THE MEETINGS OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE OF 14 JANUARY AND 10 MARCH 2016		16
4. MINUTES OF OTHER BODIES		
(A) JOINT WASTE DISPOSAL BOARD - 16 OCTOBER 2015		47
(B) AWE LOCAL LIAISON COMMITTEE - 2 DECEMBER 2015		54
(C) READING CLIMATE CHANGE PARTNERSHIP BOARD - 29 JANUARY 2016		63

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5.	<p>PETITIONS</p> <p>Petitions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee’s Powers & Duties which have been received by Head of Legal & Democratic Services no later than four clear working days before the meeting.</p>		-
6.	<p>QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC</p> <p>Questions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee’s Powers & Duties which have been submitted in writing and received by the Head of Legal & Democratic Services no later than four clear working days before the meeting.</p>		-
7.	<p>DECISION BOOK REFERENCES</p> <p>To consider any requests received by the Monitoring Officer pursuant to Standing Order 42, for consideration of matters falling within the Committee’s Powers & Duties which have been the subject of Decision Book reports.</p>		-
8.	<p>ENDORSEMENT OF REVISED GREEN PARK MASTERPLAN, 2016</p> <p>A report setting out the context and the main changes to the existing Green Park Masterplan that are proposed by Oxford Properties, in their Revised Masterplan for the Park and seeking the Committee’s comments on the changes and on a draft letter of endorsement of the Revised Masterplan that has been requested by Oxford Properties.</p> <p>Oxford Properties, the new owners of the Green Park Business Park, will present their Revised Masterplan proposals for Green Park to the Committee.</p>	BOROUGHWIDE	65
9.	<p>PLANNING ANNUAL MONITORING REPORT APRIL 2014 TO MARCH 2015</p> <p>A report to asking the Committee to note the Annual Monitoring Report that presents a digest of monitoring information collected by the Council to assess the progress of planning policies and to monitor the outcome of Local Development Framework policies.</p>	BOROUGHWIDE	74
10.	<p>LOCAL PLAN ISSUES AND OPTIONS - OUTCOME OF CONSULTATION</p> <p>A report providing the Committee with a summary of the headline results of community involvement on Issues and Options for the Local Plan and seeking approval for amending the Local Development Scheme, which is the document setting out the programme for producing new planning policies.</p>	BOROUGHWIDE	78

11. TECHNICAL CONSULTATION ON IMPLEMENTATION OF PLANNING CHANGES BOROUGHWIDE 101

A report summarising the changes to the planning system proposed in the Technical Consultation that was published by the Department for Communities and Local Government on 18 February 2016, considering some of the possible implications for the planning system as it currently operates and specifically for the Council and seeking approval to a recommended draft response to the consultation.

12. CONSERVATION AREAS ENHANCEMENT PILOT PROJECT - UPDATE ON TRAINING DAY BOROUGHWIDE 117

A report providing the Committee with an update on the working of the group of Council and community representatives and specifically on the outcomes of a Training Day on the preparation of Conservation Area Appraisals that took place on 24 February 2016.

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**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE
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Present: Councillors David Absolom (Chair), Ayub, Chrisp, Dennis, Duveen, Hopper, Lawrence (for items 19 to 27), Maskell, Page, Rodda, Whitham and R Williams.

Apologies: Councillor McDonald

15. MINUTES

The Minutes of the meeting of 15 July 2015 were confirmed as a correct record and signed by the Chair.

16. MINUTES OF TRAFFIC MANAGEMENT SUB-COMMITTEE

The Minutes of the meeting of the Traffic Management Sub-Committee of 16 September 2015 were received and the Minutes of the meeting of the Traffic Management Sub-Committee of 3 November 2015 that were tabled at the meeting were also received.

17. MINUTES OF OTHER BODIES

The Minutes of the meeting of the Joint Waste Disposal Board of 7 July 2015, the Minutes of the meeting of the AWE Local Liaison Committee of 10 June 2015 and the Minutes of the Reading Climate Change Partnership of 12 October 2015 were submitted.

Resolved: That the Minutes be noted.

18. QUESTIONS IN ACCORDANCE WITH STANDING ORDER NO 36

Questioner	Subject
Councillor Hopper	Highway works at Reading Station and the Pedestrian/Cycle bridge over the River Thames
Councillor Hopper	Local Sustainable Transport Funding
Councillor Steele	Bus Stop Improvements
Councillor Ballsdon	Funding for Bus Stop Improvements
Councillor Ballsdon	S106 Developer Monies
Councillor Ballsdon	Capital Improvements Programme
Councillor Whitham	M4 Scheme

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

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19. PRESENTATION - HISTORIC ENGLAND

Martin Small, Principal Advisor, Historic Environment Planning, National Planning and Conservation Department at Historic England, gave a presentation on the work of Historic England.

Resolved: That the presentation be noted.

20. CONSERVATION AREAS ENHANCEMENT PILOT PROJECT - UPDATE

Further to Minute 31 of the meeting on 26 March 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Committee on the progress of the working group of officers who were working with the Baker Street Area Neighbourhood Association (BSANA) and other groups to examine priorities for environmental action and improvement and ways that priority matters could be dealt with in such areas within available budgets and resources. A copy of the presentation outlining issues and options for the Russell Street/Castle Hill Conservation Area was attached to the report at Appendix 1, a copy of the presentation with an appraisal of issues for the St Peter's Conservation Area was attached to the report at Appendix 2 and a copy of the presentation outlining issues and problems in the Redlands Conservation Area was attached to the report at Appendix 3. A copy of the report produced by the working group community group members was attached to the report at Appendix 4.

The report stated that the first meeting of the working group had highlighted a number of issues, including the need to review some conservation area appraisals, waste collection and streetcare issues and the expanding use of single dwelling houses for Houses in Multiple Occupation (HMO) uses. The meeting agreed that officers should invite representatives of Historic England to attend a future meeting of the group to provide advice on the enhancement of conservation areas and that the groups would prepare assessments of priorities for action in their areas.

The report explained that there were 15 Conservation Areas in the Borough and that these were designated as areas of special architectural or historic interest, the character and appearance of which should be conserved or where appropriate enhanced. Unlike listed buildings, they were designated at a local level, by the local authority, and specific controls were exercised in these areas relating particularly to demolition and minor development, as well as protection of trees. Local authorities had a duty to consider the designation of conservation areas and good practice recommended that conservation area appraisals should be produced for all such areas which could include management plans with recommendations for action. These appraisals had been completed for all 15 Conservation Areas in the Borough.

The report also stated that Historic England had attended the second meeting of the working group and that each of the groups representing the three pilot areas had provided a presentation on issues in their areas, with the following common themes raised:

- Issues with car parking;
- The change of use of single dwelling houses to HMO uses;

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- The loss and alteration of front walls and railings to provide for off street parking or waste bin storage areas and the continuing risk of such loss;
- Poorly maintained pavement surfaces;
- Inappropriate traffic signs and street furniture;
- Poor quality new development within and adjoining conservation areas.

There was also a view that all conservation areas should be recognisable as such and that the special green coloured street name signs should be used to denote all conservation areas.

The report stated that all three groups had also jointly produced a single paper on Priorities for Action for protecting and enhancing Reading's Conservation Areas which set out the following priorities:

- Raising awareness of Conservation Areas and developing community involvement through better information and communication with stakeholders and residents;
- Developing policies to protect and enhance such areas in relation to a range of matters and actions;
- Policy and action to deal with the increase in HMOs and other small units of accommodation;
- Protect character through action to protect and enhance garden walls/railings/front gardens/bins/streetscape;
- Protect character through action to protect and enhance buildings/architectural features and details;
- Improved, more responsive, enforcement action possibly using the community to report incidences.

The paper also raised the possibility of forming a Conservation Area Advisory Committee involving representatives from each of the subject conservation areas.

The report outlined the advice provided by Historic England, who had suggested that the Council undertook a review of Conservation Area Appraisals to consider if any would be eligible for the grant funding that was available if any of the areas were designated a Conservation Area at Risk. It was noted that these grants required match funding from the Council and that there was no budget available at present.

The report explained that officers would undertake a review of the Castle Hill/Russell Street Conservation Area Appraisal as a pilot project, which would assist in developing a methodology for undertaking such reviews and help in assessing the resource implications of undertaking such reviews. It would also provide an up to date assessment of the Conservation Area heritage asset and point to priorities for future action to maintain and enhance the heritage of the area. The preparation of such a review would involve local representatives and stakeholders (including landowner and estate/letting agent representatives) to help identify issues and opportunities for enhancement. It would consider appropriate management tools and actions, but it was noted that there were currently no resources or budget for any work of this nature.

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The report stated that Reading Borough Council Streetcare had been represented at the meetings of the working group and had undertaken environmental visual audits of the Area with BSANA and cleared a number of areas of waste dumping. They also proposed to carry out street furniture audits with the Neighbourhood Officers (NOs) to produce a programme of work that could be implemented when budget allowed. It had also been agreed that street name plates would be changed over time as those in conservation areas should have a green background and have the name of the conservation area printed on them. In addition, an on-street communal bin trial had been introduced in Anstey Road to address issues of bins blocking footways and would be reviewed at the end of November 2015.

Environmental Health and Community Safety and Neighbourhood Initiatives were also in close contact with BSANA in relation to issues around HMO licencing, environmental protection/nuisance, anti-social behaviour and other neighbourhood action matters.

The report explained there had been a request for the Council to set up conservation area advisory committees (CAAC). The advice from Historic England was that local planning authorities could set up CAACs which should consist mostly of non-local authority people who represented the interests of residents and businesses and who were able to bring expertise or understanding of the area's history and amenity. There was no statutory duty for the Council to operate or facilitate CAACs, nor was there national guidance on how these should be organised, operated or on the composition of their membership. CAACs were independent of the Council and anyone could stand for election to be members. It was proposed that local groups set up their own committee and invited appropriate persons to be members. The local planning authority would agree to notify and consult a CAAC on planning applications affecting their conservation area and any comments made would be taken into account.

The report cautioned that available budgets and resources were restricted and there was very little spare capacity to undertake the tasks and work outlined in relation to other existing priorities. There was already a commitment to make an Article 4 Direction for Jesse Terrace (Minute 21 refers) which was having resource implications and there was now a commitment to produce a review of the Castle Hill/Russell Street Conservation Area Appraisal. As a result, further options related to this project were not considered appropriate given the current limited resources.

At the invitation of the Chair Karen Rowlands addressed the Committee on this item.

A written statement was submitted by Helen Lambert, Trustee of Reading Neighbourhood Network and Chair of the Caversham and District Residents Association.

Resolved:

- (1) That the progress to date in setting up a working group to develop a conservation areas enhancement pilot project; the submissions of the representatives of each of the pilot conservation areas on the issues affecting their conservation areas; and the Priorities for Action

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for protecting and enhancing Reading's Conservation Areas produced jointly by the representatives of each of the pilot conservation areas be noted;

- (2) That the various actions by Streetcare, Environmental Health, Community Safety and Neighbourhood Initiatives that were already taking place in conjunction with the community, in particular in relation to the Russell Street/Castle Hill Conservation Area be noted;
- (3) That further work on the proposed actions for the pilot conservation areas outlined in the report relating to: the undertaking of a review of the Russell Street/Castle Hill Conservation Area Appraisal; consideration of whether the Council should declare a Conservation Area at Risk for the Castle Hill/Russell Street Conservation Area; consideration of enhancement and improvement works and future applications for grant assistance; consideration of the use and development of the various tools outlined in paragraph 4.9 be endorsed;
- (4) That, recognising the current severe pressure on resources, the actions and works outlined above could only be undertaken where there was local community organisation and voluntary assistance, and would depend on the involvement of Historic England;
- (5) That Historic England provide a training day on 24 February 2016 in using the Oxford Character Assessment Toolkit (OCAT) and other techniques to prepare a conservation area appraisal and realistic management plan, along with a follow-up masterclass on 6 April 2016 to help review the draft appraisals prepared, to which Council Officers and four representatives from Baker Street Area Neighbourhood Association, Caversham and District Residents' Association, Redlands and University Neighbourhood Action Group and Reading Civic Society would be invited.

21. JESSE TERRACE - PROPOSED ARTICLE 4 DIRECTION IN RELATION TO SMALL HOUSES IN MULTIPLE OCCUPATION (HMO)

Further to Minute 7 of the meeting on 15 July 2015, the Director of Environment and Neighbourhood Services submitted a report to update the Committee on the proposed Article 4 Direction covering Jesse Terrace to prevent changes of use from a C3 dwellinghouse to a C4 small house in multiple occupation. It was considered that its location within the Russell Street/Castle Hill Conservation Area, the unspoilt character of the street, and its importance as an example of a very fine, attractive street with interesting architectural detail of a type that was important to Reading's heritage, was justification for restricting further changes of use to HMO use in Jesse Terrace. A copy of the Article 4 Notice, and map defining the area of Jesse Terrace to which the Direction would apply, was attached to the report at Appendix 1.

The report stated that Census information had shown that the general area of the Castle Hill/Russell Street Conservation area had relatively high proportions of dwellings that were a flat, maisonette or apartment as part of a converted or shared

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house compared to other parts of Reading, although it did not have particularly high concentrations of HMO's compared to other parts of Reading. However, the total recorded proportion in Jesse Terrace was around 17%, which was higher than the 10% average for Reading.

The report explained that in moving forward with an Article 4 Direction, the original petition that had been presented to the meeting on 26 March 2015 (Minute 24 refers) had requested that the existing Direction covering Jesse Terrace be extended to cover further changes of use to HMO use. However, any Article 4 Direction prepared now would have to be under the new 2015 General Permitted Development Order (GPDO).

The report also explained that there were two forms of Direction, an Immediate and a Non-Immediate Direction. The Council's clear legal advice was that an Immediate Article 4 Direction should be limited to situations where there was an urgent need to protect the proper planning or local amenity of the area because there was evidence that the development to which the Direction related had occurred and was and would be prejudicial to the proper planning of the area or constitute a threat to the amenities of their area. Legal advice was that if the Council sought to make an Immediate Direction it would be open to challenge either through representations to the Secretary of State or through judicial review proceedings in the courts and also carried the threat of claims for compensation.

The report recommended that the Council made a Non-Immediate Article 4 Direction to remove permitted development rights to convert from a C3 dwellinghouse to a C4 HMO for Jesse Terrace, Reading. Once served, there would be an opportunity for parties to make representations and the Council could consider amendments to the Direction. The notice would make clear that the Direction would not take effect until after 12 months from the date of the notice. After this, planning permission would be required to change use from a C3 dwellinghouse to a C4 small HMO. Such applications would be considered in the light of relevant policies (currently policies CS18 and DM8) and the advice in the Council's Supplementary Planning Document on Residential Conversions.

The report stressed that exemptions from paying council tax existed where houses were occupied by students. Such exemptions were recorded on Council Tax records which, along with other information (mainly licencing information), provided a good indication of HMO use in those areas which had high concentrations of students. In areas not used by students, there were no such records of HMO use and it was therefore very difficult to establish through verifiable evidence those properties that were in HMO use at any one time. Obtaining such evidence was often very difficult and very resource intensive. It also had to be noted that applications made solely because permitted development rights had been removed by an Article 4 Direction were free of any planning application fees and dealing with such applications, including any evidence gathering that was needed, would be expensive in terms of staff resources.

At the invitation of the Chair Anthony Inringer, Baker Street Area Neighbourhood Association, addressed the Committee on this item.

Resolved:

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- (1) That the report be noted;
- (2) That the making of a non-immediate Article 4 Direction to remove permitted development rights to convert from a C3 dwellinghouse to a C4 House in Multiple Occupation for Jesse Terrace as shown on the map in the Notice (attached to the report at Appendix 1) be approved.

22. LOCAL PLAN ISSUES AND OPTIONS

The Director of Environment and Neighbourhood Services submitted a report to update the Committee on the task of replacing the Council's existing development plans (the Core Strategy, Reading Central Area Action Plan and Sites and Detailed Policies Document) with a new single local plan to set out how Reading would develop up to 2036 and to seek approval to undertake community involvement on the Issues and Options for the Local Plan, a copy of which was attached to the report at Appendix 1.

Various changes had established the need to review the Local Plan. In particular, the publication of the National Planning Policy Framework (NPPF) in 2012 had meant significant changes, in particular the need for local planning authorities to identify their 'objectively assessed development needs' and provide for them.

The report stated that the first stage of preparing a new local plan was to consult broadly on what the plan should address and how it should address it. This stage was typically known as Issues and Options, and was a discussion paper with a number of consultation questions and alternative options on how to proceed and did not state the Council's preferred approach at this stage. The responses received to the consultation, which would take place in November and December 2015, would then be used in drawing up the draft plan.

The report explained that one of the main issues that the Issues and Options tackled was the number of new homes to be provided over the plan period. One of the key inputs to the plan was the Strategic Housing Market Assessment (SHMA), which had been produced in conjunction with the other five Berkshire unitary authorities, and had identified a level of need for 699 dwellings per annum in Reading. For comparison, the existing Core Strategy contained an annual requirement for up to 572 dwellings per annum.

The identified need was the starting point for how many dwellings Reading should seek to provide, but it did not take account of physical and policy constraints. The expectation in the NPPF was that each authority should seek to accommodate its objectively assessed needs within its boundaries insofar as was compatible with other policies in the NPPF. The Local Plan would therefore need to explore to what extent this level of housing could be accommodated within Reading and what the annual target for new housing should be.

The report also explained that the main body of the Issues and Options document was structured into four parts:

- What are we aiming to achieve, and by when?

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- How much development?
- How and where should development take place?
- Which other issues should be dealt with?

The Issues and Options was supported by a Sustainability Appraisal, which was a requirement of all stages of plan production, and assessed each option against a range of environmental, social and economic objectives to identify any significant sustainability issues. This document also needed to be open to consultation, and would be available on the Council's website.

The report stated that community involvement was intended to start early in 2016 and would last for a period of at least six weeks. Responses from the community involvement exercise would feed into a full draft Local Plan, potentially by November 2016 followed by consultation early in 2017.

Resolved:

- (1) That the Issues and Options for the Local Plan (as attached to the report at Appendix 1) be approved;
- (2) That community involvement on the Issues and Options for the Local Plan and associated supporting documents be authorised;
- (3) That the Head of Planning, Development and Regulatory Services, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, be authorised to make any minor amendments necessary to the Issues and Options for the Local Plan prior to community involvement.

23. GREAT WESTERN ELECTRIFICATION AND READING GREEN PARK STATION

The Director of Environment and Neighbourhood Services submitted a report to update the Committee on the latest position regarding Network Rail's electrification of the Great Western Mainline and implications for the proposed station at Green Park.

The report stated that the electrification of the Great Western Mainline from London to South Wales was a committed project within Network Rail's Control Period 5 as agreed with Government, to be delivered during the period 2014-19. Electrification of the Great Western Mainline would provide better connections between Reading and London, Newbury, Oxford, Bristol and Cardiff. In conjunction with the Intercity Express Programme a new fleet of faster, longer electric trains would provide shorter journey times and more frequent intercity services.

The report also stated that electrification of the railway line between Southcote Junction and Basingstoke had been included in the final phase of Great Western electrification works, to be completed by the end of 2018. This section of electrification was vital to enable the opening of Green Park Station as the higher performance of the electric trains would allow trains to call at the new station within the current timetable for the line, which would not be possible with the diesel trains currently operating on the line without the need for an additional train.

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The report explained that the Department for Transport and Network Rail had announced in June 2015 that a review of the previously committed programme of major enhancement projects for Control Period 5 (2014-19) would be undertaken by the newly appointed Chairman of Network Rail, Sir Peter Hendy. This review was required due to higher costs and longer delivery timescales associated with the programme of works than had previously been anticipated.

The report also explained that Reading Green Park Station was a proposed new railway station on the Reading to Basingstoke line. Planning permission for the station had been granted and capital funding to deliver the station had been secured through the Thames Valley Berkshire LEP Growth Deal and S106 private sector funding contributions. Delivery of a new station at Green Park was a critical element of Reading's transport strategy to facilitate the proposed level of residential, commercial and leisure development on the A33 corridor (within both Reading and south of the M4 in Wokingham) by helping to alleviate significantly increased levels of congestion on the road network.

Delivery of Green Park Station was anticipated to be completed by December 2018, to coincide with the previously committed timescales for Network Rail's electrification of the line from Southcote Junction to Basingstoke. Officers would continue to work with colleagues at Network Rail, Great Western Railway and Thames Valley Berkshire LEP to progress plans for Green Park Station to ensure the Council was in a position to take advantage of electrification of the line when timescales had been confirmed by Government.

Resolved: That the report and position be noted.

(Councillor Duveen declared an interest in the above item. Nature of Interest: Councillor Duveen's son was employed by Network Rail.)

24. READING'S CLIMATE CHANGE STRATEGY 2013-2020; PERFORMANCE REPORT TO MARCH 2015

The Director of Environment and Neighbourhood Services submitted a report updating the Committee on the Climate Change Strategy 2013-2020, the progress against targets and the first annual review of the action plan. A copy of the performance reports and the revised action plans for 2015/16 was attached to the report at Appendix 1.

The report stated that the Reading's Climate Change Strategy 2013-2020 (Reading Means Business on Climate Change) had been launched in September 2013, setting out a vision for Reading for 2020, a set of strategic priorities organised according to eight themes, and detailed action plans on how the strategic priorities would be delivered by partners.

The Climate Change Strategy sought to develop activities that would lead to reductions in the carbon footprint of Reading Borough of 34% from 2005 levels by 2020. The latest local area carbon footprint data (2013) showed Reading Borough had reduced its carbon emissions by 27% reduction per capita since 2005, which made it the best performing Local Authority in Berkshire and amongst the best for carbon emission reductions of the 413 Local Authorities in the UK.

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The eight themes of the strategy were:

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

Although the action plans detailed delivery by a range of organisations, a significant number of actions were being delivered by the Council and these were embodied in existing Council policies such as the Carbon Plan, Local Transport Plan and Biodiversity Action Plan.

The report explained that there had been a number of key successes in the delivery of the Climate Change action plan during the first 18 months of delivery of the strategy, including a large solar panel project on Reading's Council housing and securing of funding for LED streetlights across the Borough. There had been significant progress with sustainable transport schemes such as ReadyBike and the new pedestrian and cycle bridge across the River Thames. Other successes included the completion of the Re-Start Local business project and local community projects such as Reading Bike Kitchen and Food4Families.

The report also stated that across all partners, 80.2% of actions were green and amber (on-track, complete or progressing but with minor delays/issues), with the remaining being red or purple (not progressing or yet to be resourced or developed). For the delivery of actions for which Reading Borough Council was the lead, 82.5% of actions were green or amber. Overall there had been significant progress, but there were some areas where timescales had slipped, local delivery partners had not been able to commit, largely due to resource constraints, or where national policy changes had impacted delivery.

Resolved: That the progress that had been made in the delivery of the Reading Climate Change Strategy 'Reading Means Business on Climate Change', for the period April 2014 - March 2015, be noted.

25. SOLAR COMMUNITY SCHEME

The Director of Environment and Neighbourhood Services submitted a report that outlined the changes that the government had proposed to reduce the subsidies for photovoltaic (electricity generating) solar panels by up to 87% from their existing rates from 1 January 2016.

The report explained that at the current market rate for solar panels, the changes had the impact of making projects initiated from January 2016 unviable without additional income from other sources such as energy sales to other sites or on site use. However, there was an exemption for community groups, who were able to fix

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the Feed in Tariff for one year if an application for a pre-registration had been made by the 30 September 2015 and the application accepted by Ofgem.

The report stated that only community organisations were eligible to pre-register buildings for the Feed in Tariff (FiT) payments and that they would then receive the existing tariff rates for the 20 year life of the scheme, which had to be used for the benefit of the community. Officers had contacted a number of local and national community organisations who would be able to own the systems and gain the benefit of the current higher FiT payments. A list of buildings that had been submitted to Ofgem for pre-registration was attached to the report at Appendix A.

The report stated that an organisation called Energy4All had pre-registered the solar panels on the Council's buildings using a local Community Benefit Society (BenCom) and it was proposed that the Sustainability Team continued to work with Energy4All to develop a community share option to be hosted on these buildings.

The report also stated that under the Energy4All arrangement, the host buildings would benefit from fixed low cost energy (likely to be 6 to 8 pence per kWh) for the lifetime of the scheme (20 years). The local BenCom would receive proceeds after returns to local shareholders and the scheme administration costs had been taken out. The BenCom would be designed to support local activity relating to fuel poverty, low carbon development and climate change activity.

The report explained that Energy4All had appointed an interim board which would include members from Reading Climate Change Partnership (RCCP), the Council (one officer and two Councillors) and local organisations such as Reading Sustainability Centre and/or the Berkshire Energy Pioneers and Energy4All. Members of the board would decide what proportion of the profit went to shareholders and what went to towards local community/charity organisations.

Resolved:

- (1) That the work with the community organisation Energy4All to establish a community share model for hosting solar panels on buildings in Reading which had been pre-registered be agreed;
- (2) That the Director of Environment and Neighbourhoods, in consultation with the Head of Legal & Democratic Services, the Head of Finance and the Lead Councillor for Strategic Environment, Planning and Transport, be delegated authority to enter into an agreement between the Community Benefit organisation administered by Energy4All and the Council to host solar panel systems on the Council's buildings subject to being satisfied that the legal and procurement requirements were met.

26. WITHDRAWAL OF THE CODE FOR SUSTAINABLE HOMES

The Director of Environment and Neighbourhood Services submitted a report to update the Committee on the withdrawal of the Code for Sustainable Homes, which was an assessment method for the environmental performance of new housing. The implications of the withdrawal meant that the Council's existing planning policies on

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the Code for Sustainable Homes could no longer be applied, although an energy performance equivalent to the Council's policy requirements could still be required under transitional arrangements.

The report explained that the Code for Sustainable Homes had previously been consulted on as part of a rationalisation of the various standards that were to be applied to new housing development, with the consultation also covering matters such as security, accessibility and internal space. In terms of sustainability, the Government's intention was to replace the Code for Sustainable Homes with measures in the Building Regulations. However, these measures would relate to only two aspects - water efficiency and energy and other aspects of the Code, such as materials or pollution, would no longer be covered. It had been made clear that local planning authorities could not set any housing standards other than those offered at national level.

The report stated that for water efficiency, a new voluntary standard of 110 litres per person per day had been introduced in the Building Regulations from 1 October 2015. These standards would be applied in those authorities that had 'opted in' through a policy in their Local Plan. If an authority had not included such a policy, which was currently the case in Reading, water use would be in accordance with the existing minimum Building Regulations standard (125 litres per person per day). Transitional arrangements had been in place to allow the Council to continue to seek water efficiency standards equivalent to the Council's Code for Sustainable Homes policies, but these ended on 1 October 2015.

The report also explained that at the time the Code was withdrawn, the Government had intended to introduce zero carbon homes through the Building Regulations in 2016. The transitional arrangements were therefore that local planning authorities could continue to apply energy requirements equivalent to their Code policies until zero carbon homes were introduced. For energy, Code Level 3 was now equivalent to the Building Regulations (as amended in 2013) in any case, meaning that only the 50% of major developments that were subject to Code Level 4 would be affected. The equivalent to Code Level 4 was a 19% increase over part L of the Building Regulations 2013. However, the 'Fixing the Foundations' paper published in July 2015 had removed any commitment to zero carbon homes.

There had been no guidance on how this proposed change affected the transitional arrangements outlined above and it was the view of Officers that the Council should continue to apply the equivalent energy levels to the Code Level 4 for 50% of major housing schemes as set out above, until such time as those transitional arrangements were formally removed. Applicants would be required to demonstrate how this had been met by following the energy hierarchy in an Energy Statement in line with existing planning application requirements.

The above changes applied to new applications, meaning that the Code for Sustainable Homes could continue to be applied where it was a requirement of a planning condition pre-dating the March 2015 statement. However, in practice, applicants were making applications to vary these conditions, and these needed to be treated as new applications, subject to the above.

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The report also stated that the sustainable design and construction policy requirements for non-residential buildings, under the BREEAM system, were not affected by any of these changes. Nor were some of the more general sustainability requirements for all types of development including residential, such as the need to consider incorporation of decentralised energy or to include sustainable drainage systems. A Sustainability Statement was still required alongside major applications that demonstrated compliance with these policies.

The report recommended that the Council sought to apply the voluntary water efficiency standard in the Building Regulations of 110 litres per person per day, by inclusion of a policy in the new Local Plan and also to ask the Secretary of State to clarify the status of the transitional arrangements and to reconsider preventing local planning authorities from setting their own sustainability standards for new homes, now that the Government's aim of introducing zero carbon homes had been abandoned.

Resolved:

- (1) That the Council write to the Secretary of State for Communities and Local Government to express concern about the removal of the Code for Sustainable Homes and the abandoning of the commitment to zero carbon homes;
- (2) That the Council further ask the Secretary of State to clarify whether the transitional arrangements for energy efficiency for new homes set out in the ministerial statement of 25 March 2015 now continue until specifically withdrawn;
- (3) That the Council further ask the Secretary of State for Communities and Local Government to consider whether, in the absence of any lead on the sustainability of new homes from Government, local planning authorities should be able to once again set their own sustainable design and construction standards for new dwellings in their local policies.

27. AIR QUALITY

The Director of Environment and Neighbourhood Services submitted a report updating the Committee on the consultation response submitted to the Department of Food and Rural Affairs (Defra) on draft plans to improve air quality, a revision to the Air Quality Action Plan 2009 which was currently out for consultation, an update on a recent bid for Defra grant funding and an update on air quality monitoring within the Borough.

The report explained that the Council were under a statutory duty to regularly 'review and assess' air quality in their areas, and to determine whether or not air quality objectives were likely to be achieved. Where exceedances were considered likely, the Council must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan setting out the measures it intended to put in place in pursuit of the objectives. In September 2006, the Council had declared six Air Quality Management Areas (AQMA) but in September 2009 monitoring had

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indicated additional areas where nitrogen dioxide levels were being exceeded. As a result the six AQMAs were revoked and replaced by a single management area which covered perceived and actual exceedances. The existing Air Quality Action Plan, which had been in place since 2009, had been reviewed as some of the actions had either been completed or superseded and the revised Plan contained measures to improve air quality across Reading, specifically targeting action on the key pollutants of concern, which were Nitrogen Dioxide and Particulate Matter.

The report stated that the government had published its consultation document, 'Draft plans to improve air quality in the UK - Tackling nitrogen dioxide in our towns and cities' in September 2015. The draft plan set out individual, local and national measures. Local authority measures were identified as having a central role in achieving improvements in air quality, due to local knowledge and interaction with communities.

The report also stated that the consultation paper indicated that a national programme of support, electrification of the vehicle fleet, retrofitting buses to the latest standard, combined with local assessment and targeted local action would deliver the government's projection of compliance (in all but seven cities) being achieved by 2020. The paper did not identify the additional measures that were likely to be required in the remaining non-compliant areas and also proposed a national framework for new Clean Air Zones, which would support local decision making to implement access restrictions for certain types of vehicles.

The report stated that the draft plan appeared to place too much emphasis on local authorities to implement schemes to address the problem. The national role was stated to be one of support for local authorities, however little detail was provided. It was agreed that local authorities were well placed to understand local conditions and what measures could be implemented to improve air quality but, due to continued budget cuts, there must be increased support in order to be able to deliver further changes.

The report also explained that the national plan appeared to be heavily reliant on the vehicle emissions performance standards (EURO6) being effective and if these were not as effective as predicted the projections would be inaccurate, which would also affect other measures that were linked to emissions standards such as clean air zones. Source apportionment work carried out in Reading in 2013 showed that light diesel vehicles were the highest single emitters of Nitrogen dioxide (~45%) and so in order to be truly successful, clean air zones must tackle this source of Nitrogen dioxide, but penalising these vehicles would be unpopular with their drivers and might have an economic impact if this discouraged people from the town centre.

Update to the Air Quality Action Plan 2009

The Air Quality Action Plan had been updated to reflect the current position and the plan was currently out for consultation with statutory consultees.

Bid for Air Quality Grant Funding

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A bid had been submitted for grant funding in October 2015 to reduce the impact of Council vehicles on pollution in and around Reading's Air Quality Management Area by enabling the early adoption of electric vehicles for use on the Council fleet.

This project planned to use this grant funding opportunity to install four electric vehicle charging points on public sector estate within Reading for use with Council fleet vehicles. The provision of this infrastructure would support the local authority to integrate electric vehicles into its fleet as appropriate opportunities and economies arose and enabled the transition to electric vehicle adoption in accordance with the Council's vehicle replacement programme.

Changes to Air Quality Monitoring within the Borough

Defra had identified the need for additional Nitrogen Oxide and particulate matter (PM10) monitors in the Reading area and had requested that one of the existing sites be moved to London Road to become affiliated with their network. Defra would fund the relocation process and would also carry out the data management for the site, benefitting the Council by reducing the annual cost of running the site.

Resolved: That the response to the Government's consultation and the work being undertaken to improve air quality in the Borough be noted.

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

Present: Councillor Page (Chair).

Councillors Debs Absolom, Ayub, Dennis, Duveen, Hacker, Hopper, Jones, Terry, and Whitham.

Apologies: Councillor McDonald.

54. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM

(1) Questions

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

Questioner	Subject
Tanja Rebel	LED Street Lighting Programme

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

(2) Presentation - Transport Funding - Past, Present and Future

Cris Butler, Strategic Transportation Programme Manager, gave a presentation on Transport Funding - Past, Present and Future. The presentation covered funding sources, the Local Transport Plan, past projects, present projects, current EU projects and future projects.

Resolved - That Cris Butler be thanked for his presentation.

55. MINUTES

The Minutes of the meeting of 3 November 2015 were confirmed as a correct record and signed by the Chair.

56. QUESTIONS FROM COUNCILLORS

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

Questioner	Subject
Cllr Whitham	Improving Road Safety Outside Schools

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

57. PETITIONS

(a) Petition for a Zebra Crossing on Gosbrook Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition asking the Council to install a new zebra crossing on Gosbrook Road.

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

At the invitation of the Chair, lead petitioner Ed Hogan addressed the Sub-Committee.

Resolved -

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

(b) Petition for Safe Crossing Places for School Children on Rotherfield Way

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 462 signatures asking the Council to implement a crossing place for school children on Rotherfield Way.

The petition read as follows:

'We demand Reading Borough Council urgently implement an appropriately located crossing place for school children on Rotherfield Way.'

'Why is this important?'

Every child deserves a safe route to school.

There have been two serious incidents involving school children in the last two years. Coupled with a number of near misses, we demand that the council urgently review traffic conditions and the location of crossing places on Rotherfield Way.

We believe there is a significant volume of traffic exceeding the speed limit on this very busy road. Additional crossing places are required, in particular by the Surley Row junction where numerous school children are crossing during morning rush hour.

We cannot wait for one of our children to die before action is taken.'

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

At the invitation of the Chair, lead petitioner Annie Beauchamp addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;

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

(c) Petition for Permit Parking in Crescent Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 41 signatures asking the Council for permit parking in Crescent Road.

The petition read as follows:

'Parking in Crescent Road in the evening can be a real struggle. We would like to see residents' parking introduced in our road to improve the situation for people living in the road.'

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

At the invitation of the Chair, lead petitioner Tony Hoskins addressed the Sub-Committee.

Resolved -

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

58. PETITION FOR A RESIDENTS PARKING PERMIT SCHEME IN LOWER HAMILTON ROAD
- UPDATE

Further to minute 37 of the meeting on 3 November 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on a petition that had been submitted to the 16 September 2015 meeting (Minute 19(A) refers) requesting the Council to consult with residents over a residents parking permit scheme for Lower Hamilton Road.

The report explained that at the November 2015 meeting it had been recommended that parking within Hamilton Road be investigated as part of the current six monthly waiting restriction review and a scheme be brought to the January 2016 meeting following local consultation. However, since November 2015 a further petition had been received from residents of Crescent Road for parking restrictions. These were neighbouring streets and it was clear that they could not be looked at in isolation therefore it was proposed to investigate and consult both streets at the same time and within the next waiting restriction review.

Resolved -

- (1) That the report be noted;

- (2) That, in light of a petition being received from residents of Crescent Road, the request to consider a formal parking scheme for both Hamilton Road and Crescent Road be investigated as part of the next six-monthly waiting restriction review;
- (3) That the lead petitioner be informed accordingly.

59. TARGET JUNCTION TRIAL TRAFFIC SIGNAL SWITCH-OFF - UPDATE (BROAD STREET/ST MARY'S BUTTS/OXFORD ROAD/WEST STREET)

The Chair read out the following statement in respect of Target Junction Trial Traffic Signal Switch-off:

“On 21 December 2015 the Council received a judicial review claim from Unity Law on behalf of Mr Simon Goodall. Unity Law is seeking to challenge the decision made by the Traffic Management Sub-Committee on 15 September 2015. The Council has now submitted its response to that claim, and will continue to defend its position robustly.”

Resolved - That the position be noted.

60. BI-ANNUAL WAITING RESTRICTION REVIEW - STATUTORY CONSULTATION

The Director of Environment and Neighbourhood Services submitted a report seeking approval from the Sub-Committee to carry out statutory consultation and implementation, subject to no objections being received, on requests for or changes to waiting/parking restrictions. A series of maps showing the locations of each of the waiting/parking restrictions was attached to the report at Appendix 1 and the Bi-Annual Waiting restriction review programme list of streets, with officer's recommendations, was attached to the report at Appendix 2.

The report stated that the Council regularly received correspondence from the public, councillors and organisations with requests for new or alteration to formal waiting restrictions and that these requests were reviewed on a six monthly basis, commencing in March and September of each year, to ensure best value from the statutory processes.

The report explained that further to the report submitted to the meeting of the Sub-Committee on 16 September 2015 (Minute 23 refers), consultation with Ward Councillors had been completed and the resultant proposals to take forward to the statutory consultation process were detailed in Appendix 2.

The Sub-Committee discussed the report and considered the list of streets and proposed restrictions requiring statutory consultation.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the chair of the Sub-Committee, the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultations and advertise the proposals listed in

- Appendix 1, and as detailed in (3) below, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That the requests made for waiting restrictions as shown in Appendix 1 be amended as follows;
- (i) Kentwood: Lyndhurst Road - that the situation be kept under review;
 - (ii) Norcot: Tern Close (including Taff Way)/Elan Close - that the situation be kept under review;
 - (iii) Redlands: Cintra Avenue and Warwick Road - amend to introduce a "floating one hour restriction" to deter commuter parking issues;
- (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 any objections received following the statutory advertisement be reported to a future meeting of the Sub-Committee;
- (6) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals;
- (7) That no public enquiry be held into the proposals.

61. RESIDENTS PARKING - REVIEW OF RESIDENT PERMIT RULES

The Director of Environment and Neighbourhood Services submitted a report advising the Sub-Committee of proposals to make changes to the Resident Parking Permit Rules and Definitions.

The report explained that the permit scheme rules had last been reviewed at the meeting of the Sub-Committee on 16 January 2014 (Minute 82 refers), when it was agreed to review the permit scheme charges. It was proposed to make amendments to the rules and definitions of the scheme in respect of the following:

- "Household" Definition;
- "Healthcare Professional" Permit definition update;
- "Tradesperson Permit" Definition - Daily permit proof;
- Teacher Permits Definition;
- Permit Management Rules - Charges;
- Refund or Transfer Definitions;
- Temporary Permit Definitions;
- Visitor Permits Definitions.

The Sub-Committee discussed the definitions and agreed the following:

Teacher Permits Definition - That a decision on the Teacher Permit definition be deferred to a future meeting to allow time for officers to gather information on the implications for other schools and colleges in the Borough.

Refund or Transfer Definitions - That a decision on the Refund and Transfer definition be deferred to a future meeting to allow time for further consideration.

Visitor Permits Definitions - The report proposed that if households did not have any resident permits they might be granted a single discretionary visitor permit that would allow 'ANY' vehicle to park. A charge of £120 would apply and the household would waive their entitlement to books of visitor permits. The Sub-Committee agreed that the proposed change be trialled for a year and then a report submitted to the Sub-Committee detailing the results of the trial.

Resolved -

- (1) That the changes to the Resident Parking Permit Rules and Definitions as set out in paragraph 4.2 of the report be agreed as follows:
 - (a) Household Definition to include House of Multiple Occupation;
 - (b) Healthcare Professional definition to include Social Workers from NHS in the approved profession list;
 - (c) Tradesperson Permit definition to amend proofs required for daily permit;
 - (d) Teacher Permit definition be deferred to a future meeting to allow time for officers to gather information on the implications for other schools and colleges in the Borough;
 - (e) Permit Management Rule charges be amended for second Discretionary Resident permit, second to fourth Charity and Community Agency to £120, to be introduced on 1 February 2016;
 - (f) The Refund and Transfer definition changed to reflect new charges;
 - (g) A decision on the definition of Refund and Transfer be deferred to a future meeting to allow time for further consideration;
 - (h) Temporary Permits definitions to include (Emergency) Temporary Accommodation situations
 - (i) The proposed change in respect of Visitor Permits definitions, as detailed in the report, be trialled for a year and a report submitted to the Sub-Committee detailing the results of the trial;
- (2) That the permit charges be introduced on 1 February 2016.

62. IMPLICATIONS OF DELAYS TO THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS ON CURRENT SCHEMES

Further to Minute 41 of the meeting on 3 November 2015 the Director of Environment and Neighbourhood Services submitted a report highlighting the implications of the further delay of the new Traffic Signs Regulations and General Directions (TSRGD).

The report explained that it had been expected that the new TSRGD would have been laid before Parliament in 2015 and would have come into force before the end of the year. However, this had now been delayed for further consultation to which the Department of Transport was considering all responses. At the start of the review process the government had committed to making it more cost effective for local highway authorities to use 20mph within the urban environment. The Council had consulted on an area wide 20mph scheme for east Reading and the expectation of the new TSRGD was that illumination of 20mph signs would no longer be required. This had significant cost implications for the scheme where currently around 80 signs would require illumination.

The report stated that there had been no official announcement as to when the new TSRGD would come into force. However, the draft documentation had been presented to the European Union suggesting that no further changes would be made to the current draft version. Plans to implement 20mph in east Reading had been on hold for around 18 months which meant that the two year deadline for implementing an advertised Traffic Regulation Order (TRO) was fast approaching. There was a requirement to implement a TRO within two years of advertising otherwise the restriction would have to be re-advertised. This would come at an additional cost unless the scheme was implemented and the order sealed before May 2016; the cost of advertising the east Reading scheme was in the region of £8,000. This was money that would be better spent on implementation of the scheme rather than repeating the legal process.

The cost of illumination of the 20mph signs for east Reading had been considered and the estimated current market value to connect the speed limit signs to mains electricity was £180k to £200k. To use solar powered illuminated signs would cost around £100k and for signs only, with no illumination, the cost of implementing the east Reading scheme was estimated at £35k. With the revised TSRGD expected later in 2016 it had been recommended to implement the east Reading scheme without illumination at an estimated cost of £35K for the signs.

Resolved -

- (1) That the report be noted;
- (2) That the East Reading 20mph scheme go ahead without illumination of the signs before May 2016, as detailed in the report.

63. UNIVERSITY AND HOSPITAL AREA STUDY - UPDATE

Further to Minute 42 of the meeting on 3 November 2015 the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the latest position with regard to the identification of transport issues and potential solutions in the residential areas around the University of Reading and Royal Berkshire Hospital. A copy of the proposals east of Alexandra Road and west of Alexandra Road

(including Alexandra Road) were attached to the report at appendices 1 and 2 respectively and a copy of the Equality Impact Assessment - Scoping Report was attached at Appendix 3.

The report stated that a local consultation, including a local exhibition, had taken place in September and October 2015 by the Redlands Ward Councillors on the latest plans. The results of the consultation had been reviewed and liaison with key stakeholder, such as the Emergency Services, had been completed.

The report detailed the proposals for the area east of Alexandra Road and explained that the proposed residents parking schemes in Foxhill Road, Cardigan Road, Cardigan Gardens, Donnington Road, Donnington Gardens, Blenheim Road, Blenheim Gardens, and Hatherley Road are intended as parking protection for residents due to the likelihood of displacement from the Hospital and University areas where a change in restriction is proposed. These roads were narrow, and whilst parking was currently unrestricted and commonly seen on both sides of the road, formalising parking would include the requirement to maintain access for emergency services and larger vehicles such as refuse vehicles at all times. This would change the way in which vehicles could park and in some cases parking could only be provided on one side of the road due to the available road space. The majority of feedback from residents at the local exhibition had been focused on the reduction in parking spaces and a review of the written feedback that had been received from residents had also focused on this area, with the majority objecting to such a scheme progressing.

Officers had also completed the review of the proposals alongside the Emergency Services and had concluded that the proposed parking protection scheme in the roads detailed above could not be altered any further in order to increase parking provision with a formalised parking scheme. It was therefore recommended that no further action be taken in these roads and any future issues be considered on a road by road basis alongside detailed liaison with Ward Councillors.

With regard to the proposals for the area to the west of Alexandra Road, including Alexandra Road itself, these included new areas of pay and display parking and residents parking in order to create a managed parking scheme to improve parking allocation and turnover. Feedback on these ideas had been positive generally and it was therefore recommended that the proposals were progressed to the formal three week Statutory Consultation and any objections submitted to a future meeting.

The Sub-Committee discussed the report and it was suggested that the areas of pay and display on Elmhurst Road at the junction of Upper Redlands Road be moved further away from the junction and that the crossing areas further down Elmhurst Road also be moved.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee, the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out a statutory consultation on the proposed new waiting restrictions as shown in Appendix 2, attached to the report and in

- accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996, subject to the areas of pay and display on Elmhurst Road at the junction of Upper Redlands Road being moved further away from the junction and the crossing areas further down Elmhurst Road also moved;
- (3) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
 - (4) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee;
 - (5) That in consultation with the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Transportation and Streetcare be authorised to make minor alterations to the proposals following the Statutory Consultation process;
 - (6) That the proposals shown in Appendix 1, attached to the report be progressed no further.

64. SCHOOL EXPANSION AND SUSTAINABLE TRANSPORT UPDATE

Further to Minute 43 of the meeting on 3 November 2015 the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the progress made towards encouraging sustainable travel to school through the development of new Travel Plans for the Primary Schools that were expanding in autumn 2016. A list of works that had been identified within the development process was attached to the report at Appendix 1.

The report explained that as a part of the development process a number of alterations, works and proposals, had already been identified in improving access to the schools being expanded. The Appendix attached to the report detailed works that had already taken place or would be carried out as a part of the development process and those requested for additional spend of the S106 monies to mitigate the impact of a larger school.

Resolved - That the report and the list of works, as detailed in Appendix 1, be noted.

65. CYCLING IN BROAD STREET - RESULTS OF INFORMAL CONSULTATION

Further to Minute 48 of the meeting on 3 November 2015 the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the results of the informal consultation on cycling in Broad Street. A copy of the Broad Street location plan was attached to the report at Appendix 1, the consultation report was attached at Appendix 2 and a copy of the Equality Impact Assessment was attached to the report at Appendix 3.

At the meeting on 3 November 2015 it had been agreed that an informal consultation be carried out and should focus on the following three questions:

- I support cycling along the whole length of Broad Street;
- I support a ban of cycling along the whole length of Broad Street;

- No change to the current system.

The report explained that the consultation had started on 9 November 2015 and had run until 31 December 2015. It had been available on the Council's web site and written feedback had been welcomed from those with no internet access. There had been a total of 1,283 responses and the results of the consultation were as follows:

- Support cycling along the whole length of Broad Street - 796 (62%);
- Ban cycling along the whole length of Broad Street - 448 (35%);
- No change - 39 (3%).

Based on the majority of consultation responses in support of permitting cycling along the whole length of Broad Street it was recommended that the formal Statutory Consultation commenced and any objections submitted to a future meeting.

The report stated that it had to be noted that if cycling was permitted along the entire length of Broad Street there would be no segregation for cyclists and the route would continue as a shared facility for all users.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee, the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out a statutory consultation on permitting cycling in Broad Street West as shown in Appendix 1 and in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee.

66. CONNECTING READING: CAR CLUB AND MULTIMODAL HUBS

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the progress towards linking car share to multimodal hubs including ReadyBike, Reading Buses, BetterPoints and cycling and walking routes and to report the results of the recently completed statutory consultation on a proposal to provide two new Car Club spaces in Reading with links to other modes of transport. Location plans for Oxford Road and Rectory Road were attached to the report at Appendix 1 and 2 respectively. Officers tabled an additional Appendix at the meeting setting out responses that had been received from residents in relation to the advertised Car Club space on Rectory Road.

The report stated that the project would build on the existing Car Club in Reading by introducing two new Car Club multi modal nodes which had significant connectivity to other sustainable modes of transport, including Reading cycle hire scheme (ReadyBike),

Reading bus services and walking and cycling routes. The two new cars at these nodes would be hybrid vehicles which used electric power when moving slowly around town and generated electricity using regenerative braking systems. The Council in partnership with Co-Wheels had been awarded £48.8k funding from the Department of Transport for the scheme as a Car Club Demonstration Project in March 2015. A short list of possible locations had been drawn up in partnership with Co-Wheels which brought together ReadyBike cycle hire, bus stops, suitable parking on street and high density housing with low car ownership where there was increased unmet demand for car share. The two sites which best met the criteria were Oxford Road in close proximity to Battle Library and Rectory Road in Caversham.

The sites and details of the scheme had been submitted to the Sub-Committee meeting on 16 September 2015 (Minute 26 refers). Spending approval for the project was granted as was approval to go forward through the statutory consultation (TRO) process. The consultation process for the two Car Club bays had commenced on 17 December 2015 for 21 days and had ended on 11 January 2016.

The Sub-Committee discussed the report and the responses that had been received from residents in relation to the advertised Car Club space on Rectory Road and agreed that a report should be submitted to the next meeting setting out proposals for the provision of an alternative Car Club space on Rectory Road that did not result in the loss of resident parking spaces.

Resolved -

- (1) That the report be noted;
- (2) That the working group progress the joint branding and marketing of the multimodal hubs and the scheme be launched at the end of March 2016
- (3) That the provision of an alternative parking space for the Car Club is re-advertised without the loss of residents permit parking space within Rectory Road;
- (4) That a report being submitted to the next meeting setting out the re-advertised proposal for the provision of an alternative Car Club space on Rectory Road that did not result in the loss of resident parking spaces.

67. MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the current major transport and highways projects in Reading, namely Cow Lane Bridges, Cycle Parking on the North of the Station, and Thames Valley Berkshire Growth Deal Schemes, which were Green Park Station, South Reading Mass Rapid Transit, National Cycle Network Route 422 and the Third Thames Bridge.

Cow Lane Bridges - Highway Works

The report stated that all objections to the Compulsory Purchase Order (CPO) had been withdrawn but as they were outstanding when the public enquiry had been held on 13 January 2015 the Department for Transport were not able to make a decision until they

had received the inspector's report. This process had now been completed and the Secretary of State for Transport had confirmed both the CPO and Side Roads Order (SRO). Network Rail had identified some potential issues with the overall cost profile to deliver the project and some design issues with existing utility services in the road. Network Rail were reviewing the cost profile and design to establish a future programme of works but this had added some delay to the expected delivery of the project by summer 2016.

Cycle Parking on the North side of the Station

The report explained that the works programme had been confirmed with adjustments to an existing electricity cable having taken place in November 2015. The Council would commence the main construction works in January 2016 with completion expected by the end of March 2016. In the interim additional cycle parking for 212 bikes had been introduced to cater for the high demand in the area.

Thames Valley Berkshire Growth Deal Schemes

Green Park Station

The report stated that the recent Hendy Review had included recommendations to delay electrification of the line to an unspecified date between 2019 and 2024. However, the Berkshire Local Transport Body had agreed that the scheme should be progressed in line with the original timescales and therefore officers would continue to work with colleagues at Network Rail and Great Western Railway to progress scheme development, including detailed design work for the station and a multi-modal interchange. The Lead Councillor had written again to the Secretary of State for Transport and the Chairman of Network Rail urging them to reconsider the electrification timescale so as to align it with the completion of Green Park Station.

South Reading Mass Rapid Transit

Phases 1 and 2 of the scheme, from M4 junction 11 to Island Road, had been granted full funding approval from the Berkshire Local Transport Body in November 2015. Officers were continuing to progress the detailed design for the scheme, including utility and geotechnical surveys, to enable a programme for scheme delivery during 2016/17 and 2017/18 to be finalised. In addition, options for Phase 3 of the scheme were currently being investigated to provide further bus priority measures between Island Road and Reading town centre.

East Reading Park and Ride and Mass Rapid Transit

The report stated that a consultation had been carried out by Wokingham Borough Council during November 2015 regarding the park and ride proposals and timescales for further development of each scheme were currently under review, subject to the outcome of the consultation and business case work.

National Cycle Network Route 422

The report explained that the scheme had been granted full funding approval from the Berkshire Local Transport Body in November 2015. Preferred option development and

detailed design for the scheme would be carried out in partnership with all authorities to ensure a programme for delivery of the full scheme could be agreed.

Third Thames Bridge

The report stated that the Wokingham Strategic Transport Model was currently being updated to enable the modelling and business case work to be carried out, with initial results expected in spring 2016 which would inform the next steps of the project.

Resolved - That the report be noted.

68. CYCLE FORUM - MEETING NOTE

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the discussions and actions arising from the 7 October 2015 meeting of the Cycle Forum under the auspices of the approved Cycling Strategy.

The notes of the Cycle Forum meeting of 7 October 2015 were attached to the report at Appendix 1.

Resolved - That the report be noted.

69. 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 70 and 71 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.

70. EXTENSION OF WINTER MAINTENANCE TERM CONTRACT 2009 - 2013 (PREVIOUSLY EXTENDED)

The Director of Environment and Neighbourhood Services submitted a report setting out details to extend further the Winter Maintenance Term Contract 2009-2013 until the end of May 2016.

Resolved - That the Director of Environment and Neighbourhood Services, in consultation with the Lead Councillor for Strategic Environment Planning and Transport be authorised to extend the Winter Maintenance Term Contract 2009-2013 (previously extended) until the end of May 2016.

71. 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 10 applicants, who had subsequently appealed against these decisions.

Resolved -

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 14 JANUARY 2016

- (1) That with regard to applications 1.4, 1.5 and 1.10 a third discretionary permit be issued, personal to the applicants and charged at the third permit fee;
- (2) That with regard to applications 1.3 and 1.6 a discretionary permit be issued, personal to the applicants;
- (3) That the Director of Environment and Neighbourhood Services' decision to refuse applications 1.0, 1.1, 1.2, 1.7, 1.8 and 1.9 be upheld.

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

(The meeting started at 6.30 pm and finished at 9.25 pm).

Present: Councillor Page (Chair).
Councillors Debs Absolom, Dennis, Duveen, Hacker, Hopper, Jones, Terry, and Whitham.

Apologies: Councillors Ayub and McDonald.

72. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM

(1) Questions

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

Questioner	Subject
Lin Godfrey	Christchurch Meadow Bridge and Flooding

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

(2) Presentation - National Highways & Transport Network Survey Report 2015

Simon Beasley, Network and Parking Services Manager, gave a presentation on the National Highways and Transport Network Survey Report 2015. He explained that 3,000 people had been contacted and had been asked set questions about transport and highway services in the Borough the results were then compared to other local authorities throughout the country and presented in terms of percentages and benchmarked. Overall satisfaction had been rated at 57% compared to the national average of 55%. The presentation covered the results from the survey in terms of satisfaction by the themes of accessibility, public transport, walking and cycling, traffic congestion, road safety and highway maintenance.

Resolved - That Simon Beasley be thanked for his presentation.

73. MINUTES

The Minutes of the meeting of 14 January 2016 were confirmed as a correct record and signed by the Chair.

74. QUESTIONS FROM COUNCILLORS

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

Questioner	Subject
Councillor Whitham	Unpaid Parking Fines by Vehicles not Registered in the UK

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

75. PETITIONS

(a) Petition for a Zebra Crossing on Prospect Street

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition that had been submitted to Policy Committee on 15 February 2016 (Minute 73 refers) asking the Council to review the safety and signage of the zebra crossing in Prospect Street, Caversham, as a matter of urgency, including investigating an upgrade to a pelican crossing.

The report stated that the petition highlighted a serious incident that had taken place on 11 January 2016 in which a woman on the crossing had been knocked down by a lorry sustaining life threatening injuries and had been taken to hospital, showing that residents' fears about safety were justified.

The report explained that a statutory duty was placed on the Council, as highway authority, to improve road safety through the reduction of casualties. This was done by using casualty data that was supplied by Thames Valley Police. Despite the accident in January 2016 the records that had been provided to the Council on casualties had suggested that the crossing had a very good safety record. However, a serious accident had occurred and once the details were known, following the conclusion of the police investigation, an appropriate response would be considered.

At the invitation of the Chair, Councillor Davies, Ward Councillor for Caversham, and Paul Matthews, Caversham and District Residents Association, addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the petition (received at Policy Committee on 15 February 2016) to review the safety and signage of the zebra crossing in Prospect Street, Caversham be considered as part of the statutory duty to improve road safety and reduce casualties and a report submitted to a future meeting;
- (3) That the lead petitioner be informed accordingly.

(b) Petition for Residents Parking in Bulmershe Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition that had been submitted to Policy Committee on 15 February 2016 (Minute 73 refers) asking the Council to investigate residents' permit parking for Bulmershe Road.

The report explained that requests to consider waiting restrictions were reviewed twice a year, with the next review due to commence with a report submitted to the Sub-Committee, (see item 80 below) and the report recommended that Bulmershe Road should be added to the list of streets for investigation.

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

Resolved -

- (1) That the report be noted;
- (2) That the petition (received at Policy Committee on 15 February 2016) to investigate residents permit parking in Bulmershe Road be considered as part of the six monthly waiting restriction review and a report submitted to a future meeting;
- (3) That the lead petitioner be informed accordingly.

(c) Petition against parking scheme in Hamilton Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition against the introduction of residents' permit parking in Hamilton Road.

The report explained that requests to consider waiting restrictions were reviewed twice a year, with the next review due to commence with a report submitted to the Sub-Committee, (see item 80 below) and the report recommended that Hamilton Road should be added to the list of streets for investigation.

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

Resolved -

- (1) That the report be noted;
- (2) That the petition against the introduction of residents permit parking in Hamilton Road be considered as part of the six monthly waiting restriction review, a report submitted to a future meeting and the petition be considered alongside an earlier petition asking for the introduction of residents permit parking that had been received by the Sub-Committee at its meeting on 16 September 2015;
- (3) That the lead petitioner be informed accordingly.

76. PETITION FOR A PEDESTRIAN CROSSING ON GOSBROOK ROAD - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on a petition that had been submitted to the 14 January 2016 meeting (Minute 57(a) refers) requesting the Council to install a new zebra crossing on Gosbrook Road 30 yards east of Patrick Road.

The report explained that with the opening of the pedestrian/cycle bridge in Christchurch Meadows across the River Thames, pedestrian movements had changed within this area of Caversham. An increased pedestrian movement had been created through Christchurch Meadows to the new bridge, where such a movement of people did not exist before. The paths through the Westfield Road green area led to Gosbrook Road and to a point broadly opposite the path through Christchurch Meadow that led to the new bridge. These routes

were becoming increasingly popular with both pedestrians and cyclists resulting in an increased desire line across this point of Gosbrook Road.

The existing traffic signal controlled crossing in Gosbrook Road had initially been installed as part of the signalised junctions of Westfield Road and Eliotts Way with Gosbrook Road. When the junction traffic signals had been removed the pedestrian crossing had been retained on its original line. The report stated that it could be argued that this signalised crossing was now in the wrong location and that its relocation to the new desire line would be of greater benefit. However, the new desire line was at a point in the road where there was a parking layby and consequently some parking would be lost should any form of pedestrian crossing be installed at this point. There was also gated access to Christchurch Meadow at this location which might still be in use. In addition, the driveway that served Elizabeth House was within the same area and needed careful consideration so as not to compromise pedestrian safety by turning traffic. Therefore, the crossing point might need to be moved away from the desire line.

The report explained that the pedestrian/cycle bridge and new connecting paths were subject to an on-going safety audit which would be conducted periodically over the next three years and the safety of the connecting paths would continue to be reviewed within the safety audit process. Whilst the request for a zebra crossing was in response to where people were crossing the road, it was quite a complex location. Careful consideration of all the issues was needed to ensure the appropriate facility was provided in the appropriate location. It was therefore recommended that surveys were carried out, a pedestrian/vehicle count (PV²) conducted and any concept designs were safety audited before a final scheme was submitted to the Sub-Committee for approval.

Resolved -

- (1) That the report be noted;
- (2) That surveys be carried out, a pedestrian/vehicle count (PV²) conducted and any concept designs safety audited before a final scheme is submitted to the Sub-Committee for approval;
- (3) That the lead petitioner be informed accordingly.

77. PETITION FOR SAFE CROSSING PLACES FOR SCHOOL CHILDREN ON ROTHERFIELD WAY - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on a petition that had been submitted to the 14 January 2016 meeting (Minute 57(b) refers) asking the Council to implement a crossing place for school children on Rotherfield Way and Surley Row. A copy of a drawing showing a scheme that had been proposed by officers in spring 2014 was attached to the report at Appendix 1.

The report explained that there had been a desire to improve the junction of Rotherfield Way and Surley Row for some time and officers had designed a scheme to introduce pedestrian islands. Localised consultation had been carried out in spring 2014 and whilst everyone had agreed that something should be done there had not been universal acceptance of the officer's proposal. However, when the design had been tested through

a series of experiments using temporary traffic management the proposal did not fit the current road layout. Due to the number of private driveways officers were unable to find a location for the islands without causing an obstruction to one of the properties and the areas that could accommodate the scheme were well beyond any pedestrian desire line and consequently would not be helpful for those crossing at the junction.

An alternative scheme had been suggested by Caversham and District Residents Association (CADRA) that consisted of a modest local narrowing of the carriageway with a raised table in a contrasting material. CADRA claimed this arrangement would have the effect of slowing traffic and providing a safer crossing place for all pedestrians without obstructing through traffic and private driveways. The response from officers was that whilst the proposal might slow vehicles it did not directly offer any direct additional assistance to pedestrians. The topography of the junction did not help and rendered any form of facility on the south side of the junction unrealistic due to the levelling that would be required over a significant distance of road. Although it was a feature of the design to decrease the radius of the junction there was a number of chambers in the road that would need to be lifted, this also applied to any raised table, thus increasing the value of the works that would be required.

The report concluded that whilst there was a desire to improve the junction for pedestrians, agreeing a solution that met the expectations and concern that had been expressed within the petition remained a challenge.

At the invitation of the Chair Councillor Hopper read a statement that had been sent to him by the lead petitioner Anne Beauchamp.

Resolved -

- (1) That the report be noted;
- (2) That the options be considered again by officers in view of the petition and further consideration given to the proposal suggested by CADRA and a report detailing the findings submitted to a future meeting;
- (3) That the lead petitioner be informed accordingly.

78. PETITION FOR PARKING PERMITS IN CRESCENT ROAD - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on a petition that had been submitted to the 14 January 2016 meeting (Minute 57(c) refers) asking the Council for permit parking in Crescent Road.

The report recommended that an investigation into the request for parking permits in Crescent Road should take place through the next six monthly waiting restriction review. Four petitions relating to parking in the immediate area of Crescent Road had been received. The other three petitions had included a request for residents permit parking in Bulmershe Road, request for residents permit parking in Hamilton Road and a petition in respect of Hamilton Road objecting to resident permit parking. All requests needed to be considered together as any change to parking in one street might have an impact on parking in the others'.

The Sub-Committee discussed the report and agreed that officers should investigate the use of residents parking and additional restrictions to deal with the wider traffic and safety issues.

Resolved -

- (1) That the report be noted;
- (2) That the report to consider residents permit parking within Crescent Road be investigated within the next six monthly waiting restriction review and a report submitted to a future meeting;
- (3) That the use of residents parking and additional restrictions to deal with wider traffic and safety issues be investigated by officers;
- (4) That the lead petitioner be informed accordingly.

79. WEST READING STUDY

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the progress with the West Reading Transport Study and seeking authority to carry out an informal consultation on scheme options for Southcote during summer 2016.

The report explained that the West Reading Transport Study Steering Group had carried out a review of the existing and anticipated transport issues and opportunities in the study area, with a particular focus on the future challenges what would result from the expansion of Southcote Primary School, the opening of the WREN Secondary Free School and the residential development at Coley Park. A series of concept scheme options had been developed for the study area and surrounding area of influence, with the objective of helping to alleviate and manage the existing and forecast transport issues and challenges. It was anticipated that a significant proportion of the Community Infrastructure Levy funding contributions that would be secured from the developments would be available for the implementation of transport schemes in the study area. The concept scheme options prepared through the study for Southcote had been developed to meet a number of objectives that were set out in the report and it had been proposed that an informal public consultation on the concept scheme options would be carried out in summer 2016 in the form of a public exhibition. If scheme options were well received by residents they would be developed in further detail and a statutory consultation on the refined schemes would be carried out.

In addition, concept scheme options for the western section of Coley Park were currently being developed and it was anticipated that an informal consultation would be carried out on these options following completion of the consultation in Southcote.

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

Resolved - That the undertaking of an informal consultation regarding the concept scheme options for Southcote during summer 2016 be approved.

80. WAITING RESTRICTION REVIEW

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the objections that had been received in respect of the traffic regulation order, which had recently been advertised as part of the waiting restriction review programme 2015B and included the proposal for a car club bay on Rectory Road. This had involved proposed implementation and amendments of waiting restrictions at various locations across the Borough. The report also provided the Sub-Committee with the forthcoming list of requests for waiting restrictions within the Borough that had been raised by members of the public, community organisations and Councillors since September 2015.

The report recommended that the list of issues that had been raised for the bi-annual review should be fully investigated and Ward Councillors consulted. Upon completion of the Ward Councillor consultation, a report would be submitted to the Sub-Committee requesting approval to carry out the Statutory Consultation on the approved schemes. A summary of letters of support and objections that had been received to WRR 2015B, along with officer comments, were attached to the report at Appendix 1 and the requests for the waiting restriction review programme 2016A were attached to the report at Appendix 2.

An updated version of Appendix 1 was tabled at the meeting; the Sub-Committee considered the objections that had been received and agreed to remove the proposal for Warwick Road and Cintra Avenue from the programme.

Further to Minute 19(b) of the meeting held on 16 September 2015, Simon Beasley, Network and Parking Services Manager, tabled a report providing the Sub-Committee with an update to the request for residents permit parking in parts of Lower Caversham following a survey that had been carried out by Councillor Davies, Caversham Ward Councillor. The roads that had been surveyed had included Marsack Street, Nelson Road, Montague Street, St John's Road, Brackstone Close, Ardler Road and Washington Road. The results were as follows: about 300 people had been in favour of a residents permit parking scheme with 54 against and a further 23 had replied that they did not know. With a significant response in favour of residents permit parking officers were preparing a concept scheme for informal consultation which would also include information on what the scheme meant for residents and their visitors. The informal consultation was intended to include the streets within the square of South View Avenue, Briants Avenue, Gosbrook Road and Washington Road. Consideration would also be given to the existing limited waiting bays on Gosbrook Road by Christchurch Meadow. The informal consultation would be conducted during the period between the March and June 2016 meetings of the Sub-Committee.

At the invitation of the Chair Councillor Davies, Ward Councillor for Caversham, addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the objections in Appendix 1, with the appropriate recommendation to either: implement, amend or reject the proposals be noted;

- (3) That the Head of Legal and Democratic Services be authorised to seal the resultant Traffic Regulation Order and no public enquiry be held into the proposals;
- (4) That the objectors be informed of the decision of the Sub-Committee accordingly;
- (5) That the following proposals made under the waiting restriction review 2015B, as set out in Appendix 1, be implemented:
 - Cardinal Close and Wolsey Road;
 - Rectory Road Car Club Bay;
 - Wellington Avenue and Northcourt Avenue;
 - Shepley Drive;
 - Queensway;
 - Picton Way;
 - Canterbury Road;
 - Mill Green;
 - Wykeham Road;
 - Longbarn Lane;
 - Elgar Road South;
 - Virginia Way Service Road;
 - Heron Island;
 - Kensington Road Car Park;
- (6) That the following proposals made under the waiting restriction review 2015B as shown in Appendix 1 be amended:
 - (i) Warwick Road and Cintra Avenue - remove from the programme;
- (7) That the requests made for waiting restrictions as shown in Appendix 2 be amended as follows:
 - (i) Southcote Road - to include the junction with Southcote Road and Josephine Court;
- (8) That the requests made for waiting restrictions as shown in Appendix 2 (with amendments as stated in (7) above) be noted and that officers investigate each request and consult on their findings with Ward Councillors;
- (9) That, should funding permit, a further report be submitted to the Sub-Committee requesting approval to complete the Statutory Consultation on the approved schemes;
- (10) That the request to consider residents permit parking within part of Lower Caversham be investigated within the six-monthly waiting restriction review and the finding submitted to a future meeting;

- (11) That an informal consultation on residents permit parking within part of Lower Caversham be carried out initially prior to statutory consultation and the findings be submitted to the June 2016 meeting.

81. HIGHWAY MAINTENANCE AND PROGRAMME 2016/17

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee about the £1.423m works and fees programme for Highway Maintenance 2016/17 from the Local Transport Plan settlement.

The report outlined the background to the selection of schemes and details of the list of schemes in each category to be carried out in 2016/17 were attached to the report at Appendix 1.

The report also gave a breakdown of allocations in each of the categories of Major Carriageway Resurfacing, Minor Roads Surfacing, Footway Resurfacing, Bridge/Structural Maintenance, Street Lighting, Illuminated Bollards/Traffic Signs and Major Maintenance.

The Sub-Committee discussed the report and the proposed programme and requested that a presentation on the Highway Maintenance Programme be given by officers at the next meeting.

Resolved -

- (1) That the Highway Maintenance Update and the proposed Programme for 2016/17 be noted and associated expenditure, as set out in paragraph 4.9 of the report, for 2016/17 be approved;
- (2) That the Sub-Committee receive a presentation by officers on the Highway Maintenance Programme at the next meeting.

82. UNIVERSITY AND HOSPITAL AREA STUDY - UPDATE

Further to Minute 42 of the meeting held on 3 November 2015, the Director of Environment and Neighbourhood Services submitted a report on the latest position with regard to the identification of transport issues and potential solutions in the residential areas around the University of Reading and Royal Berkshire Hospital.

A consultation had been undertaken in May 2012 on the principle of prioritising parking for local residents through introducing a residents' Parking Scheme, to include elements of pay and display parking, alongside complementary transport measures in the local area. The scheme had been proposed to help address the issues previously identified by residents through the study.

Due to the mixed nature of responses received through the consultation, the study Steering Group had decided not to proceed with the proposed parking scheme at that time. It had been agreed that the study would work closely with key stakeholders, including the University and Hospital, to reassess the feasibility of introducing the complementary transport schemes as outlined in the consultation and as supported through feedback received from residents.

This work had continued over the previous few years, and alongside detailed discussions with key stakeholders, a second set of proposals had recently been completed. A local consultation including a local exhibition had since taken place in September and October 2015 by the Redlands Ward Councillors on the latest plans.

At the January 2016 meeting of the Sub Committee (Minute 63 refers), the Sub-Committee had approved progressions to Statutory Consultation on a series of new parking restrictions located to the west of Alexandra Road (including Alexandra Road) and to not progress the proposals promoted to the east of Alexandra Road due to feedback received during the informal consultation.

Following the January 2016 meeting, Redlands Ward Councillors had continued to liaise with residents on issues that had been identified by residents regarding parking and traffic management in the area. This had resulted in a number of further proposals which residents were keen to pursue. These were set out in the report.

The Statutory Consultation on the scheme was due to commence in mid-May 2016 for a period of 21 days. Consultation notices would be placed on-streets within the consultation area, alongside promotion via the Council's website and social media platforms. If objections were received, these would be reported to the Sub-Committee for review at its meeting in June 2016. If there were no objections, the proposals would proceed to implementation over the summer months.

Resolved -

- (1) That the report be noted;
- (2) That the following additional items be included within the forthcoming Statutory Consultation:
 - (a) Amend the hours of operation for residents parking in Marlborough Avenue to Monday to Friday, 8.00am to 5.30pm. No restrictions on Saturday or Sunday;
 - (b) Introduce Monday to Sunday, no waiting at any time restrictions in Lydford Road;
- (3) That officers investigate the introduction of a "permit holder parking beyond this point" scheme in Cardigan Road, Cardigan Gardens and Foxhill Road on a model based on the schemes in some London Boroughs which avoided the need for marked parking bays.

83. SCHOOL EXPANSION AND SUSTAINABLE TRANSPORT UPDATE

Further to Minute 43 of the meeting held on 3 November 2015, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the progress made towards encouraging sustainable travel to school through the development of new Travel Plans for the Primary Schools that were expanding in autumn 2016.

As part of the development process a number of alterations, works and proposals had already been identified in improving access to the schools. These works had been reported to the Sub-Committee at its meeting on 14 January 2016 (minute 64 refers). In order to progress the works involving Traffic Regulation Orders, permission was now required so that proposals could be promoted and changes introduced for the start of the new term in September 2016.

A revised list of works that had been identified within the development process was attached to the report at Appendix 1. Changes to waiting restrictions, including alterations to school keep clear marking were required at:

- EP Collier Primary School
- Ridgway Primary School
- Southcote Primary School
- Alfred Sutton Primary School
- The new Civitas Primary School (Hodsoll Road)

In addition it was proposed to introduce a 20mph speed limit on all the streets around EP Collier Primary School, as shown in a drawing attached to the report at Appendix 2.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee, the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise changes to waiting restrictions and introduce school keep clear restrictions as listed in paragraph 4.1 and Appendix 1 of the report, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That in consultation with the Chair of the Sub-Committee, the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation and advertise 20 mph speed limit as defined within paragraph 4.1 of the report and set out in the drawing at Appendix 2 of the report, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

84. CYCLING IN BROAD STREET - RESULTS OF FORMAL CONSULTATION

Further to Minute 65 of the meeting held on 14 January 2016, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the results of the Statutory Consultation on cycling in Broad Street west.

The Statutory Consultation had commenced on 18 February 2016 for a period of 21 days. Notices had been placed on-street in Broad Street informing of the consultation, alongside promotion via the Council website and social media platforms. A copy of the Broad Street

location plan was attached to the report at Appendix 1, the consultation report was attached at Appendix 2 and a copy of the Equality Impact Assessment was attached to the report at Appendix 3.

Officers tabled a document that set out the results of the Statutory Consultation which detailed the responses to the question “Do you support cycling along the whole length of Broad Street?” as follows:

	Yes	No
Responses to the Council’s web site consultation	644	480
Responses submitted by email to Legal Services	8	87
Responses submitted by letter to Legal Services	1	41
Total:	653	608

The results had therefore shown that 52% had been in favour of allowing cycling along the whole length of Broad Street while 48% had been against it.

The Sub-Committee discussed the report and the results of the Statutory Consultation and agreed that as there had been no clear majority to either allow or ban cycling in Broad Street no further action should be taken with regard to the cycling restriction within the western end of Broad Street.

Resolved -

- (1) That the report be noted;
- (2) That no further action be taken with regard to the cycling restriction within the western end of Broad Street.

85. CONNECTING READING: CAR CLUB AND MULTIMODAL HUBS

Further to Minute 66 of the meeting held on 14 January 2016, The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the progress that had been made on the project to introduce two new multimodal hubs including Readybike, Reading Buses, two new on street Car Club car share cars and cycling and walking routes together with a smartcard to unlock Readybikes, Car Club cars and Reading Bus travel

The report stated that the project built on the existing Car Club in Reading by introducing two new Car Club multi-modal nodes. The two new cars at these nodes would be hybrid vehicles which would use electric power when moving slowly around town and generate electricity using regenerative braking systems. The Council in partnership with Co-Wheels had been awarded £48,800 funding from the Department of Transport for the scheme as a car Club Demonstration Project in March 2015.

A joint Working Group with all key stakeholders was developing a multimodal package of ticketing, registration and promotions. A Smartcard called ‘EasyGo’ was being designed to unlock the cars, ReadyBikes, bus travel on Reading Buses and to promote the whole project. The Smartcard would also link to BetterPoints incentives to encourage sustainable travel.

The report described arrangements for promotion of EasyGo. Permission was sought to promote EasyGo on all Borough Council screens and on the fleet of 200 ReadyBikes.

Work was progressing with the installation of the car club bay and car on Oxford Road, as agreed by the Sub-Committee at the 14 January 2016 meeting (minute 66 refers). Following objections reported at that meeting, an alternative site for the second Car Club bay and car, on Rectory Road, had been reported separately at this meeting (minute 80 refers).

The EasyGo Smartcard and the car bay at Oxford Road would be operational by the end of March 2016, which was a requirement for the Department for Transport funding. It was intended to launch the scheme in May 2016 by which time it was expected that the delayed second car bay should be installed and after testing of the scheme by volunteers from council staff and users of ReadyBike, Reading Buses and Co-Wheels Car Club.

The Sub-Committee discussed the report and requested that a report be submitted to a future meeting about car clubs.

Resolved -

- (1) That the report be noted;
- (2) That the Working Group continue to progress the joint branding and marketing of the multimodal hubs and installation of the scheme's branding on the front decals of all 200 ReadyBikes to promote the scheme be approved;
- (3) That a report be submitted to a future meeting about car clubs.

86. BIKEABILITY UPDATE

The Director of Environment and Neighbourhood Services submitted a report on the national cycle training scheme, Bikeability, including plans to retender the delivery of the scheme. It was expected that a new contract would be in place from the beginning of the 2016/17 academic year. In the interim, the report proposed to extend the current agreement with Avant cycling until the new contract commenced in September 2016.

The report explained that Avanti Cycling were currently delivering the Council's Bikeability programme following the decision by CTC to no longer deliver cycle training. The Department for Transport had originally reduced all local authority Bikeability funding allocations by 12% in 2015/16, but following a successful summer holiday Bikeability programme the Council had been awarded additional funding of £19,200. This had enabled Avanti Cycling to train over 800 children to Bikeability Level 2 and over 200 children to Level 3 between 1 April 2015 and 31 January 2016 compared to an initial target of 800 Level 2 and 80 Level 3 respectively.

The report stated that the Autumn Funding Statement had announced the continuation of Bikeability funding until March 2020, at the end of the current Parliament. Following this announcement authority was being sought to commence an open procurement process where the estimated contract value would be approximately £50k annually. Officers wanted to advertise the contract for an initial three year period from September 2016 with

the option to extend it for an additional year, subject to available funding. Officers also wanted to include the opportunity for potential contractors to quote for additional cycle initiatives that had until this point been delivered as part of the LSTF programme, subject to future funding streams being secured.

In the interim, to maintain service continuity, it was proposed that the existing agreement with Avanti Cycling be extended until the end of the academic year when the new contract would commence. The extension on the existing agreement would ensure continuity of the Bikeability programme over the summer 2016 when demand for training would be at its highest. Avanti Cycling would be expected to continue to administering courses, including the recruitment and monitoring of instructors and trainees, the provision of course badges, addressing any complaints and liaising with schools to encourage participation as per their original proposals.

Resolved -

- (1) That the Director of Environment and Neighbourhood Services, in consultation with the Lead member for Strategic Environment, Planning and Transport, the Head of Transportation & Streetcare, the Head of Legal and Democratic Services and the Head of Finance be authorised to proceed with the procurement route set out in the report for the national cycle training scheme, Bikeability, and to enter into a contract for the supply of these services;
- (2) That the existing Bikeability agreement with Avanti be extended until the start of the new academic year in September 2016 to ensure continuity of delivery.

87. MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on the current major transport and highways projects in Reading, namely Cow Lane Bridges highways works, cycle parking on the north side of Reading Station, Green Park Station, and South Reading Mass Rapid Transit.

Reading Station Area Development

Cow Lane Bridges - Highway Works

The report stated that the Department for Transport had now received the Inspector's report on the public inquiry into the Compulsory Purchase Order (CPO) and the Secretary of State for Transport had confirmed both the CPO and Side Roads Order. The CPO process had delayed delivery and the contractor Network Rail had identified to complete the highway works had since left site. Since the Sub-Committee's meeting on 14 January 2016 Network Rail had identified some potential issues with the overall cost profile to deliver the project, and some design issues with existing utility services in the road. Network Rail had reviewed the overall project design to investigate potential reductions in scope and costs. The Council had been involved in this review to ensure essential elements of the scheme were retained and subject to confirmation from Network Rail the likely works programme would commence after Reading Festival in 2016.

Cycle Parking on the North side of the Station

A new cycle hub with space for approximately 600 bikes was due to be introduced in the area previously used as the site compound on the corner of the multi-storey car park. The Council had commenced the main construction works alongside the cycle hub contractor with completion expected at the end of March 2016. In the interim, additional cycle parking for 212 bikes had been introduced to cater for the high demand in this area.

Thames Valley Berkshire Growth Deal Schemes

Green Park Station

The report stated that the recent Hendy Review had included a recommendation to delay electrification of the line to an unspecified date between 2019 and 2024. However, the Berkshire Local Transport Body had agreed that the scheme should be progressed in line with the original timescales and therefore officers would continue to work with colleagues at Network Rail and Great Western Railway to progress scheme development, including detailed design work for the station and a multi-modal interchange. The Lead Councillor had written again to the Secretary of State for Transport and the Chairman of Network Rail urging them to reconsider the electrification timescale so as to align it with the completion of Green Park Station.

South Reading Mass Rapid Transit

Phases 1 and 2 of the scheme, from M4 junction 11 to Island Road, had been granted full funding approval from the Berkshire Local Transport Body in November 2015. Officers were continuing to progress the detailed design for the scheme, including utility and geotechnical surveys, to enable a programme for scheme delivery during 2016/17 and 2017/18 to be finalised. The latest design for Phase 1A of the scheme was attached to the report at Appendix A. This initial phase of works would involve construction of a series of bus lanes between the A33 junction with Imperial Way and the existing bus priority provided through M4 Junction 11. The scheme would be achieved predominantly by utilising space in the central reservation and realigning existing lanes where required. The report was asking the Sub-Committee to approve the undertaking of the formal three week Statutory Consultation for this phase of works, with any objections reported to a future meeting of the Sub-Committee.

In addition, options for Phase 3 of the scheme were currently being investigated to provide further bus priority measures between Island Road and Reading town centre.

Eastern Park and Ride

The report stated that a consultation had been carried out by Wokingham Borough Council during November 2015 regarding the park and ride proposals and timescales for further development of each scheme were currently under review, subject to the outcome of the consultation and business case work.

National Cycle Network Route 422

The report explained that the scheme had been granted full funding approval from the Berkshire Local Transport Body in November 2015. Preferred option development and

detailed design for the scheme would be carried out in partnership with all authorities to ensure a programme for delivery of the full scheme could be agreed.

Third Thames Bridge

The report stated that the Wokingham Strategic Transport Model was currently being updated to enable the modelling and business case work to be carried out, with initial results expected in spring 2016 which would inform the next steps of the project.

Resolved -

- (1) That the report be noted;
- (2) That in consultation with the Chair of the Sub-Committee, the Lead Councillor for Strategic Environment, Planning and Transport and Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out a statutory consultation on the proposed bus lanes for Phase 1A of the South Reading MRT scheme as shown in Appendix A of the report, and in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (3) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee;
- (5) That in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Transportation and Streetcare be authorised to make minor alterations to the proposals following the statutory consultation process.

88. CYCLE FORUM - MEETING NOTE

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the discussions and actions arising from the 9 February 2016 meeting of the Cycle Forum under the auspices of the approved Cycling Strategy.

The notes of the Cycle Forum meeting of 9 February 2016 were attached to the report at Appendix 1.

Resolved - That the report be noted.

89. 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 90 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.

90. 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 10 applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That with regard to applications 1.6, 1.7 and 1.9 a third discretionary permit be issued, personal to the applicants and charged at the third permit fee;
- (2) That with regard to application 1.1 a discretionary permit be issued, personal to the applicant and charged at the second permit fee;
- (3) That with regard to application 1.5 each flat be entitled to the normal allocation of permits under the permit scheme rules: first free, second charged and visitor permits, and the applicants be required to provide proofs as per the rules of the scheme;
- (4) That with regard to application 1.3 a discretionary permit be issued personal to the applicant and charged at the second permit fee;
- (5) That with regard to application 1.0 the applicant be allowed to purchase two books of discretionary visitors permits and charged at the appropriate rate;
- (6) That the Director of Environment and Neighbourhood Services' decision to refuse applications 1.2, 1.4 and 1.8 be upheld.

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

(The meeting started at 6.30 pm and finished at 9.37 pm).

**JOINT WASTE DISPOSAL BOARD
16 OCTOBER 2015
(9.30 am - 12.00 pm)**

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

Reading Borough Council
Councillor Paul Gittings
Councillor Liz Terry

Wokingham District Council
Councillor Angus Ross

Officers Helen Brewster, Bracknell Forest Council
Oliver Burt, Strategic Waste Manager
Steve Loudoun, Bracknell Forest Council
Josie Wragg, Wokingham Borough Council

Apologies for absence were received from:

Councillor Anthony Pollock, Wokingham Borough Council
Mark Smith, Reading Borough Council

14. Annual Environment Report

The Board received a presentation from Steve Longdon, Regional Director, and Adrian Clarke, General Manager, on the Annual Environment Report from FCC.

The Board noted that this was the ninth annual report and also marked the beginning of what the company hoped would be the Board and company working more closely in partnership for their mutual benefit. Adrian expressed his thanks to Oliver Burt and Steve Loudoun for the way that they had engaged with the difficult negotiations to reach agreement over the revised contract. Progress continued to be made in reaching a conclusion to the revised contract.

During the presentation and in response to questions, the Board's attention was drawn to a number of key points including that:

- During 2014/15, average recovery performance had been 77.93%
- There had been 900,000 visits to the two sites.
- Customer satisfaction was rated as good or very good.
- Satisfaction with staff helpfulness was down from 89% to 78%, but this was likely to be due to an increase in the number of visitors and changing the questions to obtain more useful information..
- There had only been nine complaints and 14 compliments
- Total tonnage processed had been 199,077.
- Turn around faults were the main concern but at 1.6% out of almost 7000 visits were not significant.

- Training was to be increased to ensure levels of satisfaction were maintained and increased.
- The Longshot Lane web cam was receiving 2500 views per month and, in response to a question from the Board, the company indicated a willingness to look at installing one at Smallmead which would then be available to view on the new web site, although it was stressed the reason only one had previously been installed was that the sites had very different challenges with Longshot Lane being a more difficult site to manage due to its configuration.
- Recycling was down a bit but green waste was up a bit, but there was a need to think about driving them both up.
- Almost 23% of material was still being sent to landfill so the company was looking for quick wins to reduce this figure; it expected to increase recovery quickly but improving recycling would be more challenging.
- Landfill figures elsewhere were dependent upon what opportunities there were to provide alternative means of disposal, so there was no true benchmarking data available.
- The most cost effective way of dealing with wood was biomass but there were means of recycling it which could be explored to assess their cost-effectiveness.
- Whilst the composition of paper received had changed, there had been no dramatic drop-off as the reduction in newspapers and magazines had been balanced by an increase in packaging from home deliveries of other items.

The Board was advised that it gets more expensive to divert away from landfill the closer you get towards 0% The re3 contract was designed with landfill diversion as its principal aim and it has been successful. However, some items were still prohibitively expensive to dispose of other than by landfill. Therefore, it was stressed that whatever solutions were chosen they needed to be sustainable.

The Board was also advised that the Smallmead MRF was operating with a single shift four days per week and processing 28,000 tonnes. The plant had capacity to handle 58,000 tonnes and therefore there were commercial opportunities open to exploit this spare capacity, potentially by operating a second shift. It was stressed, however, that any increase in tonnage should be based on the right type of material as to accept any material might not deliver the full potential of the site as it was quality that drove the back end price.

The Board was also advised that the plant was complying with the WRAP and Environment Agency guidelines. 50% were non-compliant. However, the company was not complacent and had commissioned an audit of the application of the MRF Code Of Conduct.

In concluding, the Board was advised that performance had been strong but there was a need to do more in relation to customer satisfaction. The other priorities would be:

- Maintaining performance

- Improving recycling and recovery rates
- Maximising the value of the assets

The Board welcomed the report and thanked Adrian and Steve for attending the meeting. In view of the strengthening of the partnership, the Chairman invited Adrian to attend future meetings to give a brief update on progress and raise any issues.

RESOLVED that Adrian Clarke be invited to the first part of the Board's future meetings.

15. **Communications Forward Plan**

The Board received a presentation from Anna Fowler, the new re3 Marketing and Communications Officer, on the Communications Forward Plan.

Anna explained that she was developing a new marketing and communications strategy. She stressed that at the heart of it would be the need to achieve more by delivering the right message to the right people. A key message would be that managing waste was everyone's responsibility. To lead the process, she believed there was a need to build upon recognition of re3 as a trustworthy partnership to prepare residents for change. They should be encouraged to understand the savings that could be achieved by more responsible behaviour. To illustrate this, she presented a number of examples of what a few relatively small savings in household waste could add up to if repeated by everyone. Such messages had been used elsewhere and had been identified as an effective means of engaging residents. Whilst the Board noted this, there was some concern expressed about creating any impression that by reducing waste people could be paying for extra services when all councils were making significant cuts. Such circumstances meant that care would need to be taken in how information was presented.

Anna indicated that helping people to understand what could be recycled would be important. She outlined how social media might be used to promote the Board's messages and presented a short video that might be posted on a You Tube channel. She added that internal communications would also be important and also wanted to undertake research to seek residents' views including on the barriers to recycling and examples of good practice. She stressed the importance of simple, easy, effective messages to recycle more and waste less. People needed to recognise the value of recycling and ideally the way information was presented should localise it for them.

Having heard Anna's views, the Board stressed that it would be important to evaluate the cost-effectiveness of campaigns. It was suggested that different things would work for different people. Emphasising the environmental benefits would also influence some people. A key audience would also be school children as they could play a key role in influencing their parents.

The Board thanked Anna for her presentation and looked forward to discussing her ideas further in due course.

16. **Declarations of Interest**

There were no declarations of interest.

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

RESOLVED that the minutes of the meeting of the Joint Waste Disposal Board held on 7 July 2015 be approved as a correct record and signed by the Chairman.

Arising on minute 13, the Board noted that a draft of the letter to DEFRA in respect of the proposals for the third runway at Heathrow and the implications to the Partnership was available to be shared with them for comments.

18. **Urgent Items of Business**

There were no urgent items of business.

19. **Audit Report - Waste PFI Review 2015**

The Board considered a report on a recent audit of the re3 joint Waste PFI.

The Board noted that the overriding conclusion of the audit was “substantial assurance” with no high priority recommendations, just one medium priority and seven low priority recommendations, all of which had to be accepted. The only medium term recommendation related to the need to develop a Joint Strategic Waste Disposal Strategy. The Board noted, however, that this could not be completed until the needs and aspirations of the three Councils had been articulated through their Waste Collection Strategies.

Arising from a discussion on the report, it was noted that:

- The lack of a Joint Strategic Waste Disposal Strategy should be added to the Risk Register.
- The Board was keen to see the three authorities conclude ongoing and outstanding work to agree their positions so the joint strategy could be completed.
- A number of words were missing from the text relating to recommendation six as a result of a formatting problem.
- There was a need to discuss options collectively and with the waste providers in due course as there were likely to be opportunities worth exploring given the number of key partners involved and the willingness of our contractors to assist in the process.

The Board also noted that the pace of progress against the recommendations would be largely resource dependent.

In view of the desire to explore opportunities, the Group agreed that an additional meeting should be held to discuss the issue more fully, ideally before Christmas 2015.

RESOLVED

- 1 That the findings and actions as set out in Annex 1 of the report be noted; and,

- 2 A follow up audit be undertaken in 2016 to review progress against the recommendations in the report.
- 3 That a special meeting be arranged to discuss issues and options in relation to the local waste agenda.

20. **Review of Governance Arrangements**

The Board considered a report updating it on the changes being made to the governance arrangements for the re3 partnership including the details sought at the last meeting. This included the structure of the remaining team and clarified the changes proposed to the existing re3 governance arrangements in light of the new arrangements. The report also addressed recommendations 3, 4 and 6 of the recent audit report.

The Board noted that, having made the appointment to the re3 Strategic Waste Manager position, a plan would be developed to reflect the business needs of the Board and its Work Plan for the coming year. The senior managers had reviewed the arrangements for reporting to the Board and the way they worked and supported delivery of the Board's decisions. As a result, it was proposed that a Quarterly Performance Report should be introduced as a standard item. This would provide the Board with an easy to use point of reference over time as to the key performance issues associated with contract delivery.

Arising from the recent Audit Report, the Board noted that suggestions to improve access to key governance arrangements had been addressed. In addition, the Officers had reviewed the financial management arrangements to reflect the new appointment and ensure proper arrangements were in place for the authorisation and accountability of orders and payments.

Arising from the report, it was suggested that the terms of reference of the Senior Managers' Group should include risk management and contract amendments and the reporting thereof. It was agreed that there was a need for clarity around the level at which contract amendments would be approved either at officer level or by decision of the Board. In addition, the Governance schematic would reference the relationship to the Chief Executives of the three Councils.

RESOLVED

- 1 That, subject to the addition of reference to risk management, clarifying responsibility for approving contract amendments and reference to the Chief Executives in the schematic, the terms of reference of the re3 Strategic Managers' Group be approved and those of the re3 Joint Officers' Group noted; and,
- 2 That the actions taken in respect of the audit recommendations 3, 4 and 6 be noted.

21. **Partnership Progress Report**

The Board received and noted a report detailing progress in relation to the shared re3 PFI Contract since its last meeting on 7 July 2015.

The Board noted that:

- A trial would be commencing in early October in order to determine the exact processing requirements for re3 street sweepings, allowing the individual councils and their street sweeping teams to make necessary changes in operational practice.
- The re3 MRF had recently processed 360 tonnes of mixed recyclable material from another of the contractor's contracts providing an opportunity to learn and assess what implications there would be from processing additional material.
- As part of the ongoing maintenance of the re3 MRF, a short period of enforced shutdown was planned for November 2015.
- The current trial sending re3 material to the Sutton Courtenay MRF would determine the likely volumes that could be accepted in the future, but initial indications were that the new service would save the councils approximately £15 per tonne on such material.
- The creation of a Waste Data Flow process 'tree' for each authority had taken a considerable amount of time but had been completed in compliance with requirements.
- The re3 Project Team was working with the contractor, FCC, to review the role of the re3 PFI Contract in the supply chain with the aim of continuing to ensure that material collected in the re3 area met the needs of re-processors and also enabled the councils to communicate with re3 residents about the supply-focused perspective on recycling.

Arising from the report, the Board requested that a visit be arranged to the Sutton Courtney MRF.

RESOLVED that arrangements be made for the Board to visit the Sutton Courtney MRF.

22. **Dates of Future Meetings**

The Board discussed dates for future meetings and agreed that, subject to the addition of a special meeting to be arranged to discuss waste matters related to the Partnership, they should be held at 9.30am on:

Friday 15 January 2016
 Friday 8 April 2016
 Friday 8 July 2016 (AGM)
 Friday 7 October 2016

23. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of items 12 and 13 which involved 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.

24. **Contract Update**

The Board received an update on the contractual negotiations relating to the revenue sharing mechanism in the re3 contract. The report indicated that all outstanding matters had now been agreed and outlined the benefits to the partnership arising from the negotiations. Whilst both the councils and contractor were keen to conclude the agreement and move on, DEFRA's approval was awaited although their response was understood to be imminent.

The Board thanked Oliver Burt, Steve Loudoun and their team for the work they had undertaken to reach this position.

25. **Annual Financial Statement**

The Board considered a report:

- 1 Summarising the financial position of the joint waste PFI for the 2015 Annual General Meeting of the Joint Waste Disposal Board.
- 2 Seeking to conclude the management of finances in the 2014/15 year by detailing the emerging position in the current year and presenting the first draft of the budget for 2016/17.

Oliver Burt, advised the Board that volumes had been down contrary to expectation as too had been both recycling and green waste. Oliver indicated that it was difficult to identify obvious reasons for this but added that the position would continue to be monitored.

RESOLVED

- 1 That the Annual Financial Statement be noted..
- 2 That the informal request from West Berkshire Council regarding revenue sharing be noted and the proposed approach agreed

CHAIRMAN



**Minutes of the 83rd AWE Local Liaison Committee Meeting
Wednesday 2nd December 2015
AWE, Aldermaston**

Present:

Haydn Clulow	Director Site, Chair
Kevin Bilger	Managing Director, AWE
Cllr Philip Bassil	Brimpton Parish Council
Cllr Graham Bridgman	West Berkshire Council
Cllr John Chapman	Purley on Thames Parish Council
Cllr Jonathan Chishick	Tidmarsh with Sulham Parish Council
Cllr Penee Chopping	Ufton Nervet Parish Council
Cllr Roger Gardiner	Basingstoke and Deane Borough Council
Cllr Gerald Hale	Woolhampton Parish Council
Cllr Barbara Jones	Theale Parish Council
Cllr David Leeks	Tadley Town Council
Cllr Clive Littlewood	Holybrook Parish Council
Cllr Mollie Lock	Stratfield Mortimer Parish Council
Cllr Royce Longton	Burghfield Parish Council
Cllr George McGarvie	Pamber Parish Council
Cllr Ian Montgomery	Shinfield Parish Council
Cllr Ian Morrin	West Berkshire Council
Mr. Jeff Moss	Swallowfield Parish Council
Cllr Barrie Patman	Wokingham Borough Council
Cllr Jonathan Richards	Basingstoke and Deane Borough Council
Cllr John Robertson	Mortimer West End Parish Council
Cllr David Shirt	Aldermaston Parish Council
Cllr Steve Spillane	Silchester Parish Council
Cllr Jane Stanford-Beale	Reading Borough Council
Cllr Clive Vare	Aldermaston Parish Council
Cllr Tim Whitaker	Mapledurham Parish Council
Fiona Rogers	Head of Corporate Communications
Mark Hedges	Site Manager
Paul Rees	Head of Environment, Safety and Health
Carolyn Porter	AWE – LLC Secretary
Philippa Kent	AWE
John Steele	AWE
Peter Caddock	AWE
Kevin Cole	AWE
Bob Barclay	AWE
Geoff Druce	AWE
Sharon Wheeler	AWE

Regulators:

Andrew Pembroke	Environment Agency
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Visitors:

Jacqui Scott	Living Paintings
JoJo Blythen	Whizz-Kidz
Kayleigh Millar	Whizz-Kidz

Apologies

Apologies had been received from Councillors Lynn Austin, Keith Gilbert and Richard Smith; and Carolyn Richardson, Emergency Planning Officer for West Berkshire Council. Apologies also received from Bruce Archer, Principal Site Inspector from the Office for Nuclear Regulation.

Actions from the last meeting

Action 2/82 Fiona Rogers to ensure the reviewed travel plan is accessible on the AWE website; **John Steele** to provide copy direct to Cllr Spillane

The 2015 review is covered later in the meeting.

Action ongoing

The Minutes of the 82nd Meeting were accepted as a true record of the meeting.

The Chairman introduced AWE's Managing Director Kevin Bilger who gave an insight into his role and shared his focus and agenda to modernise AWE. He reiterated the importance of the LLC as AWE's key link with the community and in holding the organisation to account, and re-assured members of his on-going commitment to the LLC as an important link with AWE's neighbours.

1. Chairman's update

Local road closures and diversions

The chairman asked members for their help in keeping local residents informed about the impact of the road closures/diversions in their localities associated with the site cabling project. Regular updates are being provided to the LLC members in affected parishes, to supplement the weekly email updates and letter drops from SSE and their subcontractor Durkin. AWE realises these works are impacting on the local community and through traffic. We are working with our contractors, to minimise this as far as possible. He confirmed members would be given the latest update on planned schedule of works during December and early into the New Year later in the meeting.

Company awards and memberships

The Chairman reported that for the fifth year in succession the AWE Construction team has been awarded the prestigious British Safety Council Sword of Honour for Project Mensa, the new assembly/disassembly facility which is being built at AWE Burghfield.

The AWE graduate programme has been re-accredited by the Institute of Materials, Minerals and Mining. In total the programme is accredited by seven professional institutions which provide an external benchmark of training and development opportunities.

AWE supports major international event in emergency response

AWE continues to contribute to the UK's overall nuclear safety and counter terrorism agenda. Our National Threat Reduction (NTR) team supported a major international

emergency response exercise convened under the auspices of the Global Initiative to Combat Nuclear Terrorism (GICNT).

AWE experts joined over 100 international policymakers, law enforcement officers and security specialists at an event in London to share good practice in the field of emergency planning, response and mitigation.

Community engagement

AWE's 2016 apprenticeship recruitment campaign launched last month with applications open for the September 2016. The closing date is mid-January and further details can be found on our website www.awe.co.uk

The campaign included a visit by local students to our Skills Academy giving over 30 year 10 and 11 pupils the opportunity to look round AWE's training facilities and take part in an engineering challenge run by the apprentices. On December 1 the AWE team were in Tadley library hosting an open day event where instructors and students were on hand to answer questions about all the engineering disciplines. Over 700 pupils and parents attended.

A particular highlight in October for our AWESome Education programme was a science challenge put on by our graduates. A-level students from Newbury, Reading and Basingstoke came up with innovative ways to tackle a host of scientific problems including identifying a route through a maze for a laser beam to travel and estimating chemical reaction times by performing colour change experiments.

Questions on Chairman's update

Clr Locke asked if AWE would consider running a similar 'apprentices open day' event in Mortimer Library.

Fiona Rogers confirmed AWE would look at this option for a future event.

<p>Action 1/83 Corporate Communications to consider running an 'apprentice open day' at Mortimer Library.</p>
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Action ongoing

Environment, Safety and Health Update

Paul Rees, Head of Environment, Safety and Health

Performance during the period

Paul gave an overview of the perfect day performance covering the period July to September 2015. He reported that during 2015 there have been 84 perfect days.

During the reporting period there had been four process or plant safety related events. There had been no regulatory action, zero valid community concerns and zero significant events.

The number of occurrences of work related ill-health or a work related injury requiring treatment above first aid was slightly higher than normal. The occurrences comprised mainly of cuts, slips and back pain.

He reported that the OSHA TRIR and OSHA First Aid rates continue to decrease and that AWE has industry and world leading performance rates. This is demonstrated by the award of the British Safety Council Sword of Honour.

Highlights

AWE is progressing the schedule and assessments with ONR for the Periodic Review of Safety which is required for specific facilities as part of our site license. These are repeated at least every 10 years

The Annual Review of Safety and the Annual Review of the Environment have been completed.

The independent 3rd party auditor, Lloyd's Register Quality Assurance Limited (LRQA) visited again as required for the Certificate Renewal Planning Programme. A recent interim audit showed that AWE remains on course for re-certification in February 2016

Improvement Initiatives

Stop for Safety - As part of our ongoing safe and secure improvement programme, AWE will be holding a 30 minute "Stop for Safety" site wide initiative before Christmas 2015. Every member of staff, wherever they are located or working, will stop, reflect and discuss the safety procedures and potential hazards in their area. The purpose is to get staff actively thinking and talking about their surroundings and safe working practices.

Question arising from Environment, Safety and Health Update

Cllr Bridgman asked if the phraseology relating to 'category' on the Perfect Day Performance Chart could be amended to better reflect the data recorded.

Paul Rees confirmed that this would be done.

Action 2/83 Perfect Day Performance Chart for the next period to contain clearer phraseology.
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Action ongoing

Sustainable Procurement

Peter Caddock, Head of Environment

Peter Caddock introduced Sharon Wheeler (Environmental Specialist) who gave members an overview of Sustainable Procurement at AWE.

Sharon explained the process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis; generating benefits not only to the organisation but also to society and the economy, whilst minimising

damage to the environment. Members were told of the role and approaches to sustainable procurement, the principles and the policy behind it and the available tools and resources.

Sustainable procurement in action was demonstrated by 'The Gold Bug' case study, an initiative recently implemented that enables in house recovery of precious metals from used solutions.

Questions arising from Sustainable Procurement

Cllr Gardiner asked whether Ethical Procurement is adopted by AWE.

Peter Caddock confirmed all suppliers to AWE are required to comply with our Code of Ethics, and advised that new and extended requirements are being built into AWE's procurement process.

Cllr McGarvie asked whether AWE is compliant with IS14001

Sharon Wheeler confirmed that it is.

Cllr Jones asked in terms of the Gold Bug Process, once the metal is recovered back for refining, what happens to the remaining fluid.

Haydn Clulow advised that the remaining liquid waste would be disposed of using an approved disposal route.

Site Update

Mark Hedges, Site Manager

Mark Hedges reported that work continues around optimising the site and that there would be regular updates on how it is taking shape.

Community Concerns

Fiona Rogers, Head of Corporate Communications

Fiona Rogers reported on the review and updating of the AWE Community Concerns Procedure and defined a community concern as an expression of dissatisfaction with AWE, however expressed, whether justified or not.

Fiona explained that the process requires AWE to respond effectively and appropriately to any concern raised on a 24 hour/7 day basis. The dedicated Community Concerns line and in-box are monitored daily and all concerns logged centrally.

Concerns raised broadly fall into six main categories - noise, traffic, light, water, pollution and other. The six-step management process in place requires clarification, assessment, investigation, resolution, communication, review and closure. Throughout the process regular progress updates are communicated to the originator. Fiona went on to demonstrate the revised process in action on concerns surrounding the SSEPD cabling project.

Questions arising from Community Concerns

Cllr Shirt expressed an interest in the statistics on 'invalid' complaints.

Fiona Rogers agreed that these would be shared.

<p>Action 3/83 Invalid complaints statistics to be available to members</p> <p style="text-align: right;">Action ongoing</p>
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Planning and Estate Development Briefing

John Steele, Planning & Development Manager

SSE Cabling Project

John reminded members of the background to this project which was initially shared with the LLC during 2014. He explained that the choice of cable route was influenced and balanced by the need for certainty of delivery within a defined timeline (discounting a route that would have crossed private land) and level of overall disruption (discounting a route along the main A4). The route selected required consideration approval by West Berkshire Council.

He reported on the existing and forthcoming road closures and issued a map showing the route of the cabling.

Cllr Shirt stated that the explanation John gave behind the roadway route should be shared more widely amongst the community affected.

<p>Action 4/83 Single paged explanation to be written and given to members for distribution.</p> <p style="text-align: right;">Action ongoing</p>

<p>Action 5/83 Slides detailing current and forthcoming road closures to be distributed to LLC members in advance of the minutes being issued.</p> <p>Issued to members on the 3rd December</p> <p style="text-align: right;">Action closed</p>
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Cllr Spillane asked whether March 2016 was the original timescale for completion of the cabling.

John Steele confirmed that it was and the programme is on schedule. He added that he would be happy to make himself available at parish council meetings to answer questions.

Demolition of Waste Treatment Facility

John Steele advised members the planning application for the proposed demolition of a redundant waste treatment facility is to be submitted to West Berkshire Council early in 2016.

Travel Plan Review 2015

John presented an update on AWE performance against the 2012 Travel Plan targets. AWE's strategy remains to provide an appropriately balanced travel plan that facilitates staff, contractor and visitor travel to, from, between and within the AWE sites, in the most secure, safest, efficient and cost effective way and which is responsive to the key needs and the requirements of both AWE and the surrounding communities.

A review of the travel plan is nearing completion. Current targets and initiatives targets and initiatives will be maintained, the thresholds set monitored, and new initiatives identified to ensure the aims are met. West Berkshire Council will be kept informed of the results.

The revised plan will be published on the website in due course.

Questions on Planning and Estate Development Briefing

Cllr Leeks asked what the plans are for the piece of land left vacant following the demolition of the Falcon Pub.

Mark Hedges advised that the land is not needed immediately but AWE may use it as the travel plan develops, for example if an enhancement to the Falcon Gate is required.

Cllr Longton referred to James Lane, Burghfield and asked when the road closures were due to start.

John Steele advised that the road is not currently closed but the traffic is being controlled by traffic lights. The road running past the Burghfield Community Sports Association is scheduled for closure in a few months' time and will be closed for a period of about 9 weeks. AWE is working with the contractor to ensure timely, regular communications are delivered to all affected businesses and residents in the affected areas.

Ask the Regulators

Andrew Pembroke of the Environment Agency (EA) told members that their recent annual review of the environment was extremely positive and characterised by open and honest discussions with the organisation. It is evident that environmental hazards are being managed and AWE has a good environmental team in place. The EA will report upon any significant outcomes at the next LLC meeting.

Questions to the Regulators

Cllr Bridgman referred to the paragraph in the Environment Agency (EA) report for the period which alluded to the diesel rotary uninterruptible power supplies (DRUPS). He suggested that the statement in terms of permits lacked clarity.

Andrew Pembroke clarified that AWE has regulated combustion activities which as part of the aggregated installed activity exceed the 5MW threshold for which permitting is required.

Cllr McGarvie mentioned the paragraph in the EA report that refers to the Radioactivity in Food and the Environment 2014 (RIFE). He asked whether this included local testing.

Andrew Pembroke advised yes; it is done independently and included in RIFE

The ONR were not represented at the meeting but there was a question raised in connection with their report for the period.

Cllr Shirt referred to section 2.1 of the ONR report for the period which refers to storage arrangements for contaminated oil up to an adequate standard. He asked for a definition of 'reasonably practical' in terms of delivering a plan for these arrangements.

Haydn Clulow advised it would be mid-2016, aligning with prioritising against hazards.

AWE Charities

Whizz- Kidz, Jojo Blythen & Kayleigh Millar

Jojo Blythen, Fundraising Manager gave an overview of Whizz-Kidz telling members that the charity provide disabled children and young adults with vital mobility equipment, opportunities to meet and have fun, and training to help them gain skills and look forward to a bright future. Whizz-Kidz also has a work placement scheme.

Joining Jojo was Kayleigh who re-counted her story and how she became involved with the charity when she lost the use of her legs following an accident. She explained how she benefited from the bespoke wheelchair made available to her and how the services of the charity have enhanced her life and given her independence.

Living Paintings, Jacqui Scott

Living Paintings is a national charity that produce 'Touch to See' books for blind and partially sighted people. Jacqui Scott, Fundraising Director gave an overview of what the charity does, how they are funded and the difference they make to blind and partially sighted people. She told member that the charity has had a warm relationship with AWE for many years and that its fundraising has enabled them to produce their series of 'Young Explorers' books.

Any other business

Cllr Leeks asked how well the nine day fortnight (9DF) has been working out and also tabled a question on behalf of one of his parishioners about the reported de-classification of AWE.

Haydn Clulow confirmed that the 9DF is proving successful, delivering the expected operational efficiencies.

In response to the question regarding de-classification **Haydn Clulow** assured members that AWE is not changing its security footprint. The perimeter fence and all associated security will remain as is. On site we are reviewing required levels of security and access to some buildings to ensure we are optimising use of all our facilities.

Cllr Montgomery asked whether AWE have any plans to diversify and expand commercially within the site, utilising spare land.

Haydn Clulow advised members that the land is MOD owned and any decisions over how it is used must be made by the Government.

Cllr Leeks asked for an update on the Submarine Dismantling Project (SDP).

Fiona Rogers told members that the public consultation report summarising the output from the consultations was posted in June 2015. The Government will make a decision in the Spring/Summer of 2016.

Cllr Vare asked whether AWE will take up the 'maintenance mantle' of the Falcon Garage bus shelter.

John Steele confirmed that the shelter is owned by West Berkshire Council. AWE will be approaching the Council with an offer to sponsor the shelter to ensure it is maintained regularly. The process is likely to take about six months.

Cllr Shirt advised that there is to be a public meeting about the proposed housing development at Aldermaston Manor. He asked if it could be attended by a representative from AWE.

John Steele confirmed that he would be responding to the planning application and can attend the meeting.

2016 Meeting Dates

Wednesday 23rd March

Wednesday 22nd June

Wednesday 21st September

Wednesday 21st December

Carolyn Porter
LLC Secretary

Minutes of Reading Climate Change Partnership (RCCP) meeting

29 January 2016

Present:

Tracey Rawlings Church – TRC

Jonathan Rigal – JR

John Booth – JB

Cllr Paul Gittings – PG

Ben Burfoot - BB

Chris Beales - CB

Apologies

Dan Fernbank – DF

Chris Rhodes – CR

Cllr Tony Page - TP

1 – Matters Arising.

Colour of streetlights. JB asked for a meeting to be set up with a relevant RBC officer and a consultant who is working on street light colour. BB to enquire about a meeting via Councillor Page.

Divestment. A paper went to policy committee recommending divestment from fossil fuels for RBC and Berkshire Pension Fund. RBC policy is now not to invest in fossil fuels and pressure is being put on Berkshire Pension fund to do the same, but maximisation of value clause conflicts with ethical clause which is less well-defined.

2 – Update on BB's job. Came up for removal of post under budget cuts. Feedback considered, Ben is staying but will be reducing his hours and there are other changes to the team.

3 – Nomination for chair. This involves representation on the LSP Board in the Environment seat – or could be a different representative with a change to terms of reference. BB nominated Dan Fernbank, TRC seconded. Agreed in his absence subject to agreement from the University and DF. DF has proposed a 2 year rotating chair, this was agreed and the terms of reference will be amended by BB to reflect that.

4 – Constitution. We are unconstituted, as is the LSP (Local Strategic Partnership). This means the decision making rests with the members, not the body itself. This promotes mutual commitment. RCCP is a sub-partnership of the LSP. This begs the question whether it would be sensible to constitute the partnership in its own right, the LSPs are becoming weaker generally; Reading's has no funding and our topic isn't in their 3 key priorities currently. RCCP has a strategy, action plan, revenue stream and budget surplus and has momentum. Becoming constituted makes the board legally responsible for its actions, and the board would manage the budget instead of the council. CB asked whether the people or the organisations they represent would be legally responsible, but those present who represent organisations felt that their companies could not take on this liability. Agreed to continue in current guise for the present.

5 – Funding/Budget. Public bodies are not supposed to roll budgets forward, so we are under pressure to either spend our surplus or find another body to hold it – hence the constitution question. BB is reducing his hours to 4 days and DCLG has approved a technical assistance fund to enable him to work up a pipeline for projects for the Climate Berkshire partnership. His time will be

equally split between the two, representation of RBC on RCCP will continue to be in his remit; in addition some of the work for RCCP may be eligible for match-funding for the DCLG-funded workstream. Some project work could also be taken on by BB on a funded basis. Admin, events and web support is a separate issue and the person involved would work to the chair. There was debate around whether this should be a RBC person or not. RCCP can't employ them as it's not a legal entity, and the strong consensus was that an RBC employee would be preferable, funded from RCCP revenue.

6 – Grants. Green Health Reading – we have funded several food projects, and this body has already had £10k from the LSP. There is considerable funding being spent in this area currently from other sources and it's more a social than a climate change initiative. Condition to be placed on the grant that they educate service users about climate change and prepare a paper for RCAN website on what was done, how it can be done by others and what was the climate change benefit. GREN request was accepted with a similar proviso about the report for RCAN. More focus should be placed on capturing and disseminating the learning about climate change on the application form.

7 – Local Plan. Issues and options consultations proposal for the local plan provision. Climate change mitigation and adaptation are the two leading environmental issues in the framework and the outcomes are mostly negative. CB's view is that Reading needs an adaptation plan and any new build increases the climate change risk. John feels the increase in local population is also detrimental. A sub-group to be convened for a meeting with the relevant planner to understand the plan in detail. JB, CB and JR all expressed interest. BB to contact planners and JB to convene the sub-group.

8 – Use of £50k capital surplus from the first solar install. RISC will fund the installs using a loan from RCCP which will be repaid from FITs. Sites have been pre-registered but we won't know until March if this has been successful. RCCP will also pay RISC's legal fees.

9 – Reading Community Energy Society. DF is on the board (in a personal capacity), and the Council has board members too, but the RCCP role is not directly involved. Summreen has asked for RCCP to have some profile but RCES are not required to report to us. It was proposed that RCCP buy a share in order to access information. Reading Hydro applied for a licence and planning permission but have missed the opportunity to apply for the previous level of feed-in tariff. This changes their financial model so they are seeking partnership with Ecotricity or Triodos. They need a customer for the energy – EA could be potential customer. They may need some legal costs covered but no current grant request in hand. CB mentioned that the flow of the Thames is not massive and we should assess the performance of other schemes like Osney when making any decisions on the Caversham scheme. Also the 49 weirs on the Thames need to be maintained periodically so civil engineering costs could be shared if schemes are synchronised. It also needs flood defence consent. BB wondered if RCCP could broker a conversation with the Environment Agency about the island on Caversham Lock for a sustainability centre. CB is unsure of its suitability but will facilitate an introduction if that's what the Centre for Sustainability wants.

12 no AOB

13 DONM - tba

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	5 APRIL 2016	AGENDA ITEM:	8
TITLE:	ENDORSEMENT OF REVISED GREEN PARK MASTERPLAN, 2016		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING	WARD:	WHITLEY
LEAD OFFICER:	KIARAN ROUGHAN	TEL:	0118 9374530
JOB TITLE:	PLANNING MANAGER	E-MAIL:	kiaran.roughan@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 Oxford Properties, the new owners of the Green Park Business Park have been invited to present their Revised Masterplan proposals for Green Park to this Committee. This report sets out the context and the main changes to the existing Green Park Masterplan that are proposed by Oxford Properties, in their Revised Masterplan for the Park. It seeks the Committee's comments on those changes and on a draft letter of endorsement of the Revised Masterplan that has been requested by Oxford Properties. The Revised Masterplan will form the basis for guiding the evolution of the Park and preparing planning applications for future developments but will carry no material weight in decision making.

2. RECOMMENDED ACTION

- 2.1 That Committee notes, welcomes and endorses the Revised Green Park Master Plan 2016 as the basis for preparing planning applications for future developments in Green Park, subject to the various caveats set out in the report and in the draft letter attached at Appendix 2.
- 2.2 That Committee notes and comments on the draft letter of endorsement that officers propose to send to the owners of the site, Oxford Properties;
- 2.3 That Committee agree that the letter to be sent to Oxford Properties by the Head of Planning Development and Regulatory Services be

agreed by the Lead Councillor for Strategic Environment, Planning and Transport and the Chair of the Strategic Environment, Planning and Transport Committee.

3. POLICY CONTEXT

- 3.1 The Reading Business Park (now known as Green Park), situated alongside the M4 Motorway, was originally identified for development in the 1980's. Outline planning permission for the Park, broadly in its current form and extent, was granted in the mid 1990's. The various outline consents for the development of the park as a whole, which lies mainly in Reading but which includes land that is in West Berkshire and Wokingham was for a total of 244,000m² floorspace. The outline proposals were built upon and developed into a formal masterplan produced by Foster and Partners in 1999.
- 3.2 The original masterplan was based on American examples of business parks at that time. These were generally low density developments in well landscaped parkland settings often based around lakes and other water features. They were generally served by loop roads and were based largely on travel by car and the provision of high numbers of car parking spaces.
- 3.3 It is not clear whether the original masterplan was endorsed in any way by the Council. Nevertheless, subsequent reserved matters and full applications have generally followed the principles in the 1999 Masterplan. Green Park has been successful in attracting a range of international companies with a notable recent increase in lettings. The development and the businesses that it has secured have made a very valuable contribution to the economic growth, development and prosperity of Reading in the last 15 years. Green Park provides high quality, modern, well designed business accommodation within a high quality landscaped business park setting. It provides high levels of car parking but has also invested in fast bus services into Central Reading and appropriate cycling and pedestrian facilities.
- 3.4 Oxford Properties has also been in discussions with West Berkshire and Wokingham Borough Council's over the Masterplan. However the major part of the site is in Reading Borough and the main impacts of any development fall within Reading Borough.

4. THE PROPOSAL

- 4.1 Since acquiring the Green Park Business Park, the new owners, Oxford Properties, have undertaken a thorough review of the working of the area and their future development options. As part of the review, they have commissioned the preparation of a Revised Masterplan by Auketts. The new owners are seeking an evolution of the 1999 Masterplan to reflect the way the site and the surrounding area has matured since the masterplan was produced. It also takes account of modern business

needs and practices and current office property trends. It takes account of feedback from their property agents and from current occupiers of the park.

- 4.2 The Revised Masterplan has sought to make use of potential development opportunities and to intensify the amount of development on the sites which remain to be developed. It seeks the introduction of additional retail/leisure uses, primarily aimed at serving users of the park. This includes the provision of a new hotel, again primarily to meet the needs of businesses in Green Park. It also seeks to further develop the impact and visual presence of the park, particularly in relation to passing traffic on the M4 Motorway. Copies of the Illustrative Masterplan Map and the Illustrative Masterplan - Aerial View are attached at Appendix 1.
- 4.3 The key changes proposed in the 2016 Revised Masterplan compared to the 1999 Masterplan can be summarised as follows:
- 1) Two new plots - the Gateway site and the new Hotel site;
 - 2) 600 South Oak Way is proposed as 10 storeys - this was identified as a landmark building within the 1999 Masterplan (8-10 storeys);
 - 3) 500-600 Longwater - larger and more intensively developed than the illustrative plan in 1999 masterplan;
 - 4) 700-900 South Oak Way - located closer to M4;
 - 5) Landscape and setting adjustments - to give greater presence of buildings to roads through the site;
 - 6) Revised Flood Management Strategy;
 - 7) Some broadening of uses to include new retail and leisure users primarily aimed at serving the users of Green Park;
 - 8) The Revised Masterplan proposes an overall uplift of floorspace 50,000m² (approximately a 19% uplift overall) within the plots with existing unbuilt consents these unbuilt consents currently amount to 93,125m²);
 - 9) Improvements to signage, way finding and branding.
- 4.4 To improve the appearance of the entrance to Green Park and assist with the branding, a new gateway building of between 5 and 8 storeys is proposed off Brook Drive. This is a rather tight site close to the A33 carriageway, which has to date been viewed as part of the deep building line and wide landscape setting to the A33. While the Council is not against the principle of a building or structure to announce the entrance to Green Park in this location, it will need to be very carefully designed.
- 4.5 A new, 150 - 200 bedspace hotel of up to 8 storeys in height is also proposed on the lakeside area on what is known as the Lily Pond Site between Plot 400 Longwater Drive and Plot 600 South Oak Way, at the south western end of the lake. This utilises a rather narrow area of land between Longwater Drive and the lake that formed landscape areas at the end of the lake in the 1999 masterplan. The land has been raised out of floodplain. There is no objection in principle to additional

development in this area although any planning application for a hotel in this location would be subject to a sequential test.

- 4.6 On the remaining undeveloped plots, the Masterplan proposes more intensive development than previously envisaged. The Revised Masterplan proposes 3 blocks on Plot 600 South Oak Way in place of 2 blocks in the 1999 Masterplan. The tallest block will be 10 storeys although the original 1999 Masterplan did suggest a building of 13 storeys on this area. The blocks step up from 6 - 10 storeys from east to west. These blocks stand close to the boundary of the site with the M4 Motorway and the height and additional bulk of the buildings means they will be very visible to passing traffic.
- 4.7 Plots 500-600 Longwater Drive will be reconfigured and developed more intensively than indicated on the 1999 Masterplan and under the current planning permission for the site (These plots are in West Berkshire). Three large buildings are proposed to replace the grouping of smaller buildings proposed under the current approval. Buildings will be brought closer to Longwater Drive to give greater presence and a more urbane feel in this part of the Park. The layout of 700 -900 South Oak Way is proposed to be reconfigured by moving the access road to the north of the buildings which brings the buildings southward and thus gives a greater presence to the M4 Motorway. The added advantage is that the access road could provide access to currently unallocated land (within West Berkshire) to the north of the site, outside the area of the existing Green Park outline planning consents. Oxford Properties has made representations to West Berkshire seeking the allocation of this land for future development.
- 4.8 Limited consultation has been undertaken in relation to the proposals in the Masterplan. Comments have been received from Highways England, the Office of Nuclear Regulation (in relation to the operations at Burghfield) and RBC Transport, and the Natural Environment Team. The Environment Agency has been consulted on the Revised Flood Management Strategy as part of pre-application process. A response is awaited.
- 4.9 Officers have engaged with the team representing Oxford Properties in the preparation of the Masterplan and, as indicated, have undertaken limited consultation with statutory stakeholders. Concerns have been raised in relation to the fairly significant uplift in floorspace and the resulting likely substantial increase in trips.
- 4.10 The proposal for a new office block on the gateway site and the proposals for a hotel on the Lily Pond Site will need new planning permissions. The intensification of development of the existing undeveloped areas, Plot 400 Longwater Drive, Plot 600 South Oak Way and Plots 500-600 Longwater Drive will need to be the subject of new planning permissions. Oxford Properties have not yet clarified whether they intend a new outline permission to cover all the changes proposed

under the Revised Masterplan or whether they will be dealt with by individual applications. Any subsequent planning application(s) will need to be accompanied by a Transport Assessment(s) to assess the implications of each proposal. They may need to be considered on a case by case basis if individual applications are made for each plot.

4.11 The Revised Masterplan refers to the prospect of a new Green Park Station being provided in the future. The South Reading MRT scheme, when fully implemented (which will be dependent on securing significant developer funding contributions) will also enable additional capacity to be realised in this area to support future development. Green Park was also developed as a result of a highly engineered flood management scheme and additional development will need to ensure that this is not compromised by the additional development.

4.12 It should be noted that while new development is CIL liable, the current CIL Charging Schedule has a £0 charge for offices and £120/m² for the proposed hotel use in this location. The development might need to provide infrastructure to meet site specific impacts through a S106 agreement. However, currently, the proposed additional office floorspace will not make any contribution towards any off site transport provision. Therefore, it will not currently aid the delivery of Green Park Station or South Reading MRT.

4.10 Oxford Properties accept that any future applications will need to be supported by various evidence and assessments, particularly in relation to transport, flood management, etc, to ensure that there is sufficient capacity to accommodate the additional floorspace and range of uses.

4.10 Oxford Properties are seeking a letter of endorsement from officers of the general principles set out in the Revised Masterplan. Officers are now reasonably satisfied, subject to a number of caveats mainly related to transport and flood management, but also including design and appearance, that the general principles set out in the Revised Masterplan can be supported. A draft letter of endorsement, which contains suitable caveats, is attached at Appendix 2. Committee is requested to note and comment on the contents of the letter.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The Planning Service contributes to the Council's strategic aims in terms of:

- Seeking to meet the 2016 -19 Corporate Plan objective for "Keeping the town clean, safe, green and active."
- Seeking to meet the 2016 -19 Corporate Plan objective for "Providing homes for those in most need."
- Seeking to meet the 2016 -19 Corporate Plan objective for "Providing infrastructure to support the economy"

5.2 Future development of Green Park will contribute, to achieving the strategic aim of keeping the town clean, safe, green and active and to providing infrastructure to support the economy.

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Community engagement has been not been undertaken as part of this pre-application process. Limited consultation has been undertaken with relevant statutory bodies. Any proposals within the Revised Masterplan produced by the landowners will be subject to future planning applications upon which there will be full consultation with interested parties.

7. EQUALITY ASSESSMENT

7.1 An Equality Impact Assessment (EqIA) has not been carried out at this stage. However, it is not anticipated that the planning applications that might be submitted in future will lead significant equality impacts.

8. LEGAL IMPLICATIONS

8.1 The Revised Masterplan is being reported to a Council Committee for information and comment. While it is recommended that officers sign a letter of endorsement of the Masterplan, any such endorsement is subject to caveats in relation to significant potential issues. These will need to be considered fully as part of any future planning applications. The Council will therefore not be legally bound by any decisions in relation to the Revised Masterplan. It will have no material weight in decision making. Any future planning application proposals will be subject to determination in accordance with relevant Council policies and other material considerations at that time.

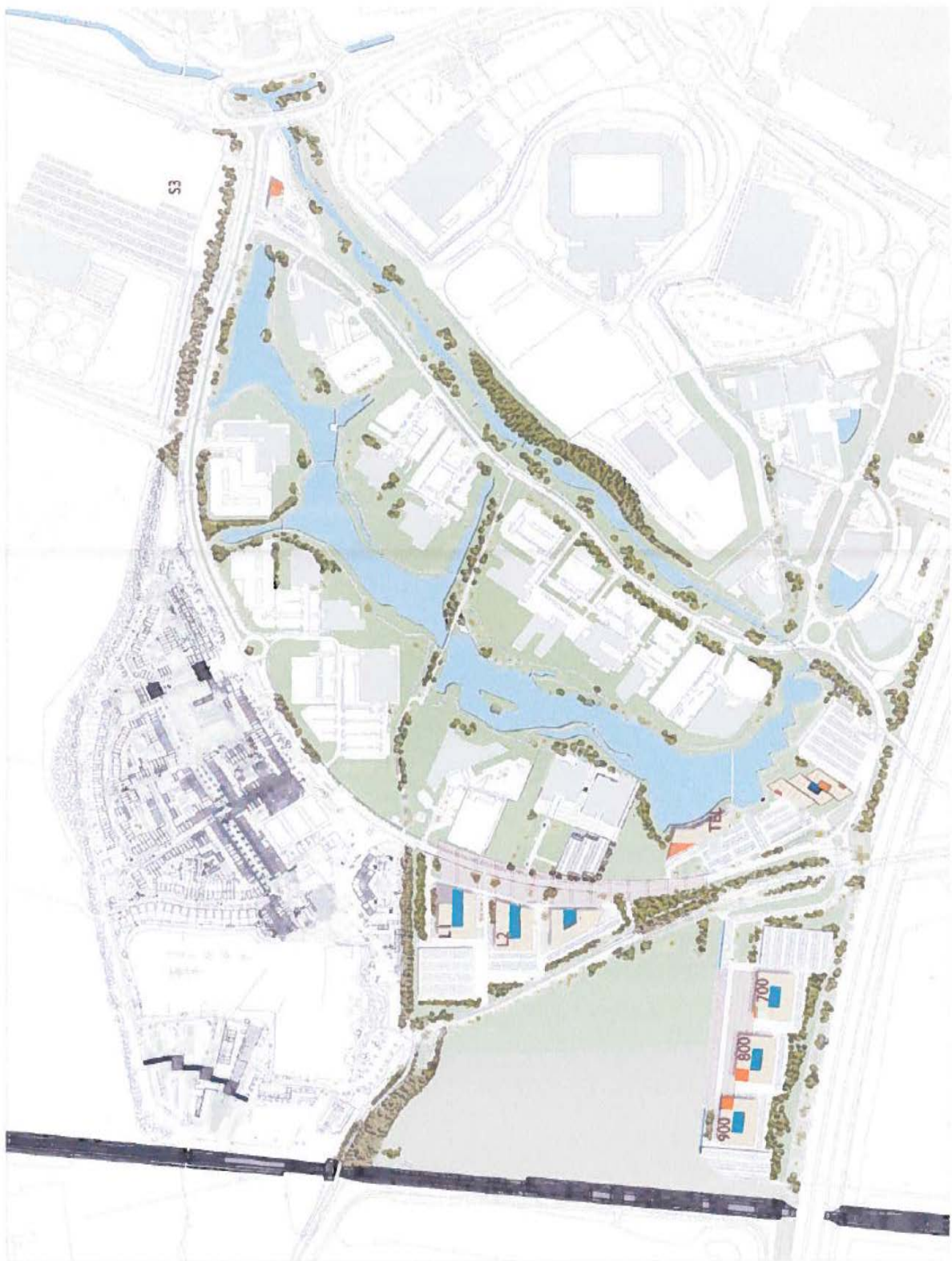
9 FINANCIAL IMPLICATIONS

9.1 There are no direct financial implications arising from the report

BACKGROUND PAPERS

Green Park Masterplan, Oxford Properties, December 2015

Appendix 1 - Copy of Illustrative Masterplan.



Appendix 2: Draft Letter of Endorsement of Revised Masterplan.

100 Longwater Avenue
Green Park
Reading
RG2 6GP

December 2015

Reading Borough Council
Civic Offices
Bridge Street
Reading
RG1 2LU

To Whom It May Concern

Green Park, Reading, Updated Masterplan

Outline planning permission was granted for Green Park in 1995. In 1997 a masterplan for Green Park was approved. The original Masterplan underwent much consultation with Reading Borough Council, Wokingham Borough Council and West Berkshire Council (then Newbury). The majority of Green Park is located within Reading Borough Council and Wokingham Borough Council.

The original masterplan was produced by Foster and Partners, and took its origins from business park trends across the USA and in particular Silicon Valley. The Foster masterplan envisaged a highly landscaped, parkland setting, with buildings placed close to newly created water bodies, allowing occupiers to enjoy the new parkland and waterside environment. Foster's masterplan has guided the design of Green Park over the past 15 years and still provides an important framework for future delivery.

Notwithstanding this, it is recognised that as time has moved on, so has the modern office environment and the demands of tenants. Green Park is now a highly successful business community and an asset to Reading and the wider area. It is therefore important that the future development of Green Park has an equally strong vision and masterplan for future development, as it did in 1997.

To refresh the masterplan, the owners of Green Park began consultation with the adjoining Councils in December 2014, and continued a process of dialogue via workshops, face to face meetings and written advice.

This draft masterplan has now been refreshed and updated by Aukett Swanke (dated December 2015), with technical input from Peter Brett Associates (PBA) to ensure the infrastructure requirements and environmental constraints of Green Park are also captured and refreshed and not compromised by future development.

The updated masterplan remains firmly connected with the original masterplan principles, however, it proposes an uplift of approximately 19% in overall development compared to the original masterplan. Any uplift in unconsented floorspace and specific detailed schemes will be subject to the detailed development management process (including the requirement for technical flooding and transport assessments and achieving high quality design and appearance), consultation and consideration by officers and Councillors.

Council officers understand that the revised Masterplan is intended to provide a non-statutory framework, with no formally approved status, which sets out the future development aspirations of the owners of Green Park. The Masterplan will have no material weight in decision making. Officers support the continued valuable contribution of Green Park and have welcomed the opportunity given by the owners to comment on their revised Masterplan. Officers remain committed to a continuing dialogue on the future development of Green Park.

.....
Giorgio Framallicco
Head of Planning Development and Regulatory Services
Reading Borough Council

.....
Green Park

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	5 APRIL 2016	AGENDA ITEM:	9
TITLE:	PLANNING ANNUAL MONITORING REPORT APRIL 2014 TO MARCH 2015		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT TRANSPORT AND PLANNING
SERVICE:	PLANNING	WARDS:	ALL
LEAD OFFICER:	MARK WORRINGHAM	TEL:	0118 9373337
JOB TITLE:	PRINCIPAL PLANNER	E-MAIL:	mark.worringham@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The Annual Monitoring Report (AMR) presents a digest of monitoring information collected by Council to assess the progress of planning policies and to monitor the outcome of LDF policies. The report was published on the Council's website in December 2015¹.

2. RECOMMENDED ACTION

- 2.1 That the committee notes the content of the Annual Monitoring Report.

3. POLICY CONTEXT

- 3.1. Local planning authorities are required to publish data monitoring various elements of planning policy performance. Under previous regulations, this was required on an annual basis in an Annual Monitoring Report published in December each year. The requirement for an annual report has now been removed, and replaced by a requirement that data be published as soon as it becomes available, but the Council has continued to produce an Annual Monitoring Report in order to compile the relevant information into a single publication.
- 3.2. The Council is required to report on the following items in the Town and Country Planning (Local Planning) (England) Regulations 2012:

¹ http://www.reading.gov.uk/media/4419/Annual-Monitoring-Report-2015/pdf/Annual_Monitoring_Report_2014-15.pdf

- Progress made on producing the development plan against the targets and milestones in the Council's Local Development Scheme;
- Amount of new housing delivered in relation to the target in the adopted development plan;
- Collection and spending of the Community Infrastructure Levy; and
- Actions taken under the Duty to Co-operate.

4. THE PROPOSAL

4.1 The 2014-15 AMR covers the period from 1 April 2014 to 31 March 2015. Committee is asked to note the following key points:

- Alterations to the Council's affordable housing policies were adopted in January 2015, as was the Community Infrastructure Levy Charging Schedule. The timescales were in line with the Local Development Scheme.
- Progress on a new Local Plan was somewhat delayed in order to undertake work on the Berkshire Strategic Housing Market Assessment, which will heavily influence the plan.
- Housing completions for the year have recovered well from lower levels between 2010 and 2014, with a net gain of 635 new dwellings. Overall delivery against Core Strategy targets (2006-2026) remains ahead of target.
- The Borough's five year land supply (2016/17-2020/21) stands at a projected supply of 8.43 years when measured against Core Strategy targets, and 6.01 years when measured against the housing need from the Berkshire SHMA.
- There were 145 new affordable homes delivered. Although the level of delivery has been an improvement on last year's 109, it is still below recent years, with average provision from 2006 to 2013 being 199 units per annum.
- There was a significant net reduction in employment floorspace of just over 54,000 sq m. The vast majority of this was loss of central Reading office floorspace, either due to changes of use to residential, or to demolition in advance of new office developments (e.g. Aldwych House and Energis House).
- No Community Infrastructure Levy payments were received or spent in the monitoring year, as CIL was implemented on 1st April 2015.
- The main Duty to Co-operate activities undertaken related to joint work with other Berkshire authorities on the Berkshire SHMA and on evidence collection for minerals and waste planning.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The policies in the Local Plan monitored by the AMR, through setting out the way Reading will develop to 2026, will contribute to the following priorities in the Corporate Plan 2015-18:

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 There are no statutory requirements to consult on the AMR. A copy has been published on the Council's website.

7. EQUALITY ASSESSMENT

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

8. LEGAL IMPLICATIONS

8.1 The AMR is a discretionary method of disseminating monitoring information that is required by the Regulations. Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 specifies some information that must be included in an authorities' monitoring report. All of the information specified by the Regulations is shown in the 2014-15 AMR.

9. FINANCIAL IMPLICATIONS

9.1 There are some manpower and financial resource implications in producing the AMR. However, these have been accommodated within existing budgets.

Value for Money (VFM)

9.2 As the AMR is no longer a statutory requirement its content has been reduced to focus on the data still required by regulation and the duplication of data available elsewhere has been avoided. Production of the document, 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

- Annual Monitoring Report 2014-15
- Planning and Compulsory Purchase Act 2004 (Section 35);
- Planning Act 2008;
- Localism Act 2011 (Section 113);
- The Town and Country Planning (Local Planning) (England) Regulations 2012;
- National Planning Policy Framework;
- Local Development Scheme 2014.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	5 APRIL 2016	AGENDA ITEM:	10
TITLE:	LOCAL PLAN ISSUES AND OPTIONS - OUTCOME OF CONSULTATION		
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:	mark.worringham@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The Council recently undertook community involvement on Issues and Options for the Local Plan, which is the first stage in replacing Reading's current development plan documents with a new comprehensive Local Plan. The Issues and Options for the Local Plan was approved by Strategic Environment, Planning and Transport Committee on 24th November 2015 (Minute 22 refers).
- 1.2 Community involvement lasted from 22nd January to 7th March 2016. This report briefly summarises the headline results of community involvement.
- 1.3 The report also seeks approval for amending the Local Development Scheme, which is the document setting out the programme for producing new planning policies. This is mainly to revise the timetable for the next stages of the Local Plan.

2. RECOMMENDED ACTION

- 2.1 That the summary of the responses received as a result of community involvement on the Issues and Options for the Local Plan be noted.
- 2.2 That the Local Development Scheme (Appendix 1) be approved and brought into effect, and that it form the basis for production of planning policy, with effect from 6 April 2016.

3. POLICY CONTEXT

- 3.1 The Local Plan sets out the planning policies for an area and is the main consideration in deciding planning applications. The local plan for Reading, previously referred to as the Local Development Framework, currently consists of three documents - the Core Strategy (adopted 2008), Reading Central Area Action Plan (RCAAP, adopted 2009) and Sites and Detailed Policies Document (adopted 2012). The Core Strategy and Sites and Detailed Policies Document were subject to an amendment relating to affordable housing policies in January 2015.
- 3.2 There is now a need to review the Local Plan. The need to review the local plan as a single, comprehensive document was identified in a Local Development Scheme, which is the programme for producing planning policy documents, the latest version of which was agreed by this Committee on 25th November 2014 (Minute 17 refers).

4. THE PROPOSAL

(a) Current Position

- 4.1 The first stage of preparing the new local plan as set out in the Local Development Scheme is consultation on Issues and Options. This takes the form of a discussion paper based around a series of questions. Strategic Environment, Planning and Transport Committee approved the Issues and Options for the Local Plan and associated documents for community involvement on 24th November 2015 (Minute 22 refers).
- 4.2 Community involvement started on Friday 22nd January and ended on Monday 7th March. The process involved the following:
 - A direct e-mail to over 800 contacts on the Council's planning consultation list, comprising interested individuals, businesses, community and voluntary organisations and other local authorities and public bodies;
 - Publication of all documents, including a summary leaflet, on the website;

- A press release, which led to a series of Local Plan articles on GetReading.co.uk;
- Summary leaflets distributed to Reading Borough libraries;
- Four interactive workshops involving activities around the main issues, as follows:
 - Tilehurst Village Hall, Thursday 4th February, 7:30 pm
 - Reading Town Hall (business workshop only), Thursday 11th February, 8:30 am
 - Church House, Caversham, Tuesday 16th February, 7:00 pm
 - Civic Offices, Wednesday 24th February, 7:00 pm
- Three drop-in events where officers were on hand to answer questions and discuss the main issues, as follows:
 - Civic Offices, Monday 15th February, 2:00 - 7:00 pm
 - Civic Offices, Tuesday 16th February, 1:00 - 6:00 pm
 - St Paul's Church Hall, Whitley Wood, Friday 19th February, 1:30 - 6:30 pm

4.3 The Issues and Options was published later than set out in the latest version of the Local Development Scheme. This stage was timetabled for September 2015. The timetable slipped mainly because the Council was working with its neighbours¹ on producing a Strategic Housing Market Assessment, which assesses the need for new housing in the area up to 2036. This study was completed somewhat later than initially envisaged, with the final document only published on 24th February 2016, although the key results have been available on the Council's website since October 2015. Since the amount of housing needed is such a critical issue for the local plan, it would not have been appropriate to proceed with consultation without the results. More detail on the SHMA is included in the report to this Committee on the 24th November, and the SHMA itself is available on the Council's website².

4.4 The outcome of the consultation is set out below.

4.5 The Council received around 200 written responses to the Local Plan. These responses came from a mix of individuals, community groups, landowners and developers and other local authorities and public sector organisations. Officers have not yet completed the process of going through all comments and assessing the detail of them, so this report summarises the main issues in very general terms only.

- Generally, there was support for trying to accommodate the full objectively assessed need for housing from the development industry and adjoining authorities.
- In terms of sites suggested for development, the sites that generated the largest volume of responses, mostly opposed to development,

¹ West Berkshire Council, Wokingham Borough Council, Bracknell Forest Borough Council, Royal Borough of Windsor and Maidenhead, Slough Borough Council and the Thames Valley Berkshire Local Enterprise Partnership

² www.reading.gov.uk/readingldf

were Allotments and adjacent land, Kentwood Hill (A14), Part of Reading Golf Course (A19) and continuation of the existing allocation at Park Lane Primary School, the Laurels and Downing Road (B46).

- Many developers and landowners that had suggested their sites for development supported the identification of the site, often with additional information.
- Some landowners and developers sought to advocate new sites not included in the consultation document. These were:
 - The Butler PH, Chatham Street
 - Land west of Bridgewater Close
 - 2-4 Deacon Way
- Some landowners and developers also advocated other sites located just outside Reading's boundary, around Grazeley in Wokingham Borough, and around the edges of Caversham and Emmer Green in South Oxfordshire District, as being potential locations to help meet Reading's needs.
- A number of responses were in relation to identification of sites as local green space. The sites most frequently listed were:
 - Allotments at Kentwood Hill/Victoria Recreation Ground (57 responses)
 - Mapledurham Playing Field (39)
 - Tilehurst Triangle (including land at Walnut Way) (25)
 - Downing Road Playing Field (21)
 - Chapel Hill allotments (13)
- A number of in-depth responses to the issue of how Reading should plan for the historic environment were received. These also cover some matters with implications beyond the Local Plan process. The following were the main issues raised:
 - Completing conservation area appraisals, developing action plans and adding new or extended conservation areas;
 - Further use of article 4 directions;
 - Improving the use of the list of locally important buildings;
 - Surveying grade II listed buildings at risk;
 - Better communication and marketing of the historic environment; including better access to online resources;
 - Undertaking a Reading river views study;
 - Giving more resources to heritage, in terms of officers, elected members and empowering communities; and
 - Finalising Heritage Statement.

4.6 Attendance at the consultation events was mixed. The number of attendees at the public workshops were as follows:

- Tilehurst Village Hall - 20 attendees
- Church House, Caversham - 13 attendees
- Civic Offices - 5 attendees

In addition, there were 20 attendees at the business workshop. These numbers are similar to the attendances at previous workshops as part of planning policy consultations.

4.7 The public workshops revolved around three exercises: identifying the main issues; looking at types of housing site; and identifying important local green spaces. Full results of these workshops will form part of a future report of consultation.

4.8 The drop-in events were less well-attended than they have been in the past. It is likely that increasing use of the website to access information means that fewer people feel the need to come to such events in person.

(b) Option Proposed

4.9 Committee is recommended to note the broad outcome of the consultation on the Issues and Options for the Local Plan set out in paragraphs 4.5 to 4.8. A full report of the consultation will be prepared in due course, which will include summaries of each comment received and each consultation event undertaken. The summaries of individual comments will need to be brought back to a future meeting of this Committee to approve the Council's response to them. This is likely to happen at the same time as approval of the draft local plan.

4.10 Committee is further recommended to approve amendments to the Local Development Scheme to set out the timetable for the next stages of the Local Plan. The suggested amendments are set out in Appendix 1, but they mainly involve amendments to the timetable for the local plan to reflect the delay in consulting on Issues and Options.

(c) Other Options Considered

4.11 There is one alternative option that could be considered, which is to proceed with the existing (2014) Local Development Scheme. However, the timescales in that LDS for local plan production are no longer achievable, and not producing a new version would not give clarity about future timescales.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The Local Plan, through setting out the way Reading will develop to 2036, will contribute to the following priorities in the Corporate Plan 2015-18:

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Consultation took place in accordance with the Council's Statement of Community Involvement (SCI), which was adopted in March 2014. It involved a number of the tools that the SCI suggests are appropriate for this type of consultation, and also, in line with that document, avoided consulting over the Christmas period.

7. EQUALITY ASSESSMENT

- 7.1 The Sustainability Appraisal of the Issues and Options incorporates the requirement to carry out a screening stage of an Equality Impact Assessment. This is incorporated into the Sustainability Appraisal document. Depending on which options are taken forward to the draft plan, a full Equality Impact Assessment could be required. This would be reported at a future meeting.

8. LEGAL IMPLICATIONS

- 8.1 Regulation 18 (3) of the Town and Country Planning (Local Planning) (England) Regulations 2012 state that the local planning authority must take into account any representation made in response to the Issues and Options consultation.
- 8.2 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.
- 8.3 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 Production of the local plan will generally be 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 the plan that can have significant resource implications, depending on how they are carried out.
- 9.2 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.

- 9.3 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 retail and economic need and flood risk. Consultants will only be used where they genuinely represent the best option in terms of value for money.
- 9.4 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.
- 9.5 It is expected that the costs above existing budgets will be associated with the examination in 2017-18 or 2018-19 (depending on exact dates) which may mean a budget pressure of £20-30,000.

Value for Money (VFM)

- 9.6 The preparation of a local plan 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 local plan, 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
- Issues and Options for the Local Plan, November 2015
- Sustainability Appraisal of the Local Plan Issues and Options, November 2015
- Local Development Scheme 2014
- Berkshire Strategic Housing Market Assessment, October 2015

APPENDIX 1: DRAFT REVISED LOCAL DEVELOPMENT SCHEME 2016 (SHOWING TRACKED CHANGES)

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 ~~previously produced a number of previous Local Development Schemes, in 2005, 2007 and 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 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 produced~~ a new version of the LDS ~~was produced~~ in July 2013 (~~and~~ subsequently revised in November 2013 ~~and again in November 2014~~), 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.

1.54 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.

1.65 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. More detail on these documents is included in Appendix 1 (for the Local Plan) and Appendix 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 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.

Table 1: Current Planning Policy Documents

Document Title	Adoption Date	End Year	Policy Lineage
<i>'Development Plan' Status</i>			
South East Plan (one retained policy ¹)	May 2009	2026	N/A
Core Strategy	Jan 2008, amended Jan 2015	2026	N/A
Reading Central Area Action Plan	Jan 2009	2026	N/A
Sites and Detailed Policies Document	Oct 2012 Amended Jan 2015	2026	N/A
Proposals Map	Oct 2012	2026	N/A
Replacement Minerals Local Plan (Saved Policies ²)	May 2001	Not specified	N/A
Waste Local Plan (Saved Policies ³)	Dec 1998	2006	N/A
<i>Supplementary Planning Document Status</i>			
Affordable Housing	July 2013	Not specified	Core Strategy, SDPD
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 Apr 2015	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

¹ Policy NRM6: Thames Basin Heaths Special Protection Area

² 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

³ 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	March 2014	Not specified	N/A
Sustainability Appraisal Scoping Report	September 2014	Not specified	N/A
<u>Community Infrastructure Levy Charging Schedule</u>	<u>Jan 2015</u>	<u>Not specified</u>	<u>Core Strategy, SDPD, RCAAP</u>

3. PROGRAMME FOR PRODUCING PLANNING POLICY DOCUMENTS

3.1 This section sets out the programme for 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 1 (for the Local Plan) and 2 (for other documents).

Table 2: Summary Programme for Producing Planning Policy Documents

Document Title	Planned Consultation(s)	Expected Adoption Date	Policy Lineage
<i>'Development Plan' Status</i>			
Affordable Housing policies	Completed	March 2015	National policy
Local Plan	Autumn 2015 July/Aug 2016 Nov/Dec 2016 Jan/Feb 2017 Aug/Sep 2017	Oct Sep20172018	National policy
<i>Supplementary Planning Document Status</i>			
Site Specific Section 106 SPD	Completed	Mar 2015	Core Strategy, SDPD
Sites in West Side of Central Reading Development Brief(s)	Nov 20152016	Mar 20162017	RCAAP
Other Site Development Briefs	As required	As required	Core Strategy, SDPD, RCAAP or Local Plan
<i>Other Document</i>			
Community Infrastructure Levy Charging Schedule	Completed	March 2015	Core Strategy, SDPD, RCAAP


3.2 The key document is the Local Plan. 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 1.

3.3 The Local Plan ~~may well incorporate minerals and/or waste policies~~ not currently intended to contain minerals and 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 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 is 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.~~

3.54 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.

3.75  Figure 3 summarises the interrelationship between existing and new planning policy documents.

3.86 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 website⁴.

⁴ ~~http://www.reading.gov.uk/businesses/planning/planning_policy/research_monitoring_and_technical_reports/www.reading.gov.uk-amr/~~ <http://www.reading.gov.uk/readingldf>

PLANNING POLICY DOCUMENTS AT APRIL 2016

PLANNING POLICY DOCUMENTS AT 2018

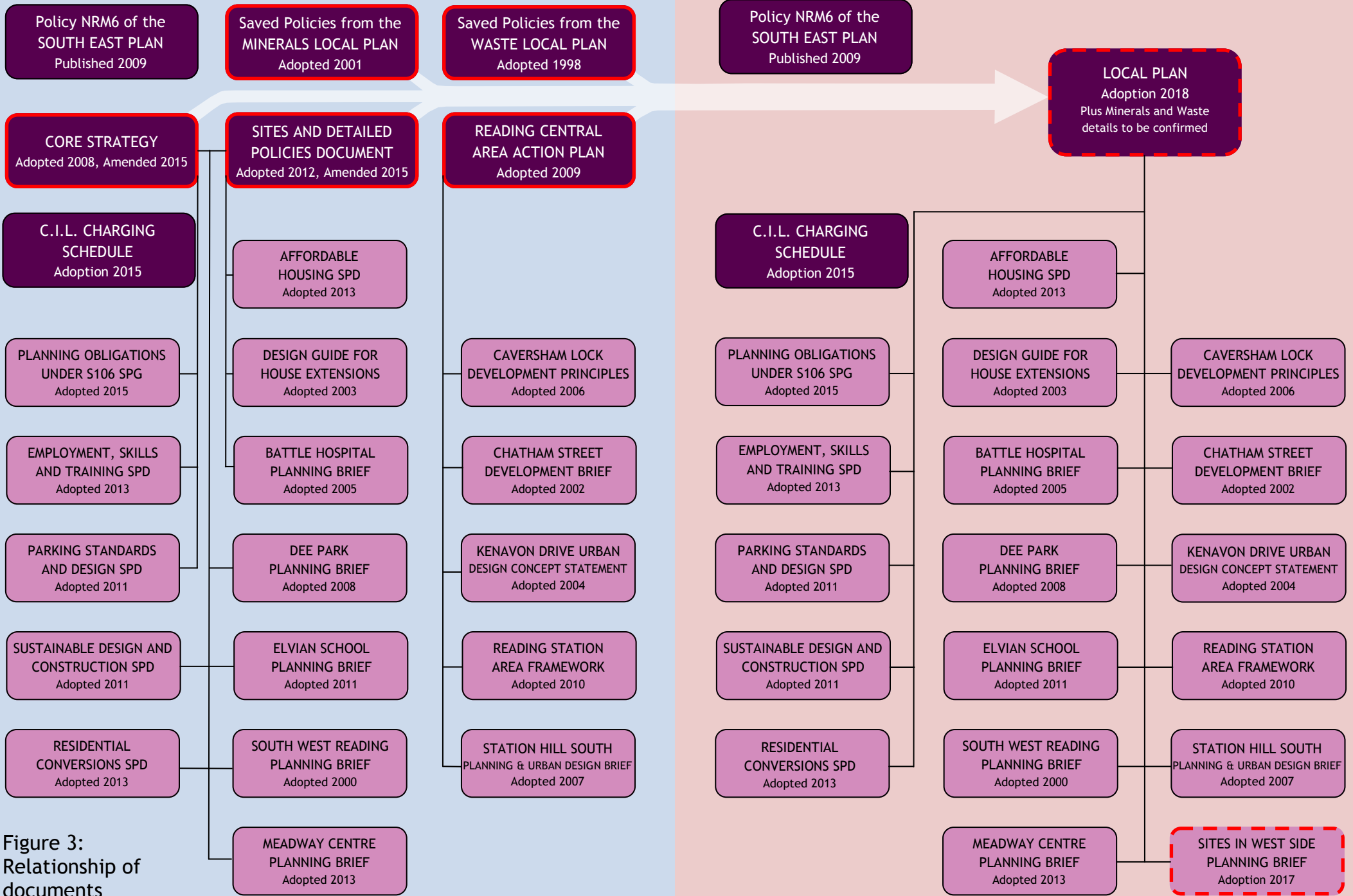


Figure 3:
Relationship of documents

APPENDIX 1: 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"> • Level of development need that should be accommodated (housing, employment, retail, infrastructure, other uses); • Location of development, including site allocations; • Consider inclusion of minerals and waste policies; • A strategy for the historic environment; • Updated sustainable design policies; • Updated infrastructure provision policies to reflect changes to CIL and Section 106; • Any changes to policies needed to reflect new permitted development rights (e.g. residential amenity and employment) <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. Joint preparation of evidence for many aspects of the plan will be pursued.
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, September 2015
Consultation on issues and potential sites/options	September 2015-January 2016
Draft Local Plan for consultation	August 2016 January 2017
Revised Draft Local Plan consultation	November/December 2016 August/September 2017
Submission	January 2017 December 2017
Examination	March, April, May 2017-2018
Adoption	October 2017 September 2018

Detailed Timetable

A1.1 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 above](#) (and highlighted as key stages in pink below).

2014	Jan	First call for site nominations		
	Feb			
	Mar			
	Apr	Consultation on Draft CIL Charging Schedule and Pre-Submission Draft Affordable Housing Alteration		
	May			
	Jun			
	Jul			
	Aug	Submission of CIL and Affordable Housing policies		
	Sep			
	Oct	Examination of CIL and Affordable Housing policies		
	Nov			
	2015	Dec	Housing evidence (including population and demography)	Evidence – Employment and retail needs Evidence – Minerals and waste
Jan		Adopt CIL/Affordable Housing		
Feb		Evidence – Infrastructure needs		
Mar		Set up mechanisms for Duty to Cooperate and initial discussions		
Apr		• Strategic Housing Market Assessment (housing needs)		
May				
Jun				
Jul		• Strategic Housing Land Availability Assessment (housing capacity)		
Aug				
Sep				
Oct				
Nov		Consultation on issues and options, including potential sites		
Dec				
2016	Jan	Develop overall strategy of development scale and location		
	Feb			
	Mar	Develop development management policies	Develop site allocation and area designations	Update evidence base
	Apr			
	May	Test draft policies for viability	Create Draft Proposals Map	Develop monitoring and implementation framework
	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	Minor amendments and coordination of evidence		
2017	Jan	Submission of Local Plan		
	Feb			
	Mar			
	Apr			
	May	Examination of Local Plan		
	Jun			
	Jul			
	Aug			
	Sep	Receipt of report of Inspector		
	Oct	Adoption of Local Plan		
	Nov	Statutory challenge period		
	Dec			

Key milestone (shown in summary)

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

2015	Jan	Adopt Affordable Housing Alteration			
	Feb		Evidence - Strategic Housing Market Assessment		
	Mar				
	Apr				
	May				
	Jun				
	Jul				
	Aug				
	Sep	Second call for site nominations			Set up mechanisms for Duty to Cooperate - Scoping Strategy
	Oct				
	Nov				
	Dec				
2016	Jan	Issues and Options consultation			Evidence • Employment needs • Retail and leisure needs • Flood risk
	Feb				
	Mar				
	Apr	Develop overall strategy of development scale and location	Evidence - Strategic Housing Land Availability Assessment		
	May				
	Jun				
	Jul	Develop development management policies	Develop site allocation and area designations	Update evidence base	
	Aug				
	Sep				
	Oct	Test draft policies for viability	Create Draft Proposals Map	Develop monitoring and implementation framework	
	Nov				
	Dec				
2017	Jan	Consultation on Draft Local Plan			
	Feb				
	Mar				
	Apr	Amendments to Plan, including further liaison with interested parties on wording. Update evidence where necessary.			
	May				
	Jun	Consultation on Revised Draft Local Plan			
	Jul				
	Aug	Minor amendments and coordination of evidence			
	Sep				
	Oct	Submission of Local Plan			
	Nov				
	Dec	Examination of Local Plan			
Jan					
2018	Feb	Examination of Local Plan			
	Mar				
	Apr				
	May				
	Jun				
	Jul				Receipt of report of Inspector
	Aug				
	Sep	Adoption of Local Plan			
	Oct	Statutory challenge period			

Key milestone (shown in summary)

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

Resources

A1.2 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.

A1.3 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~~
 - ~~— Engage with local community and development industry to nominate potential sites for development~~
- 2014-2015
 - Examination of CIL and affordable housing alteration
 - Evidence base - housing need, ~~employment and retail need and flood risk~~
- 2015-2016
 - Evidence base - housing need (continued), employment and retail need ~~(continued), minerals and waste evidence, flood risk~~
 - ~~Wide-ranging consultation on issues and potential sites~~ Consultation on issues and options
- 2016-2017
 - Viability testing of draft local requirements (e.g. S106/CIL, affordable housing, sustainability policies)
 - Evidence base - infrastructure needs
 - Consultation on Draft ~~and Revised Draft~~ Local Plans
- 2017-2018
 - Consultation on Revised Draft Local Plan
 - Finalisation of submission evidence
- 2018-2019
 - Examination of Local Plan

A1.4 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.

A1.5 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

A1.6 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 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. Changes are currently proposed around in-principle permissions for brownfield land. 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.

- **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~~

~~A1.7 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	Whole Borough

coverage	
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	March 2014
Submission	August 2014
Examination	November 2014
Adoption	March 2015

APPENDIX 2: OTHER DOCUMENTS TO BE PRODUCED

Title	SITE-SPECIFIC SECTION 106 AGREEMENTS S.P.D.
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	March 2014
Adoption	March 2015

Title	SITES IN WEST SIDE OF CENTRAL READING DEVELOPMENT BRIEF(S)
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 2015 2016
Adoption	March 2016 2017

Title	OTHER SITE DEVELOPMENT BRIEFS
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	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	March 2014
Submission	August 2014
Examination	November 2014
Adoption	March 2015

READING BOROUGH COUNCIL
REPORT BY DIRECTOR OF ENVIRONMENT

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	5 APRIL 2016	AGENDA ITEM:	11
TITLE:	TECHNICAL CONSULTATION ON IMPLEMENTATION OF PLANNING CHANGES		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING	WARD:	WHITLEY
LEAD OFFICER:	KIARAN ROUGHAN	TEL:	0118 9374530
JOB TITLE:	PLANNING MANAGER	E-MAIL:	kiaran.roughan@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1 A “Technical consultation on implementation of planning changes” was published by the Department for Communities and Local Government on 18th February 2016. The consultation is being undertaken to a deadline of 15th April 2016. The consultation is very wide ranging and significant to the operation of the planning system in England. The document covers 13 Chapters (in 64 pages) that each deal with a different matter. As part of the consultation, the document asks numerous questions upon which DCLG is seeking the views of respondents.
- 1.2 This report briefly summarises the changes to the planning system proposed in the Technical Consultation. It considers some of the possible implications for the planning system as it currently operates and specifically for this Council. It seeks Committee approval to a recommended draft response to the consultation, based on the questions set out in the document, attached at Appendix 1 to this report. Planning Applications Committee should note that a similar report, with the same recommendations, is being presented to Strategic Environment Planning and Transport Committee on 5th April 2016.

2. RECOMMENDED ACTION

- 2.1 That the Committee notes the contents of the report and the various proposed changes to the planning system contained in the “Technical consultation on implementation of planning changes” published by DCLG in February 2016.
- 2.2 That committee approves the Council’s recommended response to the specific consultation questions set out in the “Technical consultation,” attached at Appendix 1 to this report.

3. BACKGROUND AND ISSUES

- 3.1 DCLG has published a Technical consultation on implementation of planning changes related to the Housing and Planning Bill that is currently going through Parliament. This consultation is seeking views on the proposed approach to implementation of measures in the Bill. Responses to the consultation will inform the detail of the secondary legislation which will be prepared once the Bill gains Royal Assent. The consultation document is seeking views on proposals set out under the following headings:

1. Changes to planning application fees
2. Planning Permission in principle
3. Brownfield register
4. Small sites register to support custom build homes
5. Neighbourhood planning
6. Local plans
7. Expanding the approach to planning performance
8. Testing competition in the processing of planning applications
9. Information about financial benefits
10. Section 106 dispute resolution
11. Permitted development rights for state-funded schools
12. Changes to statutory consultation on planning applications

The proposals under each heading are summarised below.

- 3.2 Changes to planning application fees. Any changes in fees should go hand-in-hand with the provision of an effective service so the ability to raise fees will depend on satisfactory performance. The government is also looking for innovation and opportunity to charge additional fees for fast-track performance. Another initiative is to allow competition to be trialled in specific areas, with applicants having the choice of applying to the local planning authority or one of a range of approved providers (which could be other planning authorities).
- 3.3 Planning Permission in principle: This proposes to enable planning applications, similar to current outline planning permissions, to be determined with relatively little detail provided. This is designed to separate decision making on 'in principle' issues (such as land use, location and amount of development) from matters of technical detail (such as what the buildings will look like). The Bill provides for permission in principle to be granted on sites in plans and registers, and for minor sites on application to the local planning authority. Applications for permission in principle will require less information upfront than an outline application.
- 3.4 Applicants, including those seeking permission for minor development, will also be able to apply directly to the local planning authority for permission in principle, submitting a minimum amount of information. Such applications will consider only location, uses and a minimum and maximum level of residential development that is acceptable.
- 3.5 The Bill provides for 'permission in principle' to be granted on sites in two ways:
 - On allocation in a locally supported qualifying document that identifies sites as having permission in principle (such as a future local plan, future neighbourhood plan or brownfield register); and,
 - On application to the local authority.
- 3.6 The site allocation would contain 'prescribed particulars' - in effect the core 'in principle' matters that will form the basis of the permission in principle. Such matters could not be reopened when a subsequent application for 'technical details consent' is considered by the planning authority. Local planning authorities will not have the opportunity to impose any conditions when they grant permission in principle. The suggestion is that only 'location', 'uses' and 'amount of residential development' can be considered as 'in principle matters'; all other matters would be considered as 'technical details'. Permission in principle must be followed by an application for technical details consent to agree the details of the scheme before the applicant obtains full planning permission and can start work on site.
- 3.7 Brownfield register: The Consultation sets out proposals for preparing brownfield registers and keeping them up to date. The Government sees the register as a vehicle for granting permission in principle for new homes. Planning authorities would only reject

the inclusion of sites where there is no realistic prospect of sites being suitable for new housing. Sites would be found through the strategic housing land availability assessments. Details of proposals for identifying suitable sites, publicity and consultation, the proposed content of the registers and the intended requirements for publishing and updating the data (once a year) would be set out in secondary legislation.

- 3.8 **Small sites register:** The consultation proposes the creation of a published list of small sites will make it easier for developers and individuals interested in self-build and custom housebuilding to identify suitable sites for development, and will also encourage more land owners to come forward and offer their land for development. It would relate to sites of 1-4 plots.
- 3.9 **Neighbourhood planning:** The government are proposing to set the various time periods for local planning authority decisions on neighbourhood planning; to set the procedure to be followed where the Secretary of State chooses to intervene in sending a plan or Order to a referendum; and to introduce a new way for neighbourhood forums to better engage in local planning.
- 3.10 **Local plans:** The document is consulting on criteria that will inform decisions on whether the Secretary of State should intervene to deliver the government's commitment to get plans with up-to-date policies in place. Criteria includes the date of their last adopted local plan and a review of each council's progress against their published Local Development Scheme. Intervention would be prioritised in areas where there has been under delivery of housing in areas of high housing pressure.
- 3.11 **Expanding the approach to planning performance:** Currently, major planning applications can be determined by the Planning Inspectorate where the local planning authority has been 'designated'. Certain performance thresholds related to 'designation' are in place in relation to both the speed and quality of decision making. The consultation seeks to extend this approach to non-major development that would run alongside the existing performance approach to assessing applications for major development. This includes proposal to reduce the threshold for assessing the quality of local planning authorities' decisions to 10 per cent of applications for major development overturned at appeal. It is proposed that this measure will be extended to cover all appeals.
- 3.12 **New thresholds are proposed at which authorities would become liable for designation in relation to non-major development. These would fall within the following ranges:**
- speed of decisions: where authorities fail to determine at least 60-70 per cent of applications for non-major development on time, over the two year assessment period, they would be at risk of designation; quality of decisions:
 - where authorities have had more than 10-20 per cent of their decisions on applications for non-major development overturned at appeal, they would be at risk of designation.
- 3.13 **Testing competition in the processing of planning applications:** The government intends to run a pilot to test competition by defining areas in which a planning applicant would be able to apply to either the local planning authority for the area or an 'approved provider' (a person who is considered to have the expertise to manage the processing of a planning application) to have their planning application processed. This does not prevent local planning authorities from continuing to process planning applications nor does it force them to outsource their development management service - it means that other approved providers will be able to compete to process planning applications in their area. Local planning authorities, in addition to processing planning applications in relation to land in their area, would also be able to apply to process planning applications in other local authorities' areas. Decisions on applications would remain with the local planning authority. The approved provider would only provide a recommendation. The approved provider would set their own fees.

3.14 Information about financial benefits: The Housing and Planning Bill proposes to place a duty on local planning authorities to ensure that planning reports, setting out a recommendation on how an application should be decided, record details of financial benefits that are likely to accrue to the area as a result of the proposed development. It also explicitly requires that planning reports list those benefits that are “local finance considerations.” These would include sums payable under:

- Community Infrastructure Levy and
- Grants from central government, such as the New Homes Bonus.

They are also proposing that the following amounts are recorded in reports:

- Council tax revenue;
- Business rate revenue;
- Section 106 payments.

3.15 Section 106 dispute resolution: A dispute resolution process is intended to be provided by a body on behalf of the Secretary of State, concluded within prescribed timescales, and to provide a binding report setting out appropriate terms where these had not previously been agreed by the local planning authority and the developer. The process would be invoked when the target dates for determining applications are reached (e.g. 13 weeks for a major application, 8 weeks for a non-major application).

3.16 Permitted development rights for state-funded schools: They seek to ensure that where there is an identified need for school places, schools can open quickly on temporary sites and in temporary buildings while permanent sites are secured and developed. It is also the intention to allow larger extensions to be made to school buildings in certain cases without the need for a planning application. The proposals are to:

- Extend from one to two academic years the existing temporary right to use any property within the use classes for a state-funded school;
- Increase from 100 m² to 250 m² the threshold for extensions to existing school buildings (but not exceeding 25% of the gross floorspace of the original building); and;
- Allow temporary buildings to be erected for up to three years on cleared sites where, had a building not been demolished, the existing permitted development right for permanent change of use of a building to a state funded school would have applied.

Approval must be sought from the relevant Minister to use the site as a school. The Minister must notify the local authority of the approval. Permanent changes of use will require the Prior approval of the LPA in relation to highways, noise and contamination.

3.17 Changes to statutory consultation on planning applications: The government is seeking views on the benefits and risks of setting a maximum period that a statutory consultee can request when seeking an extension of time to respond to a consultation. The performance data indicates that the average extension period is between 7 and 14 days and therefore a period of 14 days may be an appropriate maximum period to set for any extension sought.

4.0 COMMENTARY

4.1 This is a significant consultation with substantial implications for how the existing planning system operates. A recommended draft response to the consultation, based on the questions set out in the document, is attached at Appendix 1 to this report. This selectively answers most of the many questions set in the consultation. Some questions are left unanswered.

4.2 Officers do have concerns and criticisms over many of the chapters. Far from simplifying planning, a lot of what the government have been doing, and continues to do through this consultation, is complicate the planning system further while also seeking to weaken its ability to control development. A number of the measures run counter to the principles of localism which was supposedly a leading principle of the planning system under the current government. Measures such as permissions in principle, allowing competition on processing planning applications, etc, seem to dilute the involvement of local populations in decisions on planning applications. In other matters, such as on fees, new measures appear piecemeal and disjointed. They seek to solve one issue but may have unintended consequences elsewhere. Proposals relating to Brownfield Sites and Permissions in Principle are also put forward without reference to previous proposals, also contained within the Housing and Planning Bill, for local authorities to provide Local Development Orders for areas of brownfield land within their areas. The proposal to only allow increases in fees in line with inflation for authorities with satisfactory performance is not joined up with measures elsewhere in the document on performance.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The Planning Service contributes to the Council's strategic aims in terms of:

- Seeking to meet the 2015 -18 Corporate Plan objective for "Keeping the town clean, safe, green and active."
- Seeking to meet the 2015 -18 Corporate Plan objective for "Providing homes for those in most need."
- Seeking to meet the 2015 -18 Corporate Plan objective for "Providing infrastructure to support the economy."

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Only minor reference is made to these matters in the changes proposed.

7 EQUALITY IMPACT ASSESSMENT

7.1 Where appropriate the Council must have regard to its duties under the Equality Act 2010, Section 149, to have due regard to the need to—

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

7.2 There are no direct implications arising from the proposals.

8. LEGAL IMPLICATIONS

8.1 These are dealt with in the Report.

9. FINANCIAL IMPLICATIONS

9.1 There are no direct financial implications resulting from this report.

10. BACKGROUND PAPERS

Housing and Planning Bill, October 2015.

<http://www.publications.parliament.uk/pa/bills/cbill/2015-2016/0075/16075.pdf>

Reading Borough Council. Recommended Responses to Consultation Questions

Chapter 1: Fees

Q. 1.1: Do you agree with our proposal to adjust planning fees in line with inflation, but only in areas where the local planning authority is performing well? If not what alternative would you suggest?

Should this be implemented immediately or in a given period of time to allow LPAs the chance to improve their performance?

This proposal would be counterproductive: application fees are a primary source for resourcing LPA workforce. They ensure that planning departments have funding to deal with workloads and improve performance. On the whole, application fees currently do not cover the cost of dealing with an application. Any reduction in fees (or effective reduction through not increasing the fees) would adversely affect the ability of the LPA to deal with its workload, and therefore its performance. This is not therefore seen as a fair or effective way of ensuring improved performance. The 'effective service' could mean only that decisions are made within target time; this could encourage negative decisions in order to meet targets, and this would not result in a satisfactory outcome for the applicant. The last thing a poor performing authority needs is financial penalties which further undermine its ability to improve performance.

Performance is dealt with elsewhere in the document and by other existing measures. This measure reflects continuing piecemeal changes to different aspects of the planning system. This confuses and dilutes the objectives. Can we have just one, joined up approach to performance?

If it is to be implemented, then there should be a period of grace to allow LPAs to consider and implement the best use of the resources available to them.

Question 1.2: Do you agree that national fee changes should not apply where a local planning authority is designated as under-performing, or would you propose an alternative means of linking fees to performance? And should there be a delay before any change of this type is applied?

For the reason given above in answer to Q1.1, it is not considered that fee income should be related to performance; financial penalties would be counter-productive

It would be fairer to link application fees to the cost of development by area, i.e. to allow for geographical distinctions in fee setting (locally-led). This more proportionate approach would also have the benefit of encouraging development where it is most needed i.e. in the less affluent areas.

Question 1.3: Do you agree that additional flexibility over planning application fees should be allowed through deals, in return for higher standards of service or radical proposals for reform?

We consider that it might be possible to offer a fast-track service for householder applications on the basis that no negotiation is entered into and the proposals are assessed on the basis of the plans as first submitted. While this may result in a larger number of negative decisions, this is compensated for by the opportunity to undertake pre-app enquiries with the LPA before the submission of an application.

There is a danger that, unless the additional flexibility leads to substantial resource increase, problems in resourcing higher levels of service for some will be at the expense of the service

experienced by those applicants who do not follow that route. This could create an unfair 2 tier system.

Question 1.4: Do you have a view on how any fast-track services could best operate, or on other options for radical service improvement?

Such services would operate most successfully where the opportunity for pre-application enquiries is maximised.

Question 1.5: Do you have any other comments on these proposals, including the impact on business and other users of the system?

While the proposals for increased fees to be related to performance may encourage an improvement in performance, this could be at the expense of the quality of the decision and the flexibility to respond to the applicant in terms of facilitating an approval. Speed is not the only criterion of an effective service, which also includes the flexibility to achieve an approval through discussion/negotiation and the quality of the development which results from the application. These criteria do not seem to have been considered in the consultation proposals.

Chapter 2.

Question 2.1: Do you agree that the following should be qualifying documents capable of granting permission in principle?

- a) future local plans;
- b) future neighbourhood plans;
- c) brownfield registers.

No.

The concept of including prescribed particulars and the granting of quite detailed “permission in principle” will add significant detail to the preparation of local plans and the preparation of brownfield registers, with correspondingly detailed consultation responses, requests for detailed negotiations over wording, objections to the detail within allocations and significantly increased complexity, spread over sometimes numerous sites. Inevitably this will increase resource needs for all parties for plan-making and compiling registers, raise the level of controversy, significantly extend preparation times, significantly extend the time and costs involved in the examinations of plans, etc. In addition, such levels of detail in plans quickly become out of date due to changing circumstances and the details contained in the permission in principle in the plan is no longer be what the landowner/developer wants to develop. There are very good reasons why such levels of detail are not generally provided in local plans - experience shows it adds unnecessary complexity and becomes out of date quickly. Consequently it is a waste of time.

In addition, this Council has its reservations about the resources needed to produce a Brownfield Register on top of a local plan and the scope for confusion if there is more than 1 document allocating sites. And the consultation makes no mention of LDO's!

In recent consultations and in the Planning and Housing Bill, the prospect of LDO's for brownfield land has been proposed. There is no mention of LDO's in this technical consultation and it is difficult to see how such a mechanism will fit with a system of permissions in principle derived from Local Plans and brownfield registers. This is just adding a further level of confusion to an already confusing proposed regulatory regime.

Question 2.2: Do you agree that permission in principle on application should be available to minor development?

No.

We do not agree that developers of small sites face challenges due to the lack of certainty and their inability to submit for pre-application advice in accordance with a realistic timescale. They tell us they face challenges by banks not being prepared to lend them the money to implement the permissions they have granted to them.

How can we judge the “minimum amount of information requirements” for each site?

In Reading we can agree that a site is in a sustainable location and development will be acceptable in principle - however this is subject to a number of policies and other material considerations being met which would only become known following consultation and surveys and the preparation of detailed layouts and designs.

Question 2.3: Do you agree that location, uses and amount of residential development should constitute ‘in principle matters’ that must be included in a permission in principle? Do you think any other matter should be included?

No.

These three things are important if giving certainty to developers and presumably neighbours is the aim. However, in the location description the “parameters” of the site are referred to. Does this apply to heights, layout, access, landscaping, etc?

Planning is complex. All sites have sensitivities. No planning authority, and residents will not allow them, is going to permit a specific level (amount) of development on a site without a thorough examination of the potential impacts and implications of that level of development. The current system provides permission in principle for location and uses through allocations in local plans and through outline planning permissions. The problem is always that if a developer wants permission for a specific level of development or a high maximum number of units in a range, and that is usually what they are seeking, there is an inevitable expectation that it be demonstrated how such a level of development can be accommodated without unacceptable impacts on the local area or on other matters of importance.

The principles of localism seek to give local populations a significant involvement in how their area changes and inevitably those populations expect to be able to interrogate any proposal for specific amounts of development in terms of how it affects the area and individuals. What is proposed under this measure is contrary to the principles of localism.

Question 2.4: Do you have views on how best to ensure that the parameters of the technical details that need to be agreed are described at the permission in principle stage?

As already identified above we will only know what technical details are needed following consultation and surveys. The concept of “permission in principle” is flawed as it fails to acknowledge the value of the current process. This paper has failed to identify with evidence what these actually are.

Why is the government introducing a new form of application when outline planning permission already exists? Is “permission in principle” and “technical details” intended to complement or replace outline permissions and reserved matters permissions? Would it not be more sensible to prescribe how outline planning permission will work differently rather than introducing a new form of outline permission with confusing new terminology and yet another separate regulatory system?

Question 2.5: Do you have views on our suggested approach to a) Environmental Impact Assessment, b) Habitats Directive or c) other sensitive sites?

Surely if proposal is likely to need an EIA or site is sensitive it should not be on a “permission in principle” list?

There is a danger that the suggested approach is seen as relegating more local designations as unimportant and therefore possible to ignore in the design of development proposals. For local people, all designated sensitivities area important and need to be taken into account.

Question 2.6: Do you agree with our proposals for community and other involvement?

The Council can see no advantage in the identified process over that for outline applications and applications for reserved matters or conditions.

Question 2.7: Do you agree with our proposals for information requirements?

No.

The Council can see no advantage in the identified process over that for outline applications and applications for reserved matters or conditions.

An appropriate level of information should be submitted with any application to enable a decision maker to properly consider a proposal. That information may be sourced from information held by a local authority and other bodies, but there is inevitably a need for site specific information on a whole range of matters that must be considered before any decision is made. It is naïve to think that permission in principle can be granted on the basis of minimal information. The potential for litigation for failing to consider material considerations as part of the decision making process is enormous and will significantly delay development rather than speed it up.

Question 2.8: Do you have any views about the fee that should be set for a) a permission in principle application and b) a technical details consent application?

No.

Question 2.9: Do you agree with our proposals for the expiry of permissions in principle on allocation and application? Do you have any views about whether we should allow for local variation to the duration of permission in principle?

No. Why should it be different to outline/reserved matters applications?

Question 2.10: Do you agree with our proposals for the maximum determination periods for a) permission in principle minor applications, and b) technical details consent for minor and major sites?

No. Why should it be different? The consultation proposes the same level of consultation as for other applications. It is impossible to consult, collate and consider representations and make a decision, particularly if it is through a committee process in significantly shorter time periods.

As we consider the concept and justification for a “permission in principle” process to be seriously flawed we find the comment about improving the efficiency of the planning system to justify 5 weeks and 10 weeks as likely to be unworkable.

Chapter 3: Brownfield Register

Question 3.1: Do you agree with our proposals for identifying potential sites? Are there other sources of information that we should highlight?

It appears that, at present, the brownfield register does not particularly add anything to the Strategic Housing Land Availability Assessment (SHLAA) process, which likewise asks for sites to be assessed, considers their suitability for housing, and then publishes the information on a regular basis. In a primarily brownfield authority such as Reading, it would simply be another way to present largely the same information, and thus adds another layer of complication and confusion.

The DCLG should give some thought to how the two can be combined to reduce the resource implications of two separate processes.

Question 3.2: Do you agree with our proposed criteria for assessing suitable sites? Are there other factors which you think should be considered?

The proposed criteria for assessing suitability seem reasonable in general, assuming that there would likely be further detail set out in Planning Practice Guidance.

In the third bullet point, however, only policies in the NPPF are specified as being potential constraints. This should also refer to up-to-date local policies, in order to reflect the primacy of the development plan as set out in planning law.

Question 3.4: Do you agree with our views on the application of the Strategic Environment Assessment Directive? Could the Department provide assistance in order to make any applicable requirements easier to meet?

The SEA directive is highly likely to apply. Essentially, if permission in principle is likely to be granted for the large majority of sites on the brownfield register, as paragraph 3.5 indicates, appearance on the register is equivalent to a local plan allocation, and ought to be subject to the same level of consideration. This will have substantial resource implications, and it is difficult to see how the requirements of law could be lessened by an assessment lessened in scope, as identified in paragraph 3.22.

Question 3.5: Do you agree with our proposals on publicity and consultation requirements?

We must make the point that the processes for appearance on the brownfield register will take resources away from production of the local plan, particularly in an authority such as Reading, where almost all potential housing sites are brownfield. Consultation and strategic environmental assessment are parallel processes, and draw on the same resources. We must be clear at this point that fulfilment of the proposed approach to the brownfield register would be highly likely to delay production of the local plan in many authorities.

Question 3.9: Do our proposals to drive progress provide a strong enough incentive to ensure the most effective use of local brownfield registers and permission in principle?

The threat that, without up-to-date brownfield registers a local planning authority will not be judged to have a five-year housing land supply, certainly represents a more than adequate incentive. This approach seems to be more interested in the process than the actual outcome. The ultimate outcome that is surely intended is an increase in housing land supply. If a local authority can demonstrate that this is likely to be achieved for the next five years through a Five Year Housing Land Supply, it seems perverse to overturn that conclusion based on the specific processes and planning vehicles that have been used to get to that point.

Question 3.10: Are there further specific measures we should consider where local authorities fail to make sufficient progress, both in advance of 2020 and thereafter?

Given the comments in relation to question 3.9, there is certainly no need for any further measures.

Chapter 4: Small sites register

Question 4.1: Do you agree that for the small sites register, small sites should be between one and four plots in size?

For the avoidance of uncertainty, the cut-off should be worded in an equivalent way as to the requirements for SHLAAs and the brownfield register, so that a site should be capable of supporting between one and five dwellings or be under 0.25 ha.

In more general terms, we would point out that this is yet another significant draw on very scarce resources in many local authorities. There is a potentially huge list of small sites in any one authority. Much will depend on how proactive a local authority is expected to be in identifying sites. There is no information in this section on whether the expectation will be that the register include only sites that are known to the local authority anyway (e.g. through having been identified in a SHLAA/Local Plan call for sites, or due to having planning permission) or whether it is expected that local authorities will actively seek to identify potential small sites not already known. There would clearly be even more significant resource implications if it is the latter, and our concerns expressed elsewhere in this response in relation to local plans would be significantly magnified.

Question 4.2: Do you agree that sites should just be entered on the small sites register when a local authority is aware of them without any need for a suitability assessment?

We have significant concerns with either approach. Appearance on a list maintained by the Council, irrespective of the caveats that are added, will always give the appearance that the local authority supports the development of the site. On the other hand, going through the process of assessing suitability will represent a potentially enormous resource commitment that many local planning authorities are simply not resourced for. On balance, therefore, if a small sites register must be introduced, we would not support a requirement for suitability to be assessed.

Question 4.3: Are there any categories of land which we should automatically exclude from the register? If so what are they?

See comments in relation to question 4.2 above. If certain categories of land must be excluded, this should be very clearly defined in order to avoid a resource-intensive assessment of suitability. If certain types of site are excluded at this stage, this will inevitably give the impression that those sites that remain on the register have some level of support.

Chapter 6: Local plans

Question 6.1: Do you agree with our proposed criteria for prioritising intervention in local plans?

The criteria seem broadly reasonable, although we would wish to clarify that, under the second bullet point (policies in plans have not been kept up-to-date) that this not be a simple assessment of the age of policies. Some older policies may still be very much in line with national planning policy, particularly where a local authority has long sought strong delivery of new housing as a priority, as has been the case in Reading for some time before the NPPF.

The key point to be made here is that the Government must surely recognise that the collation and maintenance of brownfield and small sites registers and use of permission in principle as set out elsewhere in this consultation will inevitably delay plan making in a great many authorities. There are simply not the resources in many places to undertake all tasks satisfactorily. If the Secretary of State will not decide what the priority is to be, this will have to be decided at a local level.

Question 6.2: Do you agree that decisions on prioritising intervention to arrange for a local plan to be written should take into consideration a) collaborative and strategic plan-making and b) neighbourhood planning?

We agree that this should be taken into account.

Question 6.4: Do you agree that the Secretary of State should take exceptional circumstances submitted by local planning authorities into account when considering intervention?

We agree that this should be taken into account.

Chapter 7: Expanding the approach to planning performance

Question 7.1: Do you agree that the threshold for designations involving applications for non-major development should be set initially at between 60-70% of decisions made on time, and between 10-20% of decisions overturned at appeal? If so what specific thresholds would you suggest?

The current performance target for minors is 65% of decisions made on time so a designation level of 60-70% would be perverse.

If the designation level is set too high (i.e. 70%), it is inevitable that local authorities will not negotiate effectively on applications and that the level of refusals of permission will increase adding to the time that many developments take to get permission.

Relating performance to testing targets in relation to appeals could be used by some applicants to force through unacceptable proposals on the basis that an authority would be in danger of being designated if a further appeal is overturned. It might mean that the danger of designation becomes an immaterial but significant influence in relation to a planning decision. That could lead to irrational decisions.

Question 7.2: Do you agree that the threshold for designations based on the quality of decisions on applications for major development should be reduced to 10% of decisions overturned at appeal?

The average for England is that around 30% of appeals are overturned on appeal, so a target of 10% seems somewhat onerous if not very unfair. The threat of designation against such an onerous and unrealistic target could also become an immaterial but significant influence in relation to planning decisions. That is not acceptable and decisions made on the basis of the threat of designation rather than solely on the merits of the proposals could be unlawful. It could put a local authority in an impossible position.

Question 7.3: Do you agree with our proposed approach to designation and de-designation, and in particular:

- (a) that the general approach should be the same for applications involving major and non-major development?

No comment

- (b) performance in handling applications for major and non-major development should be assessed separately?

Yes

(c) in considering exceptional circumstances, we should take into account the extent to which any appeals involve decisions which authorities considered to be in line with an up-to-date plan, prior to confirming any designations based on the quality of decisions?

Yes, but this will involve some resources to detail and assess which appeal decisions fall into this category

Question 7.4: Do you agree that the option to apply directly to the Secretary of State should not apply to applications for householder developments?

Yes.

Chapter 8: Testing competition in the processing of planning applications

Question 8.1: Who should be able to compete for the processing of planning applications and which applications could they compete for?

To become an “approved provider” the provider must have been through a rigorous process, perhaps run by the Planning Inspectorate, to verify that they have the qualifications, experience knowledge, analytical ability and ability to negotiate with the public and applicants needed to validate and determine a planning application in accordance with regulations and adopted policies (sounds like a planning officer)!

If the LPA is to manage the approval process for the providers who is to pay for that? Inevitably such a measure will require the payment of separate fees to pay the costs of the local authority in reviewing and making decisions on applications.

They should be able to compete for any application based on their approval rating.

Question 8.2: How should fee setting in competition test areas operate?

No comment - a recipe for disaster if there are different charges for the same job in same area.

Question 8.3: What should applicants, approved providers and LPA's in test areas be able to do?

Applicants should be able to choose who they like to process applications

Approved providers will not be able to use the LPA logo or sources of information other than as available on public website. If they can negotiate S106's who does the drafting of them? They should make recommendation within 4 weeks.

LPA's can reject recommendations but 3 weeks is a more reasonable time frame to allow consideration and discussion and still meet 8 weeks. Longer periods will be needed for major applications.

Question 8.4: Do you have a view on how we could maintain appropriate high standards and performance during the testing of competition?

See suggestion above that approved providers are vetted and tested by PINS.

Question 8.5: What information would need to be shared between approved providers and LPA's and what safeguards are needed?

Establishing how data will be secured and confidential information handled should form part of the approval process. The approved providers will need to have professional insurance to cover legal challenges and complaints.

Question 8.6: Do you have any other comments on these proposals?

Again appears to be another half thought through process which would not be needed if LPA's were properly resourced and could employ the right amount of people to do the job in house.

Chapter 9: Information about financial benefits

Question 9.1: Do you agree with these proposals for the range of benefits to be listed in planning reports?

There is a real danger that this concentration on the financial benefits of a scheme will give the appearance that planning permission is being granted solely for the financial gains that it brings and, in some cases, that planning permission is being sold. Potentially, that undermines the faith of the public in the planning system and the fairness of the decisions made in relation to the

merits of the development. Perversely it could turn the public away from development, rather than meeting the aim of encouraging positive attitudes towards development.

Reports need to be explicit of course where there are direct payments via CIL and Section 106 agreements that will feed into infrastructure provision or otherwise mitigate the impacts of development. However, it is very questionable that the proceeds accruing from the New Homes Bonus or future Council Tax and Business Rate proceeds should have any bearing on the merits of a planning proposal. Council tax and Business Rates pays for services to the population and businesses. In many cases new development imposes additional liabilities on local tax payers, particularly where development fails to provide adequate infrastructure, rather than financial benefits. The amount of future Council tax and Business Rates should have no bearing on decisions on the development itself.

Question 9.2: Do you agree with these proposals for the information to be recorded, and are there any other matters that we should consider when preparing regulations to implement this measure?

There are significant resource implications from the proposal that reports list and estimate the value of benefits particularly as advice will be needed on tax bands and tax per unit for business rates and Council tax.

Chapter 10: Section 106 dispute resolution

Question 10.1: Do you agree that the dispute resolution procedure should be able to apply to any planning application?

This seems somewhat late in the day as so many authorities, including Reading Borough Council, have moved over to the Community Infrastructure Levy and consequently, Section 106 is becoming less important.

The nature of Section 106 negotiations is that they are negotiations and, often, they can be complex and highly technical. The danger is that this will be used as an alternative appeal mechanism. A further danger is that each side will have to expend considerable resources providing justifications for their positions in the negotiation and it will end up being a costly, time consuming and resource intensive regime. If that does happen, it will become impractical for it to be used for smaller applications.

Question 10.2: Do you agree with the proposals about when a request for dispute resolution can be made?

Question 10.3: Do you agree with the proposals about what should be contained in a request?

Question 10.4: Do you consider that another party to the section 106 agreement should be able to refer the matter for dispute resolution? If yes, should this be with the agreement of both the main parties?

There is the potential for 3rd parties to seek to become involved in a vexatious way, possibly seeking to delay matters or to prevent development. That needs to be controlled so it may need to be with the agreement of both parties.

Question 10.5: Do you agree that two weeks would be sufficient for the cooling off period?

A good idea, but not helpful to speedy dispute resolution, so may deter parties from getting involved.

Question 10.6: What qualifications and experience do you consider the appointed person should have to enable them to be credible?

Disputes can cover various matters but currently they mainly revolve around legal issues or viability matters. A high level of qualifications and experience related to the matters in dispute is often needed to deal with areas where agreement is proving difficult.

Question 10.7: Do you agree with the proposals for sharing fees? If not, what alternative arrangement would you support?

A party that disagrees with entering into dispute resolution may object to having to pay a fee. How will that be resolved? Will resolution take place if one party refuses or delays paying a fee? Who will collect and chase any debt, particularly as for most cases this should not involve costs of any magnitude?

Question 10.8: Do you have any comments on how long the appointed person should have to produce their report?

This will only be of benefit if it is speedy or the dispute is intractable, in which case it will probably already have gone to appeal.

Question 10.9: What matters do you think should and should not be taken into account by the appointed person?

Question 10.10: Do you agree that the appointed person's report should be published on the local authority's website? Do you agree that there should be a mechanism for errors in the appointed person's report to be corrected by request?

Question 10.11: Do you have any comments about how long there should be following the dispute resolution process for a) completing any section 106 obligations and b) determining the planning application?

Question 10.12: Are there any cases or circumstances where the consequences of the report, as set out in the Bill, should not apply?

Question 10.13: What limitations do you consider appropriate, following the publication of the appointed person's report, to restrict the use of other obligations?

Question 10.14: Are there any other steps that you consider that parties should be required to take in connection with the appointed person's report and are there any other matters that we should consider when preparing regulations to implement the dispute resolution process?

It is difficult to see the merit of this inevitably tortuous and expensive proposal except in a very limited number of cases. Would it not be better to use the existing appeal system, perhaps via a fast-track mechanism where the only issue is a failure to agree the terms of the Section 106 agreement?

Chapter 11 Permitted development rights for state-funded schools

Question 11.1: Do you have any views on our proposals to extend permitted development rights for state-funded schools, or whether other changes should be made? For example, should changes be made to the thresholds within which school buildings can be extended?

This authority is generally positive about facilitating the speedy provision of school places. However in most cases the primary issue for both temporary and permanent school provision is the impact on highways and transport. No allowance has been made for LPAs to take this into consideration for temporary school use. In relation to the thresholds, this authority believes that the current threshold of 5m from the boundary of the curtilage of the site is the minimum distance that should be considered and therefore would not propose any change is made to this.

Question 11.2: Do you consider that the existing prior approval provisions are adequate? Do you consider that other local impacts arise which should be considered in designing the right?

Flooding issues should also be considered.

Question 12.3: What are the benefits and/or risks of setting a maximum period that a statutory consultee can request when seeking an extension of time to respond with comments to a planning application?

Question 12.4: Where an extension of time to respond is requested by a statutory consultee, what do you consider should be the maximum additional time allowed? Please provide details.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	5 APRIL 2016	AGENDA ITEM:	12
TITLE:	CONSERVATION AREAS ENHANCEMENT PILOT PROJECT - UPDATE ON TRAINING DAY		
LEAD COUNCILLOR:	COUNCILLOR PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING	WARDS:	ABBAY, MINSTER.
LEAD OFFICER:	KIARAN ROUGHAN	TEL:	0118 9374530
JOB TITLE:	PLANNING MANAGER	E-MAIL:	kiaran.roughan@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 At its meeting in March 2015, this Committee considered a report on concerns about Conservation Areas in the Borough. It agreed that a working group of relevant officers be set up to work with the Baker Street Area Neighbourhood Association and other groups to examine priorities for environmental action and improvement and ways to deal with priority matters within such areas within available budgets and resources. A report to this Committee in November 2015 noted progress in setting a working group of Council and community representatives, assisted by representatives of Historic England, to investigate and progress various initiatives related to the enhancement of Conservation Areas. This report provides an update on the working of the group and specifically on the outcomes of a Training Day on the preparation of Conservation Area Appraisals that took place on 24th February 2016.

2. RECOMMENDED ACTION

- 2.1 That Committee note the outcomes of the Training Day on the preparation of Conservation Area Appraisals that took place on 24th February 2016 to assist the members of the working group to identify the special historical and architectural interests and develop management plans to preserve and enhance their conservation areas;
- 2.2 That Committee welcomes and supports the setting up of a Conservation Area Advisory Committee (CAAC), based on the draft

framework for its constitution set out in Appendix 1, to continue the work of the pilot group on the enhancement of Conservation Areas on a more formal basis.

- 2.3 That Committee notes that the Planning Applications Committee confirmed (see Appendix 2) the non-immediate Article 4 Direction to remove permitted development rights to convert from a C3 dwellinghouse to a C4 House in Multiple Occupation for Jesse Terrace as shown on the map in the Notice attached to the report copied at Appendix 3.

3. CONTEXT

- 3.1 In light of the Committee resolution on the enhancement of Conservation Areas in March 2015, Councillor Page invited a number of parties to set up a limited pilot project to examine what might be pursued within available budgets and resources. A report was presented to the November 2015 meeting of this committee in which it was noted that a review of the Castle Hill/ Russell Street Conservation Area Appraisal would be carried out to inform consideration of further potential actions including the possible designation of a Conservation Area at Risk and applying for grant funding for initiatives to manage and enhance the conservation area. The report discussed various tools that could be used to manage change in a conservation area. It outlined initiatives being undertaken or looked into by Streetcare to assist in enhancing conservation areas. It also reported on work in the Baker Street area by Environmental Health and Community Safety and Neighbourhood Initiatives. The report also indicated that the possibility of setting up conservation area advisory committees (CAAC) would be investigated further.
- 3.2 The November 2015 Committee Meeting received a presentation from Martin Small of Historic England who offered to provide a training event in the Council Offices to train representatives of community groups, as well as officers, on preparing conservation area appraisals and associated management plans. The offer of training was taken up and the event, run by officers from Historic England, was held in the Mayor's Parlour on 24th February 2016.
- 3.3 The training was attended by Councillor Page, a number of officers of the Council and by representatives of community groups. In total there were around 30 attendees including the representatives from Historic England. The training covered the purpose of conservation areas, relevant government policy, researching the historic environment and an introduction to the Oxford Character Assessment Toolkit. The participants then split into groups to undertake an exercise carrying out an assessment of particular streets in the Castle Hill/ Russell Street Conservation Area using worksheets in the toolkit. After discussing feedback on the exercise, the training then took participants through

“writing a Conservation Area Assessment, considering management options, consultation, and finally a presentation on/discussion of implementation and monitoring.

- 3.4 A follow up, “Masterclass” is to be held on 6th April 2015. Participants were asked to review the existing conservation area appraisals for their areas, noting the special characteristics and issues of the area. They have then been asked to review whether these remain the most relevant matters and, if not, what are the current special characteristics and issues affecting the area that an up to date appraisal should take account of? This will inform whether, and why, a review of a conservation area appraisal would be undertaken.
- 3.5 Various matters were discussed during the day and at the end of the training. Matters included the provision of green conservation area road name signage in all the conservation areas in the Borough, providing leaflets, guidance and other material to promote awareness of what it means to live in a property in a conservation area, setting up heritage watch groups and other forms of community monitoring of areas. There was also discussion of conservation area advisory committees (CAAC), conservation areas at risk and the potential to apply for grants to implement management plans in such areas.

Jesse Terrace Article 4 Direction.

- 3.6 In November 2015, SEPT Committee also approved the making of a new Non Immediate Article 4 Direction to control changes of use to small HMO use for the properties in Jesse Terrace, Reading. The Article 4 Direction was subsequently served on owners of properties in Jesse Terrace on 7th January 2016. No written representations on the Direction were received.
- 3.7 Under Standing Orders, delegation for decisions on Article 4 Directions lies with Planning Applications Committee. A report was, therefore, presented to Planning Applications Committee on 10th March 2016 recommending that the Direction be approved. A copy of the report, including appendices, is attached at Appendix 2 to this report. A copy of the Direction is attached at Appendix 3. Planning Applications Committee confirmed the Direction at its meeting on 10th March 2016. The Article 4 Direction is a non-immediate Direction and this means that it does not take effect immediately. It gives property owners 12 months’ notice of its effect. The Direction will therefore come into force on 1st February 2017.

4. THE PROPOSAL

(a) Current Position

- 4.1 A further meeting of the working group was held on 11th March 2016. There was a report back from each of the groups on the training event,

their first thoughts on actions arising for their conservation areas and progress on reviewing their conservation appraisals for reporting back to the Masterclass” event on 6th April 2016. That feedback will pick up the various issues that each of the groups has already identified and which were summarised in the November 2015 report. BSANA had already arranged a community event, held on 12th March 2016, to pass on the training to other members of the community and to involve them in the appraisal of the Castle Hill/Russell street Conservation Area. The event attracted around 25 participants.

- 4.2 In the light of the offer of training on Conservation area appraisals discussed above, it was decided that officers would not carry out a review of the existing Castle Hill/ Russell Street Conservation Area appraisal as had been indicated in the November 2015 Committee Report. Officers considered that it would now be more appropriate for the community themselves to carry out the assessment, decide what they think it is important to preserve and enhance and decide what they consider should be the management priorities. Some officer technical support will be made available to support this process and officers and councillors will respond to any draft appraisal and management plans produced by the community groups. The Council will seek to agree and adopt the revised conservation area appraisals providing they are appropriate and realistic.
- 4.3 The review of the Conservation Area Appraisal will inform consideration of whether the Council should declare a Conservation Area at Risk for the Castle Hill/ Russell Street Conservation Area. This is a requirement for making any application for grant assistance for improvements to the conservation area (Note: any grant will only cover a proportion of any costs involved and a condition of any grant is that there is match funding - there is currently no budget for such match funding). The working group is of the view that such an initiative should be pursued.
- 4.4 The setting up of a conservation area advisory committee (CAAC) was further discussed by the working group. CAAC’s normally consist mostly of non-local authority people who represent the interests of residents and businesses and who are able to bring expertise or understanding of the area’s history and amenity. Membership of a CAAC will, therefore, comprise of people with an interest in the built environment and its heritage, and be drawn from local amenity societies, residents’ associations, independent historical, architectural and planning experts, and local residents and businesses. CAACs are independent of the Council (although Councillors can be represented) and anyone can stand for election to be members. Their primary function is to advise on planning applications affecting conservation areas and other applications such as applications to undertake works to trees within conservation areas. They can also be involved in the formulation and/or commenting on conservation area appraisals and reviews of such appraisals.

- 4.5 It was agreed, initially, that it would be best to set up one committee for Reading Borough. At a later stage, it may be that separate committees might be formed to represent the interests of individual conservation areas, particularly where there is significant pressure for change in area. It was also decided that, certainly in the short term, the CAAC for Reading would primarily be concerned with the enhancement of Conservation Areas. This would include promoting initiatives and the formulation of and/or commenting on reviews of conservation area appraisals. Formally commenting on planning applications is seen as less important at this stage, as this is already undertaken via other mechanisms.
- 4.6 A draft constitution for a Reading CAAC has been discussed and is being refined by the working group. A copy of the latest draft is attached at Appendix 1 for information and comment. It will be finalised by the CAAC once it is set up (and brought back to this Committee for information at some point). As indicated, the CAAC should be a community led and formulated committee separate to the Council, albeit Councillors can be members of the group and it will need some support from Council officers. It is not for the Council to approve the setting up of the CAAC. Nevertheless, Committee is requested to welcome the setting up of the CAAC, note that Councillors may become members of the CAAC and agree to provide reasonable support to the CAAC in pursuing its aims.
- 4.7 A submission for a River Views Study was circulated to the group for discussion by Kim Pearce, a member of CADRA. The study would be based on the Oxford View Cones Study. Such a study is intended to assess the importance and content of views as a means to determine elements in need of protection and enhancement. CADRA's interest is in an analysis of the views of the River Thames, particularly west of Caversham Bridge but there are a number of areas of the borough that could be included in such a study. The group agreed to examine this further. A copy of the submission has been sent to Historic England for comment along with a request for possible assistance in undertaking the work that would be involved.
- 4.8 Councillors and officers will continue to work with the working group and with the CAAC when it is set up to progress work on the enhancement of conservation areas in the Borough. Further reports will be brought back to this committee on the work of the group.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 Conservation Areas contribute to the conservation and enhancement of heritage assets in the town and to producing a sustainable environment and economy within the Borough. This report seeks meet the 2015 -18 Corporate Plan objective for "Keeping the town clean, safe, green and active." Under the heading, Neighbourhoods, the Corporate Plan aims to improve the physical environment - the cleanliness of our streets, places for children to play, green spaces, how we feel about our neighbourhood and

whether we feel safe, have a sense of community and get on with our neighbours. This will involve designing and joining up our services around the needs of neighbourhoods, engaging and enabling local residents and targeting resources so that we can improve outcomes for the most deprived areas.

- 5.2 However, other aims under the Corporate Plan seek to balance the budget and any environmental improvements and other actions must be capable of being undertaken within existing budgetary resources.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 The Conservation Areas Enhancement Pilot Project is a response to concerns raised by community groups with an interest in their conservation areas. It is therefore responding to community concerns. The report recommends continued work with local community organisations.

- 6.2 The Working Group that has been set up has representatives from the communities with an interest in selected conservation areas. Any initiatives arising as part of the project will be responses to community engagement and their development and implementation will involve wider community engagement.

7. EQUALITY ASSESSMENT

- 7.1 The work of the Working Group is at an early stage and the specific proposals put forward in this report involve research and background with no immediate impacts. An Equality Impact Assessment scoping has not been carried out in relation to this report, but such an assessment may be required, along with, potentially, a full Equality Impact Assessment, to support further initiatives that will be the subject of future reports.

8. LEGAL IMPLICATIONS

- 8.1 There are no direct legal implication arising from this report

9 FINANCIAL IMPLICATIONS

- 9.1 As indicated in the report, various services of the Council are already responding to a number of the issues raised within their existing budgets. The resolution of SEPT Committee in its consideration of the original report on “Enhancement of Conservation Areas,” was that,a working group be set up to examine priorities for action and improvementin selected conservation areas *within available budgets and resources*.

9.2

Risk Assessment

- 9.3 Any increase in workload will need to be carefully monitored as there is no budgetary provision for undertaking this project. Any increase in workload will affect the Planning Section's ability to deal with other priorities.

BACKGROUND PAPERS

- Conservation Area Appraisals;
- English Heritage advice 'Conservation Areas at Risk'

Draft Terms of Reference for the Reading Conservation Area Advisory Committee.

1. To advise the Council when preparing Conservation Area Character Appraisals or policies for the preservation and enhancement of a Conservation Area, Heritage Sites or other areas deemed to be of Historical Importance. As appropriate, take the lead in revising conservation area appraisals and formulating policies for particular conservation areas (including making positive proposals for their enhancement and measures for the general care and maintenance of the area). Make recommendations concerning the boundaries of potential conservation areas and modifications to the boundaries of existing conservation areas.
2. To assist in furthering the education, involvement and support of the local bodies and the general public in conservation issues.
3. To advise the Council on certain planning applications, inclusive of Pre-Applications, or other matters which may be referred to the Committee which affect the character or appearance of a Conservation Area, Heritage Site or other area deemed to be of Historical Importance. Representations from the CAAC on planning applications should be submitted to the Planning and Development Team. Recognising the voluntary nature of this committee, not every application will be considered and therefore a lack of comment will not imply endorsement.
4. To advise the Council on schemes which may be referred to the Committee for works or operation other than maintenance works, to the public highway, public realm, public open space or any other council managed space.
5. The CAAC will meet as required to address priorities and have arrangements in place to submit timely planning application comments between meetings. Meetings will be set as deemed necessary.

Membership

1. The Committee membership will aim to reflect a cross-section of interests, local people and appropriate skills. Nominations to serve on the Committee will be sought from relevant local groups, professional bodies and companies, and more widely if it deemed appropriate.
2. Councillors, who are not members of the Planning Committee, may be appointed to serve on the Committee. However, Councillors from the Planning Committee may be invited to attend meetings, but in an observational capacity only.

3. The CAAC shall elect a chair, a vice chair and a secretary to serve for a minimum period of a year.
4. The name of the Chair along with a general contact for each CAAC shall be included on the CAAC webpage on the Council's website. The Constitution of the Committee shall be posted on the Council's website.
5. The committee will have no less than six and no more than 20 members in order to ensure that it can work effectively. The names and addresses of all CAAC members shall be held by the Council for reference.
6. The CAAC will advertise for new members when places become available and new members will be chosen by the Committee on the basis of their potential contribution to the work of the CAAC.
7. Appointments to committees shall be for a period of four years, but may be renewed after that period.
8. It is important that a proportion of the Panel members have knowledge of planning and are familiar with looking at drawings. In recruiting new members, every reasonable effort will be made to ensure that the Committee is made up of individuals that will be able to give constructive, professional opinions in relation to the goals of improving the historic environment of Reading. To ensure the quality of the Committee's output, "advisory memberships" may be taken from professional persons engaged in historical conservation or planning outside of the town of Reading.

Procedures

1. Details of meetings shall be included on the CAAC webpage on the Council's website and a summarised annual report also placed on the web-site.
2. A quorum of at least one third of the CAAC members shall be required for the committee to vote on decisions.
3. Matters shall be decided by a simple majority vote of members present. The Chair shall have the casting vote where agreement cannot be reached.
4. The CAAC does not fall within the definition of a committee or sub-committee as contained in Section 102 of the Local Government Act of 1972. Meetings of the Committee will not be open to the public or the press. However, comments of the CAAC on planning applications will be published by the relevant case-worker with the related Planning Application documents, referred to at Planning Committee meetings and published on the Council's CAAC web-site page.

5. The CAAC may invite applicants and other parties involved in proposed developments or in regards to items having to do with the historic environment to the meetings in order to explain or clarify issues. It is important to note that the CAAC is a consultee in its own right and it is there to form its own views on the applications they received to comment on.
6. Representations from the CAAC on planning applications will be set out in adequate detail. If the CAAC objects to an application they will clearly identify the reasons why the proposal is harmful to the character and appearance of the conservation area and why it is not in accordance with the Council's development plan or planning guidance.
7. The CAAC's comments shall be taken into consideration in the planning officer's assessment of the planning application and recorded in the officer's report.
8. Members of the CAAC shall not be remunerated for their participation in the activities of the CAAC.
9. If any member of the CAAC has any pecuniary interest, direct or indirect, in any planning application or other matter before the CAAC, that member shall declare their interest, withdraw from the meeting while the matter is under consideration, and this should be noted in the minutes.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	PLANNING APPLICATIONS COMMITTEE		
DATE:	10 th March 2016	AGENDA ITEM:	
TITLE:	JESSE TERRACE - CONFIRMATION OF ARTICLE 4 DIRECTION IN RELATION TO SMALL HOUSES IN MULTIPLE OCCUPATION.		
SERVICE:	PLANNING	WARDS:	BOROUGHWIDE
LEAD OFFICER:	KIARAN ROUGHAN	TEL:	0118 937 4530 (74530)
JOB TITLE:	PLANNING MANAGER	E-MAIL:	kiaran.roughan@reading.gov.uk

1. RECOMMENDED ACTION

- 1.1 That Committee confirms the non-immediate Article 4 Direction to remove permitted development rights to convert from a C3 dwellinghouse to a C4 House in Multiple Occupation for properties in Jesse Terrace as shown on the map in the Notice attached at Appendix 1.

2. INTRODUCTION

- 2.1 A petition was presented to the Strategic Environment Planning and Transport (SEPT) Committee on 26th March 2015, requesting the extension of the existing Article 4 Direction that covers Jesse Terrace in Abbey Ward, and controls changes to the external appearance of the buildings, to also bring changes of use to small HMO use under control.
- 2.2 In July 2015, SEPT Committee considered a report reviewing the use of Article 4 Directions to control changes of use from single dwelling houses to houses in multiple occupation (HMO), including whether it was a measure that could be used in other areas of the Borough. SEPT Committee noted the results of the review and resolved that proposals for an Article 4 Direction covering Jesse Terrace to prevent changes of use from a C3 dwellinghouse to a C4 small house in multiple occupation be brought forward to a future meeting of the Committee.

- 2.3 In November 2015, SEPT Committee approved the making of a new Non Immediate Article 4 Direction to control changes of use to small HMO use for the properties in Jesse Terrace, Reading.
- 2.4 Under Standing Orders, delegation for decisions on Article 4 Directions lies with Planning Applications Committee.
3. Article 4 Direction
- 3.1 In November 2015, SEPT Committee considered a report reviewing the Council's existing use of an Article 4 Direction to control changes of use to small HMO use in parts of the Borough. It went on to consider the application of such a Direction to other parts of the Borough, specifically properties in Jesse Terrace, Reading. It was considered that the location of the properties in Jesse Terrace within the Russell Street/Castle Hill Conservation Area, the unspoilt character of the street, and its importance as an example of a very fine, attractive street with interesting architectural detail of a type that is important to Reading's heritage, was justification for restricting further changes of use to HMO use in Jesse Terrace.
- 3.2 The Committee went on to approve the making of a new Non Immediate Article 4 Direction to control changes of use to small HMO use for the properties in Jesse Terrace, Reading. A copy of the SEPT Committee Report is attached at [Appendix 1](#).
- 3.3 The Article 4 Direction seeks to control the proliferation of HMO use in order to prevent detrimental effects on the physical character of the street. The Direction will require that a planning application is made for proposed changes of use from C3 dwellinghouse to the C4 use class which covers houses in multiple occupation for 3 to 6 unrelated persons.
- 3.4 The Direction was made on 7th January 2016 and served on owners and occupiers of properties fronting Jesse Terrace. A copy of the Direction and the map are attached at [Appendix 2](#) to this report. The period for responding to the Direction ended on 15th February 2016. A number of telephone enquiries about the Direction were received by officers. However, no objections to the Direction were received. No other written representations were received. Planning Applications Committee can therefore now confirm the Direction.
- 3.5 The Direction, which is a Non Immediate Article 4 Direction, will not take effect until 1st February 2017. Once the Direction takes effect, planning permission will be required to change use from a C3 dwellinghouse to a C4 small house in multiple occupation. Such applications will be considered in the light of relevant policies (currently policies CS18 and DM8) and the advice in the Council's Supplementary Planning Document on Residential Conversions.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The Planning Service contributes to the Council's strategic aims in terms of:

- Seeking to meet the 2015 -18 Corporate Plan objective for "Keeping the town clean, safe, green and active."
- Seeking to meet the 2015 -18 Corporate Plan objective for "Providing homes for those in most need."
- Seeking to meet the 2015 -18 Corporate Plan objective for "Providing infrastructure to support the economy"

5.2 The Article 4 Direction will contribute, in particular, to achieving the strategic aim of keeping the town clean, safe, green and active.

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Consultation measures have been carried out in relation to the making of the Article 4 Direction in accordance with Annex A of replacement Appendix D to Circular 9/95:

- Local advertisement;
- Site notices; and
- Individual notice to every owner of every part of the land within the area or site to which the direction relates.

7. EQUALITY ASSESSMENT

7.1 Measures to control small houses in multiple occupation may have a particular adverse impact on younger people, as these types of accommodation tend to be occupied by younger people, and students in particular.

8. LEGAL IMPLICATIONS

8.1 Article 4 Directions relate to Section 4 of the Town and Country Planning Act 1990. If a non-immediate Article 4 direction comes into force, a planning application will be required for any change of use from C3 (dwellinghouse) to C4 (small HMO) within the identified area. Permitted development rights will remain to change from C4 use to C3.

9 FINANCIAL IMPLICATIONS

9.1 There will be financial implications associated with the new Article 4 direction. These are summarised below:

- Planning applications submitted solely because of an Article 4 Direction are not subject to any fee and the whole cost of considering and determining such applications therefore falls to the Local Planning Authority; and

- There could be substantial resource implications for the planning enforcement service of following up reports of unauthorised changes of use to small HMOs.

Risk Assessment

- 9.3 Additional resources may be required to deal with applications or enforcement resulting from the Article 4 Direction but, because of the limited number of properties in Jesse Terrace, these will be accommodated in this instance within existing budgets.

BACKGROUND PAPERS

Reports to the Strategic Environment Planning and Transport (SEPT) Committee on 26th March 2015, 15th July 2015 and 22nd November 2015.

Copy of the Article 4 Direction for Jesse Terrace.

READING BOROUGH COUNCIL

ARTICLE 4 DIRECTION - RELATING TO JESSE TERRACE, READING

DIRECTION MADE UNDER ARTICLE 4(1) OF THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) ORDER 2015 (GPDO)

RECITALS

WHEREAS Reading Borough Council (the Council) being the appropriate Local Planning Authority within the meaning of Article 4(5) of the GPDO, are satisfied that it is expedient that the development of the description set out in the Schedule below should not be carried out on the land and buildings in Jesse Terrace, Reading and shown edged black on the attached plan, unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 as amended.

NOW THEREFORE the said Council in pursuance of the power conferred on them by Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 **HEREBY DIRECT** that the permission granted by Article 3 of the said GPDO shall not apply to development on the said land of the description set out in the Schedule below:


SCHEDULE

Development consisting of a change of use of a building from a use falling within Class C3 (dwellinghouses) of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (as amended) to a use falling within Class C4 (houses in multiple occupation) of that said Schedule, being development comprised within Class L of Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 2015 and not being development comprised within any other Class.

This Direction, if confirmed, will come into effect on 1st February 2017.

Made under the Common Seal of the Council this 7th day of January 2016.

The Common Seal of **READING BOROUGH COUNCIL**
was affixed to this Direction in the presence of:-


Authorised Signatory
132

~~Authorised Signatory~~

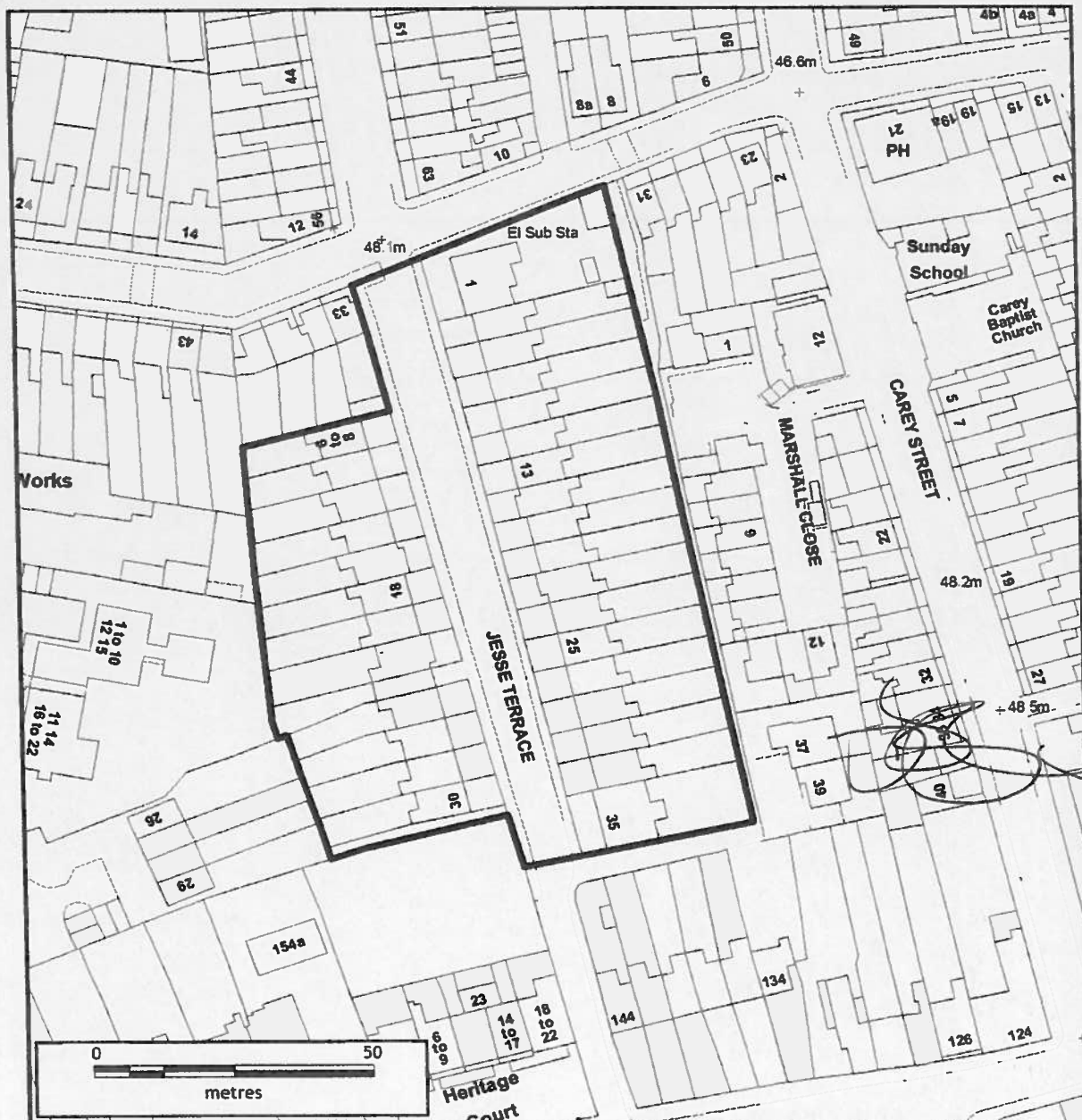
DDL

Confirmed under the Common Seal of the Council this day of 2016.

The Common Seal of READING BOROUGH COUNCIL
was affixed to this Direction in the presence of:-

Authorised Signatory

MINUTE	SEPT 24/11/15
original	SCC
Set NO	2/16
checked	<i>DDL</i>



**JESSE TERRACE ARTICLE 4 DIRECTION AREA
(FOR HOUSES IN MULTIPLE OCCUPATION)**

24th November 2015

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Reading
Borough Council

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