

To: Councillor Page (Chair);  
Councillors Debs Absolom, Ayub, Dennis,  
Duveen, Hacker, Hopper, Jones, McDonald,  
Terry and Whitham.

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23 October 2015

Your contact is:

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### NOTICE OF MEETING - TRAFFIC MANAGEMENT SUB-COMMITTEE - 3 NOVEMBER 2015

A meeting of the Traffic Management Sub-Committee will be held on Tuesday 3 November 2015 at 6.30pm in the Council Chamber, Civic Offices, Reading. The meeting Agenda is set out below.

#### AGENDA

	<u>PAGE</u> <u>NO</u>
1. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEMS	
(A) QUESTIONS submitted in accordance with the Panel's Terms of Reference	-
(B) PRESENTATION - USING ROAD PRICING TO MANAGE AND FUND TRANSPORT INFRASTRUCTURE IN GREATER READING	-

Members of the public attending the meeting will be invited to participate in discussion of the above items. All speaking should be through the Chair.

This section of the meeting will finish by 7.30 pm.

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2. MINUTES OF THE SUB-COMMITTEE'S MEETING HELD ON 16 SEPTEMBER 2015	-	1
3. DECLARATIONS OF INTEREST	-	-
4. QUESTIONS FROM COUNCILLORS	-	-
Questions submitted pursuant to Standing Order 36 in relation to matters falling within the Sub-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.	-	-
5. PETITIONS		
To receive any petitions on traffic management matters submitted in accordance with the Sub-Committee's Terms of Reference.		
6. PETITION FOR THE AMERSHAM ROAD ESTATE TO BE A 20MPH ZONE - UPDATE	CAVERSHAM	16
A report to update the Sub-Committee on the on the review of the petition received from residents to make the Amersham Road Estate a 20 miles per hour zone.		
7. PETITION FOR A RESIDENTS PARKING PERMIT SCHEME IN LOWER HAMILTON ROAD - UPDATE	PARK	20
A report to update the Sub-Committee on the review of the petition received from residents of Lower Hamilton Road requesting the council to consult with residents over a residents parking permit scheme.		
8. PETITION FOR A RESIDENTS PARKING PERMIT SCHEME IN CARDINAL CLOSE AND THE LAY-BY WOLSEY ROAD - UPDATE	CAVERSHAM	23
A report to update the Sub-Committee on the review of a petition received from residents asking the Council to introduce a resident parking zone in Cardinal Close and the parking layby in Wolsey Road.		
9. REQUEST TO REMOVE THE SCHOOL KEEP CLEAR MARKINGS FROM HONEY END LANE	SOUTHCOTE	26
To inform the sub-committee of the review following the request in June 2015 to remove the School Keep Clear restrictions on Honey End Lane.		

10.	SOUTHCOTE FOOTWAY/ VERGE TRIAL PARKING BAN - 6 MONTH REVIEW	SOUTHCOTE	31
	A report to update the Sub-Committee on the experimental footway and verge parking ban in the Southcote area.		
11.	TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS	BOROUGHWIDE	37
	A report to inform the Sub-committee of the review of the current Traffic Signs Regulations and General Directions (TSRGD) and to detail the additional consultation and highlight the delay to the new version of the regulations.		
12.	UNIVERSITY AND ROYAL BERKSHIRE HOSPITAL AREA STUDY	REDLANDS	43
	A report to update the Sub-Committee 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.		
13.	SCHOOL EXPANSION AND SUSTAINABLE TRANSPORT UPDATE	BOROUGHWIDE	49
	To update the Sub-Committee on the progress made towards encouraging sustainable travel to school through the development of new Travel Plans for the Primary Schools that are expanding this autumn.		
14.	PUBLIC LIABILITY INSURANCE POLICY	BOROUGHWIDE	53
	A report to update the Sub-Committee on the current requirement for Public Liability Insurance when working on the public highway.		
15.	ON STREET PAY AND DISPLAY - PAY BY PHONE	BOROUGHWIDE	58
	A report to update the Sub-Committee on the proposal to introduce the option to Pay by Telephone for On Street Pay and Display bays.		
16.	WINTER SERVICE PLAN	BOROUGHWIDE	61
	A report to update the Sub-Committee on the outputs delivered by the 2014/2015 Winter Service Plan.		
17.	LOCAL SUSTAINABLE TRANSPORT FUND - REVENUE SCHEMES 2015/16	BOROUGHWIDE	65
	A report to update the Sub-Committee on the revised LSTF Revenue 2015/16 programme, for which a grant of £996,000 has been awarded by the Department for Transport.		

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| 18. | CYCLING IN BROAD STREET - REVIEW OF RESTRICTIONS  | ABBEY       | 68 |
|     | A report to request approval from the Sub-Committee to progress a statutory consultation on permitting cycling in Broad Street West.        |             |    |
| 19. | MAJOR TRANSPORT AND HIGHWAYS PROJECTS UPDATE  | BOROUGHWIDE | 73 |
|     | A report to update the Sub-Committee on the current major transport and highways projects in Reading.                                       |             |    |
| 20. | ANNUAL PARKING SERVICES REPORT 2014-2015  | BOROUGHWIDE | 78 |
|     | A copy of the annual report that the Council is required to produce as a Civil Enforcement Authority under the Traffic Management Act 2004. |             |    |

The following motion will be moved by the Chair:

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

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| 21. | LED STREET LIGHTING - INVEST TO SAVE PROJECT TENDER UPDATE   |  | 149 |
|     | A report to update the Sub-Committee on the tender results for the LED Street Lighting Invest to Save project. |  |     |
| 22. | APPLICATIONS FOR DISCRETIONARY PARKING PERMITS   |  | P1  |
|     | To consider appeals against the refusal of applications for the issue of discretionary parking permits.        |  |     |

**DATE AND TIME OF NEXT MEETING:**

Wednesday 14 January 2016 at 6.30 pm



## TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES - 16 SEPTEMBER 2015

**Present:** Councillor Page (Chair)  
Councillors Debs Absolom, Ayub, Dennis, Hacker, Hopper, Jones, Rodda, Vickers and Whitham

**Apologies:** Councillors McDonald and Terry

**Also in attendance:** Councillor R Williams

### 16. FORMER TRANSPORT USERS' FORUM - CONSULTATIVE ITEM

#### (1) Questions

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

Questioner	Subject
Tim Cook	Cycle Improvements
Stephen Derek	Cow Lane

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

#### (2) Presentation - Trends in Travel in Central Reading

Cris Butler, Strategic Transportation Programme Manager, gave a presentation on Trends in Travel in Central Reading and informed the Sub-Committee that a Cordon Count had taken place in May 2015 of all journeys into Central Reading at peak times on a typical day. Data had been collected for trip arrivals in respect of pedestrians, cyclists and bus and rail trips. Information had also been collected in respect of access to Reading station.

**Resolved - That Cris Butler be thanked for his presentation.**

### 17. MINUTES

The Minutes of the meeting of 17 June 2015 were confirmed as a correct record and signed by the Chair.

### 18. QUESTIONS FROM COUNCILLORS

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

### 19. PETITIONS

#### (a) Petition highlighting parking problems in Lower Hamilton Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 56 signatures asking the Council to review parking problems in Lower Hamilton Road (from Wokingham Road to Crescent Road) in Park Ward.

The petition read as follows:

*'We are concerned about the parking situation in lower Hamilton Road and recently held a consultation with all the residents to discover their views on sending a petition to the Council about some form of residents parking scheme, or similar, which will address the problems we have. We would be grateful if the Committee would consider this petition and hold a consultation in the area to look at the problems and consider ways forward.'*

*Hamilton Road is long and narrow, as compared with many other roads in the Borough, and cannot accommodate vehicles parked on both sides (4-wheels in the road) as well as through traffic in single file. The result has been a growing use of pavement parking, which is now considered the norm. The impact of this is particularly hard on pedestrians, especially children, anyone who is slow, has a mobility or balance problem, as well as parents with buggies and people in wheelchairs. The other impact on many car owners here is the difficulty they often have in entering and leaving their properties by car because of vehicles obstructing their entrances. There has also been an instance when the fire engine has not been able to get up the road unimpeded.'*

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 Charlotte Fulford 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 a residents parking zone in Cardinal Close and the parking lay-by at the end of Wolsey Road

The Director of Environment and Neighbourhood Services submitted a report on the receipt of a petition with 41 signatures asking the Council to introduce a resident parking zone in Cardinal Close and the parking layby in Wolsey Road.

The petition read as follows:

*'We the undersigned call on Reading Borough Council to implement a Residents parking zone in Cardinal Close and the parking lay-by at the end of Wolsey 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 Stephanie Lees 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 highlighting Parking Problems in Old Redlands

A petition was tabled at the meeting highlighting parking problems in Old Redlands.

The petition read as follows:

*'Parking in the Old Redlands area can be a real struggle. We would like to see a consultation on introducing residents' parking in the area to improve the situation for people living here'.*

At the invitation of the Chair, and in the absence of the lead petitioner, Kizzi Murtagh addressed the Sub-Committee.

Resolved - That the petition be noted.

## 20. PETITION FOR TRAFFIC CALMING MEASURES IN SHEPHERDS LANE - UPDATE

Further to minute 85(a) of the meeting on 12 March 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the investigations and assessment of traffic safety issues in Shepherds Lane following the receipt of a petition containing 57 signatures from some residents of Caversham Heights.

The report stated that Shepherds Lane was a standard width two way road that was subject to a 30mph speed limit with street lighting. The road provided a link between Upper Woodcote Road and Kidmore Road.

In response to the petition, a speed survey had been undertaken on Shepherd Lane on 6 August 2015 and this survey had shown that the mean speed was recorded as 28.4mph and that this was the speed at which most drivers were travelling. The report also explained that the 85<sup>th</sup> percentile speed was 33.8mph and that this was the speed at which 85% of the vehicles were not exceeding. Consequently the survey results demonstrated that the mean and 85<sup>th</sup> percentile speeds were typical for the nature of this road.

The report also stated that the duty of the highway authority was to ensure that the highway was as safe as reasonably practicable and that no injury accidents had been recorded within the entire length of Shepherds Lane during the latest three year period. Unfortunately, the Council had insufficient funds to deal with requests to address specific issues such as speeding vehicles and traffic calming where there was no history of injury.

The report explained that speeding within residential streets had been shown to be one of the greatest concerns for those that lived there. Whilst speeding was only enforceable by the Police, the Council was responsible for the highway and the implementation of traffic management initiatives and so had developed a speed awareness strategy, which included a list of locations where concerns had been raised and to which Shepherds Lane would be

added. The speed awareness campaign was designed to provide the Council with a factual view of vehicle speeds within areas of concern and vehicle activated signs would be deployed to enforce the message that a speed limit existed, to encourage drivers to comply with that limit and would also inform future traffic management schemes where higher speeds were recorded.

Resolved -

- (1) That the report be noted;
- (2) That Shepherds Lane continued to be monitored as part of the Council's ongoing road safety strategy and the Vehicle Activated Signs be used when possible as part of the annual sign rotation schedule;
- (3) That the Lead Petitioner be informed accordingly.

#### 21. PETITION FOR A ZEBRA CROSSING ON ADDINGTON ROAD - UPDATE

Further to minute 85(c) of the meeting on 12 March 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the review following the receipt of a petition containing six signatures from some residents of Redlands Ward requesting a zebra crossing on Addington Road.

The report stated that Addington Road (between Redlands Road and Craven Road) was an 8 metre wide two-way road, with a 30mph speed limit, street lighting and on-street parking.

The report explained that the Council had insufficient funds to deal with all requests to address specific issues such as crossing roads and had to give priority to sites where there was a history of injury and there had been no injury accidents along this section of Addington Road within the last three years.

The report also stated that the requirements for pedestrian facilities were set out by central government where the Council were obliged to measure the demand by a pedestrian/vehicle count (PV<sup>2</sup>) during the four busiest hours of the day. This had been carried out on Thursday 16 July between the hours of 0700 and 1900 and had demonstrated that this section of Addington Road did not meet the criteria for installation of a formal controlled crossing. However the approach to general road safety in the area would continue to be reviewed as part of the Council's ongoing annual road safety strategy.

Resolved -

- (1) That the report be noted;
- (2) That the request for a pedestrian crossing on Addington Road not be progressed further by officers as the existing pedestrian and vehicle flows did not meet the necessary threshold set by the Department for Transport;
- (3) That Addington Road continued to be monitored as part of the Council's ongoing road safety strategy;
- (4) That the Lead Petitioner be informed accordingly.

**22. PETITION FOR A 20MPH ZONE IN BRIANTS AVENUE AND SURROUNDING ROADS - UPDATE**

Further to minute 4 of the meeting on 17 June 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the review following the receipt of a petition from residents containing 294 signatures requesting that the Council improved road safety by implementing a 20mph zone in Briants Avenue and surrounding roads.

The report stated that Briants Avenue and surrounding roads were standard two way residential roads with a 30mph speed limit and street lighting. All of the roads had on street parking and Briants Avenue also had a built out bus stop, all of which reduced traffic speeds.

The report explained that the requirements for 20mph speed limits were included with the Department for Transport document 'Traffic Advisory Leaflet 9/99. 20mph Zones and Limits' and that this stated that such zones were most appropriate where there was an existing record of accidents to children or where there were high concentrations of pedestrians and/or cyclists. It also stated that 20mph zones were unlikely to be appropriate if there was an excessive speed problem where the observed speeds were above 24mph unless traffic calming measures were also provided.

The report stated that speed surveys had been undertaken on Briants Avenue on 3 August 2015 in free flow conditions in accordance with national requirements. The results of the surveys had shown that the mean speed along Briants Avenue in this location was 24mph and the 85<sup>th</sup> percentile speed was 28mph, which showed compliance with the existing 30mph.

The report explained that the Council had insufficient funds to deal with all requests to address specific issues such as speeding vehicles and traffic calming and had to give priority to sites where there was a history of injury. There had only been one injury accident recorded for Briants Avenue and the surrounding roads, which was not caused by excessive speed within the last three years.

The report stressed that speeding within residential streets had been shown to be one of the greatest concerns for those that lived there. Whilst speeding was only enforceable by the Police, the Council was responsible for the highway and the implementation of traffic management initiatives and so had developed a speed awareness strategy, which included a list of locations where concerns had been raised and to which the listed roads would be added. The speed awareness campaign was designed to provide the Council with a factual view of vehicle speeds within areas of concern and vehicle activated signs would be deployed to enforce the message that a speed limit existed, to encourage drivers to comply with that limit and would also inform future traffic management schemes where higher speeds were recorded.

**Resolved -**

- (1) That the report be noted;**
- (2) That Briants Avenue and surrounding roads continued to be monitored as part of the Council's ongoing road safety strategy and the Vehicle**

Activated Signs be used when possible as part of the annual sign rotation schedule;

(3) That the Lead Petitioners be informed accordingly.

**23. WAITING RESTRICTION REVIEW - OBJECTIONS TO WAITING RESTRICTION REVIEW 2015 (A) AND REQUESTS FOR WAITING RESTRICTION REVIEW 2015 (B)**

The Director of Environment and Neighbourhood Services submitted a report to inform the Sub-Committee of objections received in respect of the traffic regulation order, which was recently advertised as part of the waiting restriction review programme 2015A, and to provide 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 March 2015.

The report stated that approval had been given at the meeting on 12 March 2015 (minute 87 refers) to carry out investigations at various locations, in relation to waiting restriction requests. These investigations had been completed and a recommendation for each scheme was shared with Ward Councillors in May 2015 to allow them to make further comments.

The report explained that a further report had been submitted to the meeting on 17 June 2015 (minute 8 refers) that sought approval to carry out statutory consultation. The statutory consultation process had taken place between 20 August 2015 and 10 September 2015 and full details of the objections and any correspondence in support of the proposals were attached to the report at Appendix 1.

The report also stated that the list of issues raised for the Bi-annual 2015B review was attached to the report at Appendix 2. This part of the waiting restriction review enabled Ward Councillors to undertake informal consultations, which ensured any new restrictions had the support of residents and were reflective of what the community had requested, prior to the commencement of statutory consultation. The report explained that this could mean that requests might be amended or removed if they were not appropriate or had no Councillor or resident support.

At the invitation of the Chair Mrs Harrington addressed the Sub-Committee in respect of the proposal relating to Cockney Hill.

**Resolved -**

- (1) That the report be noted;
- (2) That the recommendations in Appendix 1 be implemented subject to the following amendments:
  - (i) The proposal in respect of Willington Avenue be removed from the programme and officers investigate the imposition of restrictions on the north side of the Avenue;
  - (ii) The proposals in respect of Norcot Road, Cockney Hill, Lydford Road and Lexington Grove be removed from the programme;

- (3) That the Head of Legal and Democratic Services be authorised to seal the Traffic Regulation Orders and no public inquiry be held into the proposals;
- (4) That the objectors be informed of the decision of the Sub-Committee accordingly;
- (5) That the requests made for waiting restrictions as shown in Appendix 2 be noted and that Officers investigate each request and consult on their findings with Ward Councillors subject to the request in respect of Tern Close in Norcot Ward including Taff Way and Wensley Road in Minster Ward from the junction of Shaw Road;
- (6) That, should funding permit, a further report be submitted to the Sub-Committee requesting approval to complete the Statutory Consultation on the approved schemes.

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

Further to minute 6 of the meeting on 17 June 2015, the Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the trial switch-off of the traffic signals at the 'Target junction' which was the junction of Broad Street with St Mary's Butts and West Street.

The following information from disability charities was circulated electronically to the Sub-Committee prior to the meeting and provided at the meeting in hard copy:

- Letter to Councillor Page and members of the Sub-Committee from representatives of Disability Charities;
- Joint press statement from representatives of Disability Charities;
- LDD Carers Forum - Notes from Meeting discussion held on 9 September 2015, and Document showing what people said at the LDD Carers Forum;
- Survey of Pedestrian Movements at Target Junction by Richard Stowell, former Director of Age UK Berkshire and Reading Children's Fund;

The following information from officers was circulated electronically to the Sub-Committee prior to the meeting and provided at the meeting in hard copy:

- Extract from the minutes of the meeting of the Access and Disabilities Working Group meeting on 19 March 2015;
- Minutes from the Access and Disabilities Working Group Special Town Centre/Target Junction Workshop on 15 July 2015;
- Evaluation of Pedestrian Crossing Facilities;
- Survey of Pedestrian Movements at Target Junction by Richard Stowell;
- A draft copy of the Equality Impact Assessment scoping report;
- A copy of an independent road safety evaluation of the trial that had been carried out by Acorns Projects Limited

Officers also tabled a copy of the final version of the Equality Impact Assessment.

The report stated that there had been a site visit and workshop for members of the Access and Disabilities Working Group on 15 July 2015 which had allowed people to experience

the junction and to spend time discussing specific points and issues that had been raised. During the site visit it was acknowledged that crossing the road on the St Marys Butts (southern) side of the junction was the easiest to negotiate as this part of the junction narrowed so that vehicles were only able to pass through in single file. In addition the St Marys Butts approach had a ramp up onto the raised carriageway which was made up of rows of granite stone that created a noticeable noise when particularly quiet vehicles approached the pedestrian crossing area, which helped warn blind pedestrians of a slow moving quiet vehicle. It was also noted that when standing at this point to cross the road, to and from the pedestrianised part of Broad Street, the traffic signal equipment restricted the view for pedestrians.

The report explained that the subsequent workshop session had covered the reasons behind the trial switch-off and, following discussions, it had been acknowledged that there were relatively long periods without vehicles moving through the junction creating time to safely cross the road. The group were asked what they would like to see if the decision was made to remove the traffic signals and it was accepted that removal of the traffic signal poles would 'open up' the junction and remove some of the cluttered feel and visibility restrictions and that the granite ramp on the St Marys Butts side should be repeated on all approaches to the pedestrian crossing points as it created a noise and visibly slowed drivers. Whilst it was generally accepted that crossing the road at the narrowest St Marys Butts side of the junction was not much of a problem the other two approaches were perceived to be more challenging. The discussion had also focused on creating a route from the busy bus stops at the western side of the junction across to the main entrance of the Broad Street Mail. During the final wrap-up session, whilst there had remained one or two individuals who had insisted that the traffic signals should be switched on, the consensus had been that the traffic signals could be removed with the additional features that had been discussed.

The report concluded that the switch-off had shown that pedestrians and vehicles could use the junction safely without the aid of the junction controls. Concerns from disabled people, particularly blind and partially sighted users, would be met by creating a dedicated route across the western and southern approaches to the junction. This would be met through the installation of a formal pedestrian crossing on the western side of the junction. The existing traffic signal infrastructure would then be used to provide the new pedestrian crossing.

At the invitation of the Chair, Mr J Young, Community Engagement Officer for Guide Dogs in Reading, Asif Rashid, Chairman of Reading Taxi Association, and Martijn Gilbert, Chief Executive Officer of Reading Buses, addressed the Sub-Committee.

**Resolved -**

- (1) That the report be noted;
- (2) That following consideration of the feedback from the Access & Disabilities Working Group be considered and the junction control by traffic signals be permanently removed;
- (3) That the following alterations be carried out:



- (i) A formal traffic signal controlled pedestrian crossing be provided on the western side of the junction in front of the main entrance to Broad Street Mall;
- (ii) A de-cluttering of the junction to improve sightlines, mainly through the removal of traffic signal equipment;
- (iii) A review of waiting restrictions on the two approaches to the junction on St Marys Butts and West Street to improve visibility for both pedestrians and drivers.

## 25. SCHOOL EXPANSION AND SUSTAINABLE TRANSPORT

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the progress made towards encouraging sustainable travel to school through the development of new Travel Plans for the Primary Schools that would be expanding in autumn 2015.

The report explained that Reading's school expansion programme had involved 12 Primary Schools and was making progress in response to population forecasts which would provide provision for 2,250 additional school places by 2021. The schools would each be taking their new admission number from the Reception Year, meaning that the school's population would incrementally increase as the new classes moved up through the school.

Nine Primary Schools were increasing their admission number and the programme included the creation of a new two form entry Primary School in Hodsoll Road. Schools that were increasing their admission numbers were required, as part of the planning application process, to show how they intended to address both existing and predicted travel and traffic issues. This was done by producing a new School Travel Plan before they were granted occupation of the new buildings. By producing new Travel Plans the schools had been encouraged to carry out surveys of pupil and staff journeys and to analyse the data to come up with their own ideas to help reduce traffic problems in their neighbourhoods, to break down barriers to walking and cycling to school and to encourage walking and cycling wherever possible.

A workshop had been held in May 2015 to introduce a toolkit for the schools with resources and ideas, including talks from Bikeability and Bike It instructors. The workshop had enabled schools to draft and discuss their Travel Plans together and to seek one-to-one advice to enable them to meet the required submission date for the planning condition.

With Travel Plans being submitted schools were being encouraged to establish a School Steering Group comprising of staff, parents, governors and representatives from the local community. The Council would continue to monitor and offer guidance to schools and relevant proposals might be forwarded to other teams such as Parks, Highways and Streetcare.

Finally, the report stated that the more schools were developing and implementing measures in their Travel Plans, the greater the cumulative effect there would be across the Borough. It would also reduce the reliance and impact of cars on the school journey; in turn leading to less traffic congestion in the town around the 'school run' period and it was hoped that educating the younger generation about these advantages and imbedding

active travel behaviour would last a lifetime and lead to more active and healthier lifestyles and a healthier environment with less congestion and pollution.

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

## **26. CONNECTING READING: CAR CLUB AND MULTIMODAL HUBS**

The Director of Environment and Neighbourhood Services submitted a report to advise the Sub-Committee of the funding that had been secured from the Department for Transport towards providing two new car club spaces in the Borough with links to other modes of transport, which would provide more sustainable door to door journey possibilities for people without access to a car. A map showing the proposed location of a car club bay on Rectory Road in Caversham was attached to the report.

The report explained that the current car club in Reading, operated by Co-Wheels, comprised of seven cars and was very well used with unmet demand for more car share in the Borough. The Council, in partnership with Co-Wheels, had successfully secured funding of £48,800 from the Department of Transport's Car Club Demonstration Project for two additional car club spaces linked to other modes of sustainable transport to provide a multimodal approach to car club provision. These cars would be hybrid vehicles.

A review of potential locations for the two new car club spaces had been carried out where there was known unmet demand and to connect with other modes of transport. The project would also involve further multimodal initiatives such as joint ticketing and booking arrangements, incentives and 'nudges' for sustainable travel and joint marketing and promotion. 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 unmet demand for car share. The two sites which best met this criteria had been identified as Oxford Road, close to Battle Library, and Rectory Road in Caversham.

The report stated that in response to the proposal Co-Wheels were proposing to install more cars into the Reading car club scheme and were seeking suitable sites from the short list that had been drawn up to increase their provision of car share in Caversham and West Reading. Liaison was on-going with other stakeholders in the multimodal package to investigate opportunities for a multimodal package of ticketing, registration and promotions. A Sustainable Travel Incentive using Better Points across all modes would be investigated with a view to progressing for implementation at the time the new cars and spaces were introduced.

**Resolved -**

- (1) That spend approval for the Connecting Reading Car Club project be granted;**
- (2) That, in consultation with 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 for additional car club spaces, as detailed in paragraph 4.4 of the report.**

## 27. MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the current major transport and highway projects in Reading, namely A33 and Reading Bridge Pinch Point Schemes, Reading Station Area Improvement, the new Pedestrian and Cycle Bridge and Mere oak and Winnersh Triangle park and ride schemes.

### A33 Pinch Point Scheme

The report stated that works had commenced in December 2014 and the project had been completed in August 2015. Since completion the capacity improvements had substantially improved traffic flow through the junctions and had reduced queue lengths during peak hours. The new high level footways had also been well received by users of the route.

### Reading Bridge Pinch Point Scheme

The report explained that currently work was continuing under off peak lane closures which were in place Monday to Friday between 9.00am and 4.00pm. These lane closures were scheduled to continue throughout the works period. Some weekend off peak working would also take place as and when required, but the aim would be to keep these to a minimum. Works to complete the project included completion of the concrete repairs under the central underside section of the bridge river span, carbon fibre strengthening and painting of the bridge. The project was expected to be completed in early September 2015.

### Reading Station Area Redevelopment

The report stated that all objections to the Compulsory Purchase Order (CPO) had been withdrawn but as they were outstanding when the public inquiry had been held, 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 SRO. In addition, Network Rail were due to commence the procurement process for the works with site mobilisation expected in October 2015. Network Rail would again utilise the area on the west side of Cow Lane between both bridges as a site compound and no works would interfere with the operation and management of Reading Festival. The works were expected to take approximately six months to complete.

The report explained that a new cycle parking hub with a minimum of 300 racks was due to be introduced in the area currently used as a site compound on the corner of the multi-story car park.

### Pedestrian and Cycle Bridge

The report explained that since the last meeting the new bridge mast, bridge sections, steps and southern ramp had been installed. Works would now focus on completion of handrails, lighting, CCTV and the footway and meadow reinstatements. The works were currently planned to be completed and the bridge opened to the public in mid to late September 2015.

### Mere oak and Winnersh Triangle Park and Ride Schemes

The Mere oak Park and Ride site, located south of junction 11 on the M4, was opened to the public on 17 August 2015. The site provided 579 parking spaces and was served by the regular Greenwave bus service to and from central Reading, as well as serving Green Park and Reading International Business Park. The site included improved pedestrian and cycle paths alongside the car park, linking to the existing provision at junction 11 to connect over the M4.

The Winnersh Triangle Park and Ride, located near to Winnersh Triangle Station, would have 390 spaces and users would have the choice of travelling by bus or train into central Reading. The site would replace the existing Park and Ride site at Loddon Bridge which was prone to flooding. Completion of the scheme was due in October 2015.

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

## **28. CYCLING SCHEMES - UPDATE REPORT**

The Director of Environment and Neighbourhood Services submitted a report updating the Sub-Committee on the programme of cycle improvements in the Borough over the previous 12 months, that had resulted in increased levels of cycling, and advising of future cycle schemes that were currently being progressed.

The report stated that a significant programme of cycle schemes was being carried out in the Borough to help contribute towards achieving the overall objectives of the Cycle Strategy. The success of this work had been reflected in the latest figures from the LTP annual cordon count which had shown that levels of cycling into the town centre had increased by 40% over the previous two years. A number of infrastructure schemes had been implemented over the previous 12 months, including a new raised section of cycle route between Rose Kiln Lane and Bennet Road to ensure it remained usable during times of flooding, a comprehensive shared path scheme on London Road from Cemetery Junction to Southampton Street, advisory cycle lanes on Berkeley Avenue and new cycle parking facilities at Reading station, Moorlands Primary School in Tilehurst and Grace Church in Emmer Green.

The Readybike cycle hire scheme had been launched in June 2014, consisting of 200 bikes at 29 locations. The scheme had been in operation for over a year and usage figures had shown that it was continuing to be popular. The latest usage figures had shown that the scheme had had over 30,000 rentals up to the end of July 2015, covering an estimated 163,000 miles with an ongoing mix of leisure, commuter and student use.

Revenue support had been provided for a range of initiatives being carried out by third parties aimed at encouraging cycling, including the Reading Bicycle Kitchen bicycle maintenance workshop, Launch Pad's cycle initiative to help homeless people and Reward Your World's 'BetterPoints' travel incentive phone app. A comprehensive programme of cycle training courses and events had been carried out including Bikeability cycling proficiency training, and the CTC cycling development programme.

The report explained that the future programme of cycle enhancements included the opening of the new pedestrian cycle bridge, a new cycle park at Reading station and the opening of the Napier Road underpass. Partnership and community engagement would continue to be carried out during the development of cycle schemes including working with cycling organisations to deliver a range of cycling initiatives. Monitoring the success

of cycle schemes would continue to be carried out as part of the overall LTP monitoring programme.

Resolved - That the report be noted.

**29. OBJECTIONS TO ADVERTISED TRAFFIC REGULATION ORDERS (WALDECK STREET AND SWAINSTONE ROAD) AND INFORMAL CONSULTATION RESULTS FROM GRANGE AVENUE AREA**

The Director of Environment and Neighbourhood Services submitted a report asking the Sub-Committee to note the responses received to the advertised Swainstone Road and Waldeck Street Traffic Regulation Order and to report the results of the informal consultation that had been carried out within the Grange Avenue area. Advertised drawings as part of the Swainstone Road and Waldeck Street 2015 Traffic Regulation Order were attached to the report at Appendix 1, responses that had been received in relation to the advertised Traffic Regulation Order were attached to the report at Appendix 2 and responses that had been received in relation to informal consultation that had been carried out within the Grange Avenue area were attached to the report at Appendix 3.

Waldeck Street and Swainstone Road (Katesgrove)

The report stated that a number of complaints had been received from residents of Waldeck Street and Swainstone Road regarding the difficulty they had with parking within these streets. These roads currently had no waiting restrictions and bordered the resident parking Zone, 10R, which covered the majority of Katesgrove Ward. Katesgrove Ward Councillors and residents of these two streets had expressed support for a resident permit scheme due to the difficulty residents had finding kerb spaces to park and inconsiderate and obstructive parking. Through formalising parking on street inconsiderate parking around junctions would be eliminated and resident permit holders would have priority on kerb side spaces within these roads. In December 2014 an informal survey had been distributed to all properties within these two streets to gauge the level of support from residents for a residents parking scheme and the results had been reported to the Sub-Committee meeting on 15 January 2015 (Minute 67 refers). Statutory consultation on proposals for resident parking within Swainstone Road and Waldeck Street had been carried out during July 2015.

Grange Avenue Area (Park)

The report stated that following a review of all resident parking areas across the Borough in November 2014 Park Ward Councillors had wanted to consider an extension of the resident parking scheme within the Grange Avenue Area. During July 2015 an informal survey had been distributed to properties within the area. This had been done during the summer to gauge the opinion of longer term residents, as opposed to the more transient student population. An informal survey had been distributed to all properties within these streets to gauge the level of support from residents for a residents parking scheme.

Resolved -

- (1) That the report be noted;
- (2) That the Swainstone Road and Waldeck Street Traffic Regulation Order be implemented;

- (3) That Head of Legal and Democratic Services be authorised to seal the Swainstone Road and Waldeck Street Traffic Regulation Order 2015 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, in consultation with the Chair of the Sub-Committee, Lead Councillor for Strategic Environment, Planning and Transport and local Ward Councillors, the Head of Legal and Democratic Services be authorised to carry out statutory consultation on a traffic regulation order in respect of the residents parking scheme within the Grange Avenue area.

### 30. 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 31 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.

### 31. 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 19 applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That with regard to applications 1.1, 1.6, 1.9 and 1.15, a third discretionary permit be issued, personal to the applicants and charged at the third permit fee;
- (2) That with regard to application 1.10, a discretionary permit be issued, personal to the applicant, and a second permit be issued charged at the second permit fee;
- (3) That with regard to application 1.3, a second discretionary permit be issued, personal to the applicant and charged at the second permit fee;
- (4) That with regard to application 1.4, a second discretionary permit be issued, personal to the applicant and charged at the second permit fee, and one free book of visitors permits;
- (5) That with regard to application 1.5 a third discretionary permit be issued, personal to the applicant and charged at the third permit fee, and one free book of visitors permits;
- (6) That with regard to application 1.11, the applicant be allowed to purchase up to 20 books of discretionary visitors permits per year;

- (7) That with regard to applications 1.0, 1.12 and 1.17 a discretionary permit be issued, personal to the applicant;
- (8) That the Director of Environment and Neighbourhood Services' decision to refuse applications 1.2, 1.7, 1.8, 1.13, 1.14, 1.16 and 1.18 be upheld.

(Councillor Ayub declared a personal non-pecuniary interest in application 1.9. Nature of interest: the applicant was his son)

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

(The meeting started at 6.30 pm and finished at 9.10 pm).

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	6
TITLE:	PETITION FOR THE AMERSHAM ROAD ESTATE TO BE A 20MPH ZONE - UPDATE REPORT		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	CAVERSHAM
LEAD OFFICER:	SIMON BEASLEY	TEL:	0118 937 2228
JOB TITLE:	NETWORK & PARKING SERVICES MANAGER	E-MAIL:	simon.beasley@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To update the Sub-Committee on the request to make the Amersham Road Estate 20mph as submitted to the Council by petition in January 2015.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee notes the report.
- 2.2 That consideration is given to making the Amersham Road Estate 20mph once the implications are known following the revised Traffic Signs Regulations & General Directions.
- 2.3 That a further report be submitted to a future meeting of Sub-committee once the new version of the sign regulations have come into force.
- 2.3 That the lead petitioner be informed accordingly.



### 3. POLICY CONTEXT

- 3.1 The provision of speed limits, road safety, traffic calming measures and associated criteria is specified within existing Traffic Management Policies and Standards.

### 4. THE PROPOSAL

- 4.1 A petition was received at the January 2015 meeting of the Subcommittee asking for the Amersham Road estate to be a 20mph zone for a safer estate for children.

The petition reads - *"We the undersigned request that Reading Borough Council improve road safety on our streets by implementing a 20mph zone in the Amersham Road estate from the junction with Star Road and Amersham Road covering Dickens Close, Mead Close, Meadow Way, Amersham Road, Clonmel Close, Charles Evans Way, Ian Mikardo Way, Rhine Close, Nire Road, Honey Meadow Way and Managua Close.*

- 4.2 Amersham Road has a mix of traffic calming features consisting of chicanes, roundabouts and cushions. There is also a level of on-street parking particularly at the western end of the road which also suppresses driver speed. The rest of the estate has clearly been designed with lower speeds in mind with a mixed of raised tables, roundabout features and right angled bends. These features meet the current requirement set by government for the lower speed limit and the whole estate makes a good candidate for 20mph.
- 4.3 Speed surveys carried out in January 2013 record average mean speeds of just over 20mph westbound and just under 21mph eastbound. Again this makes Amersham Road suitable for a 20mph limit which, if implemented, is likely to reduce the average mean speed by another 1mph to 2mph.
- 4.4 The government are reviewing the Traffic Signals Regulations and General Directions (TSRGD) 2002 which is the legislation that highway authorities use when applying road signs and markings to the public highway. It is the expectation that the requirements around illumination of speed limit signs particularly 20mph is likely to change. Additional signing of 20mph through repeater signs and use of road markings is also being reviewed. These expected changes will reduce the cost of implementing 20mph but until the new TSRGD is laid before parliament and comes into force we must use the current version.

- 4.5 To implement 20mph schemes at this time we are required to use the current version of the TSRGD. Whilst there are expected to be cost savings in signing 20mph there are likely to be other changes to the use of the lower limit within the new version of the TSRGD. To implement any 20mph scheme will not only cost more to implement but there may be further costs in required alterations within the new TSRGD. So although Amersham Road estate makes a good candidate for the lower speed limit we remain in a period of limbo until the new TSRGD comes into force. Item 9 on this agenda updates the Sub-committee further on the government TSRGD consultation.

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

- 5.1 Service Priorities contained in the Corporate Plan 2015 - 2019.

- Safeguarding and protecting those that are most vulnerable.
- Keeping the town clean, green and active.
- Providing infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

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

- 6.1 The lead petitioner will be informed of the findings of the Sub-Committee.

## **7. LEGAL IMPLICATIONS**

- 7.1 None arising from this report.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

**9. FINANCIAL IMPLICATIONS**

9.1 None arising from this report.

**10. BACKGROUND PAPERS**

10.1 Petition report - TM Sub January 2015

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	7
TITLE:	PETITION FOR A RESIDENTS PARKING PERMIT SCHEME IN LOWER HAMILTON ROAD - UPDATE REPORT		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	PARK
LEAD OFFICER:	SIMON BEASLEY	TEL:	0118 937 2228
JOB TITLE:	NETWORK & PARKING SERVICES MANAGER	E-MAIL:	simon.beasley@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To update the Sub-Committee on a petition submitted to September TM Sub-committee requesting the council to consult with residents over a residents parking permit scheme for Lower Hamilton Road.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee notes the report.
- 2.2 That the request to consider a formal parking scheme and consult with residents be progressed through the current 6-monthly waiting restriction review.
- 2.3 That, as a part of the 6-monthly waiting restriction review, localised consultation be carried out with a further report submitted to the January 2016 meeting of the Sub-committee to take proposals forward for statutory consultation.
- 2.3 That the lead petitioner be informed accordingly.

### 3. POLICY CONTEXT

- 3.1 The provision of waiting restrictions and associated criteria is specified within existing Traffic Management Policies and Standards.

### 4. THE PROPOSAL

- 4.1 A petition was received at the September 2015 meeting of the Sub-committee requesting the council to consider a formal parking scheme and consult with residents on a residents parking permit scheme for Lower Hamilton Road.

*The wording of the petition reads: 'We are concerned about the parking situation in lower Hamilton Road and recently held a consultation with all the residents to discover their views on sending a petition to the Council about some form of residents parking scheme, or similar, which will address the problems we have. We would be grateful if the Committee would consider this petition and hold a consultation in the area to look at the problems and consider ways forward.'*

*Hamilton Road is long and narrow, as compared with many other roads in the Borough, and cannot accommodate vehicles parked on both sides (4-wheels in the road) as well as through traffic in single file. The result has been a growing use of pavement parking, which is now considered the norm. The impact of this is particularly hard on pedestrians, especially children, anyone who is slow, has a mobility or balance problem, as well as parents with buggies and people in wheelchairs. The other impact on many car owners here is the difficulty they often have in entering and leaving their properties by car because of vehicles obstructing their entrances. There has also been an instance when the fire engine has not been able to get up the road unimpeded.'*

- 4.2 It is recommended that this request be considered as a part of the current 6-monthly waiting restriction review where the typical review processes will then be followed. The currently review commenced with the list that was approved at September TM Sub-committee. Officers are now looking at each request and will report findings to ward councillors prior to Christmas. During the period of officer review residents will be asked what their permit requirement is likely to be. This will be used to assess the business case for providing a residents permit parking scheme. Approval to take proposals forward for statutory consultation will then be reported to the Sub-committee in January 2016 as a part of the wider 6-monthly review.

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

### **5.1 Service Priorities contained in the Corporate Plan 2015 - 2019.**

- Safeguarding and protecting those that are most vulnerable.
- Keeping the town clean, green and active.
- Providing infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

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

### **6.1 The lead petitioner will be informed of the findings of the Sub-Committee.**

## **7. LEGAL IMPLICATIONS**

### **7.1 None arising from this report.**

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

## **9. FINANCIAL IMPLICATIONS**

### **9.1 None arising from this report.**

## **10. BACKGROUND PAPERS**

### **10.1 Petition report - TM Sub September 2015**

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	TRAFFIC MANAGEMENT SUB-COMMITTEE		
<b>DATE:</b>	3 NOVEMBER 2015	<b>AGENDA ITEM:</b>	8
<b>TITLE:</b>	PETITION FOR A RESIDENTS PARKING PERMIT SCHEME IN CARDINAL CLOSE AND THE LAY-BY IN WOLSEY ROAD - UPDATE REPORT		
<b>LEAD COUNCILLOR:</b>	COUNCILLOR TONY PAGE	<b>PORTFOLIO:</b>	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
<b>SERVICE:</b>	TRANSPORTATION & STREETCARE	<b>WARDS:</b>	CAVERSHAM
<b>LEAD OFFICER:</b>	SIMON BEASLEY	<b>TEL:</b>	0118 937 2228
<b>JOB TITLE:</b>	NETWORK & PARKING SERVICES MANAGER	<b>E-MAIL:</b>	simon.beasley@reading.gov.uk

#### 1. EXECUTIVE SUMMARY

- 1.1 To update the Sub-Committee on a petition submitted to September meeting asking the Council to introduce a resident parking zone in Cardinal Close and the parking layby in Wolsey Road.

#### 2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee notes the report.
- 2.2 That the request to consider a formal parking scheme and consult with residents be progressed through the current 6-monthly waiting restriction review.
- 2.3 That the lead petitioner be informed accordingly.

#### 3. POLICY CONTEXT

- 3.1 The provision of waiting restrictions and associated criteria is specified within existing Traffic Management Policies and Standards.

#### 4. THE PROPOSAL

- 4.1 A petition was received at the September 2015 meeting of the Sub-committee asking the Council to introduce a resident parking zone in Cardinal Close and the parking layby in Wolsey Road.

The wording of the petition reads: *'We the undersigned call on Reading Borough Council to implement a Residents parking zone in Cardinal Close and the parking lay-by at the end of Wolsey Road'*.

The petition included a survey of residents asking how many permits would be required. In carrying out the survey residents were made aware of the residents parking permit rules and the limit of two permits per household. This information is helpful in establishing a business case for providing a resident permit scheme and will be considered as a part of the officer review.

- 4.2 Officers have already met with the lead petitioner prior to the petition being submitted to discuss the particular problem faced by residents. All requests for resident parking schemes have their own unique problems that a delivered scheme will intend to resolve. However, this area is particularly challenging for residents who park on-street. Whilst Cardinal Close has some off-street parking in the form of garage blocks these were built many years ago and do not cater for the size of the modern car. The garage areas are particularly tight and parking in front of any garage would cause access problems for other residents. There is evidence of commuter parking for Reading railway station and local business parking that impacts the typical Mon-Sat working week. In addition to this and what creates an element of uniqueness Wolsey Road leads to the River Thames tow path. This generates leisure parking at weekends and in the evenings resulting in a continuous demand for kerb-side parking that residents are competing with.

- 4.3 To take this request forward it is recommended that it is considered and progressed through the current 6-monthly waiting restriction review where the typical review processes will then be followed. The currently review commenced with the list that was approved at September TM Sub-committee. Officers are now looking at each request and will report findings to ward councillors prior to Christmas and feedback to the lead petitioner. Approval to take proposals forward for statutory consultation will then be reported to the Sub-committee in January 2016 as a part of the wider 6-monthly review.

#### 5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 Service Priorities contained in the Corporate Plan 2015 - 2019.



- Safeguarding and protecting those that are most vulnerable.
- Keeping the town clean, green and active.
- Providing infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

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

- 6.1 The lead petitioner will be informed of the findings of the Sub-Committee.

## **7. LEGAL IMPLICATIONS**

- 7.1 None arising from this report.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

## **9. FINANCIAL IMPLICATIONS**

- 9.1 None arising from this report.

## **10. BACKGROUND PAPERS**

- 10.1 Petition report - TM Sub September 2015

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	9
TITLE:	REQUEST TO REMOVE THE SCHOOL KEEP CLEAR MARKINGS FROM HONEY END LANE		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	SOUTHCOTE
LEAD OFFICER:	SIMON BEASLEY	TEL:	0118 937 2228
JOB TITLE:	NETWORK & PARKING SERVICES MANAGER	E-MAIL:	simon.beasley@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 To update the Sub-Committee on the request to remove the School Keep Clear restrictions on Honey End Lane that featured in the waiting restriction review in June 2015.
- 1.2 Officers met with residents of both Honey End Lane and Cockney Hill to discuss requests for changes to parking restrictions within both roads. This meeting was held on Wednesday 9<sup>th</sup> September 2015.
- 1.3 Appendix 1 - drawing WRR/2015B/SO1.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee notes the report.
- 2.2 That the request to remove the School Keep Clear restriction and replace it with a single yellow line timed to school arrival and departure times be advertised as a part of the next waiting restriction review.
- 2.3 That the residents directly affected by the restriction be informed of the decision taken by the Sub-committee and provided with an expected timeline for the change.

### 3. POLICY CONTEXT

- 3.1 The provision of waiting restrictions and associated criteria is specified within existing Traffic Management Policies and Standards.

### 4. THE PROPOSAL

- 4.1 Representations have been received from residents of Honey End Lane to remove the school keep clear marking outside their homes which are close the entrance to Prospect School. The request has been made in response to residents (and their visitors) being caught in contravention of the order by the camera enforcement vehicle when stopping outside their properties.
- 4.2 Waiting restrictions apply to the whole of the highway and some residents are mistaken in the belief that stopping on the footway and behind the actual road marking is allowed. The footway is quite wide at this point and a vehicle can stop within the dropped kerb (vehicle crossover) section without blocking pedestrians walking on the footway. The dropped kerb is there to allow legal access across the footway to an off-street parking place and stopping in this section is not permitted. This issue is similar to the point raised by residents of Mayfair where we had the footway/verge parking ban in place. Additionally residents have parked their vehicles off-carriageway and on the footway parallel to the kerb during the restricted times. This has also resulted in receiving a penalty charge notice (PCN) in contravention of the school keep clear restriction. The school keep clear prevents stopping between the hours of 8am and 5pm Monday to Friday only.
- 4.3 A number of challenges have been made in appeal to issued PCNs where there has been some debate over whether or not the restriction applies to the whole of the highway. After some deliberation the Traffic Appeals Tribunal (TPT) agrees with us that, like all waiting restrictions, school keep clears apply to the whole of the highway. In light of this residents have asked that the restriction be removed or relaxed. There are two school keep clear markings on both sides of the road in this location separated by a zebra crossing. The layout of school keep clear markings and zebra crossing is shown on the attached drawing WRR/2015B/SO1. As can be seen from the drawing the school keep clear markings outside numbers 57-59 and 66 are away from the school entrance. Removal or relaxing the restriction provides the opportunity for residents and their visitors to stop outside or closer to their homes. This is particularly an issue for elderly visitors or those with children who are currently unable to even stop to allow passengers to get in or out of the vehicle.

4.4 At a meeting with residents on Wednesday 9<sup>th</sup> September 2015 it was agreed to ask the Sub-committee to consider relaxing the restriction. The proposal is to remove the school keep clear and replace it with a single yellow line that restricts parking between 8:15 and 8:45 am and again between 2:45 and 3:15 pm. This maintains the integrity of what the school keep clear is designed to achieve and prevents the temptation to park on the footway at the busiest school arrival and departure times. However, during the time that school children are in school residents (and their visitors) are able to stop closer to their homes without being in contravention of the waiting restriction.

4.5 To take this request forward it is recommended that the revised restriction is progressed through the current 6-monthly waiting restriction review. The current review commenced with the list that was approved at September TM Sub-committee. Approval to take this proposal forward for statutory consultation will be reported to the Sub-committee in January 2016 as a part of the wider 6-monthly review.

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

5.1 Service Priorities contained in the Corporate Plan 2015 - 2019.

- Safeguarding and protecting those that are most vulnerable.
- Keeping the town clean, green and active.
- Providing infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

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

6.1 The residents affected by the current restriction will be informed of the decision of the Sub-Committee.

## **7. LEGAL IMPLICATIONS**

7.1 None arising from this report.

## **8. EQUALITY IMPACT ASSESSMENT**

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

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

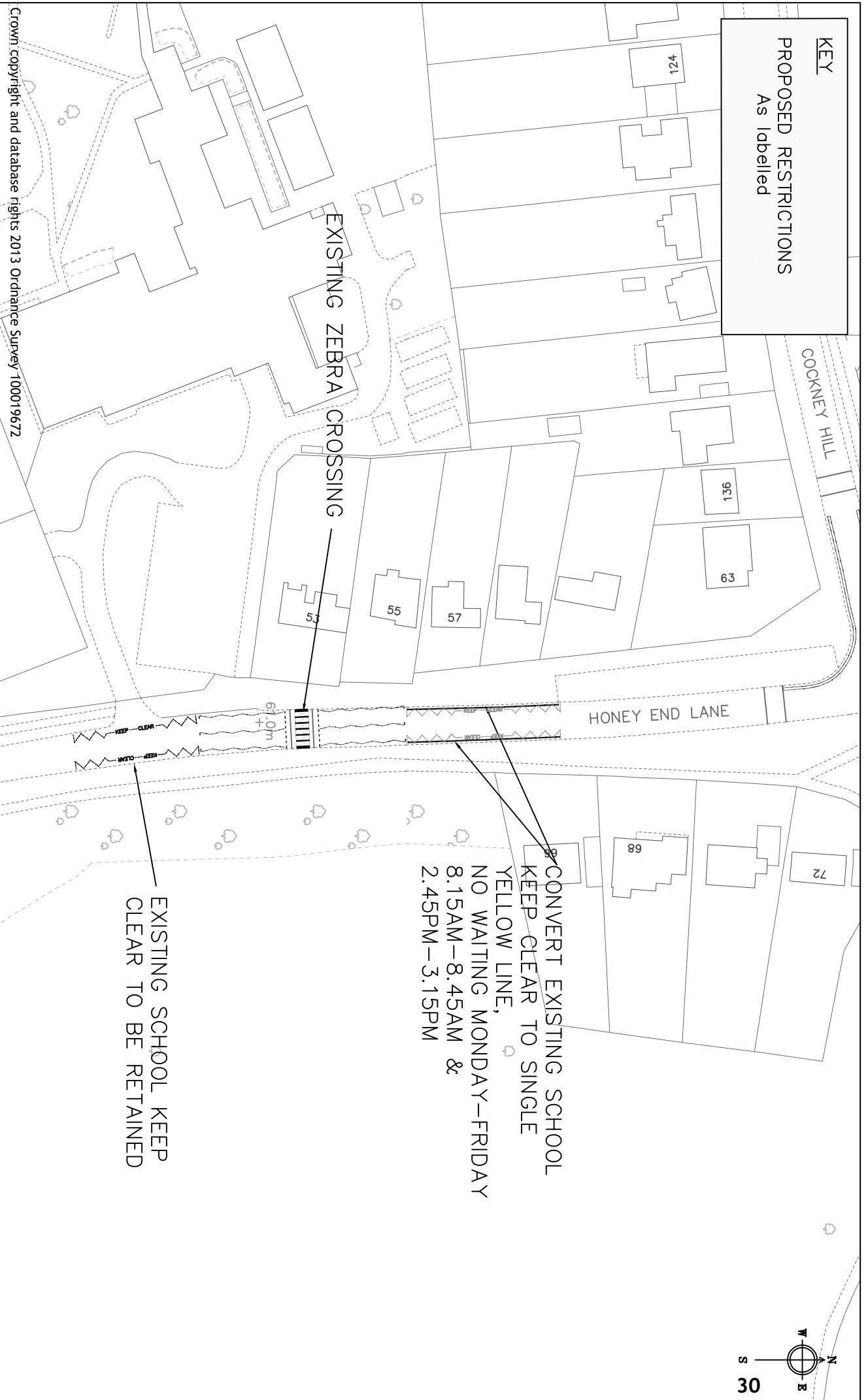
## **9. FINANCIAL IMPLICATIONS**

9.1 None arising from this report.

## **10. BACKGROUND PAPERS**

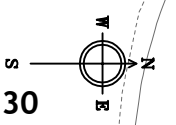
10.1 The previous waiting restriction review as reported to TM Sub throughout the first half of 2015 concluding in June.

**KEY**  
**PROPOSED RESTRICTIONS**  
 As labelled



CONVERT EXISTING SCHOOL  
 KEEP CLEAR TO SINGLE  
 YELLOW LINE,  
 NO WAITING MONDAY-FRIDAY  
 8.15AM-8.45AM &  
 2.45PM-3.15PM

EXISTING SCHOOL KEEP  
 CLEAR TO BE RETAINED



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**Reading**  
 Borough Council  
 Working better with you

Department of Environment  
 Culture and Sport  
 Civic Centre  
 Reading  
 RG1 7AE

Project <b>WAITING RESTRICTION    REVIEW - 2015B</b>	Scale N.T.S	Drawn JC
	Date OCT.15	Checked SB
Drawing <b>HONEY END LANE</b>	Drawing No. <b>WRR/2015B/SO1</b>	Approved SB

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	10
TITLE:	SOUTHCOTE VERGE AND FOOTWAY PARKING BAN UPDATE		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	SOUTHCOTE
LEAD OFFICER:	ANDREW STURGEON	TEL:	0118 937 2101
JOB TITLE:	ASSISTANT ENGINEER	E-MAIL:	<a href="mailto:andrew.sturgeon@reading.gov.uk">andrew.sturgeon@reading.gov.uk</a>

1. EXECUTIVE SUMMARY

- 1.1 To report to the Sub-Committee an update on the experimental footway and verge parking ban in the Southcote area.
- 1.2 No objections have been received to the experimental order although we have received a number of comments and specific requests of clarification.
- 1.3 The roads included within the ban are shown on the drawing - Appendix 1.
- 1.4 Recorded comments/enquiries during the first 6-months of the ban are shown in Appendix 2.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee note the report.
- 2.2 That the comments/enquiries recorded in response to the experimental verge and footway parking ban in Southcote as summarised in Appendix 1 be noted.
- 2.3 That the experimental Traffic Regulation Order that bans parking on footways and verges in Southcote continues for a further 10-months (to the full term of the 18-months as allowed by the experimental order).

3. POLICY CONTEXT

- 3.1 The proposals are in line with current Transport and Planning Policy.

## 4. THE PROPOSAL

- 4.1 At the meeting of the Sub-committee in November 2013 approval was given to ban footway and verge parking in Southcote. The ban was introduced in February under an experimental order with a maximum term of 18-months. The first 6-months of an experimental order provides the opportunity for people to object. An experimental order is used where there is the flexibility to alter any temporary restriction should there be a need to do so. It is typical to report any objections received within the first 6-months of an experimental order back to the decision making committee.
- 4.2 When the ban was first introduced in February 2015 additional temporary warning/information notices were placed around Southcote. The restriction itself is zonal signed with gateway signs as you enter Southcote. Additional repeater signs are then placed on the streets where the restriction applies.
- 4.3 No objections to the legal order have been received although we have received a number of comments/enquiries which are summarised in Appendix 2. The overall feeling is that the ban has made a positive difference to Southcote with reduced verge parking and slower vehicle speed where vehicles are now parked in the road. Most of the enquiries relating to vehicles that are still parked on verges relate to land that is not part of the public highway. In some cases this land is council controlled (housing land) and officers are working together from the different areas of the council to consider options. It may be possible to modify the experimental order to include other council controlled land. As a part of the original decision the Sub-committee authorised the Head of Transport & Streetcare to make adjustments and alterations to the order where necessary and appropriate.
- 4.4 From the lack of objections and largely positive comments/enquiries it is concluded that the ban has largely been regarded as successful and has met its original objectives. There are some areas that need to be considered and this will take place over the remainder of the experimental order. The west Reading study (as presented to the Sub-committee in September 2015) will provide a platform to consider all the feedback and comments made.
- 4.5 The recommendation to the Sub-committee is that the experimental Traffic Regulation Order continues for a further 10-months and to the full term of the 18-months allowed.

## 5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 Service Priorities contained in the Corporate Plan 2015 - 2019.
- Safeguarding and protecting those that are most vulnerable.
  - Providing the best life through education, early help and healthy living.
  - Keeping the town clean, green and active.
  - Providing infrastructure to support the economy.
  - Remaining financially sustainable to deliver these service priorities.



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

- 6.1 Statutory consultation was carried out in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996. We will continue our dialog with the community through the Neighbourhood Action Group.

## **7. LEGAL IMPLICATIONS**

- 7.1 Nothing further at this time - the experimental order will be allowed to continue to its full term of 18-months.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

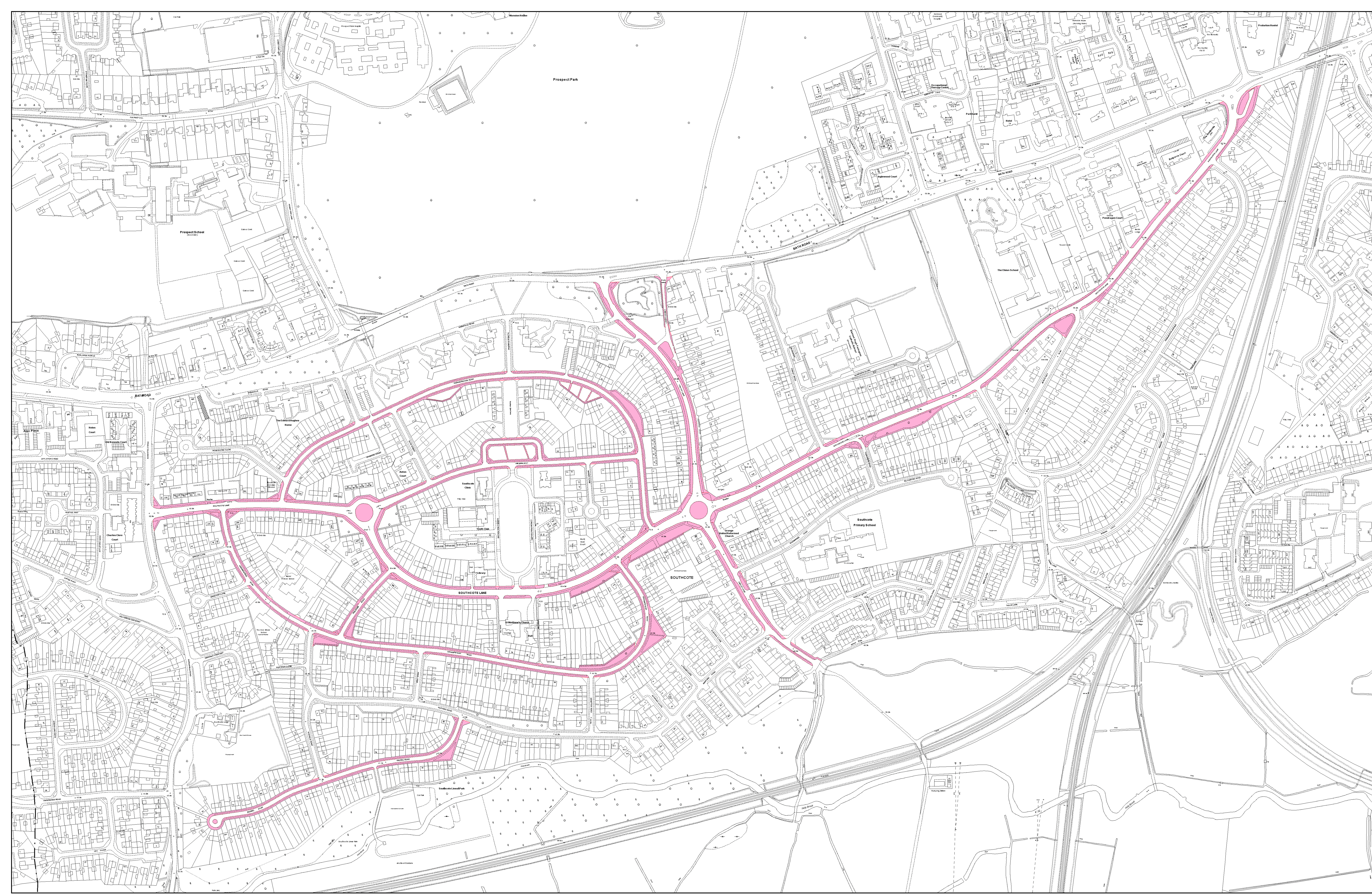
## **9. FINANCIAL IMPLICATIONS**

- 9.1 The projects are funded through existing Transport and Safer Communities budgets.

## **10. BACKGROUND PAPERS**

- 10.1 TMAP reports - November 2012 and January 2013.  
Traffic Management Sub-Committee reports - September and November 2013





 Verge or Footway.



Title: Southcote Verge and Footway Parking Ban.

Drg.No.: Date: 09/01/2015 Scale at A1: 1:2500  
Produced by GIS & Mapping Services Ref: 7574/C:/Mapinfo/Data/Client Datasets/Environment/Technical Services/Highway





Southcote - Prohibition of parking on verge and footway

Appendix 2 : comments/enquiries recorded in response to the trail ban:

**Resident of Priory Point, Southcote Lane (Feb 15)**

"I'm a resident at Priory Point, a block of flats that has only one parking spot per flat. It's my understanding that the source of this restriction is Reading Council's planning department having a mandate to reduce traffic (or some such well-meaning nonsense)

Now the parking restrictions are preventing safe passage of vehicle traffic along Southcote Lane, and resulting in damage to cars. I've had both my wing mirrors destroyed while parking on that road, and haven't bothered replacing them because they'll just get destroyed again. I've also had my tyre slashed while parked legally (obstructing nothing, and not on the verge, or footway, I might add) because someone decided I shouldn't park outside their house

This war on the automobile will only be won by making cities more liveable with good public transport links and support for small businesses near to where people live, not unreasonable parking restrictions. I was never consulted about this proposal. As a resident of Southcote I feel I should have had the opportunity to comment before the restrictions were put in place"

**Resident of Priory Point, Southcote Lane (Feb 15)**

"As a resident of Priory Point I have one dedicated parking lot on site, which is adequate for my needs. However, anyone visiting me has to park on the road as there are no guest parking spaces at Priory Point. I appreciate the difficulty of the conflict between pedestrians and car parking on the road / verge and consider an accommodated solution is needed. Please look into widening of the road to accommodate on street parking while preserving adequate footway space for the pedestrians. Thank you."

**Resident of Virginia Way (June 15)**

I have noticed a fair amount of signage in the affected areas however there appears to be no information apparent as to the consequences if people continue to park on the verge/pavement (which is continuing to happen in the Virginia Way/Gainsborough Road area almost daily).

Also, there is no information available to show how this is being enforced (i.e. are wardens monitoring the affected areas? can residents report licence plates of vehicles breaching the policy?).

I think this is a good initiative and solves the problem of vehicles ruining the grass verges and blocking pedestrian pavements, however I think there could be more information provided for people to understand the consequences of not adhering to this and also how to report those who are deliberately breaching the order.

**Resident of Virginia Way (Aug 15)**

I would like to bring to your notice major car vandalism and some minor incidents of vehicle-related nuisance happening on Virginia Way, Southcote. Because of car parking restrictions on the green area in front of my house, I park my car off-road on Virginia Way, Southcote.

This is the third time such an incident had happened. Previously, in last 5 months, after the parking ban, there have been two minor incidents which I ignored and didn't report. First one, Big Coke bottle was poured on my whole car, and the second one was minor scratch on the right doors of my car.

I will end up getting my car repaired and claiming from my insurance provider. As a result, my insurance will go up and I am mentally stressed. I am absolutely sure that it is unsafe to park on Virginia Way. There have been similar incidents reported in the past by other residents of Virginia way.

I pay council tax to get a safe & secure environment and Council needs to take steps to protect my property and assets. So, either I need a secured parking or need permission to park on the green in front of my house after 8pm.

**Resident of Circuit Lane**

I am a disabled driver who needs to park close to my property. This ban restricts access to my own home without any reasonable and acceptable alternative being offered.

**Various other comments received from residents from across the Southcote area**

1. How and when is enforcement taking place?
2. It's harder to drive fast through Southcote now
3. More enforcement is needed
4. I still see cars being parked on the grass
5. Southcote has improved with less damage to the grass since the ban has been introduced.
6. It's much better living here without cars being parked all over the place.
7. More areas need to have the ban
8. Why was Hatfield Road not included in the ban?
9. Traffic speeds are much lower on Southcote Lane now
10. Cars are being parked in the garage area now – this did not happen before the ban and it is more difficult to use the garages
11. There's less speeding in Southcote now
12. It's better to park on the footway rather than parking on the road, traffic can go faster.
13. Cars should be allowed to park on the verges so the road is clear.
14. Is (various streets) included in the ban?
15. It's much better around the school in Circuit Lane but Silchester Road needs the ban

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	11
TITLE:	TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	LEAD COUNCILLOR FOR STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	ALL
LEAD OFFICER:	SIMON BEASLEY	TEL:	0118 937 2228
JOB TITLE:	NETWORK & PARKING SERVICES MANAGER	E-MAIL:	<a href="mailto:simon.beasley@reading.gov.uk">simon.beasley@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The government have been reviewing the current Traffic Signs Regulations and General Directions (TSRGD) following a review of signing policy culminating in 'Signing the Way', published in 2011. It is typical for the government to review the TSRGD every 10-15 years and the current 2002 version is out of date and in need of an overhaul.
- 1.2 It has been expected that the new TSRGD will be laid before Parliament in 2015 and coming into force before the end of the year. However, this has now been delayed as further consultation has been deemed necessary around a small number of policies which were not part of the earlier public consultation.
- 1.3 The purpose of this report is to inform the Sub-committee of the detail of the additional consultation and highlight the delay to the new version of the regulations. The delay is of particular relevance as we have schemes waiting for delivery that are expected to be affected by the change in signing regulations.
- 1.3 This is important to all local highway authorities as there are a number of changes expected in the new version. Most noticeably we are expecting a change to the requirement to illuminate 20mph speed limit signs. This is expected to result in a significant reduction in costs when implementing new schemes. However, until the new TSRGD has been laid before Parliament we are legally required to use the current 2002 version.
- 1.4 There have been extensive levels of stakeholder engagement over the past 4 years including a full public consultation last year and a series of roadshows across Britain to promote and explain the new policies. It has been expected that the new TSRGD will be laid before Parliament in 2015 and coming into force before the end of the year. However, this has now been delayed as

further consultation has been deemed necessary around a small number of policies which were not part of the earlier public consultation.

1.5 Appendix 1 - Summary of the consultation (now closed) with our response.

## 2. RECOMMENDED ACTION

2.1 That the Sub-committee note the report.

## 3. POLICY CONTEXT

3.1 The government have been reviewing the current Traffic Signs Regulations and General Directions (TSRGD) following a review of signing policy culminating in 'Signing the Way', published in 2011. It is typical for the government to review the TSRGD every 10-15 years and the current 2002 version is out of date and in need of an overhaul.

3.2 The new version (which will replace the 2002 version) has been completely restructured. The purpose of the new version is to provide significant deregulation and a new approach for local authorities in delivering their traffic management and traffic signs. This review is about creating a flexible legislative framework for the future, rather than new signs. The appearance of the signs themselves to road users will not change.

3.3 Local Highway Authorities are bound by an Act of Parliament to use the TSRGD for signing and lining the public highway. Until the new version is laid before Parliament and comes into law we must continue to use the current 2002 version.

## 4. CURRENT POSITION

4.1 There have been extensive levels of stakeholder engagement over the past 4 years including a full public consultation last year and a series of roadshows across Britain to promote and explain the new policies. Officers have been involved in this consultation at a number of different levels and have given feedback at every opportunity. Until now it has been expected that the new TSRGD will be laid before Parliament in 2015 and coming into force before the end of the year. However, this has now been delayed as further consultation has been deemed necessary around a small number of policies which were not part of the earlier public consultation.

4.2 This delay is significant to all local highway authorities as there are a number of changes expected in the new version. Most noticeably we are expecting a change to the requirement to illuminate 20mph speed limit signs. This will have an impact on the costs of delivery of 20mph as previously reported to the Sub-committee. However, until the new TSRGD has been laid before Parliament we are legally required to use the current 2002 version.

4.4 There has been no official announcement as to when the new TSRGD will come into force. The draft documentation has consistently been dated 2015 in line with expectation that the new regulations will come into force this year. However, the very latest draft publication is now dated 2016 confirming that there is no possibility of the new version being laid before Parliament this

year. Our best guess is that the new version will be laid before Parliament early in the new-year coming into force during the spring. Therefore, our plans to implement 20mph across east Reading remain on hold.

4.5 Appendix 1 is a summary of the now closed additional consultation with our response. The consultation ran from 28<sup>th</sup> August 2015 to 6<sup>th</sup> October 2015.

## 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 This proposal supports the aims and objectives of the Local Transport Plan and contributes to the Council's strategic aims, as set out below:

- Keeping the town clean, green and active.
- Providing infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 We have taken every opportunity to engage with the Department for Transport through their official consultation and workshops events since 2011. We have already consulted formally and informally on 20mph for east Reading.

## 7. LEGAL IMPLICATIONS

7.1 We are legally required to continue to use the 2002 version of the regulations until a new version comes into force. If the new version of the TSRGD is not available by May 2016 we will have to re-take the decision to introduce 20mph in east Reading and possibly re-advertise the restriction. Officers will inform the Sub-committee of what action it may need to take at the March 2016 meeting as appropriate.

## 8. EQUALITY IMPACT ASSESSMENT

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

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

## 9. FINANCIAL IMPLICATIONS

9.1 To implement new signing particularly 20 mph schemes are likely to cost significantly more under the 2002 version of the TSRGD.

## 10. BACKGROUND PAPERS

10.1 Various TMAP and TM Sub-committee reports on 20mph and east Reading 20mph.



## Appendix 1 - TSRGD additional consultation

This additional consultation seeks views on some further policies being proposed to be included in the new version of the traffic signs regulations.

These are:

- Using 'remove by' dates on some temporary signs.  
Reason - temporary signs of new works are only allowed to be used for a maximum of 3 months following completion of the works, but they are often left in place for longer. It is proposed that temporary signs have a 'remove by' date displayed on the back.

We support this change but this could have been issued through best practice and does not need to delay the new TSRGD.

- Traffic Regulation Orders for unrestricted parking bays.  
Reason - Bays can be placed that have no restrictions or enforcement associated with them. Removing the need to make a Traffic Regulation Order would enable traffic authorities to install them more quickly and cheaply.

To implement a parking bay without a TRO (and therefore no status in law) is a local decision that the current version does not prevent us from taking. We have done this in Coley to help manage residential parking. We support this change but this could have been issued through 'how to use' guidance of the new TSRGD and does not need to delay the new version.

- Requirements for signs in street lit areas to be retro-reflective.  
Reason - Street lighting plays an important role in road safety and personal safety. Decisions on street lighting should be a local decision by elected local councillors, reflecting local circumstances especially in relation to any concerns about crime. Where street lighting is switched off at night it becomes more important to ensure that signs in these areas, that are required to be lit for safety and enforcement purposes, are still visible to road users. The current requirement is that such signs "may" additionally be retro-reflective. The proposal is to say that such signs "must" also be retro-reflective if the street lighting is switched off during part of the hours of darkness.

Whilst we support this change the DfT acknowledge that nearly all signs visible to moving traffic are now retro-reflective. This change could have been supported by best practice and does not need to delay the new version.

- Applying the directions on the mounting and backing of permanent signs to portable and temporary variable message signs.  
Reason - some suppliers of this equipment are using the space on the back of such temporary signs for advertising.

The rules around advertising on the public highway are quite clear and already supported by legislation therefore, although helpful, this is not necessary.

- Tunnel restriction code signing.

Reason - Tunnel restriction codes apply to vehicles carrying dangerous goods through larger road tunnels, and specify what types and quantities of dangerous goods may be taken through tunnels and under what circumstances.

This brings us into line with the rest of Europe and should be contained within the new version although it does not affect the road network within the borough.

- Height, width and length limit signs to show both imperial and metric units of measurement.

Reason - Signs that indicate height, width and length limits in both imperial and metric units have been prescribed for some time. We are proposing that in future signs indicating height, width and length limits must show both imperial and metric units of measurement.

This is not a change to current requirements.

- Changes to road markings - route number brackets.

Reason - it is proposed to allow brackets to be used for any route number road markings. This will give local authorities more options to show primary routes, compass points as in 'M1 (N)' rather than 'M1N' and destinations, making it easier for drivers to navigate.

We support this change.

- Permit road studs to incorporate only light emitting diodes

Reason - Advances in technology have led to the development of studs that include light emitting diodes, hardwired in tunnels and solar powered elsewhere. It is proposed to amend the regulation to accommodate this technology. Traditional studs use reflectors or retro-reflecting material which rely on headlight beams for their illumination. Active studs use internal light emitting diodes as their light source giving extended visibility distances and better performance in poor weather conditions over traditional studs.

We support this change although it does not change the requirement of road studs as already defined within the current version.

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	12
TITLE:	UNIVERSITY & HOSPITAL AREA STUDY - UPDATE		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	REDLANDS
LEAD OFFICERS:	CRIS BUTLER CHRIS MADDOCKS	TEL:	0118 937 2068 0118 937 2138
JOB TITLE:	STRATEGIC TRANSPORTATION PROGRAMME MANAGER TRANSPORT PLANNING MANAGER	E-MAIL:	Cris.butler@reading.gov.uk Chris.Maddocks@reading.gov.uk

#### 1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to update the Sub-Committee 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.
- 1.2 A consultation was 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 was proposed to help address the issues previously identified by residents through the study.
- 1.3 Due to the mixed nature of responses received through the consultation, the study Steering Group took the decision not to proceed with the proposed parking scheme at that time. It was agreed that the study would continue working 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.

- 1.4 This work has continued over the past few years, and alongside detailed discussions with key stakeholders, a second set of proposals has recently been completed. A local consultation has since taken place in September and October 2015 by the Redlands Ward Councillors on the latest plans, and this report details the results of the consultation to date, and the proposed next steps.

## 2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee note the report.
- 2.2 That the review of the consultation continues, alongside continuing discussions with the Emergency Services and a further detailed report be submitted to the January 2016 meeting of this Sub-Committee.

## 3. POLICY CONTEXT

- 3.1 To secure the most effective use of resources in the delivery of high quality, best value public service.

## 4. THE PROPOSAL

- 4.1 Reading's transport strategy is contained within the LTP 2011-2026, which reviews challenges and opportunities throughout Reading and proposes Local Action Plans to be developed in neighbourhoods to address these challenges. These Action Plan Areas are based on a division of the urban area identified in the LTP 2006-2011, and represent continuity in implementing multi-targeted transport measures throughout Reading.
- 4.2 The LTP's vision is based on the vision for Reading set out in the Sustainable Communities Strategy by the Local Strategic Partnership. The vision is supported by a number of overarching objectives and enabling policies, which are in turn supported by detailed policies and objectives on a variety of themes, from cycling and parking to road safety and travel information. The policies and objectives for each theme are designed to help identify actions to address issues in local neighbourhoods.
- 4.3 In line with the LTP, a consultation was undertaken in May 2012 on the principle of prioritising parking in the Hospital and University area 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 was proposed to help address the issues previously identified by residents through the study.
- 4.4 Due to the mixed nature of responses received through the consultation, the study Steering Group took the decision not to proceed with the proposed parking scheme at that time. It was agreed to continue with the study and focus on continuing to 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.

- 4.5 This work has continued over the past few years, and recently, a second set of proposals were prepared by the Council and presented for consultation by the Redlands Ward Councillors.
- 4.6 The latest proposals are shown on Appendix 1 and consisted of the following:-
1. Resident Permit (RP) parking is proposed between 8am to 5.30pm, Monday to Friday, to protect parking for residents in residential streets where the majority of households do not have off-street parking.
  2. Pay & Display (P&D) limited hours parking is proposed between 8am to 5.30pm, Monday to Friday, in the areas of highest demand near the Royal Berks Hospital and the University of Reading.
  3. Shared use P&D / RP parking where the majority of households do have off-street parking allowing residents' permit holders to park all day.
  4. P&D parking charges are proposed to be in line with current charges for the RBH multi-storey car park.
  5. No changes are proposed to the current arrangements on roads with existing RP schemes.
  6. It is proposed to incorporate all roads with RP schemes between Redlands Road and Eastern Avenue (but not including Eastern Avenue) into a wider 15R zone.
  7. Limited free waiting parking provision on Erleigh Road (between Alexander Road and Eastern Ave) to enable parking for the local shops.
  8. The provision of on-street parking in the scheme area has been maximised in accordance with highway rules and the requirements of the emergency services.
- 4.7 Redlands Ward Councillors promoted the latest set of proposals via a local leaflet delivered to all properties in the study area, information on the Redlands Councillors website, and a local exhibition took place at St Lukes Church Hall on Monday 28 September 2015 between 5:00pm to 7:00pm supported by Council Transport Officers.
- 4.8 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.
- 4.9 These roads are narrow, and whilst parking is currently unrestricted and commonly seen on both sides of the road, formalising parking will include the requirement to maintain access for emergency services and larger vehicles such as refuse vehicles at all times. This will change the way in

which vehicles can park and in some cases parking can only be provided on one side of the road due to the available road space.

- 4.10 The majority of feedback from residents at the local exhibition was focused on the reduction in parking spaces in the areas as explained in paragraph 4.8 above. Therefore, officers are in the process of reviewing these proposals in liaison with key stakeholders such as the Emergency Services to review the highway design requirements alongside access to each road.
- 4.11 At this stage, as the review of the proposals is not complete, it is proposed to submit a further report to the January 2016 meeting of this Sub-Committee with the outcome of the review and a the next steps.

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

- 5.1 The delivery of the projects outlined in this report help to deliver the following Corporate Plan Service Priorities:
- Keeping the town clean, safe, green and active.
  - Providing infrastructure to support the economy.

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

- 6.1 The projects have and will continue to be communicated to the local community through local exhibitions and Council meetings.

## **7. LEGAL IMPLICATIONS**

- 7.1 None at this stage.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

- 8.2 The Council will carry out an equality impact assessment scoping exercise once the detail of the proposals is confirmed.

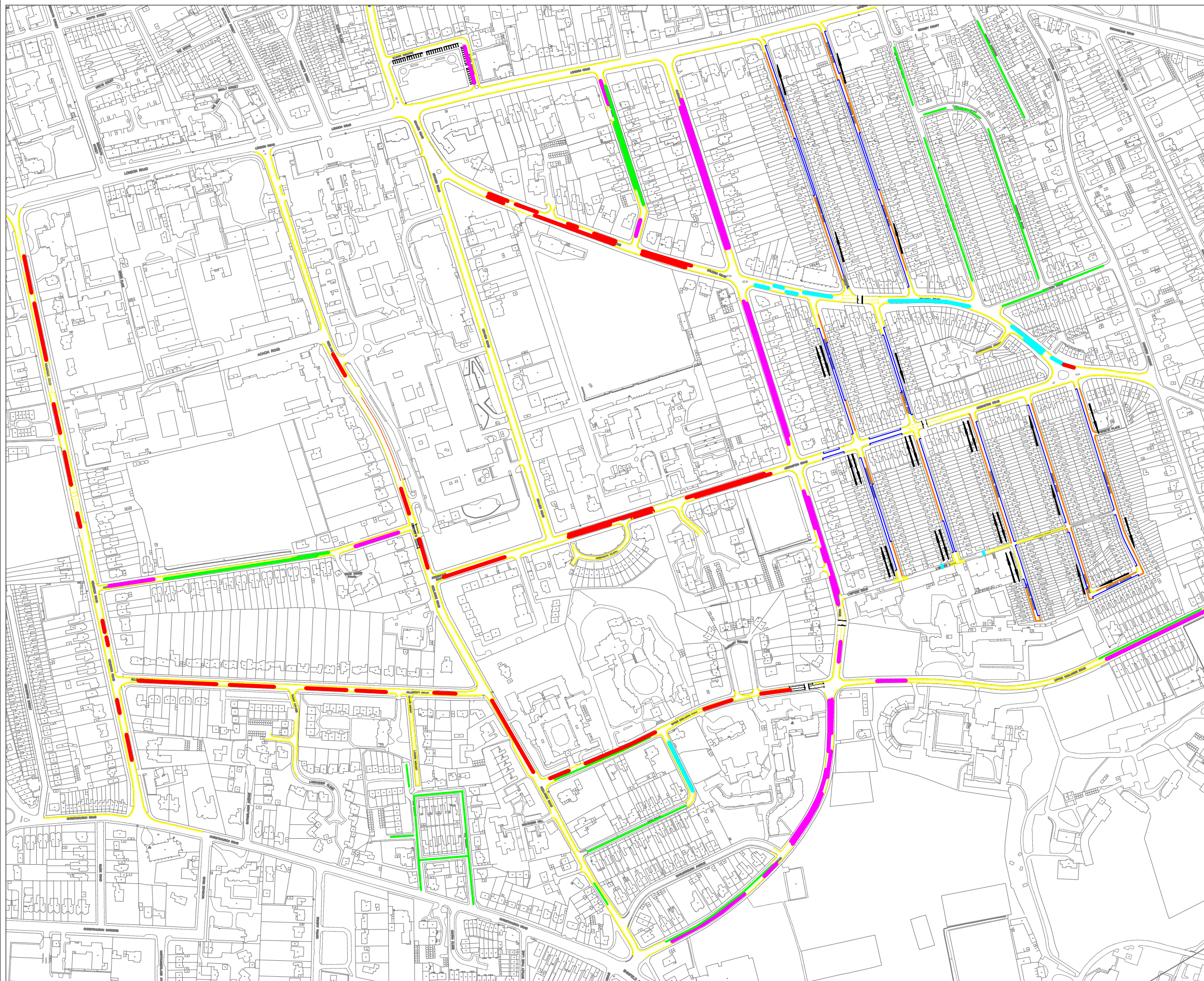
**9. FINANCIAL IMPLICATIONS**

9.1 None relating to this report.

**10. BACKGROUND PAPERS**

10.1 Traffic Management Sub-Committee reports.





**KEY**

Existing Residents Parking Area

Proposed Residents Parking Area  
(Resident Parking Only  
Mon – Fri 8am–5:30pm)  
At all other times unrestricted

Proposed Shared Use Residents Parking  
with Pay & Display  
(Mon–Fri 8am–5:30pm)  
At all other times unrestricted

Proposed Pay & Display  
(Mon–Fri 8am–5:30pm)  
At all other times unrestricted

Existing Limited Waiting to be retained  
or converted to Mon–Sat 8am–6.30pm  
2 hours no return within 2 hours  
At all other times unrestricted

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Transportation & Streetcare  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU

Project  
ON STREET PARKING REVIEW  
HOSPITAL AND UNIVERSITY AREA

Drawing  
PROPOSED LOCATIONS - REDLANDS WARD

Scale NTS	Drawn	checked
Drawing no. S/NM/AS/UNI/1		

**INDICATIVE DRAWING FOR  
DISCUSSION** **48**



**READING BOROUGH COUNCIL  
REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES**

<b>TO:</b>	<b>TRAFFIC MANAGEMENT SUB-COMMITTEE</b>		
<b>DATE:</b>	<b>3 NOVEMBER 2015</b>	<b>AGENDA ITEM:</b>	<b>13</b>
<b>TITLE:</b>	<b>SCHOOL EXPANSION AND SUSTAINABLE TRANSPORT UPDATE</b>		
<b>LEAD COUNCILLOR:</b>	<b>TONY PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT</b>
<b>SERVICE:</b>	<b>TRANSPORTATION &amp; STREETCARE</b>	<b>WARDS:</b>	<b>BOROUGHWIDE</b>
<b>LEAD OFFICER:</b>	<b>MARIAN MARSH</b>	<b>TEL:</b>	<b>0118 937 2451</b>
<b>JOB TITLE:</b>	<b>TRANSPORT PLANNER</b>	<b>E-MAIL:</b>	<a href="mailto:marian.marsh@reading.gov.uk">marian.marsh@reading.gov.uk</a>

**1. EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide a further update to the Sub-Committee on the progress made towards encouraging sustainable travel to school through the development of new Travel Plans for the Primary Schools that are expanding this autumn.

**2. RECOMMENDED ACTION**

- 2.1 To note the contents of this report.

**3. POLICY CONTEXT**

- 3.1 The proposals are in line with current Transport, Education and Planning Policy.
- 3.2 Specifically, the proposals are in line with the objectives set out in The Sustainable Modes of Travel Strategy (SMOTS), March 2010, and the School Expansion and Sustainable Travel in Reading Traffic Management Sub-Committee report, March 2014.

**4. THE PROPOSAL**

- 4.1 Reading's school expansion programme is making significant progress in response to population forecasts which will provide provision for 2,520 additional school places by 2021. The schools will each be taking their new admission number from Year R (reception), meaning

that the schools' population will incrementally increase as the new classes move up through the school.

- 4.2 Schools that are increasing their admission numbers are required as part of the planning application process to show how they intend to address both existing and predicted travel and traffic issues. This is done by producing a new School Travel Plan before they are granted occupation of the new buildings.
- 4.3 The Primary Schools which are expanding are and were required to submit a new Travel Plan as part of the planning application process are:
  - Alfred Sutton Primary
  - Churchend Primary
  - E P Collier Primary
  - Geoffrey Field Infant
  - Geoffrey Field Junior
  - New Town Primary
  - Ridgeway Primary
  - Southcote Primary
  - St. Martins Primary
  - St. Michaels Primary
- 4.4 All the schools listed above have submitted a Travel Plan with the exception of Ridgeway and EP Collier. Ridgeway has drafted a Travel Plan with a view to submitting well before the deadline of March 2016. EP Collier also has to submit its Travel Plan by March 2016 and Transport Planning and Education will be working with the school to complete the draft as soon as possible.
- 4.5 The programme also includes the creation of a new, two form entry (2FE) primary school called Civitas Academy in Hodsoll Road. They admit their first reception intake in September 2015. The Travel Plan was submitted last summer.
- 4.6 Following on from the workshop held in May 2015, a second Implementing Travel Plans workshop is proposed to encourage schools to implement the ideas in their Travel Plans. Case studies and examples would be available at the workshop to inspire Schools to come up with new and innovative ideas to encourage sustainable travel to school and to join the Modeshift Stars programme, funded by the DfT, to compete with other schools for Bronze, Silver and Gold recognition for their Travel Plans and for special national awards for innovative projects.
- 4.7 Educating the younger generation about these advantages and imbedding active travel behaviour will hopefully last a lifetime and

lead to more active and healthier lifestyles and a healthier environment with less congestion and pollution.

4.8 The Sub-Committee is asked to note the contents of this report.

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

5.1 The delivery of School Travel Plans as outlined in this report help to deliver the following Corporate Plan Service Priorities:

- Providing the best life through education, early help and healthy living.
- Keeping the town clean, safe, green and active.

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

6.1 Public planning exhibition events were held at each expanding school for parents, pupils, staff and the neighbouring communities in 2014 to inform the community about the proposed building works and their impact. Comments and concerns related to transport issues, particularly parking and extra road traffic were gathered at these events and informed the planning application submissions and the School Travel Plans. Once the Travel Plans are submitted, these are accessible to the public on the Council's website.

## **7. LEGAL IMPLICATIONS**

7.1 Any future proposals for waiting and movement restrictions would be advertised under the Road Traffic Regulation Act 1984.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

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

8.3 School travel plans are by their nature inclusive, since they plan for the needs of children, their parents and carers and the wider community around the school neighbourhood. By encouraging active travel, the needs of all people are included in the Travel Plan regardless of car ownership or access to a car. By including pupils in the monitoring and review process, children have a voice in the decisions made. In this way, the Travel Plans will help promote equality, social inclusion and a safe and healthy environment for all.

## **9. FINANCIAL IMPLICATIONS**

9.1 There are no financial implications resulting from this report.

## **10. BACKGROUND PAPERS**

10.1 The Sustainable Modes of Travel Strategy (SMOTS) March 2010.

10.2 School Expansion and Sustainable Travel in Reading, Traffic Management Sub-Committee report, March 2014.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 November 2015	AGENDA ITEM:	14
TITLE:	PUBLIC LIABILITY INSURANCE ON THE PUBLIC HIGHWAY		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO :	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	DEVELOPMENT AND REGULATORY SERVICES / TRANSPORTATION AND STREETCARE	WARDS:	BOROUGH WIDE
LEAD OFFICER:	GIORGIO FRAMAICCO / SAM SHEAN	TEL:	0118 937 2069 / 62604 0118 937 2138 / 72138
JOB TITLE:	HEAD OF PLANNING DEVELOPMENT AND REGULATORY SERVICES / STREETCARE SERVICES MANAGER	E-MAIL:	<a href="mailto:giorgio.framalicco@reading.gov.uk">giorgio.framalicco@reading.gov.uk</a> <a href="mailto:sam.shean@reading.gov.uk">sam.shean@reading.gov.uk</a>

1. EXECUTIVE SUMMARY

- 1.1 This report summaries the current requirement for applicants to have Public Liability Insurance when working on the public highway. The key matter is whether the Council requires £10 Million Public Liability Insurance for low risk activities to bring them in line with highway works requirements or should a two tier system be brought in so that low risk activities on the public highway would require a £5 Million Public Liability Insurance cover level.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee endorses the two tier Public Liability Insurance proposal.

### 3. POLICY CONTEXT

- 3.1 According to the delegations register, as agreed by the Council on 25 May 2010 the Head of Environment & Consumer Services in conjunction with the Head of Transport is authorised to grant Pavement Café Licences provided there are no objections.
- 3.2 To secure the most effective use of resources in the delivery of high quality, best value public service.

### 4. BACKGROUND

- 4.1 Currently the Council's Streetcare Services requires applicants to have a minimum of £10 Million Public Liability Insurance for any work carried out on, under or over the public highway, including the placing of material and plant on the public highway by a third party, for example the following:
- Section 184 Licence - vehicle crossing construction
  - Scaffolding /hoarding licences
  - Cranes/cherry pickers licences
  - Section 171 Licence -contractor trial holes and storing materials on highway
  - Any contractor/sub - contractor working on the public highway
  - Section 38 new adoptable road construction
  - Section 278 developer road improvement works
- 4.2 Street Café Licences (on the public highway) are processed through the Licencing Team in Regulatory Services who, up until 2011, required £2 Million Public Liability Insurance cover. Improvements in the town centre resulted in the Licencing Team reviewing its terms and conditions to place tables and chairs on the public highway. As a result of the review, Public Liability Insurance cover was raised to £5 Million.
- 4.3 A benchmarking exercise has been carried out to ascertain what the Public Liability Insurance requirement is for Street Café Licences with other Local Authorities.
- 4.4 The results tabulated in Appendix A show that £5 Million Public Liability Insurance for Street Café Licences is the amount required by the majority of these Local Authorities.
- 4.5 Streetcare Services have contacted The Local Government Association (LGA) for advice; the key paragraph in their response is shown below:

*'The setting public liability insurance requirement by Local Authorities is an incidental function to the normal statutory functions (such as licensing) imposed by legislation. Accordingly it is down to each Local Authority to set the particular requirement and in so doing you would expect it to take*

*into account the normal decision making requirements (being fair, reasonable and proportionate) to the activity being licensed'.*

- 4.6 The Council's Insurance Section has also confirmed that there is no statutory basis for setting the Public Liability Insurance indemnity limit, however, based on risk assessment, there is a case for requiring a lower indemnity limit where activity on the highway is less inherently likely to give rise to a loss (street trading being one example). Other licencing conditions and inspections/enforcement act as a useful risk control measure.
- 4.7 The key question is whether the Council require applicants to have £10 Million Public Liability Insurance for low risk Planning licence activities on the public highway to bring them in line with current highway requirements or whether a two tier system be brought in so that low risk activities on the public highway remain at £5 Million Public Liability Insurance cover level?
- 4.8 Officers within the Regulatory Services team have reported that the increase in cost to the customer to seek a higher level of insurance (often from £150 to £500) is prohibitively expensive and is unnecessary. It is recognised that outdoor seating, in the right location, can add to the vibrancy of the town and a proportionate approach to insurance requirements should be found.

## 5. PROPOSAL

- 5.1 **Option 1** - to maintain the Public Liability Insurance requirement at £10 Million for all works on the public highway which will now include Street Café Licences and all other Street Trading Licences.
- 5.2 **Option 2** - to consider a two tier system for Public Liability Insurance for works on the public highway:

**Tier 1:** A requirement for £10 Million Public Liability Insurance for all 'high risk' work activity affecting the public highway, including excavation, working at height, and materials and plant placed under Highway Licences, for example the following:

- All excavation works
- All highway maintenance work
- Vehicle crossing construction works
- Works over-sailing the public highway
- Developer works affecting the public highway
- Any contractor/sub - contractor carrying out highway improvement works
- Works under Highways Licence
- Scaffolding/hoarding licences
- Skip Licences

- Cranes/cherry pickers Licences
- Planting/landscaping work

**Tier 2:** A requirement of £5 Million Public Liability Insurance for low risk activities on the public highway and non-highway licences issued under Planning, for example the following:

- Street Café Licences
- Displays
- Promotional events
- Trade Stalls

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

6.1 Corporate Plan Service priority: Keeping the town clean, safe, green and active.

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

7.1 The policy will be placed in the public domain.

## **8. LEGAL IMPLICATIONS**

8.1 The Highways Act 1980 requires Local Authorities to set particular requirements for licences on the public highway taking into account the normal decision making requirements (being fair, reasonable and proportionate) to the activity being licensed.

8.2 The Council may have to bear the costs of defending its policies if challenged in the courts.

## **9. EQUALITY IMPACT ASSESSMENT**

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

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

9.2 No equality impact assessment is required in respect of this report.



## **10. FINANCIAL IMPLICATIONS**

- 10.1 None - the costs of the Public Liability Insurance cover and the applications for licences are funded by the applicant. It is noted above that the customer seeking the licence would have a reduced insurance cost for low risk activities.

## **11. RISK ASSESSMENT**

- 11.1 Local Highway Authorities are required to carry out their designated statutory duties, as described in the Highways Act 1980. Risks which cannot be mitigated against will result in refusal for permissions.

## **12. BACKGROUND PAPERS**

- 12.1 Appendix A - Outcome of benchmarking on Public Liability Insurance requirement for Street Café Licences with other Local Authorities.
- 12.2 Email from Streetcare Services to LGA requesting advice regarding Public Liability Insurance requirement for Local Authorities and response received from LGA.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	15
TITLE:	ON STREET PAY AND DISPLAY - PAY BY PHONE		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PARKING SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	ELIZABETH ROBERTSON	TEL:	01189 373767
JOB TITLE:	CIVIL ENFORCEMENT MANAGER	E-MAIL:	<a href="mailto:elizabeth.robertson@reading.gov.uk">elizabeth.robertson@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report advises Members of the proposal to introduce Pay by Telephone for On Street Pay and Display bays. The current method of paying by cash will be retained.

2. RECOMMENDED ACTION

- 2.1 That the Sub-committee agree to introduce a Pay by Telephone system as a method of payment for the Boroughs On Street Pay & Display parking provision.
- 2.2 That the Sub-committee approve an amendment to The Borough of Reading (Pay and Display) (Civil Enforcement Area) Order 2013 and The Borough Of Reading (Pay and Display) (Civil Enforcement Areas) Order 2014 to include Pay by Telephone as a payment method option and the Head of Legal and Democratic Services is authorised to advertise the amendment.

3. POLICY CONTEXT

- 3.1 The provision of waiting restrictions and associated criteria is specified within existing Traffic Management Policies and Standards.

4. THE PROPOSAL

- 4.1 A report to Cabinet on the 12<sup>th</sup> July 2010 set out the intention of the Council to introduce on-street pay and display in a number of areas throughout Reading. An initial area was introduced within the town centre and the new restrictions came into force in October 2010.
- 4.2 Amendments to the pay and display restrictions were made in January 2011 and again in September 2013 when a new 3 hour tariff was introduced in pay and display bays located outside of the IDR boundary. The pay and display scheme was extended in January 2014 and pay and display bays were introduced in Hosier Street, Kenavon Drive and Fobney Street.

- 4.3 It is proposed to introduce a Pay by Telephone for all On Street Pay and Display bays. The existing pay by cash provision will be retained. The Council's off street car parks already provide the option for customer to pay at machine or by telephone and it is proposed to use the same provider that is in use in the off street car parks, RingGo. There is a provision within the Parking Enforcement Contract with NSL Ltd for them to set this up and manage this on behalf of the Council.
- 4.4 The RingGo website: <https://www.myringgo.co.uk/> would provide information about the Parking Location within Reading and provide prices and other information per site.
- 4.5 Customers can pay by telephone or use their "app" on their mobile telephone to make payment by credit/debit card. Each location will be issued with a location number/code. The customer will be required to specify the location and pay the amount due. There are additional options for them to receive a reminder text message before their time runs out; this will also give them the option to extend their parking session.
- 4.6 There is a convenience charge associated with using the service and the price for the use of the service is passed onto the customer is 20p including VAT. The reminder text messages cost 10p including VAT. However, please note that customers do not have to use this service and can still pay by cash at the machines.
- 4.7 New customers will be required to set up an account, which is free of charge, but once registered they can manage this themselves. This will provide greater flexibility and be quick and convenient to existing RingGo customers.

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

5.1 Service Priorities contained in the Corporate Plan 2015 - 2019.

- Keeping the town clean, green and active.
- Providing infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

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

6.1 The amendment to the Traffic Regulation Order will be carried out in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

## **7. LEGAL IMPLICATIONS**

7.1 Any changes to traffic regulation orders are made under the Traffic Management Act 2004 and/or Road Traffic Regulations Act 1984 as required.

## **8. FINANCIAL IMPLICATIONS**

8.1 There is a cost to advertising the amended Traffic Regulation Order.

## **9. BACKGROUND PAPERS**

- 9.1 Cabinet report - 12<sup>th</sup> July 2010  
TMAP Reports September 2010, January 2011, September 2011 and March 2013  
Traffic Management Sub Committee report January 2014

## 10. APPENDICES

- 10.1 None

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	TRAFFIC MANAGEMENT SUB-COMMITTEE		
<b>DATE:</b>	3 NOVEMBER 2015	<b>AGENDA ITEM:</b>	16
<b>TITLE:</b>	WINTER SERVICE PLAN 2015/2016		
<b>LEAD COUNCILLOR:</b>	COUNCILLOR TONY PAGE	<b>PORTFOLIO:</b>	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
<b>SERVICE:</b>	TRANSPORTATION AND STREETCARE	<b>WARDS:</b>	BOROUGH WIDE
<b>LEAD OFFICER:</b>	SAM SHEAN	<b>TEL:</b>	0118 937 2138/72138
<b>JOB TITLE:</b>	STREETCARE SERVICES MANAGER	<b>E-MAIL:</b>	sam.shean@reading.gov.uk

#### 1. EXECUTIVE SUMMARY

- 1.1 To inform the Sub-Committee of the outputs delivered by the 2014/2015 Winter Service Plan.
- 1.2 To inform the Sub-Committee of the 2015/2016 Winter Service Plan.

#### 2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee note the outputs delivered by the 2014/2015 Winter Service Plan.
- 2.2
- 2.3 That the Sub-Committee note and endorse the 2015/2016 Winter Service Plan.

#### 3. POLICY CONTEXT

- 3.1 To provide a service to reduce, as far as possible, the effects of adverse weather on the public highway during the winter period.
- 3.2 To provide conditions that are as safe as reasonably practical having regards to financial constraints and our statutory duties.

#### **4. BACKGROUND**

- 4.1 This report outlines the review of the 2014/2015 Winter Service Plan and the changes incorporated within the 2015/2016 Winter Service Plan, which the Council produce and agree on an annual basis through the Traffic Management Sub-Committee.

#### **5. EFFECTIVENESS OF THE 2014/2015 WINTER SERVICE PLAN**

- 5.1 The 2014/2015 winter proved to be a relatively mild, uneventful winter season with only one or two colder spells lasting a few consecutive days.
- 5.2 Although the 2014/2015 winter was relatively mild overall, under the Well Maintained Highways - Code of Practice (Appendix H), which requires precautionary salting from a temperature of 1°C and falling, there was a tendency for action rather than no action which resulted in a higher number of salting runs than what would have been expected.
- 5.2 The 2014/2015 Winter Service Plan provided a robust service for the duration of the winter period with minimal disruption to the primary and secondary network.
- 5.3 There were no reported problems with the availability of salt or maintaining salt stock levels during the 2014/2015 winter season.

#### **6. REVIEW OF 2014/2015 WINTER SERVICE PLAN AND UPDATED 2015/2016 WINTER SERVICE PLAN**

- 6.1 A review of the 2014/2015 Winter Service Plan has been undertaken. The main points are summarised below:

- A review of the existing 48 No. grit bins was carried out confirming their on-going requirement with the exception of the grit bin located outside the former Civic Centre, in the service Road adjacent to the loading bay. Due to the closure and relocation of the former Civic Centre this grit bin has been removed now leaving an ongoing requirement of 47 No. grit bins for the 2015/2016 winter season.
- 3 No. grit bin requests were received during the 2014/2015 winter season. One of these had been assessed previously, the other two were assessed against the criteria, however, none achieved a score high enough to warrant a grit bin to be installed for the 2015/2016 winter service period.

- The contractual salt stock held by the Council's contractor was increased from 600 tonnes to 1200 tonnes from the start of the 2010/2011 winter service period and this stock level will be maintained for the start of the 2015/2016 winter service period reducing to 600 tonnes by 31<sup>st</sup> March 2016.
- All bus routes have been reviewed and appropriate amendments included within the 2015/2016 Winter Service Plan. Bus routes continue to be on primary or secondary salting routes.
- All cross-boundary primary and secondary salting routes correspond with neighbouring Authorities routes including the access to the new Mere oak Park and Ride facility.
- When the Snow Plan is activated (during prolonged adverse weather events) footway snow ploughs continue to be available for use in the Town Centre and on primary pedestrian routes such as the Reading and Caversham Bridges and the new pedestrian/cycle bridge.

6.2 Transport and Streetcare have completed a full review of its 2014/2015 Winter Service Plan and produced the 2015/2016 Winter Service Plan.

6.3 The updated 2015/2016 Winter Service Plan and map showing the primary/secondary routes and grit bin locations is available as a background paper.

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

7.1 The Winter Service Plan 2015/2016 will contribute to the Council's Corporate Plan 2015 - 2018 objective of 'Keeping the Town Clean, Safe, Green and Active'.

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

8.1 A Winter Service Plan is produced and made available on the Reading Borough Council Website outlining the Council decision making process. This is subject to review annually taking into account comments from the public, media, Government and Councillors.

## **9. LEGAL IMPLICATIONS**

9.1 The Borough Council, as Highway Authority, has a duty under the Highways Act 1980 in respect of snow and ice.

## **10. EQUALITY IMPACT ASSESSMENT**

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

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

10.2 The updated Winter Service Plan 2015/2016 includes minor amendments to salting routes to accommodate changes to the bus routes. There is no overall change to service delivery at this time. Should any future updates/amendments be required, which result in service delivery changes, an equality impact assessment will be carried out.

## **11. FINANCIAL IMPLICATIONS**

11.1 The cost of winter maintenance is met from the Transport and Streetcare Revenue Budget.

## **12. BACKGROUND PAPERS**

12.1 Winter Service Plan 2015/2016.

12.2 Winter Salting Routes 2015/2016.

12.3 Grit Bin Requests Evaluation Sheet for 2015/2016.

12.4 Grit Bin Evaluation Sheet of current approved grit bin locations.

12.5 Traffic Management Sub-Committee Report - 4<sup>th</sup> November 2014.

12.6 Well Maintained Highways - Code of Practice (Appendix H).



READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	17
TITLE:	LSTF REVENUE 2015/16		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICERS:	CHRIS MADDOCKS	TEL:	0118 937 4950
JOB TITLE:	TRANSPORT PLANNING MANAGER	E-MAIL:	chris.maddocks@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform the Sub-Committee of the revised LSTF Revenue 2015/16 programme, for which a grant of £996,000 has been awarded by the Department for Transport.

2. RECOMMENDED ACTION

- 2.1 The Sub-Committee is asked to approve scheme and spend approval for the Local Sustainable Transport Fund (LSTF) Revenue 2015/16 project.

3. POLICY CONTEXT

- 3.1 The proposal is in line with current transport policies, including the overriding objective to secure the most effective use of resources in the delivery of high quality, best value public service.

4. THE PROPOSAL

- 4.1 The Department for Transport announced in July 2014 that the Council had been awarded £996,000 from the LSTF Revenue 2015/16 fund. The programme of works has subsequently been updated to take account of the latest developments with related workstreams and this revised project proposal has now been approved by the DfT.

4.2 Building on the previous significant LSTF programme, the updated LSTF Revenue 2015/16 programme includes a range of projects to promote the use of sustainable transport in Reading, including:

- Cycling Development Programme - including a series of community cycle clubs, engagement events, cycle training, led-rides and bicycle maintenance sessions.
- Healthy Walks Coordinator - supporting a programme of led-walks to promote healthy living.
- Enhanced Travel Information - including website enhancements and updated cycle maps.
- Enhanced Open Data - provision of new transport data streams for the open data service.

4.3 In addition, the programme includes revenue funding support to progress the following sustainable transport schemes which have been allocated indicative capital funding from the Thames Valley Berkshire Local Growth Deal:

- South Reading Mass Rapid Transit (MRT) - proposed series of bus priority measures on the A33 corridor between Mere oak Park & Ride and Reading town centre.
- East Reading MRT - proposed new public transport link between Reading Station and the A3290.
- NCN Cycle Route 422 - proposed cross-Berkshire cycle route between Newbury and Windsor.
- Reading Green Park Station - proposed railway station on the Reading to Basingstoke line.
- Reading Transport Model Update - to support the business case development work for the schemes listed above.

4.4 The Sub-Committee is asked to approve scheme and spend approval for the LSTF Revenue 2015/16 project as set out in this report.

## 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The delivery of the projects outlined in this report help to deliver the following Corporate Plan Service Priorities:

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

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 The projects have been communicated to the local community through Council meetings.

## **7. LEGAL IMPLICATIONS**

7.1 There are no legal implications resulting from this proposal.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

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

## **9. FINANCIAL IMPLICATIONS**

9.1 A local contribution of £155,000 has been identified from existing transport budgets to match the DfT grant of £996,000.

## **10. BACKGROUND PAPERS**

10.1 LSTF Update Report - Traffic Management Sub-Committee March 2015

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	18
TITLE:	CYCLING IN BROAD STREET - REVIEW OF RESTRICTIONS		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	ABBEY
LEAD OFFICERS:	CRIS BUTLER	TEL:	0118 937 2068
JOB TITLE:	STRATEGIC TRANSPORTATION PROGRAMME MANAGER	E-MAIL:	Cris.butler@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to request approval from members of the Sub-Committee to progress a statutory consultation on permitting cycling in Broad Street West.
- 1.2 Appendix 1 - Broad Street location plan

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee note the report
- 2.2 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 to permit 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.
- 2.3 That subject to no objections received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order.

2.4 That any objections received following the statutory consultation be reported to a future meeting of the Sub-Committee.

### 3. POLICY CONTEXT

3.1 The provision of movement restrictions and associated criteria is specified within existing Traffic Management Policies and Standards.

### 4. THE PROPOSAL

#### Background

4.1 In the early 1990's, Broad Street was initially partially pedestrianised resulting in the introduction of a cycling ban between the West Street/St Marys Butts Junction and Queen Victoria Street.

4.2 When the full length of Broad Street was pedestrianised in 2000, the existing cycle links on Broad Street East were retained to allow access via Cross Street and Queen Victoria Street to the north of the Town Centre. However, the existing moving traffic restrictions in Broad Street West remained, including the cycling ban.

4.3 The prohibition of cycling in Broad Street West is supported by the existing pedestrian zone restrictions at the Queen Victoria Street/Broad Street junction. This part of the pedestrian zone includes a "No Vehicles" restriction and pedal cycles are included within this restriction type.

4.4 Enforcement of the current cycling ban in Broad Street West is the responsibility of the Police. Unfortunately, enforcement action has historically been difficult due to the current layout and inconsistent cycling message.

#### Proposal

4.5 In order to simplify and encourage cycling into and around the town centre, Officers propose a review of the current restriction in Broad Street West with a view to permitting cycling along the full length of Broad Street. This will provide an important link for cyclists heading through the Town Centre, remove the current inconsistent cycling provision in Broad Street and rectify the current enforcement issues.

4.6 Officers therefore recommend completing a Statutory Consultation on this proposal commencing in November 2015 and running until the end of the calendar year. A further report will be submitted to this Sub-Committee in January 2016 with the results of the consultation. If the results are positive, cycling could be permitted along the entire length of Broad Street in the Spring 2016.

4.7 It must be noted that if cycling is permitted along the entire length of Broad Street, there will be no segregation for cyclists and the route would continue as a shared facility for all users.

4.8 Members are therefore asked to note the contents of this report and confirm if the Statutory Consultation can commence on permitting cycling in Broad Street West.

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

5.1 The delivery of the projects outlined in this report help to deliver the following Corporate Plan Service Priorities:

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

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

6.1 The proposals will be communicated to the local community through the Statutory Consultation process, Council Meetings and forums.

## **7. LEGAL IMPLICATIONS**

7.1 Any proposals for movement restrictions are advertised under the Road Traffic Regulation Act 1984.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

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

## **9. FINANCIAL IMPLICATIONS**

9.1 The proposals will be funded from existing Transport budgets

## 10. BACKGROUND PAPERS

10.1 None.



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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	19
TITLE:	MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICERS:	CRIS BUTLER	TEL:	0118 937 2068
JOB TITLE:	STRATEGIC TRANSPORTATION PROGRAMME MANAGER	E-MAIL:	Cris.butler@reading.gov.uk

1. EXECUTIVE SUMMARY

1.1 This report provides an update on the current major transport and highways projects in Reading, namely:

- Reading Station Area Redevelopment
- Winnersh Triangle park and ride scheme
- Local Enterprise Partnership schemes - Green Park Station, Southern and Eastern Mass Rapid Transit, Eastern Park and Ride, National Cycle Network Route 422 and Third Thames Bridge.

1.2 This report also advises of any future key programme dates associated with the schemes.

2. RECOMMENDED ACTION

2.1 That the Sub-Committee note the report

3. POLICY CONTEXT

3.1 To secure the most effective use of resources in the delivery of high quality, best value public service.

## 4. THE PROPOSAL

### Reading Station

#### Cow Lane Bridges - Highway works

- 4.1 As previously reported to the Sub-Committee in March 2015, the Public Inquiry was held and completed on 13<sup>th</sup> January 2015.
- 4.2 All the objections to the Compulsory Purchase Order (CPO) were withdrawn but as they were outstanding when the public inquiry was held, the Department for Transport were not able to make a decision until they received the Inspector's report.
- 4.3 This process has now been completed, and The Secretary of State for Transport has confirmed both the CPO and SRO (Side Roads Order).
- 4.4 Alongside completing the necessary legal procedures to complete the CPO, Network Rail have commenced the procurement process for the works and are currently in the process of reviewing the overall delivery programme alongside the potential contractors. At this time, Network Rail are unable to confirm a start date on site, but they will share the detailed programme with the Council once a contractor has been appointed. Network Rail will again utilise the area on the west side of Cow Lane between both bridges as a site compound and no works will interfere with the operation and management of Reading Festival.
- 4.5 The works are expected to take approximately 6 months to complete.

#### Cycle Parking on the North side of the Station

- 4.6 A new cycle parking hub with a minimum of 300 racks is due to be introduced in the area currently used as a site compound on the corner of the multi-storey car park. The works programme has now been confirmed with adjustments to an existing electricity cable due to take place in November 2015. Once this element is complete, the Council will programme and commence the main construction works associated with the cycle hub with completion expected in the Spring 2015.
- 4.7 In the interim, cycle parking for 212 bikes has been introduced to cater for the high demand in this area.

### Winnersh Triangle Park and Ride scheme

- 4.8 The Winnersh Triangle Park & Ride site, located near to Winnersh Triangle Station, will have 390 spaces and users will have the choice of travelling by bus or train into central Reading. The site will replace the existing Park & Ride site at Loddon Bridge which is prone to flooding. The site is due to open to the public on Monday 26<sup>th</sup> October 2015.

## Local Enterprise Partnership Schemes

### Green Park Station

- 4.9 Reading Green Park Station is a proposed new railway station on the Reading to Basingstoke line. The station and multi-modal interchange would significantly improve accessibility and connectivity to this area of south Reading which has large-scale development proposed including the expansion of Green Park business park, Green Park Village residential development and the proposed Royal Elm Park mixed use development.
- 4.9 The scheme was granted financial approval by the Berkshire Local Transport Body in November 2014. Officers are currently working with colleagues at Network Rail and Great Western Railway to progress development of the scheme and to clarify delivery timescales, which are currently uncertain due to Network Rail's review of their electrification programme, including electrification of the line between Southcote Junction and Basingstoke, which is critical to the implementation of Green Park Station.

### South Reading Mass Rapid Transit

- 4.10 South Reading Mass Rapid Transit (MRT) is a proposed series of bus priority measures on the A33 corridor between Mere oak Park & Ride and Reading town centre. The scheme would reduce congestion and journey times, improving public transport reliability on the main growth corridor into Reading. Any proposal will not reduce existing highway capacity along the A33.
- 4.11 Phases 1 & 2 of the scheme, from M4 J11 to Island Road, were granted indicative funding approval in July 2014 and financial approval will be sought from the Berkshire Local Transport Body in November 2015. Detailed design will be undertaken when financial approval has been secured, with scheme delivery currently scheduled during 2016/17 and 2017/18.
- 4.12 In addition, options for Phase 3 of the MRT scheme are currently being investigated to provide further bus priority measures between Island Road and Reading town centre.

### East Reading Park & Ride and Mass Rapid Transit

- 4.13 East Reading Park & Ride (P&R) is a proposed park and ride facility off the A3290 and East Reading Mass Rapid Transit (MRT) is a proposed public transport link between central Reading and the park and ride site, running parallel to the Great Western mainline.
- 4.14 The schemes were granted indicative funding approval in July 2014 and financial approval will be sought from the Berkshire Local Transport Body when the full business case for each scheme has been prepared.

- 4.15 Timescales for further development of each scheme are currently under review, subject to the outcome of the business case work.

#### National Cycle Network Route 422

- 4.16 National Cycle Network (NCN) Route 422 is a proposed cross-Berkshire cycle route between Newbury and Windsor. The route would provide an enhanced east-west cycle facility through Reading, linking to existing cycle routes to the north and south of the borough.
- 4.17 The scheme was granted indicative funding approval in July 2014 and financial approval will be sought from the Berkshire Local Transport Body in November 2015. Detailed design for the scheme will be undertaken when financial approval has been secured.

#### Third Thames Bridge

- 4.18 A Third Thames Bridge over the River Thames is a longstanding element of Reading's transport strategy to improve travel options throughout the wider area. A group has been established to investigate the traffic implications and prepare an outline business case for the proposed bridge, led by Wokingham Borough Council and in partnership with Reading Borough Council, South Oxfordshire District Council, Oxfordshire County Council, Thames Valley Berkshire LEP and Oxfordshire LEP.
- 4.19 The Wokingham Strategic Transport Model is currently being updated to enable the modelling and business case work to be undertaken, with initial results anticipated for Spring 2016 which will inform the next steps for the project.
- 4.20 Members are asked to note the contents of this report.

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

- 5.1 The delivery of the projects outlined in this report help to deliver the following Corporate Plan Service Priorities:
- Keeping the town clean, safe, green and active.
  - Providing infrastructure to support the economy.

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

- 6.1 The projects have and will be communicated to the local community through local exhibitions and Council meetings.

## **7. LEGAL IMPLICATIONS**

7.1 None relating to this report.

## **8. EQUALITY IMPACT ASSESSMENT**

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

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

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

## **9. FINANCIAL IMPLICATIONS**

9.1 The costs associated with delivery of the Park and Ride schemes and the Cycle Hub are met by the DfT Local Sustainable Transport Fund.

9.2 The costs associated with the delivery of the LEP schemes are met by a combination of LEP and local funding.

## **10. BACKGROUND PAPERS**

10.1 Traffic Management Sub-Committee reports.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	3 NOVEMBER 2015	AGENDA ITEM:	20
TITLE:	ANNUAL PARKING SERVICES REPORT 2014-2015		
LEAD COUNCILLOR:	COUNCILLOR T PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PARKING SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	ELIZABETH ROBERTSON	TEL:	01189 373767
JOB TITLE:	CIVIL ENFORCEMENT MANAGER	E-MAIL:	<a href="mailto:Elizabeth.robertson@reading.gov.uk">Elizabeth.robertson@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Traffic Management Act 2004 states that each local authority with Civil Parking Enforcement should publish an Annual Report about their enforcement activities covering financial and statistical data.
- 1.2 Appendix 1 Parking Services Annual Report 2014-2015

2. RECOMMENDED ACTION

- 2.1 That Members note the contents of this report and that the annual reports for 2008-2014 are available on the Council's website.
- 2.2 That Members note the annual report for 2014-2015 is intended to be published in November 2015.

3. POLICY CONTEXT

- 3.1 The Council is a Civil Enforcement Authority under the Traffic Management Act 2004 and is therefore required to produce an annual report.

4. THE PROPOSAL

- 4.1 Reading Borough Council took up statutory powers under the Road Traffic Act 1991 (as amended) in 2000 to become a Special Parking Area (SPA) taking over parking enforcement from the Police. In April 2008 every Local Authority with SPA powers became a Civil Enforcement Area (CEA) under the Traffic Management Act 2004 (TMA). One of the requirements of the TMA is that each Local Authority submit an Annual Parking Report to the Department for Transport (DfT) each year. The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions sets out the minimum information to be included in the Annual Parking Report.

- 4.2 The Statutory Guidance requires that as a minimum the Local Authority must include financial details relating to total income and expenditure on the parking account and statistical information relating to the number of Penalty Charge Notices (PCNs) issued, paid, cancelled and challenged.
- 4.3 The annual report for 2014-2015 includes the Statutory Guidance requirements and also includes information for Residents Parking Permits, Bus Lane Enforcement, Blue Badge Issues and Enforcement, Car Parks, Pay and Display and Freedom of Information requests.
- 4.4 The Cabinet report in January 2011 stated future reports were to be published on the Council's website. The annual parking reports for 2008-2014 are available through the Council's website at:
- <http://beta.reading.gov.uk/article/2841/Penalty-Charge-Notices-PCN>
- 4.5 The annual report for 2014-2015 is intended to be published in November 2015.
- 4.6 The Traffic Management Act 2004 and Transport Act 2000 (for bus lane Penalties) sets out the appeals process that recipients of Penalty Charge Notices must follow if they believe they have grounds for the ticket to be cancelled. There are 3 sequential stages to this process as set out below:
- An Informal Challenge to the Council
  - A formal representation to the Council upon receipt of the Notice to Owner
  - An appeal to the Traffic Penalty Tribunal, if representation to the Council is unsuccessful.
- 4.7 The appeals process for bus lane Penalties is the same except there is no informal challenge to the Council, as the first notification is the "Notice to Owner" notice.
- 4.8 A legal requirement of both relevant Acts is for the Council to provide an address where these can be sent. The Council provides two dedicated addresses for motorists's to correspond with (one for parking penalties and one for bus lane penalties) and has a secure online facility for direct representation to be made against the penalties.
- 4.9 An important element of the process is the requirement for the registered keeper of the vehicle (i.e. the person named on the vehicle registration document or the registered hirer) to communicate directly with the Council. This means that a third party can only act on the registered keeper's behalf if legally authorised to do so. Therefore there are very limited circumstances in which an MP or Councillor can act for someone else.

**5. CONTRIBUTION TO STRATEGIC AIMS**

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

**6. COMMUNITY ENGAGEMENT AND INFORMATION**

- 6.1 The Annual Parking Report will have wider accessibility by being published on the Council's website.

**7. LEGAL IMPLICATIONS**

- 7.1 The Local Authority is required to produce an Annual Parking Report under the Traffic Management Act 2004.

**8. FINANCIAL IMPLICATIONS**

- 8.1 As reported in the Annual Report

**9. BACKGROUND PAPERS**

- 9.1 Cabinet Report - Annual Parking Report dated 17<sup>th</sup> January 2011  
9.2 Traffic Management Advisory Panel - Annual Parking Report dated 17<sup>th</sup> January 2013  
9.3 Traffic Management Sub-Committee meetings 5<sup>th</sup> November 2013.

**10. APPENDICES**

- 10.1 Appendix 1 - Annual Parking Services Report 2014-2015



# READING BOROUGH COUNCIL

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## PARKING SERVICES ANNUAL REPORT 2014/2015

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## Foreword - Councillor Page

Welcome to Reading Borough Council's seventh Parking Services Annual Report. The report summarises the parking and traffic enforcement responsibilities conducted by the Council in 2014/2015. It also provides details of activities and related financial information.

Reading remains a key economic hub in the Thames Valley and wider South-East. Many thousands of people travel into and around Reading on a daily basis, placing great demands on our transport infrastructure. At the same time, local businesses highlight a lack of capacity in transport infrastructure as one of their key concerns, and a restraint to future growth. The increasing demands on infrastructure are seen either through overcrowding or traffic congestion levels.

The Council continues to address these concerns through initiatives such as the Local Sustainable Transport Fund (LSTF) programme. In the past year we have delivered two new Park and Ride facilities at Mere oak and Winnersh - creating nearly 1,000 new spaces - and a new shared Pedestrian and Cycle Bridge over the Thames. Bus use in Reading continues to grow. Only last month (September 2015) new Government figures showed an 8% increase in bus use in Reading. It means we now have the third highest number of bus journeys per head of population in England outside of London.

New infrastructure and growing our public transport offer, not only provide significant improvements to sustainable transport options, they support growth in the local economy and reducing Reading's carbon footprint.

Reading has an enforcement policy to try and balance the needs of all road users, at a time when demands continue to increase. The key objective is to maintain an appropriate balance between the needs of residents, visitors, businesses and access for disabled people, thereby contributing to the economic growth and success of the town.

Enforcement is conducted both on and off-street by Council Parking Services and Civil Enforcement Officers, employed through a term contractor. These officers actively patrol and enforce parking restrictions, supporting traffic management and safety responsibilities imposed on local authorities by legislation, directing patrol efforts to strategically important routes, areas of high contravention and sensitive locations, and in many cases in response to public demand.

Update/New schemes:

Parking Enforcement: Footway parking ban has been extended to areas in Southcote following a successful trial in Tilehurst area.

Bus Lane Enforcement: A329 King's Road (West to East), Basingstoke Road (Northbound) and Gweal Avenue bus lanes now enforced.

Permit Scheme: Introduced new permit zone 15R, covers some households in Christchurch Road, New Road and The Mount. Expansion to existing Permit zones: 14R includes College and Culver Road, 07R to include Norcot Road and 01R to include Patrick Road.

Enforcement of parking restrictions is approached in a fair and reasonable manner across the town. The Parking Services team takes continual care when dealing with representations from the public against the Penalty Charge Notices to ensure that all the circumstances are fully considered on a case by case basis.

We continue to be committed to being transparent about our Parking Services and enforcement activity. This report provides an extensive record of activities during the 2014/2015 financial year and explains how the service is managed and aims to develop an understanding and acceptance of why enforcement activity takes place.

Cllr Tony Page  
Lead Member for Strategic Environment, Planning & Transport, and Deputy  
Leader of the Council  
October 2015

## Chapter 1 - Content

The Secretary of State's 'Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions' states that local authorities should produce annual reports about their enforcement activities. It is considered good practice to publish a report which provides the public with information about the way enforcement is undertaken and provides reassurance that enforcement is being undertaken properly. The view of the Secretary of State is that transparency about the civil enforcement of parking regulations enables the public to understand and accept the enforcement of parking contraventions.

This Annual Report provides a record of activities during the 2014/2015 financial year and explains how the service is managed and aims to develop an understanding and acceptance of such enforcement activity.

The 2014/2015 is structured as follows:

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• Chapter 4 - Bus Lane Enforcement	13-15
• Chapter 5 - Challenges, Representations and Appeals	16-19
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## Chapter 2 - Policy Context

Reading Borough Council introduced Parking Enforcement in 2000, when responsibility for enforcement of parking contraventions passed from Thames Valley Police to the Local Authority. The current legislation that allows for Reading to enforce parking and waiting restrictions is under The Traffic Management Act 2004. This also permitted local authorities to enforce restrictions by other methods which are now known as 'Civil Parking Enforcement'. Parking offences are classified as civil offences rather than criminal offences under Civil Parking Enforcement.

Reading Borough Council has an integrated Parking Service, which manages both on-street and off-street activities. The Council introduced Civil Parking Enforcement under Part 6 of the Traffic Management Act 2004 from 31<sup>st</sup> March 2008.

The current guiding transport policy document is its Local Transport Plan (LTP) 2011- 2026. The Local Transport Plan includes a 15-year strategy document and a rolling 3-year implementation programme. The LTP programme is reviewed annually to ensure the aims and objectives are being delivered. The statement below summarises the vision for transport in Reading:

*“Transport in Reading will better connect people to the places that they want to go: easily, swiftly, safely, sustainably and in comfort. We will meet the challenges of a dynamic, low-carbon future to promote prosperity for Reading.*

*Whichever way you choose to travel, by foot or bicycle, motorcycle, bus, rail, car or boat whether to work or education, to leisure or the services you need, our transport system will help you get there”.*

Although it is not possible to specifically measure the contribution of Civil Parking Enforcement on all the objectives, as there are a wide range of other factors that influence them, it is clear that well considered and implemented enforcement will support this vision.

## Chapter 3 - Parking Enforcement

Enforcement is conducted both on- and off-street by Reading Borough Council Parking Services through Civil Enforcement Officers employed through a contractor. Each officer receives specific training resulting in qualifications which are:

- City and Guilds 1889-001 Roles and Responsibilities of a Civil Enforcement Officer; and
- City and Guilds 1889-002 Conflict Management.

These qualifications have been updated and are now known as:

- WAMITAB Level 2 Award for Parking Enforcement Officers (QCF) (Ofqual qualification number: 601/1781/3)

Civil Enforcement Officers are salaried and are not part of any incentive scheme. Their only enforcement requirement is to ensure that any Penalty Charge Notice is issued correctly and that all the supporting evidence (including photographs) is gathered and recorded.

The Traffic Management Act introduced regulations that allow for enforcement through an approved camera device in areas that are difficult or sensitive. In the autumn of 2012 the Council introduced an enforcement vehicle; it is used to enforce contraventions of waiting restrictions with an early focus on school zigzag markings, bus stop clearways and loading bans. Enforcement with an approved device is not used where permits or exemptions (such as resident's permits or Blue Badges) may be in use. The primary objective of the camera enforcement system is to ensure the safe and efficient operation of the road network by deterring motorists from breaking road traffic restrictions and detecting those that do.

The Parking Services team at Reading Borough Council have completed the City and Guilds Notice Processing - OCT 1916, (now known as WAMITAB Level 3 Award in Notice Processing (QCF) (Ofqual qualification number: 601/1941/X). This qualification recognises the importance of back office staff, having the required skills, knowledge and detail when dealing with challenges, representation and appeals.

The Reading Borough Council Parking Services team have a duty to consider all aspects of a case. The Secretary of States guidance states that even when a clear contravention has occurred, the Council has discretionary power to cancel a Penalty Charge Notice, and this duty is adhered too - *“under general principles of public law, authorities have a duty to act fairly and proportionately and are encouraged to exercise discretion sensibly and reasonably and with due regard to the public interest”*. This exercise of discretion is approached objectively and without regard to any financial interest (in the penalty or decisions) that may have been taken at an earlier stage. However, discretion can be used to cancel or enforce a Penalty Charge Notice and some motorists who challenge their Penalty Charge Notice may not always receive the decision that they were looking for.

### **Penalty Charge Notices (PCNs)**

Penalty Charge Notices are issued when people contravene the parking code. Penalty Charge Notice tickets can be categorised as higher or lower depending on the seriousness of the contravention. Higher level tickets for more serious breaches are £70 (e.g. parking on yellow lines) and lower level tickets for less serious breaches are £50 (e.g. parking with an expired permit or pay & display ticket).

Road markings (such as yellow lines, loading bays, bus stops and residents zones) indicate that some sort of restriction applies and signs nearby will always explain the parking restrictions. If these restrictions are breached, a contravention has occurred and a Penalty Charge Notice will be issued.

In the Council’s public car parks Penalty Charge Notices may be issued if you fail to pay the correct amount at a pay and display ticket machine or for parking in a space for longer than you are permitted to. Also, if your car is reported to be causing a safety hazard, a source of congestion or an obstruction the Police may remove it. Drivers are responsible for making sure that their vehicles are parked correctly and not causing any obstructions. If vehicles are parked correctly they should not be issued with a Penalty Charge Notice.

### **Traffic Management Act 2004 Statutory Process - Direct Issue Process**

The following process applies where the Civil Enforcement Officer has directly issued the Penalty Charge Notice to the vehicle or handed it to the driver. Please see section below for information about the process involved when the Penalty Charge Notice is sent by post.

Please refer to Chapter 5 for information about challenges, representations and appeals.

- After 14 days of the date of issue of the Penalty Charge Notice
  - The right to pay the discounted sum (£35/£25) after 14 days is lost. The 14 days starts with the date on which the Penalty Charge Notice was issued.

- After 28 days of the date of issue of the Penalty Charge Notice
  - If the charge is not paid 28 days from the date the Penalty Charge Notice was issued a Notice to Owner will be sent to the registered keeper of the vehicle.
  - At this point you can either pay the full charge within 28 days (£70/£50) or make representation to Reading Borough Council.
  - Failure to act on the Notice to Owner may result in a Charge Certificate being issued.
  
- After 28 days of the date of issue of the Notice to Owner
  - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£105/£75). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
  
- After 14 days of the date of issue of the Charge Certificate
  - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £7.00 will be added to the charge (£112/£82). An Order for Recovery will be sent to the registered keeper of the vehicle.
  - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a witness statement.
  
- After 21 days after the Debt Registration
  - If the charge has not been paid or a witness statement has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated enforcement agent will be requested to recover the debt from you. The enforcement agent will charge you for this.

### **Traffic Management Act 2004 Statutory Process - Postal Issue Process**

The following process applies where the Penalty Charge Notice has been issued by post. This occurs in circumstances where the Civil Enforcement Officer was prevented from issuing the Penalty Charge Notice at the time, or the vehicle drove away before affixing it to the vehicle/handing it to the driver. A Penalty Charge Notice may also be issued by post from an approved device i.e. a camera recording.

Please refer to Chapter 5 for information about challenges, representations and appeals.

- The Penalty Charge Notice will be sent to the registered keeper of the vehicle; at this point you can either:

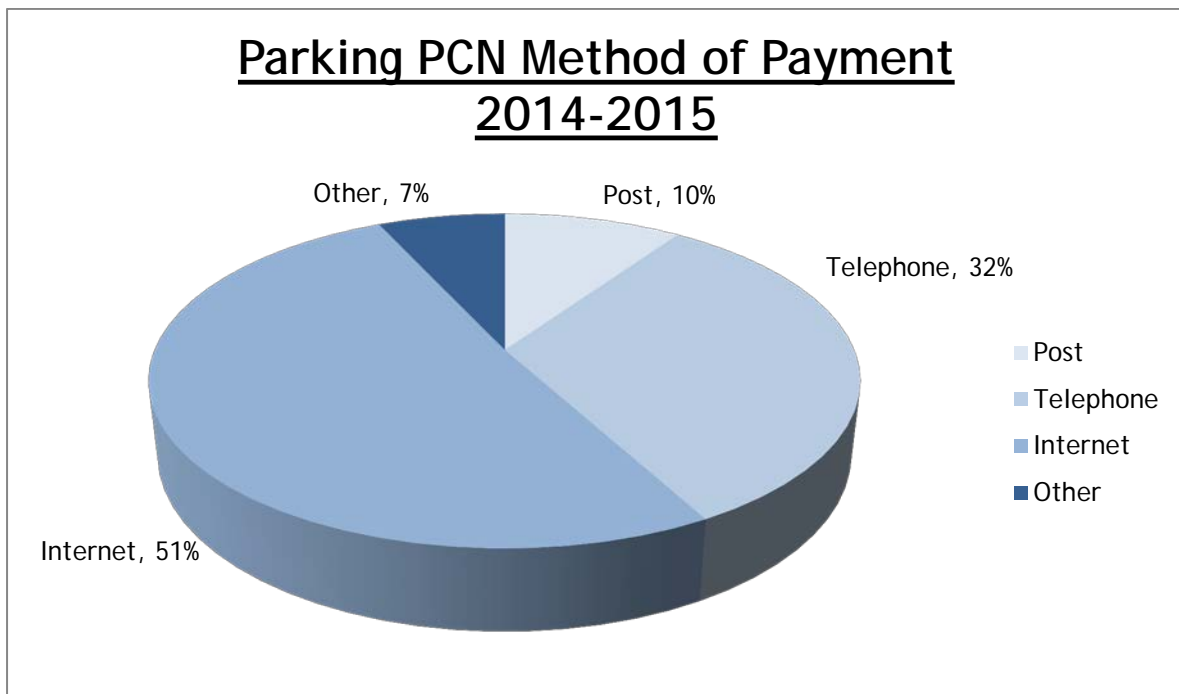


- Pay the discount within 14 days (£35/£25) or 21 days if the contravention was detected by an approved device.
  - If the discount is not paid in the 14/21 days, pay the full charge within 28 days (£70/£50).
  - Make representation to Reading Borough Council.
- After 28 days of the date of issue of the Penalty Charge Notice
    - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£105/£75). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
    - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £7.00 will be added to the charge (£112/£82). An Order for Recovery will be sent to the registered keeper of the vehicle.
    - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a witness statement.
- After 21 days after the Debt Registration
    - If the charge has not been paid or a witness statement has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated Enforcement Agent (formerly known as bailiffs) will be requested to recover the debt from you. The Enforcement Agent will charge you for this.

## Paying a Penalty Charge Notice

Penalty Charge Notices can be paid either online, by post or by phone. Once payment has been made, the driver/owner/hirer has accepted liability for the penalty charge and can no longer make a challenge/representation against the Penalty Charge Notice. Reading Borough Council's interpretation of the relevant legislation (which is supported by the House of Commons Transport Committee) is that the recipient of a Penalty Charge Notice can pay the penalty or challenge the Penalty Charge Notice - it is not possible to do both.

The graph below shows the percentage of the different methods of payment used. It should be noted that the other includes payment made via the Enforcement Agents (formerly known as bailiffs)..



The table below shows the number of Penalty Charge Notices issued for 2014/2015<sup>1</sup>. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.

Penalty Charge Notice Issued	2014/2015	Percentage	2013/2014	Percentage
Total Penalty Charge Notices Issued	38,621		44,197	
Number of higher level Penalty Charge Notices issued	24,892	64.5%	29,597	67%
Number of lower level Penalty Charge Notices	13,680	35.4%	14,570	33%
Number of Penalty Charge Notices with no charge level e.g. warning notice	46	0.12%	19	0.04%
Number of Penalty Charge Notices paid	28,992	75%	32,131	73%
Number of Penalty Charge Notices paid at discount	23,001	60%	25,914	59%
Number of Applications registered at TEC (dated 01/10/2015)	7,279	19%	9,096	21%
Number of Penalty Charge Notices against which a formal or informal representation was made	6,560	17%	9,253	21%
Number of Penalty Charge Notices cancelled as a result of a formal or informal representation	1,575	4%	1,988	4%
Number of Penalty Charge Notices written off for other reasons	2,704	7%	2,930	7%

One of the objectives of parking enforcement is to improve compliance with the parking regulations and there was a 14% decrease in the number of PCNs issued this year compared to last year. This continued trend shows that motorists are complying with the parking restrictions within the Borough.

The experimental footway parking ban introduced in 2013 in the Tilehurst area, was made permanent in 2014. A second experimental scheme was introduced in Southcote in February 2015, the roads covered by the ban are: Southcote Lane, Ashampton Road, Brunel Road, Circuit Lane, Frilsham Road, Gainsborough Road and Virginia Way. The objectives of the scheme set out to protect the footways and verges from parking and reduce speeds through increased on-street parking.

The number of PCNs issued for footway parking was 45 in 2014/2015 and has started to have a positive effect on meeting the objectives.

<sup>1</sup> Please note that this data is constantly changing and the data provided is that recorded on 1<sup>st</sup> October 2015.

The number of PCNs issued through the approved device (enforcement vehicle) was 5,160 for the year, an increase on the previous year. However, enforcement only commenced part way through the previous year. A breakdown of the notices issued by the approved device for street and contravention code is provided in Appendix A.

The number of challenges & representations received was lower than the previous year; however the number of cancelled tickets remains proportional to the overall PCNs issued.

### **Further Information**

Further information can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk) or [www.PATROL-uk.info](http://www.PATROL-uk.info)

## Chapter 4 - Bus Lane Enforcement

Reading Borough Council has more bus lanes per mile of road than anywhere else in the UK and a greater proportion of people travel by bus than in most other cities and towns in the UK. Reading Borough Council and its partners want to make public transport reliable and punctual. Bus lanes, when operating properly, help improve journey times, punctuality and reliability which may help make public transport a more attractive option and in turn relieve congestion.

When bus lanes are misused they are less effective, hence the need for effective enforcement. When people ignore bus lanes they can cause delays to public transport and increase the risk of accidents as other road users are unlikely to be aware of their presence.

In October 2005, powers were introduced under the Transport Act 2000 that made it possible for Reading Borough Council to enforce the regulations governing the use of bus lanes in the Borough. The Police may still take action against persons driving in bus lanes or ignoring road signs, however, Reading Borough Council's enforcement by approved device camera's has substantially increased the likelihood of those abusing bus lanes being caught out.

The penalty for being caught in a bus lane is a £60 Penalty Charge Notice. Cameras record vehicles using bus lanes and penalties are issued based on this information. Enforcement officers check the recordings to determine whether a contravention of the rules has taken place or if there may be other circumstances e.g. to avoid an accident. It is possible to make a representation against the Penalty Charge Notice within 28 days of it being issued.

In 2014/2015, the Council introduced four approved device cameras on the network:

A329 King's Road (West to East)  
Basingstoke Road (Northbound)  
Gweal Avenue (Eastbound)  
Gweal Avenue (Westbound)

Appendix B provides a breakdown of information per bus lane.

### Transport Act 2000 Statutory Process

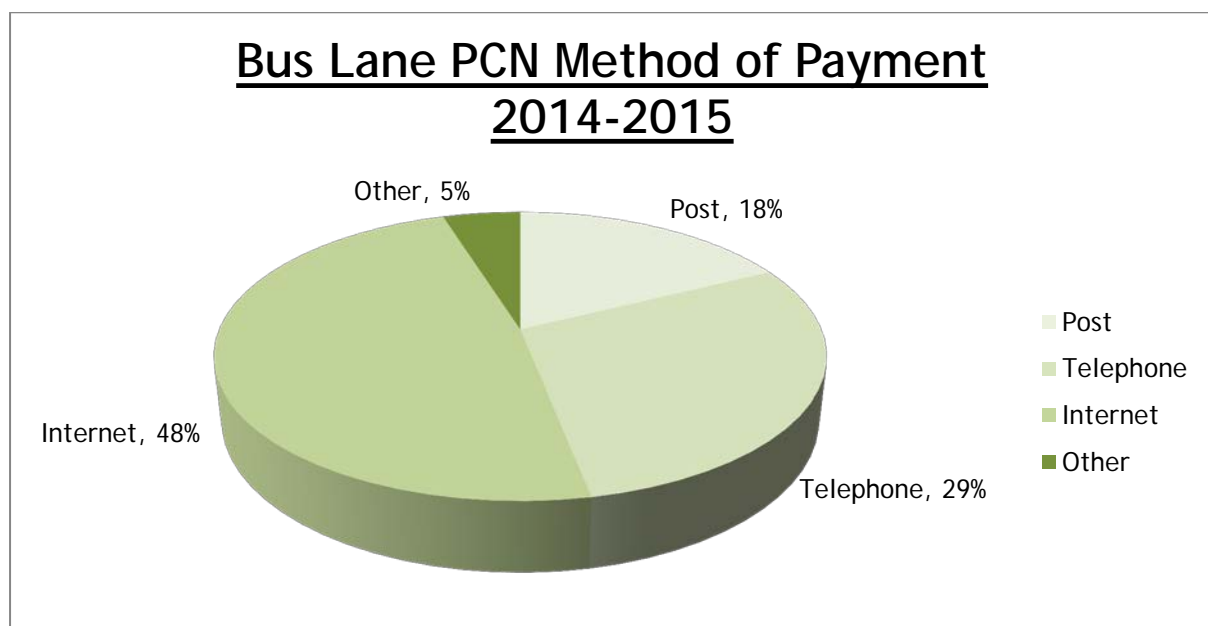
Please refer to Chapter 5 for information about challenges, representations and appeals.

- The Penalty Charge Notice will be sent to the registered keeper of the vehicle; at this point you can either:
  - Pay the discount within 14 days (£30).
  - If the discount is not paid in the 14 days, pay the full charge within 28 days (£60).
  - Make representation to Reading Borough Council.
  
- After 28 days of the date of issue of the Penalty Charge Notice

- A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£90). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
  - If the Charge Certificate is not paid within 14 days, the debt will be registered at the Traffic Enforcement Centre and a registration fee of £7 will be added to the charge (£97). An Order for Recovery will be sent to the registered keeper of the vehicle.
  - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a statutory declaration.
- After 21 days after the Debt Registration
  - If the charge has not been paid or a statutory declaration has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated Enforcement Agent (formerly known as bailiffs) will be requested to recover the debt from you. The Enforcement Agent will charge you for this.

### Paying a Penalty Charge Notice

Penalty Charge Notices can be paid either online, by post or by phone. The graph below shows the percentage of the different methods of payment used for Penalty Charge Notices relating to bus lanes. It should be noted that the other includes payment made via the Enforcement Agent (formerly known as bailiffs).



The table below shows the number of Penalty Charge Notices issued for entering bus lanes in 2014/2015<sup>2</sup>. A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.

Penalty Charge Notice Issued	2014/2015	Percentage of Total Issued	2013/2014	Percentage of Total Issued
Total Penalty Charge Notices Issued (including re-issued Penalty Charge Notices e.g. new keeper)	90,069		102,659	
Total Penalty Charge Notice Contraventions recorded	87,486		101,971	
Number of Penalty Charge Notices paid	73,979	82%	82,614	80%
Number of Penalty Charge Notices paid at discount	62,858	70%	72,301	70%
Number of Penalty Charge Notices against which a formal representation was made	16,829	19%	17,129	17%
Number of Penalty Charge Notices cancelled as a result of a formal representation	4,271	5%	3,112	3%
Number of Penalty Charge Notices written off for other reasons	3,737	4%	3,788	4%

There has been a 12% reduction in the number of Bus Lane PCNs issued this year, compared to the previous year. Appendix B provides a breakdown of the PCNs issued per bus lane and a comparison with the previous year's issue. The majority of the bus lanes being enforced have seen a reduction in the number of contraventions recorded.

The percentage of representations received and cancelled tickets have remained consistent.

The percentage of Penalty Charge Notices paid has increased to 82% compared with 80%.

### **Further Information**

Further information can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk) or [www.PATROL-uk.info](http://www.PATROL-uk.info)

<sup>2</sup> Please note that this data is constantly changing and the data provided is that recorded on 1<sup>st</sup> October 2015.

## Chapter 5 - Challenges, Representations and Appeals

If a driver is issued a Parking Penalty Charge Notice, which they feel is unwarranted; they have the right to challenge the Penalty Charge Notice. This is done in 3 stages. The first stage is an informal challenge to Reading Borough Council which is followed up by the second stage which is a formal representation to the Council. If the representation to the Council is unsuccessful, the third stage is an appeal to the Traffic Penalty Tribunal. It should be noted that for Penalty Charge Notice issued by post (either parking or bus lane related) there is no informal challenge.

The Reading Borough Council Parking Services team will deal with each case on its own merits and will take into account the evidence recorded by the Civil Enforcement Officer and the information provided for a case. There are statutory time limits for dealing with representations and appeals, whereas guidance is provided for informal challenges. In all cases the Reading Borough Council Parking Services aim to deal with challenges, representation and appeals in an efficient, effective and impartial way.

### Stage 1 - Making an Informal Challenge

Reading Borough Council Parking Services have a legal obligation to consider all informal challenges received. If an informal challenge is made within 14 days of the Penalty Charge Notice being issued, the discount period will be put on hold until the Council can deal with the challenge. A letter from the driver explaining the reasons why they feel they have grounds for an appeal should be made as soon as possible to the address given on the Penalty Charge Notice. The letter can be submitted by writing to the Council using surface mail or making a challenge by way of a secure website. A letter will be replied to if the challenge is upheld and the Penalty Charge Notice will be cancelled. If the challenge is not upheld, provided the challenge was made within 14 days of the Penalty Charge Notice being issued, a further 14 days to pay the Penalty Charge Notice at a discounted rate will be granted.

### Stage 2 - Representations

A representation (under the Traffic Management Act 2004) can only be made upon receipt of a Notice to Owner, in cases where the PCN has been affixed to the vehicle or handed to the driver. The Notice to Owner will be sent to the registered keeper of the vehicle 28 days after the issue of the Penalty Charge Notice. Should a Penalty Charge Notice have already been paid the case is considered closed and no representation or appeal may be made. Once a Notice to Owner has been issued, the vehicle owner has 28 days to make a representation. The Council has a legal obligation to consider all representations received and must reply within 56 days of receiving the representation, if the Council does not reply in this time period, the Penalty Charge Notice is automatically cancelled.

Should a representation be unsuccessful the owner will be liable to pay the Penalty Charge Notice at the full rate. If the Council rejects the representation, an appeal may then be made to the Traffic Penalty Tribunal. Where a Penalty Charge Notice has been issued by post the registered keeper has 28 days to make a



representation to the Council. If those representations are made within the discount period, the Council will generally hold the discount and if the decision is made to reject the Penalty Charge Notice, this will be re-offered again. However, should an appeal be made to the Tribunal, the full charge would then apply, even if it is within the re-offered discount period. This process is set down by the Traffic Management Act 2004 (and accompanying regulations) for parking contraventions. The process is the same for bus lane contraventions issued under the Transport Act 2000, however, there is no informal challenge or time limit set for the Council to reply to a representation. These are the only ways to query a Penalty Charge Notice.

Complaints about the parking scheme itself should be made in writing to Reading Borough Council. General enquiries concerning parking issues may be made by telephone, however, Reading Borough Council cannot accept challenges or representations made by email or telephone.

The table below shows items of correspondence received in relation to informal challenges, parking and bus lane representations for 2014/2015<sup>3</sup>.

2014/2015	Informal Challenges	Incoming Parking Representations	Incoming Bus Lane Representations	Total
April	316	85	1114	1,515
May	391	142	1300	1,833
June	368	146	1241	1,755
July	414	231	1388	2,033
August	397	267	1314	1,978
September	401	137	1977	2,515
October	449	134	1570	2,153
November	546	131	1663	2,340
December	621	70	1209	1,900
January	813	77	1363	2,253
February	539	111	851	1,501
March	590	60	1839	2,489
<b>Total</b>	<b>5,845</b>	<b>1,591</b>	<b>16,829</b>	<b>24,265</b>

<sup>3</sup> Please note that this data is that recorded on 1<sup>st</sup> October 2015. This data includes PCNs that have made multiple challenges and/or representations

### Stage 3 - Appeal to the Traffic Penalty Tribunal

The Traffic Penalty Tribunal is a body independent of the Council. Adjudicators are people with at least five years legal experience who consider the evidence for appeals against Penalty Charge Notices issued by Local Authorities. Their decision is final and binding on both parties.

Should a Representation to the Council be unsuccessful a Notice of Rejection and a Notice of Appeal will be sent to the registered keeper. This is the form that must be used to appeal to the Traffic Penalty Tribunal. A Traffic Penalty Tribunal appeal can only be made should a representation to the Council already have been rejected. When they receive a 'Notice of Appeal', the Traffic Penalty Tribunal staff will make some basic checks and if everything is in order it will be registered as a formal appeal. The registered keeper will receive acknowledgement of this and a date as to when the appeal is due to be decided. The Council will also be notified that the appeal has been lodged and will be given a date for which to submit their evidence to the Adjudicator. In the case of a personal appeal being asked for, the Traffic Penalty Tribunal staff will schedule it for the next appropriate hearing at the registered keepers preferred location and give 21 days notice of the precise date, time and venue.

The table below shows how many appeals were dealt with by the adjudicators<sup>4</sup>.

2014/2015	Parking Penalty Charge Notices	Percentage of Total PCNs Issued	Percentage of Appeals Received	Bus Lane PCN	Percentage of Total PCNs Issued	Percentage of Appeals Received
Total PCN Issued	38,621			90,069		
Total Appeals Received	177	0.5%		343	0.4%	
Dismissed by Adjudicator	57	0.2%	32.2%	153	0.2%	44.6%
Allowed by Adjudicator	43	0.1%	24.3%	68	0.1%	19.8%
Not Contested by Council	69	0.2%	39.0%	98	0.1%	28.6%
Consent Order	8	0.02%	4.5%	24	0.03%	7.0%
Awaiting decision inc. other	0	0.0%	0.0%	0	0.0%	0.0%

<sup>4</sup> Please note that this data is constantly changing and the data provided is that recorded on 1<sup>st</sup> October 2015.

Consent Order means the Council and Appellant have reached an agreement over the appeal.

The Council received 293 parking appeals in 2013/2014, whereas this year the number of appeals was 177, this represents a 40% reduction in appeals registered. The Council reviews all adjudicator decisions and through the feedback from them will try to ensure that unnecessary appeals are not registered. A fresh review of the case is made when an appeal is registered, regardless of the decision made at representation stage.

The number of bus lane appeals to the Traffic Penalty Tribunal has also decreased 343 compared with 388 for 2013/2014. This equates to a 12% reduction in appeals registered. Each case is dealt with on their own merits and a fresh review is made when the appeal is received from the Traffic Penalty Tribunal. The Council, as with parking appeals, reviews all decision and uses the feedback from the adjudicator to ensure bus lane appeals are pursued in a fair and impartial manner.

The annual report from the Traffic Penalty Tribunal on their service was not available at the time of this report.

### **Further Information**

Further information can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk) or [www.PATROL-uk.info](http://www.PATROL-uk.info)

The Traffic Penalty Tribunal's website: [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk)

## Chapter 6 - Enforcement Agents

If a PCN remains unpaid after the Council has issued their notices (Please see Chapter 3 and 4), a Warrant may be issued to the Enforcement Agents (formerly bailiffs) to recover the debt. The regulations and fees that the Enforcement Agents work under changed in April 2014.

Parliament introduced new legislative arrangements for Enforcement Agents in April 2014, when the relevant provisions of the Tribunals, Courts and Enforcement Act 2007 were brought into force. One of the changes that came into operation was a new, simplified, regime for fees payable to Enforcement Agents, at each stage in the recovery process, as set out in the Taking Control of Goods (Fees) Regulations 2014.

Regulations 4 and 5 allow the Enforcement Agents to recover the fees from the debtor and specify each stage of the process. Schedule 1 specifies the relevant fees, which are, as follows:

Stage	Fee	Information
Compliance Stage	£75	Notifying the debtor in writing, on receipt of the warrant, of the liability;
Enforcement Stage	£235	For attending the premises, if no payment is made within 7 clear days of the compliance stage notice. The Enforcement Agents can make a number of visits but only one charge is applied.
Sale/Disposal Stage	£110	For preparing to remove goods, removing goods, sale of goods

There may be additional charges if goods are removed such as storage, auction costs etc.

If there are multiple warrants issued, the compliance fee is charged per warrant but the enforcement and sale/disposal fee is normally only added onto the first warrant. There are exceptions to this and for further information please see below.

The Council expects Enforcement Agents, acting in respect of debts it (the Council) has registered, to handle enquiries or complaints about the fees those agents have charged. The Taking Control (Fees) Regulations 2014 provides for any disputes about the fees to be settled by a Court.

The table below shows the warrants issued to the Enforcement Agents in the past 4 years for Parking PCNs<sup>5</sup>.

PARKING	Total Warrants Issued	Successful Collection	Outstanding Warrants	Closed Warrants (unable to trace/execute)
2011-2012	4,775	23%	0%	77%
2012-2013	5,558	21%	0%	79%
2013-2014	5,164	23%	1%	76%
2014-2015*	4,836	24%	25%	54%

The table below shows the warrants issued to the Enforcement Agents in the past 4 years for Bus Lane PCNs<sup>6</sup>.

BUS LANE	Total Warrants Issued	Successful Collection	Outstanding Warrants	Closed Warrants (unable to trace/execute)
2011-2012	5,122	33%	0%	67%
2012-2013	4,904	32%	0%	68%
2013-2014	6,109	32%	0.40%	68%
2014-2015*	6,525	28%	22%	50%

### Further Information

Further information can be found on the Civil Enforcement Association website <http://www.civea.co.uk/>

<sup>5</sup> Please note that this data is constantly changing and the data provided is that recorded on 12<sup>th</sup> October 2015.

<sup>6</sup> The data provided is that recorded on 12<sup>th</sup> October 2015.  
2014-2015\* warrants are valid for 1 year from issue

## Chapter 7 - Permits

Permit Parking Zones came to Reading in the mid 1970's with the intention to enable residents to park in streets that would have otherwise been occupied by shoppers or commuters parking in the town centre. As levels of car ownership and traffic patterns have developed, the zones have spread away from central Reading to other parts of the town affected by parking problems.

In 2011/2012, the parking permit service and the zoning system was updated with zones becoming larger and a better split between the number of permits being issued and the number of on-street parking spaces being made available. Changes to the permit scheme are made so it is vital people continue to check the signs and lines where they park

There are currently three main types of permits available, resident, visitor and business, however, temporary permits and other discretionary permits are also available.

The permit must be displayed in its registered vehicle at all times when the vehicle is parked in a permit bay. The permit should be displayed on the windscreen and be readable so that the information contained on it is legible. The information on the permit will contain; the vehicles registration, the permit zone, the expiry date, and the make of the vehicle.

From April 2012 residents were able to renew their permits online without the requirement to re-apply and provide evidence. The table below shows that the majority of residents preferred this method of renewing their permits. The number of permits being renewed online is increasing year on year as more residents are using this facility.

Permit Type	Total Renewed Online 2014/2015	Total Issued 2014/2015	Percentage renewed 2014/2015	Percentage renewed 2013/2014	Percentage renewed 2012/2013
Business	9	27	33%	29%	53%
Resident	4,521	7,284	62%	53%	48%
Visitor	1,497	11,246	13%	10%	8%

All other permit types will require a new application, as these are issued at the discretion of the Council. The Council must be satisfied that the same conditions apply for discretionary permits and there is no automatic right of renewal.

### Resident Permits

Resident Parking Permits are provided in controlled parking areas for residents of Reading. Following an extensive consultation, parking zones were simplified and re-organised providing a longer and more flexible parking solution. Permits will run

for 12 months from the date of issue and it is up to the user to renew a permit before it expires.

A maximum of two permits are available to be issued per household. To comply as a household the house or flat must; lie within a Permit Parking Zone, be registered for Council Tax, have appropriate planning permission, and not have a planning condition that prohibits the issue of permits. The first permit per household is currently free however the second is £80. It is down to the discretion of the home owner as to what name goes on which permit. When first applying for a permit, proof of residence and proof of car ownership will be required to be sent with the application. Once a permit has been granted, it can be renewed the following year online without the need for re-applying or supplying evidence.

### **Business Permits**

Business Parking Permits are available to businesses that operate within a permit parking zone. The criteria to be eligible for a Business Parking Permit are; the staff and operators may not reside in the permit zone, the premises must have no associated off-street parking, and the staff for whom the permits are intended for should require regular and frequent use of their vehicles during the working day.

Businesses are eligible to apply for one permit per business with any further requests to be made on the discretionary application form. When applying for a permit, the business must provide proof of address and proof of vehicle ownership. Business permit applications must be made by post.

### **Visitor Permits**

Both residents and businesses within permit parking areas can offer visitor permits. All households in permit' parking zones are entitled to visitor permits. Visitor permits are scratch cards each for half days. They are issued in books of 20 permits. The first two books are free and a further five books are available at a cost of £22 per book. Proof of residence is required when applying for visitor permits. Businesses are able to purchase up to 100 visitor permits, Community Agencies are able to purchase an unlimited number of visitor permit. Like with the Residents' visitor permits, Business visitor permits are scratch cards for half a day and are also issued in books of 20 at £22 per book. Once the books have been granted, they can be renewed the following year, online without the need for re-applying or supplying evidence. Visitor Books cannot be renewed, if more than a year has passed since they were originally issued.

### Temporary Permits

Temporary permits can be obtained by post or in person by visiting the Civic Offices Reception. Temporary permits are normally issued to residents who have just moved into the permit zone or have changed their vehicle. Temporary permits are issued for 8-weeks to allow time to submit full proofs. Temporary permit cover is not extended after the 8 week period as it is felt this is enough time to have obtained the full proofs required.

### Discretionary Parking Permits

Reading Borough Council has recognised that there are those who, from time to time, may have business within the permit zones which, the Council may decide at its discretion as the Highway Authority to be legitimate reason to grant a permit. Other such permits that the Council issues include: Medical Practitioners, Healthcare Professional, Carer, Charity, Tradesperson, Teacher, Nanny and Other Resident/Business/Visitor Discretionary.

### Further Information

Further information can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk)



The tables below shows the total permits issued by type<sup>7</sup> and the permits zones and the number of permits<sup>8</sup> on issue

Permit Type	Total issued in 2014/2015	Total issued in 2013/2014
Business	27	21
Business Discretionary	21	15
Charity (free and charged)	49	30
Carer	120	157
Doctor	59	67
Health Care Professional	486	568
Resident Discretionary (free and charged)	233	190
Resident - Free Permits	7,284	7,218
Resident - Second Permit	1,389	1,382
Non-UK Registered Vehicle Permits	7	2
Nanny	0	0
Teacher	34	30
Tradesperson - Annual	69	86
Tradesperson - Daily	667	586
Temporary Permits	3,229	3,728
Visitor Books - Free	9,265	8,379
Visitor Books - Charged	1,981	1,998
Visitor Business	69	42
Visitor Discretionary (free and charged)	333	364
<b>Total</b>	<b>25,322</b>	<b>24,863</b>

<sup>7</sup> Please note that this data is that recorded on 1<sup>st</sup> October 2015.

<sup>8</sup> Please note that this data is constantly changing and the data provided is that recorded on 8<sup>th</sup> May 2015.

Permit Zone	Approx. Spaces on street	Resident Permits	Resident Discretionary	Business Permits	Business Discretionary	Carer Permits	Charity Permits	Total Permits	Capacity
01R	557	576	12	2	1	13	2	606	109%
02R	180	242	7	0	0	3	0	25	140%
03R	551	502	20	0	1	12	0	535	97%
04R	99	47	15	1	3	0	1	67	68%
05R	561	432	40	4	1	13	9	500	89%
06R	534	501	12	2	1	9	2	528	99%
07R	1,656	1,384	33	1	5	14	1	1,438	87%
08R	787	656	41	4	0	16	12	729	93%
09R	478	433	3	1	2	7	0	446	93%
10R	1,210	1,129	27	1	0	14	3	1,174	97%
11R	357	390	5	3	1	3	3	405	113%
12R	1238	1085	21	1	0	13	2	1122	91%
13R	230	205	1	0	0	3	0	209	91%
14R	304	264	4	0	1	6	0	275	90%
15R	124	71	9	0	0	0	0	80	65%
B2	32	24	1	1	1	1	1	29	91%
B4	6	4	0	0	0	0	0	4	67%
B5	37	20	0	0	0	0	1	20	54%
B6	6	4	0	0	0	0	0	4	67%
C4	18	8	0	0	0	0	0	8	44%
W1	20	19	0	0	0	0	0	19	95%
Z1	25	13	0	0	0	0	0	13	52%
<b>Total</b>	<b>9,010</b>							<b>8,463</b>	<b>94%</b>

## Chapter 8 - Blue Badges

Blue Badges provide a vital lifeline to over 2.5 million people every year allowing disabled people to access employment, shops and other services. Blue Badge fraud is a growing issue across the country. Abuse of the scheme means that priority spaces are unable to be used by those who need them most.

It is therefore vital that Reading Borough Council put measures in place to try and reduce the number of incidences of Blue Badge fraud.

Since the 1<sup>st</sup> January 2012, the Department for Transport (DfT) has introduced a new Blue Badge Improvement Service (BBIS) scheme which is intended to tackle this problem. The scheme comprises of a central nationwide database and a new assessment process to ensure badges only go to those who need them. The scheme will be managed nationally by Northgate Public Services.

The new Blue Badges nationally use security style inks and techniques making them almost impossible to reproduce, tamper with or amend. It is now an offence for anyone who is not the actual badge holder to use the Blue Badge, or to park in an on-street Blue Badge parking bay without displaying a badge. Reading Borough Council has set-up a Fraud Hotline (0500500777) and an on-line Fraud Reporting Form should anyone notice and want to report someone committing these fraudulent offences.

The Department for Transport has issued a booklet called 'The Blue Badge Scheme: Rights and Responsibilities in England'. This booklet explains to the holder of a Blue badge their responsibilities, places where they can and cannot park, and further travel advice. This also includes information on how to display the badge, where parking is for free and where time limits do/do not apply.

The table below shows the Blue Badges issued in 2014/2015 and total on issue as of 31<sup>st</sup> March 2015, compared with previous year.

Blue Badge Allocation	Issued in 2014/2015	On issue as of 31st March 2015	Issued in 2013/2014	On issue as of 31st March 2014
Total number of valid Blue Badges	1,725	5,140	1,869	5,565
Total number of Blue Badges on issue to organisations	18	63	19	69

### **National Fraud Initiative**

The purpose the National Fraud Initiative is to recover those Blue Badges which should have been returned following a death. Reading Borough Council is part of this initiative. Following the national redesign of Blue Badges, it should make it easier for Local Authorities to both cross check and identify fraudulent badges.

### **Further Information**

A free phone hotline for anyone who suspects Blue Badge fraud in the area is: 0500500777.

Further information on how to obtain a Blue Badge can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk)

## Chapter 9 - Signs and Lines Maintenance

Reading Borough Council's Highways team deals with the maintenance of existing signs and lines. The Area Highway Inspectors carry out safety inspections and defects in lines or missing signs will be identified and any associated works ordered. The frequency of inspections varies depending on the road classification. Monthly inspections are carried out for A- class road, quarterly inspections for B- and C-class roads and unclassified roads annually.

Any other defects identified through observations or checks made by the Civil Enforcement Officers, Ward Councillors and members of the public are also actioned as appropriate.

In addition to signs and lines, the Highway Inspectors as part of their safety inspections will identify defects to direction signage, carriageways/footways/cycleways and gullies and order repair works as necessary. The Inspectors also undertake Night Scouts monthly to identify street lighting faults and order repair works.

There is also an annual resurfacing programme usually carried out during the summer which often affects lines. These will be replaced as soon as possible after surfacing work has been completed.

Snow will cover lines particularly on local residential roads where gritting does not take place. The parking restrictions remain in operation as set out in the appropriate Traffic Regulation Order.

On the principal roads and the main bus routes gritting is undertaken in accordance with the Winter Service Plan but the channel lines where road markings are will often remain covered until a thaw takes place.

A Penalty Charge Notice will only be issued where the Civil Enforcement Officer has checked that the lines and signs are in an acceptable condition. A motorist's attention should be drawn to the restriction when parking. The Council is unable to maintain the lines and signs in a perfect condition at all times, and it is recognised by the Traffic Penalty Tribunal that the lines and signs will over a period of time be subject to wear and tear.

Regulation 18 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 states that: *'Where an order relating to any road has been made, the order making authority shall take such steps as are necessary to secure a) ... the placing on or near the road of such traffic signs in such positions as the order making authority may consider requisite for securing that adequate information as to the effect of the order is made available to persons using the road'*. The Council complies with this Order and will ensure that restrictions are clearly marked for motorists.

## Chapter 10 - Car Parks

The current parking strategy is a core element of the Local Transport Plan. The strategy essentially aims to manage the level of long stay/commuter parking in the town centre. A key feature of the strategy is pricing of town centre parking to reflect the availability of alternatives, especially long stay parking provided by park and ride.

Reading Borough Council has a partnership contract with National Car Parks Limited (NCP). NCP manages the Council's car parks on a daily basis and maintains the car park cleanliness and deal with any other ad hoc duties e.g. maintaining lifts, removal of abandoned vehicles etc. The partnership has been in place from April 2007 and since this time, there has been a large investment made into the car parking infrastructure. This investment has included: updating the payment machines, replacing entry/exit barriers, improved lighting, improved tariff boards, and re-surfacing/re-lining car parks. More specific improvements are the waterproofing and drainage works at Queens Road and Broad Street Mall, fencing to Kings Meadow and a front end tidy up at the Cattle Market car park. Reading Borough Council and NCP review the tariff structure on an annual basis. Season tickets are available for Queens Road, Hills Meadow and Chester Street car parks. Season tickets are available annually, 6 monthly, 3 monthly and 1 monthly (except Chester Street which only offers annual permits).

The table below shows the spaces available in each car park.

Car Park	Spaces
Broad Street Mall	784
Queens Road	700
Hills Meadow	298
Civic B Car Park	170
Kings Meadow	95
Cattle Market	90
Chester Street, Caversham	60
Recreation Road, Tilehurst	80
Dunstall Close, Tilehurst	47
<b>Total</b>	<b>2,324</b>

### Further Information

Further information can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk) or the NCP website <http://www.ncp.co.uk/>

## Chapter 11 - Pay and Display

Reading Borough Council introduced on-street pay and display in October 2010, this offered alternative short-term parking for the Town Centre. Following the Town Centre Redevelopment Works associated with the Reading Station upgrade, a total of 198 pay and display bays were introduced at that time. The bays are located across the town centre and provide more flexible parking options for visitors.

In January 2013, an additional 20 Pay and Display bays were introduced into the Town Centre. These were located in Oxford Road (on the bridge near Travel lodge), St Mary's Butts (on Island, opposite Church), Thorn Street outside Beadle Chrome shop, opposite Travel lodge), and Vachel Road (Dead end section, next to IDR).

In September 2014 additional bays were introduced in Hosier Street, Kenavon Drive and Fobney Street.

The majority of the bays are operational between 8am and 8pm, Monday to Sunday, but there are a few locations that are shared with permit parking.

In line with the Department for Transport under 'The Blue Badge Scheme: Rights and Responsibilities in England', holders of the blue badges can park for free and without time limit in the pay and display bays. However, in the shared use bays it is only for free and without limit during the hours a pay and display ticket is required, outside of the hours a parking permit is required. (See Chapter 8 for further information)

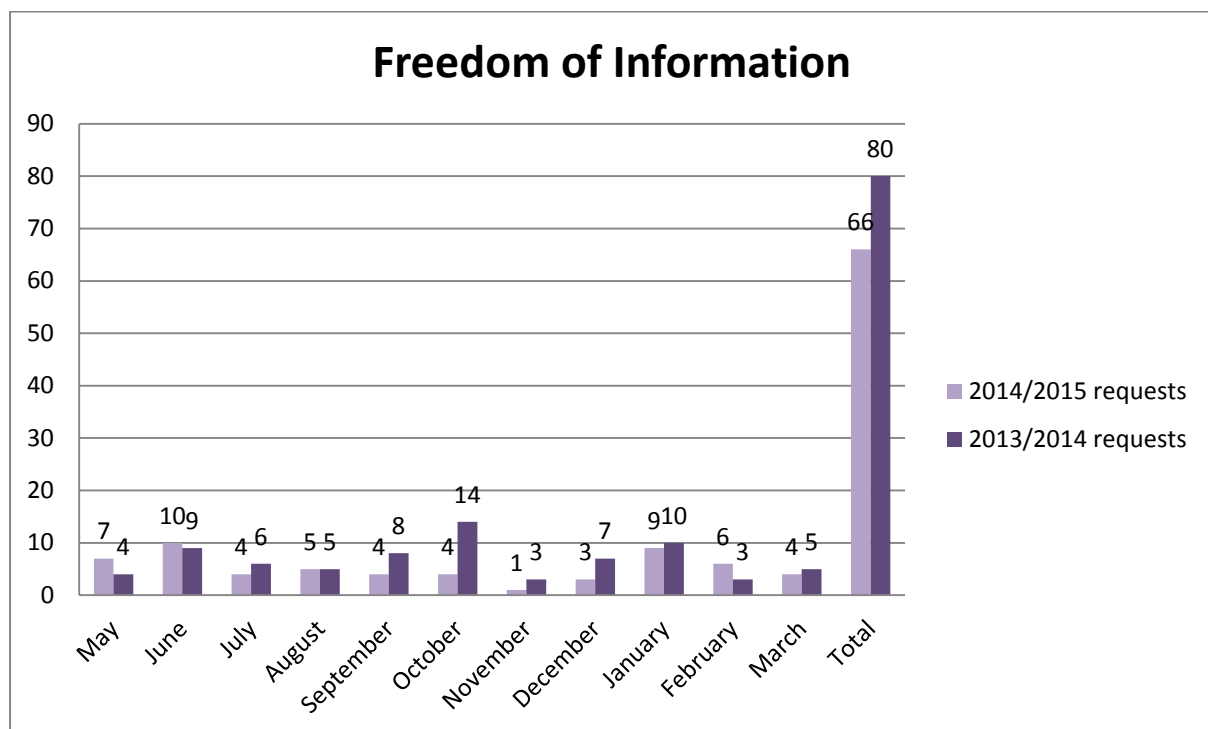
### Further Information

Further information can be found on the Council's website: [www.reading.gov.uk](http://www.reading.gov.uk)

## Chapter 12 - Freedom of Information

The Freedom of Information Act came into effect in January 2005. This requires Reading Borough Council to provide information which is held available to the general public. The Freedom of Information Act requires that Reading Borough Council respond to requests within 20 working days. Reading Borough Council is only required to respond with information that is held - it does not require the Council to analyse the information.

The graph below shows the number of Freedom of Information requests on monthly basis received by the Reading Borough Council Parking Services team in 2013/2014 and 2014/2015<sup>9</sup>. In 2014/2015, a total of 66 Freedom of Information requests were received by the Reading Borough Council Parking Services team. This was 14 less than the previous year.



The Reading Borough Council Parking Services team often receive the majority of Freedom of Information requests from motorists that have received a Penalty Charge Notice. Such requests are seeking to obtain information about Penalty Charge Notices issued in the same location. Whilst the team seek to respond to requests within 20 working days, there are some instances where the request has been too broad e.g. no date range, specific types of challenges, Penalty Charge Notices issued to non-Reading based motorists. Therefore, if a manual search of each Penalty Charge Notice is required, this can take between 30 seconds to 2 minutes to investigate. As Reading Borough Council hold thousands of records for the majority of requests made, it would exceed the 18 hour time limit for such a request making it exempt. The table below shows some of the most common Freedom of Information requests received.

<sup>9</sup> Please note that this data is that recorded on 9<sup>th</sup> October 2015.



Freedom of Information Request	Information
Penalty Charge Notices issued by location	See Chapter 3 for an overview. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.
Bus lane Penalty Charge Notices issued	See Chapter 4 for an overview. A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.
Penalty Charge Notices paid/cancelled	See Chapters 3 and 4.
Challenges Received	See Chapter 5.
Appeals	See Chapter 5.
Income/expenditure for parking and/or bus lanes and permit scheme	See Chapter 13.
Copy of parking Traffic Regulation Orders	Copies of the relevant parking Traffic Regulation Orders are made available by writing to Reading Borough Council Network Management or Legal Services.
Copy of bus lane Traffic Regulation Orders	Each of these documents are publically available. Information on each of these is now available at <a href="http://beta.reading.gov.uk/article/2778/Bus-Lane-Enforcement">http://beta.reading.gov.uk/article/2778/Bus-Lane-Enforcement</a>
Copy of Secretary of State approval for bus lane cameras	
Copy of Department for Transport Approval for bus lane signs in Minster Street, Friar Street (Eastbound), Friar Street (Westbound), St Mary's Butts, Stanshawe Road and Blagrove Street	
Reading Borough Council's policy on discretion	Reading Borough Council's policy on the exercise of discretion is to deal with each case on its own merits.

## Chapter 13 - Financial Information

The Statutory Guidance states that for good governance, enforcement authorities need to forecast revenue in advance. Raising revenue should not be the objective of Civil Parking Enforcement, nor may the authority set targets for revenue or the number of Penalty Charge Notices issued.

The purpose of penalty charges is to deter motorists from contravening parking restrictions. Payments received (whether for on street or off street enforcement) must only be used in accordance with Section 55 (as amended) of the Road Traffic Regulation Act 1984. This Act limits the purposes to which a Local Authority may apply any surplus resulting from income derived from on-street parking spaces. This was however, amended by the Traffic Management Act and restrictions on Councils that do not require further off-street parking were relaxed to permit any surplus to be used for general transport measures and other purposes on which the Local Authority lawfully incurs expenditure.

Reading Borough Council has seen compliance with the parking and bus lane restrictions increase over the years.

In accordance with the Data Transparency Code, it should be noted that the surplus received has been used to fund measures including: concessionary bus passes on the Readibus service; on supported contract bus service provision and on other measures as defined in accordance with s55 of the Road Traffic Regulation Act as set out in the table below. In 2014/2015 this totalled £2.319m.

	£
Supported bus services & discretionary concessionary fares	434,799
Adult Social Care in house transport	473,047
Road safety schemes, traffic signals & CCTV	400,732
Revenue New works	160,108
Execution of works for the purpose of draining a highway or of otherwise preventing surface water from flowing on to it	496,621
Provision of barriers or other works for the purpose of affording to a highway protection against hazards of nature	14,401
Provision of subways, refuges, pillars, walls, barriers, rails, fences or posts for the use or protection of persons using a highway	103,070
Construction and reconstruction of bridges and alteration of level of highways	230,553
Planting of trees, shrubs and other vegetation and laying out of grass verges	3,495
Construction, maintenance and removal of road humps	2,500
<b>Total</b>	<b>2,319,326</b>

The table below shows the financial information for Reading Borough Council for 2014/2015. A comparison can be made with last year's financial information.

	Total Expenditure 2014/2015	Total Income 2014/2015	Net Surplus (Cost) 2014/2015	Total Expenditure 2013/2014	Total Income 2013/2014	Net Surplus (Cost) 2013/2014
Parking Penalty Charge Notices	£1,608,400	£1,295,200	(£313,200)	£1,728,900	£1,406,100	(£322,800)
Bus Lane Penalty Charge Notices	£984,400	£2,552,300	£1,567,900	£865,900	£3,147,400	£2,281,500
Resident Parking Permit	£229,800	£261,900	£32,100	£198,800	£223,700	£24,900
Car Parks	£2,877,100	£4,070,300	£1,193,200	£2,663,500	£4,060,000	£1,396,500
Pay and Display	£97,000	£590,900	£493,900	£99,400	£559,600	£460,200

## Key Contacts and More Information

The process described in this report about challenging a PCN is set down by the Traffic Management Act 2004 or Transport Act 2000 (and accompanying regulations) and is the only way to query a Penalty Charge Notice. Complaints about the parking scheme itself should be made in writing to Reading Borough Council.

General enquiries concerning parking issues may be made by telephone, however Reading Borough Council cannot accept challenges or representations made by email or telephone. The Reading Borough Council Parking Services telephone number for general enquiries is 0118 9373767.

There are specific postal addresses provided for motorists to query a Parking Penalty Charge Notice and a Bus Lane Penalty Charge Notice. These separate postal addresses ensure challenges/representations are assigned to the case file quickly and are dealt with promptly.

To Challenge a Parking Penalty Charge Notice the address is:

Reading Borough Council  
Parking Services  
PO BOX 3011  
Reading  
RG1 9RY

To Challenge a Bus Lane Penalty Charge Notice the address is:

Reading Borough Council BL  
Parking Services  
PO BOX 3012  
Reading  
RG1 9RZ

To view or pay your Penalty Charge Notice (both parking and bus lane):

<https://parking.reading.gov.uk/>

There is also a separate telephone number for parking/bus lane enquiries which is 0843 357 1551, this also allows motorists to pay their Penalty Charge Notice.

### Other Useful Contacts

Traffic Penalty Tribunal:

Website: <http://www.trafficpenaltytribunal.gov.uk/>

Telephone: 016125 44 55 55

Car Park Season Tickets are available by telephoning 0345 050 7080

## Appendix A - Parking Penalty Charge Notices - by Ward

PENALTY CHARGE NOTICES ISSUED BY WARD			
WARD	ON-STREET	OFF-STREET	TOTAL
ABBAY	18,498	976	19,474
BATTLE	4,044	0	4,044
CAVERSHAM	1,861	918	2,779
CHURCH	46	0	46
KATESGROVE	3,628	0	3,628
KENTWOOD	42	0	42
MAPLEDURHAM	0	0	0
MINSTER	780	0	780
NORCOT	666	0	666
PARK	3,832	0	3,832
PEPPARD	58	0	58
REDLANDS	2,518	0	2,518
SOUTHCOTE	63	0	63
THAMES	189	0	189
TILEHURST	140	84	224
WHITLEY	301	0	301

## Appendix A - Parking Penalty Charge Notices - By Street

Note:

“On Street” means a ticket issued on the Public Highway

“Off Street” means a ticket issued in a Council owned Car Park

“Postal Issue - Approved Device” means a ticket issued from the enforcement vehicle, whereby the PCN is posted to the DVLA registered keeper.

“Direct Issue - On Street” means a ticket issued by a Civil Enforcement Officer direct to the vehicle

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
A33	5	5	0	0	5
ABBEY SQUARE	36	36	0	0	36
ABBEY STREET	281	281	0	0	281
ABBOTS WALK	4	4	0	0	4
ABBOTSLEIGH GARDENS	0	0	0	0	0
ABBOTSMEAD PLACE	0	0	0	0	0
ACCESS FROM RICHFIELD AVENUE TO RIVERMEAD LEISURE	1	1	0	1	0
ACRE ROAD	56	56	0	56	0
ADDINGTON ROAD	180	180	0	24	156
ADDISON ROAD	85	85	0	0	85
ADELAIDE ROAD	1	1	0	0	1
ALBANY ROAD	126	126	0	0	126
ALBURY CLOSE	1	1	0	0	1
ALDWORTH CLOSE	0	0	0	0	0
ALEXANDER COURT (BAKER STREET)	0	0	0	0	0
ALEXANDRA ROAD	99	99	0	60	39
ALFRED STREET	25	25	0	0	25

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
ALL HALLOWS ROAD	31	31	0	22	9
ALLCROFT ROAD	35	35	0	0	35
ALMA STREET	19	19	0	0	19
ALPINE STREET	240	240	0	0	240
AMBLECOTE ROAD	0	0	0	0	0
AMBROOK ROAD	0	0	0	0	0
AMERSHAM ROAD	0	0	0	0	0
AMHERST ROAD	0	0	0	0	0
AMITY ROAD	105	105	0	0	105
AMITY STREET	23	23	0	0	23
ANGLERS WAY	1	1	0	0	1
ANSTEY ROAD	89	89	0	0	89
APPLEFORD ROAD	0	0	0	0	0
ARCHWAY ROAD	11	11	0	0	11
ARDLER ROAD	1	1	0	0	1
ARGYLE ROAD	62	62	0	0	62
ARGYLE STREET	126	126	0	0	126
ARKWRIGHT ROAD	2	2	0	0	2
ARMADALE COURT	0	0	0	0	0
ARMOUR ROAD	0	0	0	0	0
ARTHUR PLACE	0	0	0	0	0
ASHAMPSTEAD ROAD	9	9	0	4	5
ASHBY COURT	0	0	0	0	0
ASHDENE GARDENS	1	1	0	0	1
ASHLEY ROAD	0	0	0	0	0
ASHMERE TERRACE	0	0	0	0	0
ASHMORE ROAD	0	0	0	0	0
AUCKLAND ROAD	0	0	0	0	0
AUDLEY STREET	156	156	0	0	156
AVON PLACE	8	8	0	0	8
AYRTON SENNA ROAD	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
BAKER STREET	190	1900	0	0	190
BAMBURGH CLOSE	0	0	0	0	0
BARNSDALE WOOD	0	0	0	0	0
BARNWOOD CLOSE	36	36	0	0	36
BARON COURT	0	0	0	0	0
BARRY PLACE	4	4	0	0	4
BASINGSTOKE ROAD	102	102	0	38	64
BATH ROAD	9	9	0	6	3
BATTLE STREET	111	111	0	0	111
BAYDON DRIVE	0	0	0	0	0
BEDFORD ROAD	133	133	0	1	132
BEECH ROAD	0	0	0	0	0
BEECHAM ROAD	44	44	0	0	44
BELLE VUE ROAD	16	16	0	0	16
BELMONT ROAD	212	212	0	1	211
BEMBRIDGE PLACE	2	2	0	0	2
BENNET ROAD	35	35	0	0	35
BENSON CLOSE	1	1	0	0	1
BENYON COURT	0	0	0	0	0
BERESFORD ROAD	107	107	0	0	107
BERKELEY AVENUE	50	50	0	0	50
BETAM ROAD	4	4	0	0	4
BISHOPS ROAD	5	5	0	0	5
BLAGDON ROAD	1	1	0	0	1
BLAGRAVE STREET	176	176	0	0	176
BLAKES COTTAGES	84	84	0	0	84
BLANDFORD ROAD	0	0	0	0	0
BLENHEIM GARDENS	32	32	0	0	32
BLENHEIM ROAD (CAVERSHAM)	1	1	0	0	1
BLENHEIM ROAD (READING)	20	20	0	0	20
BLUNDELLS ROAD	5	5	0	0	5



PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
BOARDED LANE	0	0	0	0	0
BODY ROAD	16	16	0	0	16
BOSTON AVENUE	0	0	0	0	0
BOULT STREET	13	13	0	0	13
BOULTON ROAD	6	6	0	0	6
BOURNE AVENUE	0	0	0	0	0
BRACKENDALE WAY	0	0	0	0	0
BRAYFORD ROAD	0	0	0	0	0
BRIANTS AVENUE	3	3	0	0	3
BRIDGE STREET (CAVERSHAM)	0	0	0	0	0
BRIDGE STREET (READING)	181	181	0	174	7
BRIGHAM ROAD	105	105	0	0	105
BRIGHTON ROAD	2	2	0	0	2
BRISBANE ROAD	1	1	0	0	1
BRIXHAM ROAD	1	1	0	0	1
BROAD STREET	49	49	0	0	49
BROCK GARDENS	1	1	0	0	1
BROOK STREET WEST	42	42	0	0	42
BROOMFIELD ROAD	0	0	0	0	0
BROUGHTON CLOSE	3	3	0	0	3
BROWNLOW ROAD	12	12	0	5	7
BRUNEL ROAD	3	3	0	0	3
BRUNSWICK HILL	56	56	0	0	56
BRUNSWICK STREET	9	9	0	0	9
BUCKINGHAM DRIVE	0	0	0	0	0
BUCKLAND ROAD	2	2	0	0	2
BULMERSHE ROAD	2	2	0	0	2
BURFORD COURT (CAROLINE STREET)	0	0	0	0	0
BURGHFIELD ROAD	1	1	0	0	1
BUTTER MARKET	3	3	0	0	3

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
BYEFIELD ROAD	2	2	0	0	2
BYWORTH CLOSE	0	0	0	0	0
CADUGAN PLACE	8	8	0	0	8
CALLINGTON ROAD	0	0	0	0	0
CAMBRIDGE STREET	65	65	0	0	65
CANAL WAY	3	3	0	0	3
CANFORD COURT	20	20	0	0	20
CANNON STREET	16	16	0	0	16
CANTERBURY ROAD	1	1	0	0	1
CARDIFF ROAD	101	101	0	0	101
CARDIGAN GARDENS	8	8	0	0	8
CARDIGAN ROAD	9	9	0	0	9
CARDINAL CLOSE	1	1	0	0	1
CAREY STREET	105	105	0	0	105
CARLISLE ROAD	1	1	0	0	1
CARNARVON ROAD	145	145	0	0	145
CAROLINE COURT	0	0	0	0	0
CAROLINE STREET	2	2	0	0	2
CARSDALE CLOSE	1	1	0	0	1
CASTLE CRESCENT	38	38	0	0	38
CASTLE HILL	14	14	0	1	13
CASTLE STREET	1,388	1,388	0	0	1,388
CASTLE STREET SERVICE ROAD	13	13	0	0	13
CATHERINE STREET	165	165	0	0	165
CATTLE MARKET CAR PARK	312	0	312	0	0
CAVENDISH ROAD	0	0	0	0	0
CAVERSHAM BRIDGE (CAVERSHAM ROAD)	0	0	0	0	0
CAVERSHAM ROAD	257	257	0	5	252
CAXTON CLOSE	1	1	0	0	1
CEDAR ROAD	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
CHAIN STREET	0	0	0	0	0
CHAMPION ROAD	0	0	0	0	0
CHARLES STREET	39	39	0	0	39
CHARNDON CLOSE	0	0	0	0	0
CHATHAM PLACE SERVICE ROAD	13	13	0	0	13
CHATHAM STREET	40	40	0	25	15
CHATHAM STREET CAR PARK (CHATHAM STREET)	0	0	0	0	0
CHAUCER CLOSE	0	0	0	0	0
CHEAPSIDE	1,348	1,348	0	491	857
CHESTER STREET (CAVERSHAM)	60	60	0	0	60
CHESTER STREET (READING)	36	36	0	0	36
CHESTER STREET CAR PARK (CAV)	354	0	354	0	0
CHESTERMAN STREET	106	106	0	0	106
CHICHESTER ROAD	1	1	0	0	1
CHILTERN COURT	0	0	0	0	0
CHILTERN ROAD	175	175	0	169	6
CHOLMELEY PLACE	36	36	0	0	36
CHOLMELEY ROAD	143	143	0	1	142
CHOLMELEY TERRACE	24	24	0	0	24
CHRISTCHURCH GARDENS	0	0	0	0	0
CHRISTCHURCH ROAD	7	7	0	1	6
CHURCH END LANE	14	14	0	9	5
CHURCH ROAD (CAVERSHAM)	27	27	0	0	27
CHURCH STREET (CAVERSHAM)	14	14	0	0	14
CHURCH STREET (READING)	10	10	0	0	10
CINTRA AVENUE	0	0	0	0	0
CIRCUIT LANE	10	10	0	0	10

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
CIRCUIT LANE (GARAGE AREA)	2	2	0	0	2
CITY ROAD	0	0	0	0	0
CIVIC 'B' CAR PARK	102	0	102	0	0
CIVIC CENTRE SERVICE ROAD	11	11	0	0	11
CLARENDEN ROAD	0	0	0	0	0
CLENT ROAD	7	7	0	0	7
CLEVEDON ROAD	3	3	0	0	3
CLIFTON PARK ROAD	0	0	0	0	0
CLIFTON STREET	31	31	0	0	31
COCKNEY HILL	2	2	0	0	2
COLDICUTT STREET	42	42	0	0	42
COLEY AVENUE	0	0	0	0	0
COLEY HILL	49	49	0	0	49
COLEY PARK ROAD	7	7	0	0	7
COLEY PLACE	25	25	0	0	25
COLEY STREET	0	0	0	0	0
COLLEGE ROAD	52	52	0	0	52
COLLIS STREET	0	0	0	0	0
COMMERCIAL ROAD	12	12	0	0	12
CONISTON DRIVE	0	0	0	0	0
CONNAUGHT CLOSE	6	6	0	0	6
CONNAUGHT ROAD	148	148	0	0	148
CONSTITUTION ROAD	13	13	0	0	13
COOPER CLOSE	0	0	0	0	0
CORBRIDGE ROAD	2	2	0	0	2
CORINNE CLOSE	0	0	0	0	0
CORK STREET	0	0	0	0	0
CORONATION SQUARE	2	2	0	0	2
CORWEN ROAD	7	7	0	3	4
COVENTRY ROAD	151	151	0	0	151
COW LANE	1	1	0	0	1

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
CRADOCK ROAD	0	0	0	0	0
CRAIG AVENUE	96	96	0	0	96
CRANBURY ROAD	122	122	0	2	120
CRANE WHARF	3	3	0	0	3
CRAVEN ROAD	60	60	0	7	53
CREMYLL ROAD	4	4	0	0	4
CRESCENT ROAD	8	8	0	3	5
CRESSINGHAM ROAD	0	0	0	0	0
CROMWELL ROAD	34	34	0	0	34
CROSS STREET	9	9	0	0	9
CROSSLAND ROAD	5	5	0	0	5
CROWN PLACE	4	4	0	0	4
CROWN STREET	10	10	0	0	10
CULVER ROAD	57	57	0	0	57
CUMBERLAND ROAD	113	113	0	0	113
CURZON STREET	131	131	0	0	131
DALE ROAD	16	16	0	0	16
DARTINGTON CLOSE	0	0	0	0	0
DARWIN CLOSE	5	5	0	0	5
DE BEAUVOIR ROAD	94	94	0	0	94
DE BOHUN ROAD	0	0	0	0	0
DE MONTFORT ROAD	62	62	0	0	62
DEACON WAY	1	1	0	0	1
DEANSGATE ROAD	212	212	0	0	212
DEE ROAD	4	4	0	1	3
DEE PDENE CLOSE	37	37	0	0	37
DENMARK ROAD	129	129	0	0	129
DERBY ROAD	0	0	0	0	0
DERBY STREET	19	19	0	0	19
DERWENT AVENUE	0	0	0	0	0
DONEGAL CLOSE	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
DONKIN HILL	0	0	0	0	0
DONNINGTON GARDENS	19	19	0	0	19
DONNINGTON ROAD	24	24	0	0	24
DOROTHY STREET	32	32	0	0	32
DOUGLAS ROAD	0	0	0	0	0
DOVER STREET	9	9	0	0	9
DOWNING ROAD	2	2	0	1	1
DOWNSHIRE SQUARE	9	9	0	0	9
DRAKE WAY	9	9	0	0	9
DRAYTON ROAD	1	1	0	0	1
DUKE STREET	1	1	0	0	1
DUNCAN PLACE	11	11	0	0	11
DUNSFOLD ROAD	1	1	0	0	1
DUNSFOLD ROAD (SPUR)	0	0	0	0	0
DUNSTALL CLOSE	14	14	0	11	3
DUNSTALL CLOSE CAR PARK	23	0	23	0	0
DUNSTER CLOSE	0	0	0	0	0
DURHAM CLOSE	0	0	0	0	0
DWYER ROAD	0	0	0	0	0
EARLSFIELD CLOSE	0	0	0	0	0
EAST STREET	86	86	0	0	86
EASTERN AVENUE	63	63	0	0	63
EATON PLACE	145	145	0	3	142
EDGEHILL STREET	110	110	0	0	110
EDINBURGH ROAD	85	85	0	0	85
ELDON PLACE	12	12	0	0	12
ELDON ROAD	1	1	0	0	1
ELDON SQUARE	147	147	0	0	147
ELDON STREET	20	20	0	0	20
ELDON TERRACE	48	48	0	0	48
ELGAR ROAD	91	91	0	0	91

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
ELGAR ROAD SOUTH	4	4	0	0	4
ELLIOTS WAY	3	3	0	0	3
ELM LODGE AVENUE	26	26	0	0	26
ELM PARK	5	5	0	0	5
ELM PARK ROAD	208	208	0	0	208
ELM ROAD	2	2	0	0	2
ELMHURST ROAD	3	3	0	0	3
ELSLEY ROAD	1	1	0	0	1
EPPING CLOSE	11	11	0	0	11
EPSOM COURT	2	2	0	0	2
ERLEIGH ROAD	145	145	0	20	125
ESSEX STREET	174	174	0	0	174
EVESHAM ROAD	0	0	0	0	0
EXBOURNE ROAD	7	7	0	3	4
FAIRCROSS ROAD	0	0	0	0	0
FALKLAND ROAD	33	33	0	0	33
FATHERSON ROAD	75	75	0	0	75
FAWLEY ROAD	0	0	0	0	0
FERNBROOK ROAD	0	0	0	0	0
FIELD ROAD	113	113	0	0	113
FILEY ROAD	175	175	0	0	175
FLINT STREET	0	0	0	0	0
FOBNEY STREET	261	261	0	0	261
FONTWELL DRIVE	0	0	0	0	0
FORBURY ROAD	4	4	0	0	4
FORBURY THE	348	348	0	0	348
FOREST HILL	0	0	0	0	0
FORGE CLOSE	0	0	0	0	0
FOUNDRY STREET	0	0	0	0	0
FOXGLOVE GARDENS	1	1	0	0	1
FOXHILL ROAD	5	5	0	0	5

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
FRANCIS STREET	62	62	0	0	62
FRANKLIN STREET	28	28	0	0	28
FRESHWATER ROAD	220	220	0	0	220
FRIAR STREET	370	370	0	59	311
FRIARS WALK	0	0	0	0	0
FRILSHAM ROAD	2	2	0	0	2
GAINSBOROUGH ROAD	1	1	0	0	1
GARNET HILL	34	34	0	0	34
GARNET STREET	49	49	0	0	49
GARRARD STREET	306	306	0	0	306
GAS WORKS ROAD	0	0	0	0	0
GEORGE CLOSE	0	0	0	0	0
GEORGE STREET (CAVERSHAM)	24	24	0	1	23
GEORGE STREET (READING)	236	236	0	0	236
GILLETTE WAY	9	9	0	0	9
GIPSY LANE	0	0	0	0	0
GLEBE ROAD	109	109	0	0	109
GLENROSA ROAD	0	0	0	0	0
GLOUCESTER ROAD	49	49	0	0	49
GOLDSMID ROAD	31	31	0	0	31
GORDON PLACE	21	21	0	0	21
GOSBROOK ROAD	42	42	0	0	42
GOWER STREET	83	83	0	0	83
GRAFTON ROAD	0	0	0	0	0
GRANBY GARDENS	72	72	0	0	72
GRANGE AVENUE	253	253	0	0	253
GRANVILLE ROAD	2	2	0	0	2
GRATWICKE ROAD	1	1	0	1	0
GREAT KNOLLYS STREET	287	287	0	29	258
GREEN PARK ROAD	0	0	0	0	0
GREEN PARK SERVICE ROAD	0	0	0	0	0



PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
GREEN ROAD	0	0	0	0	0
GREENFIELDS ROAD	0	0	0	0	0
GREENWOOD ROAD	0	0	0	0	0
GREYFRIARS ROAD	99	99	0	0	99
GREYS COURT	1	1	0	0	1
GROVE COTTAGES	0	0	0	0	0
GROVE ROAD	6	6	0	2	4
GROVE THE	55	55	0	0	55
GROVELANDS ROAD	7	7	0	0	7
GUN STREET	5	5	0	0	5
HAGLEY ROAD	0	0	0	0	0
HALLS ROAD	0	0	0	0	0
HAMILTON ROAD	6	6	0	0	6
HAMPDEN ROAD	18	18	0	0	18
HARLEY ROAD	29	29	0	0	29
HARROW COURT	0	0	0	0	0
HART STREET	26	26	0	0	26
HARTLAND ROAD	5	5	0	2	3
HARTLAND ROAD	1	1	0	0	1
HATFORD ROAD	0	0	0	0	0
HATHERLEY ROAD	19	19	0	0	19
HAYWOOD COURT	9	9	0	0	9
HEATH ROAD	0	0	0	0	0
HEMDEAN HILL	26	26	0	0	26
HEMDEAN RISE	11	11	0	0	11
HEMDEAN ROAD	63	63	0	10	53
HENLEY ROAD	2	2	0	0	2
HENRIETTA STREET	0	0	0	0	0
HENRY STREET	36	36	0	0	36
HERON WAY	0	0	0	0	0
HIGH STREET	2	2	0	0	2

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
HIGHBRIDGE WHARF	8	8	0	0	8
HIGHGROVE STREET	238	238	0	0	238
HIGHGROVE TERRACE	24	24	0	0	24
HILCOT ROAD	35	35	0	0	35
HILL STREET	36	36	0	0	36
HILLBROW	0	0	0	0	0
HILLS MEADOW CAR PARK (GEORGE STREET)	564	0	564	0	0
HODSOLL ROAD	0	0	0	0	0
HOGARTH AVENUE	0	0	0	0	0
HOLMES ROAD	0	0	0	0	0
HOME FARM CLOSE	4	4	0	0	4
HONEY END LANE	13	13	0	10	3
HOSIER STREET	114	114	0	0	114
HOWARD STREET	838	838	0	1	837
HURST WAY	0	0	0	0	0
ILIFFE CLOSE	15	15	0	0	15
IMPERIAL WAY	5	5	0	0	5
ISLAND ROAD	0	0	0	0	0
JAMES STREET	11	11	0	0	11
JANSON COURT	1	1	0	0	1
JESSE TERRACE	134	134	0	0	134
JUBILEE ROAD	0	0	0	0	0
JUBILEE SQUARE	43	43	0	0	43
JUNCTION ROAD	27	27	0	0	27
KATESGROVE LANE	48	48	0	11	37
KENAVON DRIVE	29	29	0	0	29
KENDRICK ROAD	53	53	0	0	53
KENNET SIDE	1	1	0	0	1
KENNET STREET	6	6	0	0	6
KENNETSIDE	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
KENSINGTON ROAD	128	128	0	1	127
KENT ROAD	47	47	0	0	47
KENTWOOD HILL	0	0	0	0	0
KIDMORE END ROAD	5	5	0	0	5
KIDMORE ROAD	0	0	0	0	0
KING STREET	99	99	0	0	99
KINGFISHER PLACE	0	0	0	0	0
KINGS MEADOW CAR PARK (NAPIER)	292	0	292	0	0
KINGS MEADOW ROAD	26	26	0	0	26
KINGS ROAD	1,088	1,088	0	11	1,077
KINGS ROAD (CAVERSHAM)	98	98	0	0	98
KINGSGATE PLACE (KINGSGATE STREET)	2	2	0	0	2
KINGSGATE STREET	26	26	0	0	26
KNIGHTS WAY	1	1	0	0	1
LANCING CLOSE	1	1	0	0	1
LANDRAKE CRESCENT	0	0	0	0	0
LEMART CLOSE	0	0	0	0	0
LENNOX ROAD	0	0	0	0	0
LEOPOLD ROAD (LEOPOLD WALK)	0	0	0	0	0
LESFORD ROAD	5	5	0	0	5
LETCOMBE STREET	0	0	0	0	0
LIEBENROOD ROAD	0	0	0	0	0
LIMA COURT	50	50	0	0	50
LINCOLN ROAD	16	16	0	0	16
LINDEN ROAD	1	1	0	0	1
LINDISFARNE WAY	0	0	0	0	0
LINGHOLM CLOSE	0	0	0	0	0
LITTLE JOHNS LANE	12	12	0	0	12

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
LITTLE STREET	17	17	0	0	17
LIVERPOOL ROAD	465	465	0	0	465
LOCK PLACE	0	0	0	0	0
LONDON ROAD	464	464	0	419	45
LONDON STREET	530	530	0	5	525
LONG BARN LANE	0	0	0	0	0
LORNE STREET	73	73	0	0	73
LOVEROCK ROAD	12	12	0	0	12
LOWER BROOK STREET	3	3	0	0	3
LOWER ELMSTONE DRIVE	0	0	0	0	0
LOWER FIELD ROAD	34	34	0	0	34
LOWER HENLEY ROAD	0	0	0	0	0
LOWER MOUNT	10	10	0	0	10
LOWER THORN STREET (THORN ST)	0	0	0	0	0
LOWFIELD ROAD	0	0	0	0	0
LULWORTH ROAD	0	0	0	0	0
LUSCINIA VIEW	37	37	0	0	37
LYDFORD ROAD	22	22	0	0	22
LYNDHURST ROAD	0	0	0	0	0
LYNMOUTH ROAD	81	81	0	0	81
LYON SQUARE	0	0	0	0	0
M4/A33 ROUNDABOUT	0	0	0	0	0
MAITLAND ROAD	15	15	0	0	15
MALDON CLOSE	0	0	0	0	0
MALL CAR PARK	62	0	62	0	0
MALTHOUSE LANE	41	41	0	0	41
MALVERN COURT	7	7	0	0	7
MANCHESTER ROAD	135	135	0	0	135
MANDEVILLE CLOSE	0	0	0	0	0
MANOR FARM ROAD	1	1	0	0	1

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
MANSFIELD ROAD	9	9	0	0	9
MARKET PLACE	17	17	0	0	17
MARLBOROUGH AVENUE	1	1	0	0	1
MARSACK STREET	0	0	0	0	0
MASON STREET	120	120	0	0	120
MAYFAIR	0	0	0	0	0
MEADOW ROAD	8	8	0	0	8
MEADWAY CAR PARK	0	0	0	0	0
MEADWAY THE	27	27	0	0	27
MELROSE AVENUE	0	0	0	0	0
MERCHANTS PLACE	180	180	0	0	180
MERTON ROAD NORTH	0	0	0	0	0
MERTON ROAD SOUTH	0	0	0	0	0
MICKLANDS ROAD	0	0	0	0	0
MILFORD ROAD	10	10	0	0	10
MILL GREEN	0	0	0	0	0
MILL LANE	0	0	0	0	0
MILL LANE (NORTH)	0	0	0	0	0
MILL LANE (SOUTH)	0	0	0	0	0
MILL ROAD	1	1	0	0	1
MILMAN ROAD	247	247	0	0	247
MINSTER STREET	6	6	0	0	6
MITCHAM CLOSE	7	7	0	0	7
MONKLEY COURT	0	0	0	0	0
MONTAGUE STREET (CAVERSHAM)	5	5	0	4	1
MONTAGUE STREET (READING)	16	16	0	0	16
MORGAN ROAD	293	293	0	2	291
MORLANDS AVENUE	0	0	0	0	0
MOUNT PLEASANT	80	80	0	1	79
MOUNT PLEASANT GROVE	32	32	0	0	32

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
MOUNT STREET	60	60	0	0	60
MOUNT THE (CAVERSHAM)	0	0	0	0	0
MOUNT THE (READING)	70	70	0	0	70
MUIRFIELD CLOSE	20	20	0	0	20
MUNDESLEY STREET	0	0	0	0	0
NAPIER ROAD	0	0	0	0	0
NELSON ROAD	3	3	0	0	3
NEW BRIGHT STREET	0	0	0	0	0
NEW LANE HILL	6	6	0	0	6
NEW ROAD	82	82	0	0	82
NEWARK STREET	35	35	0	0	35
NEWCASTLE ROAD	0	0	0	0	0
NEWPORT ROAD	81	81	0	0	81
NICHOLAS COURT (PROSPECT STREET)	0	0	0	0	0
NORCOT ROAD	31	31	0	1	30
NORFOLK ROAD	49	49	0	0	49
NORMAN PLACE	0	0	0	0	0
NORRIS ROAD	347	347	0	0	347
NORTH STREET (CAVERSHAM)	26	26	0	0	26
NORTH STREET (READING)	5	5	0	0	5
NORTHCOURT AVENUE	9	9	0	0	9
NORTHFIELD ROAD	104	104	0	0	104
NORTHUMBERLAND AVENUE	132	132	0	123	9
NORTON ROAD	139	139	0	0	139
NORWOOD ROAD	60	60	0	0	60
OAK TREE ROAD	7	7	0	0	7
OAKDALE CLOSE	0	0	0	0	0
OAKLEY ROAD	0	0	0	0	0
ORCHARD STREET	35	35	0	0	35
ORMSBY STREET	40	40	0	0	40

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
ORTS ROAD	93	93	0	0	93
OSBORNE ROAD	0	0	0	0	0
OVERDOWN ROAD	5	5	0	0	5
OXFORD ROAD	2,343	2,343	0	578	1,765
OXFORD STREET	307	307	0	0	307
PALMER PARK AVENUE	36	36	0	0	36
PALMER PARK CAR PARK	0	0	0	0	0
PANGBOURNE STREET	5	5	0	0	5
PARK LANE	1	1	0	1	0
PARKSIDE ROAD EVEN	4	4	0	0	4
PARKSIDE ROAD ODD	0	0	0	0	0
PARTHIA CLOSE	15	15	0	0	15
PATRICK ROAD	5	5	0	0	5
PATRIOT PLACE	2	2	0	0	2
PELL STREET	46	46	0	3	43
PENDENNIS AVENUE	0	0	0	0	0
PENROATH AVENUE	1	1	0	0	1
PEPPARD ROAD	10	10	0	0	10
PEPPER LANE	14	14	0	0	14
PIGGOTTS ROAD	0	0	0	0	0
PITCROFT AVENUE	186	186	0	1	185
PORTMAN ROAD	0	0	0	0	0
PRIEST HILL	37	37	0	0	37
PRINCE OF WALES AVENUE	82	82	0	0	82
PRINCES STREET	312	312	0	0	312
PRIORS COURT	0	0	0	0	0
PRIORY AVENUE	356	356	0	0	356
PROMENADE ROAD	34	34	0	0	34
PROSPECT STREET (CAVERSHAM)	1	1	0	0	1
PROSPECT STREET (READING)	132	132	0	0	132
QUEEN VICTORIA STREET	10	10	0	0	10

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
QUEEN VICTORIA STREET (NORTH TO SOUTH)	0	0	0	0	0
QUEENS COTTAGES	0	0	0	0	0
QUEENS ROAD (CAVERSHAM)	79	79	0	0	79
QUEENS ROAD (READING)	140	140	0	18	122
QUEENS ROAD CAR PARK	32	0	32	0	0
QUEENS ROAD SLIP ROAD	12	12	0	0	12
QUEENSWAY	5	5	0	3	2
RADSTOCK ROAD	234	234	0	0	234
RAGLEY MEWS	0	0	0	0	0
RANDOLPH ROAD	38	38	0	0	38
RECREATION ROAD	14	14	0	11	3
RECREATION ROAD CAR PARK	61	0	61	0	0
RECTORY ROAD	155	155	0	0	155
REDLANDS ROAD	229	229	0	0	229
REDLANE COURT	0	0	0	0	0
REGENT COURT	1	1	0	0	1
REGENT STREET	25	25	0	0	25
RELEIF ROAD (A33)	0	0	0	0	0
RICHFIELD AVENUE	15	15	0	0	15
RICHMOND ROAD	41	41	0	0	41
RINGWOOD ROAD	0	0	0	0	0
RIPLEY ROAD	0	0	0	0	0
RIVER ROAD	9	9	0	0	9
RIVERMEAD CAR PARK	0	0	0	0	0
RODWAY ROAD	3	3	0	0	3
ROMANY CLOSE	0	0	0	0	0
ROMANY LANE	0	0	0	0	0
ROMSEY ROAD	0	0	0	0	0
ROSE KILN LANE	0	0	0	0	0



PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
ROSS ROAD	32	32	0	0	32
ROSSENDALE ROAD	0	0	0	0	0
ROTHERFIELD WAY	0	0	0	0	0
ROUTH LANE	0	0	0	0	0
ROWLEY ROAD	7	7	0	0	7
RUPERT STREET	16	16	0	0	16
RUSSELL STREET	288	288	0	0	288
RUTLAND ROAD	6	6	0	0	6
SACKVILLE STREET	748	748	0	0	748
SALFORD CLOSE	0	0	0	0	0
SALISBURY ROAD	307	307	0	26	281
SANCTUARY CLOSE	0	0	0	0	0
SCHOOL LANE	0	0	0	0	0
SCHOOL ROAD	19	19	0	15	4
SCHOOL TERRACE	34	34	0	3	31
SCOTT CLOSE	0	0	0	0	0
SCOURS LANE	0	0	0	0	0
SEND ROAD	0	0	0	0	0
SHAFTESBURY ROAD	34	34	0	0	34
SHAW ROAD	0	0	0	0	0
SHENSTONE ROAD	5	5	0	0	5
SHEPLEY DRIVE	1	1	0	0	1
SHERMAN ROAD	137	137	0	0	137
SHERWOOD STREET	74	74	0	0	74
SHINFIELD RISE	0	0	0	0	0
SHINFIELD ROAD	0	0	0	0	0
SHORT STREET	34	34	0	0	34
SHORT STREET (CAVERSHAM)	5	5	0	0	5
SIDMOUTH STREET	204	204	0	0	204
SIDMOUTH STREET	0	0	0	0	0
SILCHESTER ROAD	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
SILVER STREET	4	4	0	2	2
SIMMONDS STREET	0	0	0	0	0
SMALLMEAD ROAD	2	2	0	0	2
SOMERSTOWN COURT	2	2	0	0	2
SOUTH OAK WAY	0	0	0	0	0
SOUTH READING CAR PARK	0	0	0	0	0
SOUTH STREET (CAVERSHAM)	14	14	0	0	14
SOUTH STREET (READING)	397	397	0	0	397
SOUTH VIEW AVENUE	2	2	0	2	0
SOUTHAMPTON STREET	34	34	0	5	29
SOUTHCOTE LANE	16	16	0	0	16
SOUTHCOTE ROAD	1	1	0	0	1
SOUTHDOWN ROAD	0	0	0	0	0
SPENCER ROAD	0	0	0	0	0
SPEY ROAD	1	1	0	0	1
SPRING GARDENS	38	38	0	0	38
SPRING GROVE	10	10	0	0	10
ST ANNES ROAD	9	9	0	0	9
ST BARNABAS ROAD	0	0	0	0	0
ST BARTHOLOMEWS ROAD	161	161	0	0	161
ST EDWARDS ROAD	27	27	0	0	27
ST GEORGES ROAD	27	27	0	0	27
ST GEORGES TERRACE	16	16	0	0	16
ST GILES CLOSE	52	52	0	0	52
ST JOHNS HILL	31	31	0	0	31
ST JOHNS ROAD (CAVERSHAM)	1	1	0	0	1
ST JOHNS ROAD (READING)	5	5	0	0	5
ST JOHNS STREET	37	37	0	0	37
ST MARYS BUTTS	255	255	0	0	255
ST MARYS BUTTS (VICARAGE SITE LOADING AREA)	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
ST MICHAELS ROAD	24	24	0	0	24
ST PAUL COURT SERVICE ROAD	21	21	0	0	21
ST PETERS AVENUE	1	1	0	0	1
ST PETERS HILL	0	0	0	0	0
ST PETERS ROAD	35	35	0	6	29
ST RONANS ROAD	1	1	0	0	1
ST SAVIOURS ROAD	2	2	0	0	2
ST SAVIOURS TERRACE	3	3	0	0	3
STANLEY GROVE	54	54	0	0	54
STANLEY STREET	71	71	0	0	71
STANSHAW ROAD	173	173	0	0	173
STAR LANE	0	0	0	0	0
STAR ROAD	2	2	0	0	2
STATION APPROACH	7	7	0	0	7
STATION HILL	1	1	0	0	1
STATION ROAD	7	7	0	1	6
STOCKTON ROAD	0	0	0	0	0
STONEHAM CLOSE	0	0	0	0	0
SUFFOLK ROAD	5	5	0	0	5
SUN STREET	5	5	0	0	5
SURLEY ROW	0	0	0	0	0
SURREY ROAD	89	89	0	0	89
SUTTON WALK	0	0	0	0	0
SWAINSTONE ROAD	7	7	0	0	7
SWAN PLACE	0	0	0	0	0
SWANSEA ROAD	87	87	0	4	83
SWANSEA ROAD	1	1	0	0	1
SYCAMORE ROAD	0	0	0	0	0
TAFF WAY	0	0	0	0	0
TALFOURD AVENUE	0	0	0	0	0
TAMARISK AVENUE	0	0	0	0	0

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
TAVISTOCK ROAD	3	3	0	0	3
TAYLOR COURT (TILEHURST ROAD)	0	0	0	0	0
TEMPLE PLACE	103	103	0	0	103
TESSA ROAD	11	11	0	0	11
THAMES AVENUE	55	55	0	0	55
THAMES SIDE PROMENADE	7	7	0	0	7
THAMES SIDE PROMENADE CAR PARK	176	0	176	0	0
THE MOUNT	0	0	0	0	0
THIRLMERE AVENUE	0	0	0	0	0
THORN LANE	0	0	0	0	0
THORN STREET	239	239	0	0	239
THORN WALK	0	0	0	0	0
TILEHURST ROAD	10	10	0	1	9
TOFRECK TERRACE	3	3	0	0	3
TOKERS GREEN LANE	0	0	0	0	0
TRAFFORD ROAD	7	7	0	0	7
TRIANGLE THE	16	16	0	0	16
TRINITY PLACE	16	16	0	0	16
TUDOR ROAD	7	7	0	0	7
TUNS HILL COTTAGES	21	21	0	0	21
TUNS HILL COTTS	0	0	0	0	0
UPAVON DRIVE	0	0	0	0	0
UPLANDS ROAD	0	0	0	0	0
UPPER CROWN STREET	71	71	0	0	71
UPPER REDLANDS ROAD	108	108	0	0	108
UPTON ROAD	0	0	0	0	0
USK ROAD	4	4	0	4	0
VACHEL ROAD	693	693	0	0	693
VALENTIA CLOSE	0	0	0	0	0
VALENTIA ROAD	124	124	0	0	124

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
VALPY STREET	593	593	0	0	593
VASTERN ROAD	140	140	0	0	140
VASTERN ROAD (SERVICE ROAD)	1	1	0	0	1
VICARAGE ROAD	12	12	0	11	1
VICTORIA ROAD (READING)	1	1	0	0	1
VICTORIA ROAD (TILEHURST)	0	0	0	0	0
VICTORIA STREET	10	10	0	0	10
VIRGINIA WAY	0	0	0	0	0
WALDECK STREET	2	2	0	0	2
WALNUT WAY	3	3	0	2	1
WANTAGE ROAD	218	218	0	0	218
WARWICK ROAD	1	1	0	0	1
WASHINGTON ROAD	33	33	0	22	11
WATER ROAD	1	1	0	0	1
WATERLOO ROAD	16	16	0	0	16
WATLINGTON STREET	212	212	0	0	212
WAVERLEY ROAD EVEN	37	37	0	0	37
WAYBROOK CRESCENT	0	0	0	0	0
WAYLEN STREET	339	339	0	27	312
WEALD RISE	0	0	0	0	0
WELDALE STREET	82	82	0	0	82
WENSLEY ROAD	2	2	0	1	1
WENTWORTH AVENUE	0	0	0	0	0
WEST HILL	10	10	0	0	10
WEST STREET	300	300	0	0	300
WESTBOURNE TERRACE	25	25	0	0	25
WESTBROOK ROAD	0	0	0	0	0
WESTCOTE ROAD	0	0	0	0	0
WESTERHAM WALK	0	0	0	0	0
WESTERN ELMS AVENUE	130	130	0	0	130
WESTERN ROAD	2	2	0	0	2

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET					
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - ON STREET
WESTFIELD ROAD	54	54	0	0	54
WESTWOOD ROAD	3	3	0	0	3
WETHERBY CLOSE	0	0	0	0	0
WHITEKNIGHTS ROAD	7	7	0	0	7
WHITLEY PARK LANE	8	8	0	0	8
WHITLEY STREET	67	67	0	3	64
WHITLEY WOOD LANE	3	3	0	1	2
WHITLEY WOOD ROAD	104	104	0	95	9
WIGMORE LANE	1	1	0	0	1
WILLIAM STREET	89	89	0	0	89
WILLOW GARDENS	0	0	0	0	0
WILLOW STREET	0	0	0	0	0
WILSON ROAD	84	84	0	0	84
WILTON ROAD	66	66	0	0	66
WINCHESTER ROAD	68	68	0	0	68
WINGROVE ROAD	0	0	0	0	0
WINTON ROAD	0	0	0	0	0
WOKINGHAM ROAD	87	87	0	29	58
WOLSELEY STREET	59	59	0	0	59
WOLSEY ROAD	48	48	0	0	48
WOOD GREEN CLOSE	0	0	0	0	0
WOODCOTE WAY	0	0	0	0	0
WOODSTOCK STREET	3	3	0	0	3
WYKEHAM ROAD	11	11	0	0	11
YIELD HALL LANE	0	0	0	0	0
YIELD HALL PLACE	0	0	0	0	0
YORK ROAD	115	115	0	0	115
ZINZAN STREET	513	513	0	16	497

## Appendix A - Parking Penalty Charge Notices - By Contravention

Notes:

“Direct Issue - On Street” means tickets issued by a Civil Enforcement Officer direct to the vehicle whilst parked on the Public Highway.

“Postal Issue - Approved Device” means tickets issued from the enforcement vehicle, whereby the PCN is posted to the DVLA registered keeper.

“Direct Issue - Off Street” means tickets issued by a Civil Enforcement Officer direct to the vehicle whilst parked in a Council Owned car park.

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION			DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE			
<b>HIGHER LEVEL (ON STREET)</b>					
PARKED IN A RESTRICTED STREET DURING PRESCRIBED HOURS	4,690	12.14%	4,690	0	0
PARKED OR LOADING/UNLOADING IN A RESTRICTED STREET WHERE WAITING AND LOADING/UNLOADING RESTRICTIONS ARE IN FORCE	2,773	7.18%	565	2,208	0
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE WITHOUT CLEARLY DISPLAYING EITHER A PERMIT OR VOUCHER OR PAY AND DISPLAY TICKET ISSUED FOR THAT PLACE	7,892	20.42%	7,891	1	0
PARKED IN A PERMIT SPACE WITHOUT DISPLAYING A VALID PERMIT	6,394	16.55%	6,393	1	0
PARKED IN A LOADING GAP MARKED BY A YELLOW LINE	2	0.01%	2	0	0
PARKED IN A SUSPENDED BAY OR SPACE OR PART OF BAY OR SPACE	51	0.13%	51	0	0
PARKED IN A PARKING PLACE OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	283	0.73%	283	0	0

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
PARKED IN A LOADING PLACE DURING RESTRICTED HOURS WITHOUT LOADING	367	0.95%	367	0	0
PARKED IN A SPECIAL ENFORCEMENT AREA MORE THAN 50 CM† FROM THE EDGE OF THE CARRIAGEWAY AND NOT WITHIN A DESIGNATED PARKING PLACE	17	0.04%	17	0	0
PARKED IN A SPECIAL ENFORCEMENT AREA ADJACENT TO A DROPPED FOOTWAY	0	0.000%	0	0	0
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	1,376	3.56%	1,376	0	0
PARKED IN A PARKING PLACE DESIGNATED FOR POLICE VEHICLES	18	0.05%	18	0	0
PARKED ON A TAXI RANK	48	0.12%	33	15	0
STOPPED WHERE PROHIBITED (ON A RED ROUTE OR CLEARWAY)	0	0.00%	0	0	0
STOPPED ON A RESTRICTED BUS STOP OR STAND	152	0.39%	47	105	0
STOPPED IN A RESTRICTED AREA OUTSIDE A SCHOOL WHEN PROHIBITED	274	0.71%	99	175	0
PARKED WITH ONE OR MORE WHEELS ON OR OVER A FOOTPATH OR ANY PART OF A ROAD OTHER THAN A CARRIAGEWAY.	45	0.12%	45	0	0
STOPPED ON A PEDESTRIAN CROSSING OR CROSSING AREA MARKED BY ZIGZAGS	252	65.00%	27	225	0
LOWER LEVEL (ON-STREET)					
PARKED AFTER THE EXPIRY OF PAID FOR TIME	1,962	5.08%	1,962	0	0



PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
PARKED WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER	3,293	8.52%	3,293	0	0
PARKED WITH PAYMENT MADE TO EXTEND THE STAY BEYOND INITIAL TIME	5	0.010%	5	0	0
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE DISPLAYING AN INVALID PERMIT, AN INVALID VOUCHER OR AN INVALID PAY & DISPLAY TICKET	2,766	7.16%	2,766	0	0
RE-PARKED IN THE SAME PARKING PLACE OR ZONE WITHIN ONE HOUR* OF LEAVING	331	0.86%	31	0	0
NOT PARKED CORRECTLY WITHIN THE MARKINGS OF THE BAY OR SPACE	182	0.47%	182	0	0
PARKED FOR LONGER THAN PERMITTED	3,650	9.45%	3,650	0	0
<b>HIGHER LEVEL (OFF-STREET (CAR PARKS))</b>					
PARKED IN A LOADING AREA DURING RESTRICTED HOURS WITHOUT REASONABLE EXCUSE	0	0.00%	0	0	0
PARKED IN A RESTRICTED AREA IN A CAR PARK	52	0.13%	0	0	52
PARKED IN A PERMIT BAY WITHOUT CLEARLY DISPLAYING A VALID PERMIT	35	0.09%	0	0	35
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	96	0.25%	0	0	96
PARKED IN A CAR PARK OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	4	0.010%	0	0	4

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
<b>LOWER LEVEL (OFF-STREET (CAR PARKS))</b>					
PARKED AFTER THE EXPIRY OF PAID FOR TIME	325	0.84%	0	0	325
PARKED IN A CAR PARK WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER OR PARKING CLOCK	1,226	3.17%	0	0	1,226
PARKED WITH ADDITIONAL PAYMENT MADE TO EXTEND THE STAY BEYOND TIME FIRST PURCHASED	0	0.00%	0	0	0
PARKED BEYOND THE BAY MARKINGS	240	0.62%	0	0	240
RE-PARKED WITHIN ONE HOUR* OF LEAVING A BAY OR SPACE IN A CAR PARK	0	0.00%	0	0	0

## Appendix B - Bus Lane Penalty Charge Notices - By Street

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2014/2015	PERCENTAGE
A329 KINGS ROAD (WEST TO EAST)	1,337	1.48%
A329 WOKINGHAM ROAD	2,013	2.23%
ACCESS ROAD (NORTHBOUND)	236	0.26%
ACCESS ROAD (SOUTHBOUND)	1,474	1.64%
BASINGSTOKE ROAD (NORTHBOUND)	577	0.64%
BASINGSTOKE ROAD (SOUTHBOUND)	6,574	7.30%
BATH ROAD	944	1.05%
BLAGRAVE STREET (EAST TO WEST SECTION)	5,750	6.38%
BRIDGE STREET	0	0.00%
FRIAR STREET (EAST BOUND)	7,677	8.52%
FRIAR STREET (WEST BOUND)	5,863	6.51%
GUN STREET	0	0.00%
GWEAL AVENUE (EASTBOUND)	966	1.07%
GWEAL AVENUE (WESTBOUND)	823	0.91%
HEMDEAN ROAD	3,514	3.90%
KING'S ROAD	687	0.76%
LONDON STREET (NORTHERN SECTION)	8,652	9.61%
LONDON STREET (SOUTH)	0	0.00%
MINSTER STREET (WESTBOUND)	11,594	12.87%
NORCOT ROAD (EAST BOUND)	588	0.65%
OXFORD ROAD	3,693	4.10%
SOUTHCOTE LANE	2,569	2.85%
ST MARYS BUTTS (NORTHBOUND)	6,580	7.31%
STANSHAW ROAD	3,187	3.54%
THE FORBURY	2,719	3.02%
VASTEREN ROAD (EAST SIDE SOUTHBOUND)	6,685	7.42%
VASTEREN ROAD (NORTHSIDE 1)	561	0.62%
VASTEREN ROAD (NORTHSIDE 2)	3,233	3.59%
VASTEREN ROAD (WEST SIDE NORTHBOUND)	1,576	1.75%
WEST STREET	0	0.00%

## Appendix B - Bus Lane Penalty Charge Notices - Comparison

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2013/2014	2014/2015	CHANGE PREVIOUS YEAR
A329 KINGS ROAD (WEST TO EAST)	N/A	1337	N/A
A329 WOKINGHAM ROAD	2,383	2,013	-16%
ACCESS ROAD (NORTHBOUND)	511	236	-54%
ACCESS ROAD (SOUTHBOUND)	674	1,474	119%
BASINGSTOKE ROAD (NORTHBOUND)	N/A	577	N/A
BASINGSTOKE ROAD (SOUTHBOUND)	9,641	6,574	-32%
BATH ROAD	2,002	944	-53%
BLAGRAVE STREET (EAST TO WEST SECTION)	10,021	5,750	-43%
BRIDGE STREET	0	0	N/A
FRIAR STREET (EAST BOUND)	8,470	7,677	-9%
FRIAR STREET (WEST BOUND)	9,398	5,863	-38%
GUN STREET	0	0	N/A
GWEAL AVENUE (EASTBOUND)	N/A	966	N/A
GWEAL AVENUE (WESTBOUND)	N/A	823	N/A
HEMDEAN ROAD	4,832	3,514	-27%
KING'S ROAD	867	687	-21%
LONDON STREET (NORTHERN SECTION)	12,066	8,652	-28%
LONDON STREET (SOUTH)	0	0	N/A
MINSTER STREET (WESTBOUND)	9,228	11,594	26%
NORCOT ROAD (EAST BOUND)	1,038	588	-43%
OXFORD ROAD	3,614	3,693	2%
SOUTHCOTE LANE	2,644	2,569	-3%
ST MARYS BUTTS (NORTHBOUND)	7,420	6,580	-11%
STANSHAW ROAD	6,903	3,187	-54%
THE FORBURY	2,392	2,719	14%
VASTERN ROAD (EAST SIDE SOUTHBOUND)	5,273	6,685	27%
VASTERN ROAD (NORTHSIDE 1)	450	561	25%
VASTERN ROAD (NORTHSIDE 2)	1,662	3,233	95%
VASTERN ROAD (WEST SIDE NORTHBOUND)	1,170	1,576	35%
WEST STREET	0	0	N/A