

To: Councillor Debs Absolom (Chair)  
Councillors Ayub, David Absolom, Ballsdon,  
Barnett-Ward, Brock, Gittings, Hopper,  
Khan, Maskell, O'Connell, Page, Robinson,  
Stanford-Beale and J Williams

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8 March 2019

Your contact is: **Richard Woodford - Committee Services**

**NOTICE OF MEETING - STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE**  
**18 MARCH 2019**

A meeting of the Strategic Environment, Planning and Transport Committee will be held on Monday, 18 March 2019 at 6.30 pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

	<b><u>WARDS AFFECTED</u></b>	<b><u>Page No</u></b>
1. DECLARATIONS OF INTEREST		
2. MINUTES - 21 NOVEMBER & 12 DECEMBER 2018		5 - 18
Minutes of the meetings held on 21 November and 12 December 2018.		
3. MINUTES OF THE MEETING OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE		19 - 30
Minutes of the meeting held on 10 January 2019.		
4. MINUTES OF OTHER BODIES		
(a) AWE Local Liaison Committee: 7 November 2018		31 - 40
(b) Joint Waste Disposal Board: 12 October 2018		41 - 48
5. PETITIONS		

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Petitions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's Powers & Duties which have been received by Head of Legal & Democratic Services no later than four clear working days before the meeting.

**6. QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC**

Questions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's Powers & Duties which have been submitted in writing and received by the Head of Legal & Democratic Services no later than four clear working days before the meeting.

**7. DECISION BOOK REFERENCES**

To consider any requests received by the Monitoring Officer pursuant to Standing Order 42, for consideration of matters falling within the Committee's Powers & Duties which have been the subject of Decision Book reports.

**8. NORTH READING AND LOWER CAVERSHAM FLOOD ALLEVIATION SCHEME**

A presentation by the Environment Agency on the North Reading and Lower Caversham Flood Alleviation Scheme.

**9. CLIMATE EMERGENCY** **BOROUGHWIDE** **49 - 52**

A report providing the Committee with a summary of the Council's intention in respect of the motion moved at Council on 26 February 2019 declaring a 'Climate Emergency' and setting out the intended course of action.

**10. MAIN MODIFICATIONS TO THE LOCAL PLAN** **BOROUGHWIDE** **53 - 58**

A report providing the Committee with an update on the main modifications to the Local Plan.

**11. CONSULTATION ON STATEMENT OF COMMUNITY INVOLVEMENT** **BOROUGHWIDE** **59 - 76**

A report asking the Committee to approve for community involvement the Consultation Paper on the Statement of Community Involvement.

<b>12.</b>	<b>CHANGES TO THE SELF-BUILD REGISTER PROCESS</b>	<b>BOROUGHWIDE</b>	<b>77 - 88</b>
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A report asking the Committee to consider whether eligibility tests or fees should be introduced in determining planning applications for self-build homes.

<b>13.</b>	<b>MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE</b>	<b>BOROUGHWIDE</b>	<b>89 - 98</b>
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A report providing the Committee with an update on key progress and milestones associated with the current programme of major transport and highways projects in Reading.

<b>14.</b>	<b>HIGHWAYS AND TRANSPORT WORK PROGRAMME - 2019/20</b>	<b>BOROUGHWIDE</b>	<b>99 - 112</b>
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A report setting out the planned 2019/20 work programme for delivery of various highways and transport schemes in Reading.

<b>15.</b>	<b>HIGHWAY MAINTENANCE UPDATE 2018/19 AND PROPOSED PROGRAMME 2019/20</b>	<b>BOROUGHWIDE</b>	<b>113 - 134</b>
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A report providing the Committee with an update on the 2018/2019 Highway Maintenance programme.

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## STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE 21 NOVEMBER 2018

**Present:** Councillors Debs Absolom (Chair), David Absolom, Ayub, Ballsdon, Barnett-Ward, Brock, Gittings, Hopper, Khan, O'Connell, Page, Robinson, Stanford-Beale and Josh Williams.

**Apologies:** Councillor Maskell.

### 16. MINUTES

The Minutes of the meeting held on 2 July 2018 were confirmed as a correct record and signed by the Chair, subject to the addition of Councillor Ballsdon as being in attendance and that Councillor Robinson had not been in attendance and had submitted apologies.

### 17. MINUTES OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE

The Minutes of the meetings of Traffic Management Sub-Committee held on 13 June and 12 September 2018 were received.

### 18. MINUTES OF OTHER BODIES

The Minutes of the following meetings were submitted:

- Joint Waste Disposal Board of 6 July 2018

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

### 19. QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC

Questions on the following matters were asked in accordance with Standing Order 36.

Questioner	Subject
Councillor J Williams	Road Pricing
Councillor J Williams	Working with the Local Community
John Booth	Climate Change Emissions
John Booth	Clean Air

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

### 20. REVISED HOSIER STREET AREA DEVELOPMENT FRAMEWORK

The Director of Environment and Neighbourhood Services submitted a report seeking approval of the revised development framework for the Hosier Street Area.

It was reported at the meeting that due to an error a number of the consultation responses had not been properly considered. Historic England had also made late

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representations on the revised draft framework that deserved further consideration. Therefore, the item was deferred to a special meeting of the Committee on 12 December 2018 to allow for all consultation responses and the late representations from Historic England to be fully considered and the framework to be amended as appropriate.

**21. DRAFT ST PETERS CONSERVATION AREA APPRAISAL**

Further to Minute 6 of the previous meeting, the Director of Environment and Neighbourhood Services submitted a report seeking the Committee's approval of the revised draft Conservation Area Appraisal for the St Peters Area.

The report explained that the St Peters Conservation Area had been designated in 1988 under the Town & Country Planning Act 1971 (as amended) and a full conservation area appraisal had been adopted in 2009. Following discussions over the Council's approach to the historic environment, the Council had agreed to support the setting up of a Reading Conservation Areas Advisory Committee (CAAC). The report stated that one of the primary concerns of the CAAC was the long length of time since many conservation area appraisals had been prepared and adopted. According to best practice, appraisals should be updated every 5-10 years and many of these appraisals were now in need of review. It had subsequently been agreed that the CAAC would lead on reviews of conservation area appraisals in consultation with local communities. The report explained that the Appraisal of the St Peter's Conservation Area was the first review to be completed.

A public consultation had taken place between 11 July and 14 September 2018. A summary of the comments received, as well as a response from the CAAC/CADRA and the Council were attached to the report at Appendix 1. There had been no substantive changes made to the draft Conservation Area Appraisal. The final draft of the Conservation Area Appraisal was attached to the report at Appendix 2.

At the invitation of the Chair, Kim Pearce addressed the Committee on behalf of the Conservation Area Advisory Committee.

**Resolved -**

- (1) That the draft St Peters Conservation Area Appraisal be approved;**
- (2) That the Head of Planning, Development and Regulatory Services be authorised to make any minor amendments necessary to the draft St Peters Conservation Area Appraisal in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, prior to final publication.**

**22. DRAFT PALMER PARK DEVELOPMENT FRAMEWORK**

The Director of Environment and Neighbourhood Services submitted a report seeking approval of a draft development framework for Palmer Park.

The area included the land within the area of Palmer Park defined by the railway line, London Road, St Bartholomews Road, Wokingham Road and Palmer Park Avenue.

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It had been decided that a draft framework should be produced to provide a blue print for the future enhancement of the park incorporating the Council's ambition to provide a new swimming pool as part of the formal leisure offer. The draft framework had been produced by the Council (with the assistance of an urban design consultancy) and was attached at Appendix 3.

A map showing the extent of the Palmer Park framework area was attached to the report at Appendix 1 and an Equalities Impact Assessment was attached to the report at Appendix 2.

The report explained that, subject to the Committee's approval, the draft framework would be published and would be the subject of a formal consultation exercise, led by the Council. The consultation was expected to begin in mid-December 2018 and would last for a period of ten weeks (to allow for the Christmas holiday period) until late February 2019. Responses received would be considered in preparing a final draft framework for adoption.

**Resolved -**

- (1) That the draft Palmer Park Development Framework, as set out in Appendix 3, be approved for community involvement;**
- (2) That the Head of Planning, Development and Regulatory Services be authorised to make any minor amendments necessary to the Framework in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, prior to the start of community involvement on the draft document.**

**23. LOCAL PLAN EXAMINATION**

The Director of Environment and Neighbourhood Services submitted a report that updated the Committee on the progress with the Local Plan examination, which had included public hearings that had closed on 5 October 2018.

The report explained that the Council was replacing its existing development plans (the Core Strategy, Reading Central Area Action Plan and Sites and Detailed Policies Document) with a new single Local Plan to set out how Reading would develop up to 2036. Three consultations had been undertaken on the Local Plan between 2016 and 2018. The Local Plan had been submitted to the Secretary of State on 29 March 2018, which marked the beginning of a public examination held by an independent Planning Inspector.

The report explained that the Inspector had requested, and received, additional information from the Council and other participants, and was in the process of considering if modifications would be needed to make sure that the plan was 'sound' and legally compliant. Once this was known, consultation on these modifications would be required before a final inspector's report could be issued.

**Resolved - That the progress on the public examination into the Reading Borough Local Plan be noted.**

**24. AIR QUALITY UPDATE**

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The Director of Environment and Neighbourhood Services submitted a report that updated the Committee on air quality matters following the Council's submission of the Targeted Feasibility Study to the Government. The report also provided an update on vehicle idling, electric vehicle charge points in residential streets with no off street parking and Electrify Reading.

The report stated that the Government, via a Ministerial Direction, required Reading and 32 other 'third wave' councils to complete a Targeted Feasibility Study, considering all options to identify additional measures that could bring forward compliance with Nitrogen Dioxide (NO<sub>2</sub>) limits on specific roads as soon as possible. A short list of measures that had been considered to be the most realistically achievable in the timeframe had been drawn up. No measures were able to bring forward compliance at Caversham Road and Census ID 6924 due to the short timescales involved. For the other road links, bus retrofit had been identified as being the most effective single measure able to bring forward compliance. Following a detailed submission, the Government had directed the Council to implement the bus retrofit as soon as possible and at the latest, in time to bring forward compliance, as set out below. The scheme was estimated to involve retrofitting up to 137 buses to Euro 6 standard. It was estimated that this could be implemented by the end of 2019. Local modelling set out that bus retrofit could have the following impact:

- Bring forward compliance on Friar Street from 2021 to 2019;
- Bring forward compliance on London Road from 2022 to 2021;
- Bring forward compliance on Kings Road/Wokingham Road from 2022 to 2020;
- Bring forward compliance on Chatham Street from 2022 to 2021;

Following the outcome of the Targeted Feasibility Study it was proposed to update the Council's Air Quality Action Plan (AQAP) to reflect the findings.

The report stated that officers proposed to review the possibility of producing a Low Emissions Strategy which would help to provide better integration of transport, air quality, planning, public health, sustainability and other relevant Council departments and drive policy thinking. It was proposed to put in a bid for one of DEFRA's Air Quality Grants in order to fund this.

With regards to vehicle idling, the report explained that the powers adopted under the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 to issue fixed penalty notices (FPNs), could only be used after a driver had been warned. Therefore, licensing officers had been speaking to taxi drivers on the rank over the past 18 months to bring the need to reduce idling to their attention, 60 no idling signs had been put up in idling hotspots, and officers had run three idling action events during 2018.

The report explained that Go Electric Reading was a Department for Environment, Food and Rural Affairs (DEFRA) funded project run by the Council to look at providing electric car charging for people living in homes without a drive. The charge points



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would be installed using the existing supply to street furniture such as lamp columns along streets to enable residents to charge their vehicles. An expression of interest had recently been published to test market interest for installing the EV charge points. The response to this would aid the decision as to whether a formal procurement process would be required.

The report stated that in 2019, Electric Blue were scheduled to carry out a campaign raising the awareness with the residential and business community about the benefits of electric vehicles in Reading and encourage local support for having electric taxis.

**Resolved -**

- (1) That the actions taken be noted;**
- (2) That the proposal to review the Air Quality Action Plan be noted;**
- (3) That the proposal to bid for funding to commission a Low Emissions Strategy be approved.**

**25. ANNUAL CARBON FOOTPRINT REPORT, 2017/2018**

The Director of Environment and Neighbourhood Services submitted a report on the Council's progress towards reducing its emissions of greenhouse gases by 50% by 2020 and to zero carbon by 2050. The report showed that the Council has continued to make reductions of carbon emissions and had exceeded its 2020 target three years early, with a 16.1% reduction in corporate emissions and a 13.1% reduction in emissions within the wider influence of the Council against the previous year's levels (2016/17).

The report explained that the 2017/18 carbon footprint for the Council's corporate activities was 53.9% lower than the baseline emissions in 2008/09, exceeding the 2020 target. The total renewably generated energy in 2017/18 had been equivalent to 6.1% of energy used in buildings. The slow progress had primarily been due to national policy changes but also due to the challenges associated with providing renewable heat. In addition, Reading Transport Ltd continued to invest in its bus fleet to reduce the impact on the environment and improve its efficiency.

The report stated that on-going and new initiatives would support further reductions; these included investments in energy efficient technologies in buildings programmes such as the town hall, leisure sites and the Bennet Road depot. A coordinated energy awareness and training programme and sustained improvements in data capture and analysis would also play an important part. A number of renewable energy and storage technologies would be tested in a new EU match funded project for which the Council was awaiting confirmation of funding.

The full Reading Borough Council Greenhouse Gas Protocol Report 2017-18 was provided in Appendix 1 of the report.

**Resolved -**

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- (1) That the continued reduction of carbon emissions for 2017/18, with the emissions from the Council's corporate activities 53.9% lower than the baseline emissions in 2008/09, exceeding the 2020 target by 3.9% three years ahead of scheduled be noted. The emissions from the Council's wider activities (including schools and managed services) being 38.1% lower than the baseline emissions in 2008/09;
- (2) That the total renewably generated energy in 2017/18 was equivalent to 4.5% of the total energy use of the Council, or 6.1% of energy used in buildings, be noted. In addition, it was recognised that the 2020 renewable energy target continued to be challenging following the significant changes to the 'Feed in Tariff' incentive scheme made by the government in 2015/16, and its forthcoming withdrawal in April 2019;
- (3) That the delivery of the carbon plan by resourcing ongoing investment in low carbon technologies and initiatives to recue energy costs and the carbon footprint of Council operations subject to budget approvals, continue to be supported.

**26. NATIONAL PRODUCTIVITY INVESTMENT FUND - CATTLE MARKET CAR PARK IMPROVEMENTS**

The Director of Environment and Neighbourhood Services submitted a report to inform the Committee of the intention to invest in Cattle Market car park. This investment would utilise the National Productivity Investment Fund grant already allocated to the Council by the Department for Transport (DfT) in January 2017. The investment would provide for a higher quality facility to meet the demand for parking in the town centre and Reading railway station.

The report stated that the grant allocated to the Council by the DfT as a part of the National Productivity Investment Fund was £523,000. Officers recommended investing the grant into improving the existing car parking facility at the Cattle Market car park due to its close proximity to Reading Station, the future delivery of Crossrail and the potential to attract further business into the Town. The scheme would involve improved drainage, lighting, security and carriageway surfaces to replace the very low quality facility currently offered at the car park. Subject to detailed design it was hoped that a new pedestrian crossing across the IDR could also be incorporated within the existing traffic signals at the junction of the IDR and Tudor Road. This would improve pedestrian access to the railway station area. Pedestrian facilities already existed at the junction of the IDR and Great Knollys Street for access to the town centre area.

**Resolved -**

- (1) That the report be noted;
- (2) That scheme and spend approval to improve the Cattle Market car park as detailed in paragraph 4.2, be granted;

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- (3) That the grant secured by the Council from the Department for Transport through the National Productivity Investment Fund in January 2017 be utilised for this project.

**27. WINTER SERVICE PLAN 2018/2019**

The Director of Environment and Neighbourhood Services submitted a report informing the Committee of the outputs of the Winter Service Plan 2017/18 and setting out details of the Winter Service Plan for 2018/19.

The report explained the main features of the Winter Service Plan for 2018/19 which had been produced by Transport and Streetcare Services following the review of the 2017/2018 Plan, and was available as a background paper. A summary of the main points of the review of the Winter Service Plan 2017/18 were set out in the report.

**Resolved -**

- (1) That the outputs delivered by the Winter Service Plan 2017/18, be noted;
- (2) That the outcome of the review carried out on the Winter Service Plan to ensure compliance with the Highways Act 1980 and the 'Well-managed Highway Infrastructure: A Code of Practice', be noted.
- (3) That the Winter Service Plan 2018/19 be approved.

**28. HIGHWAY MAINTENANCE POLICY UPDATE**

The Director of Environment and Neighbourhood Services submitted a report that updated the Committee on the highway policies that had been approved at the Committee meeting on 4 April 2017 (Minute 31 refers). The report also sought approval for changes to the 'A' Board policy and to proceed with a trial 'Short Frontage Agreement' for vehicle crossings where the minimum 4.8m depth requirement could not be met.

The report explained that a policy to control 'A' Boards on the public highway had been adopted in April 2017. The 'A' Board Policy had been working with measured success since its introduction; however, some minor issues had arisen. The proposal was to waive the cost of the application fee for all Council Departments and Political organisations. Each Council department would still need to apply for the 'A' Board licence and Councillor Services would apply on behalf of the Political Parties. For Community, Church & Charity Organisations it was proposed that they would still need to apply for the licence and pay the application fee, but would not then be charged for the annual renewal cost. There were some applicants whose business property fronts on to different roads, in this instance they could have more than one 'A' Board, but would need to make separate applications for each location. The revised 'A' Board Policy was attached to the report at Appendix 1.

The Vehicle Crossing Policy had been adopted in April 2017. A review had been carried out of the vehicle crossing criteria/requirements. The vehicle crossing criteria included for a minimum 4.8m depth of property frontage to ensure that the

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vehicle could park perpendicular to the boundary and not overhang the public highway. There were numerous historic examples across the Borough where this minimum depth was not achieved, but a vehicle crossing installed. The assumption was that they were approved at a time when the obstruction of the public highway was not included in the approval process and presumably met the Council's criteria in place at that time. The Council continued to receive applications which were refused because the 4.8m depth criteria could not be met. The Council had carried out a benchmarking exercise and found that three London Borough Councils employed the use of 'Short Frontage Agreements', which reduced the minimum depth criteria to either 4.3m or 4.1m depth. The Agreement contained conditions to ensure that the vehicle was contained within the property frontage. The Council proposed to carry out a one-year trial of 'Short Frontage Agreements' for vehicle crossings where the minimum 4.8m depth requirement could not be met. The minimum property frontage depth would be reduced to 4.3m with a requirement for the applicant to prove that they could safely park a vehicle wholly within their property and not overhang the public highway causing an obstruction. Failure to comply would result in the vehicle crossing being removed and all costs recovered from the property owner. The Vehicle Crossing Policy was attached to the report at Appendix 2.

**Resolved -**

- (1) That the proposed changes to the 'A' Board Policy as set out in paragraph 4.5 of the report, be approved;**
- (2) That a one-year 'Short Frontage Agreement' trial for vehicle crossings be approved, and a report be submitted to the Committee on the findings of the trial, as set out in paragraph 4.6 of the report.**

**29. HIGHWAY MAINTENANCE CODE OF PRACTICE AND HIGHWAY ASSET MANAGEMENT UPDATE**

The Director of Environment and Neighbourhood Services submitted a report advising the Committee of the progress of the implementation of the 'Well Managed Highway Infrastructure: A Code of Practice', and also to report on progress of the Highway Asset Management programme.

The report explained that in October 2016 the UK Roads Liaison Group had released Well-managed Highway Infrastructure: A Code of Practice, which set out 36 recommendations for the implementation of Highway Asset Management. Local Authorities had been given two years (from the date of publishing) to adopt the new Code of Practice. One of the most significant changes in the Code of Practice was that Local Authorities had to have a risk based approach to their highway maintenance regimes rather than there being defined standards. It was therefore for each Local Authority to decide their own levels of maintenance and inspection regimes based on what they considered to be acceptable levels of risk.

The report stated that full implementation of all 36 recommendations within 2 years was unrealistic given the resources the Council had available. Therefore, the Council, following advice from the insurance industry, had been concentrating on key recommendations that had been advised should be prioritised to ensure highway safety compliance. These prioritised recommendations were:

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1. Consistency with other Authorities (recommendation 5)
2. Risked based approach (recommendation 7)
3. Competencies and training (recommendation 15)

The report explained that in May 2017 Reading Borough Council's Highway Asset Management Policy had been published following Committee approval. The Policy confirmed the Council's commitment to Highway Asset Management and outlined how assessment would be managed and how progress would be reported, including the establishment of a Highway Asset Management Board (HAM Board). The Council had produced a draft updated Highway Maintenance Manual, (HMM), which would be in line with the 'Well-managed Highway Infrastructure: A Code of Practice'. This policy document would be presented to the HAM Board and brought back to the Committee for formal approval.

The report stated that the Highway Asset Management Team would continue to update the Highway Maintenance Manual (HMM) and incorporate the full 36 recommendations on a priority basis and would report progress to the HAM Board on a quarterly basis and the Committee on an annual basis.

The report set out the Council's current highway safety inspection frequency regime, which was as follows:

Road Type	Current Frequency
Category A	3 Monthly
Category B & C	6 Monthly
Categories U	Every 18 Months

The report stated that there was a proposal to set a tolerance for completing the above inspections to allow some flexibility when inspections could not be carried out due to illness or leave. The following tolerances to inspection times were proposed:

Carriageway: Routine Inspection Frequencies			
Carriageway Hierarchy	Inspection Frequency	Inspection Method	Tolerance #
Strategic Route	3 Monthly	Walked	1 Week
Main Distributor	3 Monthly	Walked*	1 Week
Secondary Distributor	6 Monthly	Walked	2 Week

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Link Road	18 Months	Walked**	1 Month
Local Access Road	18 Months	Walked	1 Month

*\* With the exception of the Inner Distribution Road between Great Knollys Street and London Street which was driven because the road is subject to a 40mph speed limit and there was no safe walking route on this section.*

*\*\*With the exception of Burghfield Road between Underwood Road and the Borough Boundary which was driven because the road had no footways, visibility was restricted due to a hump back railway bridge and high level of goods vehicles.*

*# Where an inspection was carried out late but within the tolerance the next inspection shall still be carried out within the frequency interval of the original planned inspection date.*

**Resolved -**

- (1) That the progress made on the ‘Well Managed Highway Infrastructure: A Code of Practice’ be noted;**
- (2) That the progress of the Highway Asset Management programme be noted;**
- (3) That the clarification of the tolerance for the highway safety inspection regime frequency be approved.**

**30. NATIONAL CYCLE NETWORK ROUTE 422 - PHASE 3**

The Director of Environment and Neighbourhood Services submitted a report that outlined the progress made in delivering Phases 1 and 2 of the new National Cycle Network route between Greenwood Road on the Bath Road and Watlington Street on London Road. The report also sought scheme and spend approval for improvements along London Road and Wokingham Road, from Watlington Street to Holmes Road, following feedback submitted earlier this year on the draft Phase 3 designs.

The following documents were attached to the report:

Appendix 1 - Detailed designs for NCN 422 Phase 3

Appendix 2 - Equality Impact Assessment for NCN 422 Phase 3

The report stated that Phase 1 works had commenced on-site along Bath Road in January 2017 and these works were now largely complete however the traffic signal upgrade at Circuit Lane was expected to be completed in November 2018. Phase 2 works had commenced on-site along Berkley Avenue in January 2018. Works including the installation of two tiger crossings, imprinting across junctions and crossing improvements had been completed. Outstanding works, including the widening of existing cycle lanes on Berkeley Avenue, a contra-flow cycle facility on Kennet Side and the installation of improved signing in the form of directional signs and those reminding users to ‘share with care’ were expected to be completed in Winter 2018.

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The Phase 3 programme would deliver off-carriageway cycle facilities along sections of Wokingham Road, between Eastern Avenue and Wilderness Road (the Borough boundary). This would be complemented by improvements to the existing on-carriageway route (local route R30), providing a mixture of routes that would cater for both experienced and less confident cyclists. The route would link to Phase 2 of the NCN 422 route to the west via existing off-carriageway cycle facilities at Cemetery Junction and along London Road, and would also connect to the Wokingham Borough section of the NCN 422 route to the east, once completed. The route will also link to local cycle routes and facilities, including the R20 and R3.

The detailed designs for Wokingham Road between Culver Road and Green Road were currently being reviewed following feedback from Traffic Management Sub-Committee. Subject to the outcome of the review, the delivery programme was likely to include changes to traffic calming measures including vertical deflections and raised informal pedestrian crossing points through the Wokingham Road local centre and improved crossing facilities east of College Road and west of Pitcroft Avenue, including dedicated cycle facilities.

**Resolved -**

- (1) That the progress in delivering the National Cycle Network (NCN) 422 scheme be noted;**
- (2) That scheme and spend approval for NCN 422 Phase 3 be granted;**
- (3) That the acting Head of Transportation and Streetcare, in consultation with the Lead Councillor and Ward Councillors, be delegated authority to proceed with the Phase 3 programme between Culver Road and Green Road, subject to a review of concerns raised at the Traffic Management Sub-Committee.**

**31. TRANSPORT CONSULTANCY SERVICES - PROCUREMENT OF NEW CONTRACT**

The Director of Environment and Neighbourhood Services submitted a report that highlighted the end of the existing Transport Consultancy Services Term Contract with Peter Brett Associates, on 31 August 2019, and set out the recommended procurement approach for a new Transport Consultancy Services Term Contract.

The report explained that the Transport Consultancy Services Contract with Peter Brett Associates, which was due to expire on 31 August 2019, provided valuable support and expertise in developing and delivering the Council's Local Transport Plan. The existing consultancy contract allowed the Council to call on expertise not available from within the organisation and to respond to peaks in workload and funding availability.

It was proposed that a new Transport Consultancy Services Term Contract was procured to ensure service continuity and a smooth transition between Contracts. It was recommended that the new contract was procured via a two-stage tendering process to ensure the Council was able to continue demonstrating best value for money and allow the Council and Contractor sufficient time to develop a successful partnership approach in the delivery of the transport strategy. The report set out

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the following anticipated timeframe for procuring a new Transport Consultancy Services Contract:

Issue Pre-Qualification Questionnaire (PQQ) - January 2019

Shortlisting - February 2019

Issue Invitation to Tender (ITT) - March 2019

Tender evaluation - April 2019

Recommendation to appoint - May 2019

Mobilisation period commences - June 2019

New Contract commences - Sept 2019

**Resolved -**

- (1) That the existing Transport Consultancy Services Term Contract would expire on 31 August 2019, be noted;**
- (2) That the procurement approach and anticipated timeframe for securing a new Transport Consultancy Services Term Contract be noted;**
- (3) That the Director of Environment and Neighbourhood Services, in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal and Democratic Services and the Head of Finance, be delegated authority to award the new Transport Consultancy Services Term Contract upon completion of the procurement process.**

(The meeting started at 6.30pm and closed at 8.28pm)



**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE  
12 DECEMBER 2018**

**Present:** Councillors Debs Absolom (Chair), David Absolom, Ayub, Barnett-Ward, Brock, Khan, O'Connell, Page, Stanford-Beale and Josh Williams.

**Apologies:** Councillors Ballsdon, Gittings, Hopper, and Robinson.

**32. REVISED HOSIER STREET AREA DEVELOPMENT FRAMEWORK**

Further to Minute 20 of the previous meeting, the Director of Environment and Neighbourhood Services submitted a report seeking approval of a revised development framework for the Hosier Street Area. The area included the Broad Street Mall, the now vacant site of the former Civic Offices, the Thames Valley Police headquarters, the Magistrates Courts and the Hexagon Theatre. In the light of the multiple ownerships of the area, it had been decided that a draft framework should be produced to guide future development.

The report explained that a consultation had been carried out during July, August and September 2018. A longer than normal period of consultation had been provided to allow for the fact that it had taken place over the summer holiday period. Details of the consultation process had been provided in the Statement of Community Involvement, which was attached to the report at Appendix 1.

The report stated that officers had considered the various representations, as summarised in the Statement of Community Involvement. This included web form responses that had not been considered at the time that the report for the 21 November 2018 Committee meeting had been drafted. It also included separate representations made by Historic England in relation to the Revised Framework that would have been presented at the November Committee meeting. Officer responses had been made in relation to each of the points made in written submissions indicating any actions resulting from consideration of the representation. Those responses were set out in the Statement of Community Involvement and the Committee was asked to agree them.

The draft development framework for the area had been revised with the assistance of the retained urban design consultancy, in accordance with the officer responses to points raised through the consultation. The revised development framework, as attached to the report at Appendix 2, was presented to the Committee for approval and to be adopted as a Supplementary Planning Document.

It was proposed at the meeting that the area be named the Minster Quarter, and therefore the Hosier Street Area Development Framework would be renamed as the Minster Quarter Development Framework.

At the invitation of the Chair, Evelyn Williams, on behalf of the Conservation Area Advisory Committee, Anthony Ihringer, on behalf of the Baker Street Area Neighbourhood Association, and Councillor Rowland, all addressed the Committee.

**Resolved -**

**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE  
12 DECEMBER 2018**

- (1) That the results of the consultation on the Draft Framework, undertaken during July to September 2018, as set out in the Statement of Community Involvement at Appendix 1, be noted;**
- (2) That the draft officer responses to individual representations, as set out in the Statement of Community Involvement at Appendix 1, be approved;**
- (3) That the Minster Quarter Development Framework (Appendix 2) be approved and adopted as a Supplementary Planning Document;**
- (4) That the Head of Planning, Development and Regulatory Services be authorised to make any minor amendments necessary to the revised Framework, in consultation with the Chair of the Committee, and the Lead Councillor for Strategic Environment, Planning and Transport, prior to the publication of the final document.**

(The meeting started at 6.30pm and closed at 7.35pm)

**Present:** Councillor Ayub (Chair)

Councillors Debs Absolom, Barnett-Ward, Ennis, Hacker, Jones, McGonigle, Page, Stanford-Beale and Terry.

**Apologies:** Councillors Hopper and R Singh.

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

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

Questions on the following matters were submitted, and answered by the Lead Councillor for Strategic Environment Planning and Transport on behalf of the Chair:

<b>Questioner</b>	<b>Subject</b>
Mo McSevney	20mile per hour zone in 'Old Redlands'
Duncan Godding	Motorcycle use in Bus Lanes
Christopher Dodson	Parking Bays on Whiteknights Road

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

#### **(2) Presentation - Vastern Road Roundabout Road Safety Proposals**

John Lee, Reading Cycle Campaign, gave a presentation on possible road safety improvements at the roundabout where Vastern Road met Bridge Street and Napier Road. A number of the issues and proposed improvements covered in the presentation were also discussed by the Sub-Committee in their consideration of a report on the Vastern Road roundabout elsewhere on the agenda (Minute 44 refers).

A copy of the presentation slides was made available on the Reading Borough Council website.

**Resolved - That John Lee be thanked for his presentation.**

### **33. MINUTES**

The Minutes of the meeting of 1 November 2018 were confirmed as a correct record and signed by the Chair.

### **34. DECLARATIONS OF INTEREST**

Councillor Stanford-Beale declared a non-pecuniary interest in the items regarding Vastern Road Roundabout, insofar as they included discussion of bus lanes, on the grounds that she was a Director of Reading Transport Limited.

### **35. QUESTIONS FROM COUNCILLORS**

A question on the following matter was submitted, and answered by the Lead Councillor for Strategic Environment Planning and Transport on behalf of the Chair:

<b>Questioner</b>	<b>Subject</b>
Councillor White	Tackling Car Congestion at School Gates

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

### **36. HIGHWAY MAINTENANCE AND POTHOLE REPAIR PLAN 2018/2019 UPDATE REPORT**

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of a £643,000 allocation to the Council from additional Department for Transport (DfT) funding for local highways maintenance work in the current Financial Year, and of the progress with the Pothole Repair Plan 2018/2019.

The report explained that the £643,000 additional funding was for ‘local highways maintenance, including the repair of potholes, to keep local bridges and structures open and safe, as well as to help aid other minor highway works that may be needed’, and was in addition to funding already awarded to the Council from the DfT Pothole Action Fund and Pothole and Flood Resilience Funding. A table in the report set out the proposed allocation of the funding in the highway maintenance areas of: Pothole Repairs / Pothole Repair Plan 2018/2019; Major Roads Resurfacing; Minor Roads Surfacing; Footway Reconstruction and Bridges / Structures.

The report explained that as in previous years, a Pothole Repair Plan had been set up for 2018/19 to enable potholes of a lesser depth than the Council’s normal investigatory criteria to be repaired. Potholes for inclusion in the Pothole Repair Plan 2018/19 were being identified by Neighbourhood Officers through highway inspections and/or following ad hoc reports received by the Council. Officers had been selecting the roads from their respective inspection areas on a priority/needs basis to ensure a fair distribution of work across the Borough. The 2018/19 Plan had commenced in October 2018 and would be continuing through to 31 March 2019; as at 14 December 2018 410 potholes had been repaired under the Plan and it was estimated that in the region of 1700 potholes would be repaired by the end of March. The Plan was operating concurrently with the statutory highway inspection regime and delivered using existing in-house Council Highway Operative resources and equipment.

**Resolved -**

- (1) That the allocation of £643,000 from the additional £420 million funding for local highways maintenance work for this Financial Year, as announced by the Chancellor of the Exchequer in the Budget 2018 and confirmed in the Department for Transport correspondence dated 13 November 2018 be noted;**
- (2) That the progress on the Pothole Repair Plan 2018/2019 be noted.**

### **37. MAJOR TRANSPORT AND HIGHWAYS PROJECTS - UPDATE**

The Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with an update on key progress and milestones associated with the current programme of major transport and highways projects in the Borough namely:

- Reading Station Area Redevelopment (Cow Lane Bridges)
- South Reading Mass Rapid Transit (Phases 1-4)
- Reading Green Park Station
- Thames Valley Park Park & Ride
- East Reading Mass Rapid Transit
- NCN (National Cycle Network) Route 422

The report also gave an update on the following unfunded schemes:

- South Reading Mass Rapid Transit (Future Phases)
- Reading West Station Upgrade
- Tilehurst Station Access Improvements
- Third Thames Crossing East of Reading

It was noted at the meeting that Wokingham Borough Council had refused planning permission for the East Reading Mass Rapid Transit scheme, and that the next steps would be announced in the near future.

**Resolved - That the progress on delivery of the programme of major transport schemes as set out within the report be noted.**

### **38. BI-ANNUAL WAITING RESTRICTION REVIEW - 2018B PROPOSALS FOR STATUTORY CONSULTATION**

The Director of Environment and Neighbourhood Services submitted a report seeking approval for statutory consultation on new or altered waiting restrictions. A table setting out the Bi-Annual Waiting Restriction Review Programme list of streets and officer recommendations, including any comments from Councillors, was attached to the report at Appendix 1 and drawings to accompany the officer recommendations in Appendix 1 were attached to the report at Appendix 2.

The report explained that approval had been given at the meeting on 12 September 2018 (Minute 16 refers) to carry out investigation at various locations, following requests that the Council had received for new or amended waiting restrictions. Officers had investigated the list of requests and had considered appropriate measures to overcome each issue. Proposals had been shared with Ward Councillors to provide them with an opportunity to informally consult with residents, consider the recommendations and provide any comments.

The Sub-Committee considered the 72 requests and recommendations which were set out in Appendix 1, and approved statutory consultation being carried out where the officer recommendation was to implement new or altered waiting restrictions.

**Resolved -**

- (1) **That the report be noted;**

- (2) That the Head of Legal and Democratic Services be authorised to undertake a statutory consultation in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996, for the proposed waiting restrictions set out in Appendices 1 and 2 of the report;
- (3) That subject to no objections received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objection(s) received following the statutory advertisement be reported to a future meeting of the Sub-Committee;
- (5) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor be authorised to make minor changes to the proposals;
- (6) That no public inquiry be held into the proposals.

### 39. RESIDENT PERMIT PARKING UPDATE

Further to Minute 17 of the meeting held on 12 September 2018, the Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of feedback received during statutory consultation for proposed Resident Permit Parking (RPP) schemes for Harrow Court, East Reading area and The Willows/St Stephens Close area. The report also set out proposals for the Lower Caversham area RPP scheme which had been developed following informal consultation.

#### Harrow Court

Appendix 1 of the report set out the responses received in relation to the advertised Traffic regulation order (TRO) for the Harrow Court RPP scheme proposals, and a Drawing to show the advertised scheme proposal.

#### East Reading area

Appendix 2 of the report set out:

- a) Responses received in relation to the advertised TRO for the East Reading area, Part 1 proposals
- b) Responses received in relation to the advertised TRO for the East Reading area, Part 2 proposals
- c) General responses received in relation to the advertised TRO for the East Reading area RPP scheme proposals
- d) drawings to show the advertised East Reading area RPP scheme proposals.

An update report was tabled at the meeting which explained that, following a review of the responses that had been received in relation to the East Reading area scheme, it was recommended to replace the proposed Residents Parking only bay in Whiteknights Road with a double yellow lines restriction, and to remove the proposed restrictions in

Wokingham Road from the scheme. The revisions had been considered necessary due to the volume and content of objections to these specific proposals.

Councillor McGonigle moved an amendment, which was seconded by Councillor Jones and carried, which proposed that: the East Reading Area Part 1 scheme be implemented as soon as possible; a report on the impact of the Area Part 1 scheme be submitted to the November 2019 meeting of the Sub-Committee, and a decision on whether to implement the Part 2 scheme be made following consideration of the report.

Bernadette Cowling, representing Earley Christian Fellowship, attended the meeting and addressed the Sub-Committee on the proposed restrictions in Wokingham Road.

#### The Willows and St Stephens Close

Appendix 3 of the report set out responses received in relation to the advertised Traffic regulation order for the The Willows & St Stephens Road area RPP scheme proposals and a drawing to show the advertised scheme proposal.

#### Proposed Lower Caversham area scheme

The report explained that officers and Ward Councillors had considered feedback received during the concept scheme design informal consultation stage and had developed a revised proposal. Appendix 4 of the report set out revised scheme drawings and it was recommended that the scheme be progressed to statutory consultation.

#### **Resolved -**

- (1) That the report be noted;**
- (2) That the marked bay restriction (shared-use) on Whiteknights Road be removed from the resultant Traffic Regulation Order and that officers conduct a statutory consultation on the implementation of double yellow lines in place of this proposed bay;**
- (3) That the proposed restrictions for Wokingham Road be removed from the resultant Traffic Regulation Order and that revised proposals be recommended for statutory consultation at a future meeting;**
- (4) That the proposed restrictions associated with the Harrow Court, East Reading and The Willows & St Stephens Close resident permit parking schemes, with the exception of those referred to in (2) and (3) above, be approved as advertised;**
- (5) That the Head of Legal and Democratic Services be authorised to seal the resultant Traffic Regulation Orders, and no public inquiry be held into the proposals;**
- (6) That, should funding permit, Officers develop the proposals for implementation;**
- (7) That the East Reading Area Part 1 scheme be implemented as soon as possible;**

- (8) That a report on the impact of the East Reading Area Part 1 scheme be submitted to the November 2019 meeting of the Sub-Committee, and that following consideration of the report a decision be made on whether to implement the East Reading Area Part 2 scheme;
- (9) That respondents to the statutory consultation be informed of the decision accordingly;
- (10) That the Head of Legal and Democratic Services be authorised to carry out the statutory consultation and advertise the proposals for a Lower Caversham residents permit parking scheme as set out in Appendix 4, and for the proposed implementation of a double yellow lines restriction in place of the proposed bay on Whiteknights Road (see (2) above), in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (11) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (12) That any objections received during the statutory consultation be reported to a future meeting of the Sub-Committee;
- (13) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor be authorised to make minor changes to the proposals;
- (14) That no public enquiry be held into the proposals.

#### **40. PROPOSED CLOSURE OF MEADOW ROAD AND MILFORD ROAD - UPDATE**

Further to Minute 9 of the meeting held on 13 June 2018, the Director of Environment and Neighbourhood Services submitted a report providing the Sub-Committee with a design for the proposed closures of Meadow Road and Milford Road, and supplementary measures, that had been developed following the receipt of local feedback to the concept. The report sought approval for statutory consultation on the proposed measures; a copy of the design proposal was attached to the report at Appendix 1.

The report noted that the forthcoming completion of Network Rail's works at Cow Lane Bridges would result in the removal of permanent traffic lights and the creation of full two-way traffic operation through the bridges. This was likely to result in more traffic using Portman Road and Richfield Avenue to reach Caversham Road, with a risk that, particularly during peak-times, some traffic might try to use a shortcut route via Tessa Road, Cremyll Road, Milford Road, Meadow Road and then use Addison Road, Ross Road, Swansea Road and Northfield Road as a bypass to any queuing traffic. Informal consultation had been carried out on a proposal to close Meadow Road near to its junction with Milford Road, and Milford Road near to its junction with Cardiff Road.

The report stated that feedback that the Council had received had made it apparent that closing Meadow Road and Milford Road would isolate a small number of businesses in Cardiff Road from being able to receive deliveries, unless supplementary measures were considered. The same issue for residential deliveries would also arise. A design proposal had therefore been developed which included the closure of Milford Road and Meadow



Road, but also the removal of the width restriction on Addison Road, north of its junction with Ross Road. The proposal would create a route between Caversham Road and Cardiff Road, without enabling a rat-run, and would also allow some additional parking spaces to be created, where this was currently prevented by the width restriction.

**Resolved -**

- (1) That the report be noted;**
- (2) That the Head of Legal and Democratic Services be authorised to carry out statutory consultations and advertise the proposals in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;**
- (3) That subject to no objections received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;**
- (4) That any objections received following the statutory advertisement be submitted to a future meeting;**
- (5) That the Head of Transportation and Streetcare, or their representative, in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals;**
- (6) That no public enquiry be held into the proposals.**

**41. HOSPITAL & UNIVERSITY AREA PARKING SCHEME - MINOR AMENDMENTS**

Further to Minute 8 of the meeting held on 13 June 2018, the Director of Environment and Neighbourhood Services submitted a report asking the Sub-Committee to approve statutory consultation for implementing minor alterations to a number of parking restrictions within the Hospital and University area parking scheme. Drawings showing the proposed alterations to the parking scheme were attached to the report at Appendix 1.

The report explained that previously agreed changes to the scheme, including the agreement to increase pay and display charges by 10p per tariff, which had been agreed at the meeting on 11 January 2018 (Minute 64 refers), had not yet been implemented. It had been decided that some of the agreed proposals required further consideration of public feedback, and for officers and Ward Councillors to develop alternative proposals. Appendix 1 set out a series of drawings to show the results of this development and the final proposals that were recommended for statutory consultation. Once all changes had been agreed the implementation of restriction changes in the parking scheme area would be conducted as a single scheme, in order to be more cost effective and ensure clarity of the restrictions across the scheme, supporting enforceability.

**Resolved -**

- (1) That the report be noted;**
- (2) That the Head of Legal and Democratic Services be authorised to undertake a statutory consultation in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations**

1996, for the proposed alterations to the Hospital and University area parking scheme in Appendix 1;

- (3) That subject to no objections being received during the period of statutory consultation, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (4) That any objection(s) received, following the statutory advertisement, be submitted to a future meeting;
- (5) That no public inquiry be held into the proposals.

#### **42. OXFORD ROAD AREA STUDY: ADDITIONAL PROPOSALS FOR STATUTORY CONSULTATION**

Further to Minute 79 of the meeting held on 8 March 2018, the Director of Environment and Neighbourhood Services submitted a report asking the Sub-Committee to approve a statutory consultation on revised proposals for Oxford Road, following a safety audit, which would provide additional benefits to the flow of buses toward the Norcot Road and Bedford Road junction approaches. Drawings of the revised corridor proposals for safety audit and statutory consultation were attached to the report at Appendix 1.

The report noted that approval had been granted for bus lane improvements along Oxford Road at the March 2018 meeting (Minute 79 refers); however, officers had been working to consider further measures to address other key areas, particularly the improvement of bus journey times at the Bedford Road junction and toward the Norcot Road roundabout. The proposals set out at Appendix 1 would achieve this through the reallocation of existing road space, or by minor adjustments to the road alignment. Where these adjustments had been considered necessary, officers had sought to design the scheme in a way that minimised the extent of these works to ensure that they were cost effective, relative to the anticipated benefits. The improvements to bus lanes would also provide additional areas for cycling outside of the general traffic lanes.

The report also summarised other measures being considered within the wider Oxford Road corridor study including wider use of 20mph speed limits in narrow residential streets and lowering the speed limit of Portman Road, Cow Lane and Richfield Avenue to 30mph.

#### **Resolved -**

- (1) That the report be noted;
- (2) That the revised proposals in Appendix 1 proceed to safety audit and statutory consultation;
- (3) That the Head of Legal and Democratic Services be authorised to carry out the statutory consultation and advertise the proposals in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (4) That subject to no objections being received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order;

- (5) That any objections received during the statutory consultation be submitted to a future meeting;
- (6) That the Head of Transportation and Streetcare, in consultation with the appropriate Lead Councillor be authorised to make minor changes to the proposals;
- (7) That no public enquiry be held into the proposals;
- (8) That public drop-in events be held in addition to the statutory consultation.

#### **43. ANNUAL PARKING SERVICES REPORT 2017-2018**

The Director of Environment and Neighbourhood Services submitted a report presenting financial and statistical data on the Council's civil parking enforcement activities during 2017-2018. A copy of the Parking Services Annual Report 2017-2018 was attached to the report at Appendix 1.

The report stated that it was intended that the Annual Report for 2017-2018 would be published in January 2019.

**Resolved -**

- (1) That the report, and the availability of annual reports for 2008-2017 on the Council's website, be noted;
- (2) That the intention to publish the Annual Report for 2017-2018 in January 2019 be noted.

#### **44. ROAD SAFETY IMPROVEMENT - VASTERN ROAD ROUNDABOUT WITH GEORGE STREET (READING BRIDGE) AND NAPIER ROAD**

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of proposed road safety improvements at the roundabout where Vastern Road (IDR) met Bridge Street (Reading Bridge) and Napier Road. A drawing showing the existing and proposed layout of the roundabout was attached to the report at Appendix 1.

The report explained that the Vastern Road roundabout was a five road, multi-lane entry/exit junction which resulted in it being less clear to users how to approach it. Consequently, certain movements could result in lane changes within the roundabout leading to accidents. The casualty statistics for the junction had shown a steady increase over the previous few years with a growing number of cyclists being injured. Over the three year period 2015 to 2017 there had been 26 casualties recorded at the roundabout, 18 of this total had been cyclists, with two main cluster areas around the northwest side (Vastern Road West) and east side (Napier Road).

The report explained that it had been the wish to re-line the roundabout for some time as a road safety improvement, but that this had proved challenging due to the number of lanes and entry/exits into the roundabout. The proposed improvements consisted of re-lining to clarify lane destinations and removing the need for lane changes within the roundabout. The expectation was that this alteration would reduce all collisions but specifically motor vehicle/pedal cycle collisions and the resultant casualties. Users would

have to change established habits to adjust to the new layout and ensure they were in the correct lane before entering the roundabout. This would require further information on Forbury Road and Vastern Road (under the railway) prior to the roundabout to ensure that users were in the correct lane.

The report referred to a suggestion, also referred to in the presentation (Minute 32 above refers), that continental style give way markings be used on the Vastern Road west side entry to the roundabout. This was currently a non-prescribed road marking but early indications were that the Department of Transport (DfT) would allow a trial within Reading specifically aimed at improving safety for cyclists. The Committee supported further discussions with the DfT on using these markings.

**Resolved -**

- (1) That the report and proposed road safety improvements to the roundabout be noted;**
- (2) That officers discuss the possible use of alternative give way markings at the roundabout with the Department for Transport, and report back to the Sub-Committee on the outcome.**

#### **45. CYCLE FORUM - MEETING NOTE**

The Director of Environment and Neighbourhood Services submitted a report informing the Sub-Committee of the discussions and actions from the Cycle Forum held on 31 October 2018.

**Resolved - That the minutes from the Cycle Forum held on 31 October 2018 be noted.**

#### **46. 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 the item below, as it was likely that there would be disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of that Act.**

#### **47. 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 twenty applicants, who had subsequently appealed against these decisions.

**Resolved -**

- (1) That, with regard to application 1 a second discretionary resident permit be issued, personal to the applicant and charged at second permit rate;**
- (2) That with regard to application 2 a first or second discretionary resident permit be issued, personal to the applicant, subject to confirmation as to whether this was the first or second permit for the property;**

- (3) That with regard to application 3 a third discretionary resident permit be issued, personal to the applicant;
- (4) That with regard to application 4 a third discretionary resident permit be issued, personal to the applicant;
- (5) That, with regard to application 6 a second discretionary resident permit be issued, personal to the applicant, subject to the provision of adequate vehicle proofs;
- (6) That, with regard to application 7, a first discretionary resident permit be issued, personal to the applicant;
- (7) That, with regards to application 10, a first discretionary resident permit be issued, personal to the applicant, on the grounds that this was a renewal of an existing permit that had been issued in error;
- (8) That, with regard to application 11, a first discretionary resident permit be issued, personal to the applicant, to run until the end of September 2019;
- (9) That, with regard to application 12, a third discretionary resident permit be issued, personal to the applicant, and that the property be referred to Council Tax enforcement;
- (10) That, with regard to application 13, a first discretionary resident permit be issued, personal to the applicant, subject to the provision of adequate vehicle proofs;
- (11) That, with regard to application 14, a third discretionary resident permit be issued, personal to the applicant, subject to the provision of adequate vehicle proofs;
- (12) That, with regard to application 15, a first discretionary resident permit be issued, personal to the applicant;
- (13) That, with regard to application 16, one book of discretionary visitor permits be issued;
- (14) That the Director of Environment and Neighbourhood Services' decision to refuse applications 5, 8, 9, 17, 18, 19 and 20 be upheld.

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

(The meeting started at 6.30 pm and finished at 8.42 pm).

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**Minutes of the 94th AWE Local Liaison Committee Meeting**  
**Wednesday 7<sup>th</sup> November 2018**  
**AWE, Aldermaston**

**Present:**

Mark Hedges	Director Site Operations (Chair)
Cllr Philip Bassil	Brimpton Parish Council
Cllr Dominic Boeck	West Berkshire Council
Cllr Graham Bridgman	West Berkshire Council
Cllr John Chapman	Purley on Thames Parish Council
Cllr Jonathan Chishick	Tidmarsh with Sulham Parish Council
Cllr Penee Chopping	Ufton Nervet Parish
Cllr Sophie Crawford	Aldermaston Parish
Cllr Debbie Fisher	Wokefield Parish Council
Cllr Roger Gardiner	Basingstoke and Deane Borough Council
Cllr David Leeks	Tadley Town Council
Cllr Clive Littlewood	Holybrook Parish Council
Cllr David Livingstone	Silchester Parish Council
Cllr Mollie Lock	Stratfield Mortimer Parish
Cllr Royce Longston	Burghfield Parish Council
Cllr George McGarvie	Pamber Parish Council
Cllr John Miller	Padworth Parish Council
Jeff Moss	Swallowfield Parish Council
Cllr Susan Mullan	Tadley Town Council
Cllr Jonathan Richards	Basingstoke Council
Cllr John Robertson	Mortimer West End Parish Council
Cllr David Shirt	Aldermaston Parish Council
Nick Bolton	AWE
Philippa Kent	AWE
John Steele	AWE
Anna Markowska	AWE
Scott Davis-Hearn	AWE
Liz Pearce	AWE
Michele Maidment	AWE
Carolyn Porter	AWE
Gemma Wilson	AWE
Sarah Maskell	AWE
James Melton	AWE
Paul Pritchard	AWE

**Charities**

Gini Blesky	Bucket List Wishes
Paul Scott	Thrive

**Regulators:**

Gary Cook	Office for Nuclear Regulation
Rob Green	Environment Agency

### Apologies

Apologies had been received from Councillors Avril Burdett, Stuart Coker, Jan Gavin, Gerald Hale, Ian Montgomery, Ian Morrin, Barrie Patman, Richard Smith, Tim Whitaker and Jane Stanford-Beale. Carolyn Richardson of West Berks Council sent her apologies and Haydn Clulow, AWE sent his.

### Actions from previous meetings

2/90 John Steele to present on an updated AWE Travel Plan.

John will be presenting on this today.

Action closed

Action 1/93 AWE to confirm statistics for the level of waste being recycling and directed to energy consumption.

Action closed

Anna Markowska referred to action 1/93 regarding the waste and advised members that 2.3% of AWE's waste goes to landfill where there is no other safe route. Waste incinerated amounts to 2.6% and consists of non-recyclable waste such as chemical, sanitary and clinical.

95% of AWE's waste is recycled and includes office waste (paper) and construction waste. Waste recycled and re-purposed represents 5% of AWE's volume of waste

Action 2 /93 To find out what happened with the previous fleet of cars

These were taken back by the contractor partner who owned them.

Action closed

Action 3 /93 Site Context Development Plan – AWE to confirm dates for presentation to dates to Cllrs Bridgman and Morrin.

John Steele is in dialogue with the Councillors to arrange a date.

Action closed

### Approval of the 93rd Meeting minutes

**Councillor Bridgman** pointed out an error in the last paragraph on page 5. The post meeting note should have read "Councillors Graham Bridgman and Ian Morrin requested a joint presentation to their Councillors".

Other than the above the Minutes of the 93<sup>rd</sup> meeting were accepted as a true record of the meeting.

### Chairman's update

#### Introduction

Mark Hedges welcomed members to the 94th meeting. He also welcomed Gemma Wilson and Sarah Maskell from AWE's Environment team and Paul Pritchard, Project Manager on the Burghfield Flood Alleviation Scheme.



### **Operational update**

Members were updated on the prosecution in September where AWE pleaded guilty to offences under the Health and Safety at Work Act. The charges were brought by the Office for Nuclear Regulation (ONR) in relation to an electrical incident which occurred on 27 June 2017.

The incident happened during routine electrical inspection and testing work at a manufacturing facility on the company's Aldermaston site. An electrician suffered a minor burn to his forearm following exposure to a live circuit. The ONR has stated that this was a conventional health and safety matter and they are satisfied there was no radiological risk to workers or the public.

Mark told members that the case was adjourned for sentencing and that this is to take place at Reading Magistrates Court on Friday 9 November 2018. AWE takes its health and safety responsibilities extremely seriously and deeply regrets that a member of staff was injured. As legal proceedings are ongoing AWE can't make any further comment at this stage but after the hearing AWE will update members on the outcome through its News Brief newsletter. This will be emailed out to all members who have opted in to receive it.

### **Physics Conference**

More than 20 physics undergraduates from 14 universities across the UK attended AWE's Physics Undergraduate Conference in October to explore the exciting world of physics. The attendees had the opportunity to visit AWE's world-leading Orion laser facility – to understand how high energy density physics supports the UK's nuclear deterrent. The students were given a unique opportunity to present their research to our physics and science experts and to find out more about the diverse range of careers available. Examples of their research areas ranged from investigating the properties of matter at extreme pressures, through optical fibres and pressure sensors, to random number generation.

### **AWE Wins UK Challenge**

AWE's employees achieved an amazing 6th win at UK Challenge, giving it the 'Most Decorated Company' record. Three AWE teams competed against 83 other UK/International teams in the UK Challenge, held in the Brecon Beacons. The stages involved running, cycling, canoeing, map reading, puzzle solving skills and a build stage. Team one romped home in 1st place, beating the likes of Accenture, GCHQ, Airbus and PwC. AWE has now won or been runner up in the competition 11 times since 2005. As well as demonstrating their ingenuity the teams also raised around £4,000 for this year's challenge charity, Cancer Research UK.

### **Community Outreach**

Our community magazine Connect was circulated to 56,000 homes and businesses in September. It is also posted on our website.

AWE's STEM outreach programme at schools and colleges continues to flourish. This year is the Year of Engineering and AWE have run a whole series of schools' outreach events to support this national initiative. Highlights this term have included AWE's annual schools' engineering challenge.

### **Festival of Engineering**

Taking place on Friday November 9<sup>th</sup>, AWE's apprentices are taking part with 400 pupils from schools in West Berkshire and North Hampshire. It will be hosted by MPs Richard Benyon and Kit Malthouse at Xtrac in Thatcham.

### **AWE Charities**

AWE have linked up with two new charity partners Thrive and Bucket List Wishes – these were nominated and chosen by AWE staff and will be the focus for AWE's charity activities going forward.

Teams taking part in the AWE Team Challenge – which is like a local version of the UK Challenge- raised around 15,000 for the charities and with other fund-raising efforts were able to give each charity £10,000 at our presentation evening in September.

### **Questions arising**

**Cllr Shirt** queried whether the LLC had been notified of the ONR's intention to prosecute. **Mark Hedges** advised that the incident and associated investigation had been covered at a number of LLC meetings. AWE had been unable to comment on the details of the prosecution because it was an ongoing legal case.

Post meeting note. As well as regular updates about the incident itself LLC members were sent a newsletter as soon as ONR announced its intention to prosecute. A further newsletter detailing the outcome of the proceedings was sent out on the day of the hearing.

### **Environment, Safety and Health Update**

**Nick Bolton,  
ESH Service Delivery Lead (SET)**

Nick gave an overview of the performance during the period advising members that a total of 21 OSHA Recordable Events occurred during the 12 months to the end of September 2018.

35% were slip / trips / falls occurring due to commonplace pedestrian hazards encountered when walking around our sites. Actions include Ongoing Stop for Safety Events – Spatial Awareness.

There were three Process Safety Events recorded between July and September 2018 which will undergo investigation.

### **Questions arising**

**Cllr Gardiner** asked if there are statistics breaking down the injury rate between sites. **AWE** advised that a check can be made on the availability of statistics.

Action 1/94 Retrieve statistics breaking down injury rates between AWE Aldermaston and Burghfield sites.
--

Action: Nick Bolton

## **Supporting our Environment**

Nick told members that like many other companies AWE supports the need to reduce waste at source and that AWE will be phasing out the use of disposable cups by 1 January 2019. They will be offering a reusable AWE travel cup at its Cafes.

## **Environmental Monitoring**

**Gemma Wilson and Sarah Maskell**

Gemma talked to members about permits and consent conditions, telling them that AWE is permitted by the Environment Agency to dispose of radioactive waste via the Environmental Permitting Regulations 2016 (as amended).

AWE fulfil the requirement of the permit by defining, documenting and carrying out an environmental monitoring programme.

Sarah gave an overview on Air Samplers, explaining how discharge activities are managed across sites using High Volume Air Samplers (HVAS) and Tritium Air Samplers.

Samplers were on display during the meeting and members were invited to look them over and ask questions.

## **Questions Arising**

**Cllr Shirt** asked about the role of the Environment Agency (EA) in terms of sampling. **AWE** advised that the EA are directly involved with the interpretation of results and take their own samples to validate AWE's results.

**Cllr McGarvie** enquired whether there is monitoring around nuclear sites. AWE reported that Sellafield use some monitoring equipment and that AWE have joint working and collaboration in terms of Best Available Techniques (BAT).

**Cllr Chapman** asked whether AWE monitor Tritium from just moisture in the air or also in gaseous form. **AWE** advised that both are monitored.

## **Site Update**

**Mark Hedges**  
**Director of Site Operations**

Mark reported that there have been no complaints or concerns reported during the Period.

Members were told about the protestor activity that took place on the 24 November at AWE's Burghfield site, locking down the site for that morning. There had been no prior notification received about the activity which involved protestors locking themselves onto cars. It was well contained and disruption to the local community kept to a minimum. By 13:00 all protestors were moved and roadways clear. Seven arrests were made.

**Cllr Shirt** asked whether it had been one of the normal group of protestors. **Mark Hedges** advised that it was the Trident Ploughshare protestor group.

**Cllr Gardiner** asked what the 7 protestors were arrested for. **Mark Hedges** said they are permitted to protest but were arrested for breaching the peace.

**Cllr Gardiner** asked if AWE could report to the LLC on occurrences and actions taken.

Action 2 /94 AWE to report back to the LLC on the above.

Action: Mark Hedges

## Planning and Development

**John Steele**  
**Planning & Estate Development Manager**

### Aldermaston Manor

John gave members an update on Aldermaston Manor, telling them that the new build element of their development proposal is likely to be removed. Praxis, the current owners of Aldermaston Manor, is now considering conversion of the Manor and Portland House to residential. A planning application may be submitted later this year.

### Grazeley Housing Development

AWE continue to work with Wokingham Borough Council and West Berkshire Council over the housing proposal for Grazeley. Planners appear to have accepted that there should not be any new houses constructed within the Emergency Planning Area. The MOD will be making representation to the local plan consultation the next step of which starts in November 2018.

### AWE Travel Plan

John updated members on the AWE Travel Plan advising them that its overall aim is to reduce the number of vehicles on the public highway and across AWE sites. The targets agreed in 2006 with West Berks Council for reducing single occupancy vehicles (SOV) have not been met and a review in conjunction with West Berks suggests that there is no single cause behind this.

AWE will concentrate on refreshing initiatives that have been successfully implemented in the past, including agile working, raising the profile of the Travel Plan and car sharing, improved public transport routing and encouraging local residents to walk or cycle to work by improving routes to and within site.

Additionally, it is planned to undertake a staff travel survey early in 2019, the results for which will be used to refine the Travel Plan into a tailored version in an update in 2019.

### Questions arising

**Cllr Fisher** mentioned the isolation and accessibility of the Burghfield site and whether improved transport connections would be considered.

**John** confirmed that this would be covered in the survey.

**Cllr Boeck** reported that local commuter routes are blighted by inconsiderate drivers and asked whether AWE could make its staff more road safety aware when travelling through built up areas. He referred to the route through Brimpton.

**John Steele** advised that notices raising awareness are published on the staff portal and that Project Servator patrols during peak commute times have had a positive effect. John added that AWE have funded Speed Indicator Devices (SIDs) for local parishes Ashford Hill and Silchester. It is recognised that Brimpton is a major commuter route and AWE would support safety campaigns in the parish.

## Ask the Regulators

**Gary Cook Lead Site Inspector  
Office for Nuclear Regulation**

Gary Cook gave members an overview of the ONR report covering the period 1 April to 31 July 2018. He reported that during routine inspections at Aldermaston and Burghfield monitoring AWE's arrangements under several Licence Conditions, ONR judged the arrangements made and implemented in response to safety requirements to be adequate in most of areas inspected.

Members were updated on the Burghfield Periodic Review of Safety and advised that AWE continues to progress work to close out the its shortfall findings. AWE will produce a PRS Close Out Report which ONR will assess. This will inform ONR's ability to support long term operations.

There was adequate demonstration of AWE's on-site LC11 emergency arrangements in the Annual Burghfield Level 1 emergency exercise during June. ONR observed strong performances including well demonstrated Command and Control.

**Rob Green  
Environment Agency**

Rob summarised the Environment Agency report for the period since the LLC meeting in July and the inspections completed. These covered: the management of mobile radioactive apparatus; environmental monitoring and analytical laboratories; gaseous radioactive waste management arrangements; AWE's arrangements for inspection, maintenance and monitoring of the Pangbourne Pipeline (PPL); and the issue of an inspection report covering an asset management themed inspection. One non-compliance with the environmental permit authorising radioactive waste disposals from Aldermaston Site was identified during the PPL inspection. This was a minor non-compliance that related to the availability of inspection records.

I also provided an update on the HEPA filters (ageing management of) issue, stating that we are undertaking routine engagement with AWE on this matter, working jointly with ONR, and are in the process of reviewing submissions made by AWE in response to previous commitments it has made to address previously identified shortfalls.

## Questions arising from Ask the Regulators

**Cllr Chishick** referred to PPL and asked what was meant by 'maintenance'.

**Mark Hedges** advised that AWE have a duty of care to monitor and maintain visual inspection of the pipeline. Maintenance is checking and surveillance not dismantling parts and/or repair.

**Cllr Chapman** asked whether there is anything currently flowing through the pipeline.

**Mark Hedges** confirmed that it is capped and not in use.

## Community Programme

**Philippa Kent  
Community Engagement Manager**

Philippa introduced James Melton, Production Engineering Graduate who presented to members on AWE's Schools Engineering Challenge.

James told members that there has been over 20 years of challenges, delivering engineering themed events for local schools, inspiring interest in STEM subjects and strengthening AWE's relationship with the local community.

The 2018 Challenge was themed around Submarines – design, build and trial. The event was hosted at the Aldermaston Recreational Society, seven schools took part and eight AWE apprentices provided support to the students as well as the graduates who were leading the project

The challenge was won by Little Heath School in Tilehurst.

## **AWE Charities**

### **Bucket List Wishes Gini Blesky**

Gini talked to members about local charity 'Bucket List Wishes, telling them why and how the charity was set up and the range of wishes granted. The charity is run by part time volunteers who work and have families whilst donating their time and skills to fundraise and organise wishes.

### **Thrive Paul Scott**

Paul presented on Thrive – using gardening to bring about positive changes in people's lives. He told members about the history of the charity which has 3 regional centres, 10 trustees and over 9000 supporters. It offers social and therapeutic horticulture to people living with long term illness, impairment or disability, promoting physical exercise, social engagement and improved mental health.

## **Burghfield Flood Alleviation Scheme**

### **Paul Pritchard Project Manager**

Paul Pritchard updated members on the progress with the Burghfield Flood Alleviation Scheme. He referred to the 2007 flood event which identified the need for prevention and told members about the scheme designed through 2012- 2014, tender process through 2015 and design implementation in 2016.

The scheme, designed to be sympathetic to planting and wildlife saw improvements to the Brook profile allowing a fourfold increase in volume of water. A total of 55,000 tonnes of earth has been removed to create new formations and 40,000 tonnes of earth has been put back in earth-bank construction.

Members were given a bus tour of the scheme area.

## **Any other Business**

**CIlr Shirt** mentioned his concern over the lack of information cascaded from AWE to LLC members about Project Servator presence in the local areas.

**Mark Hedges** explained that there are MDP officers patrolling in the areas around AWE. There are Project Servator security operations in the local community around AWE regularly,

they can happen anywhere and at any time, random and not publicised in advance, even to AWE.

Close

**2019 Meeting Dates**

Wednesday March 13<sup>th</sup>

Wednesday July 10<sup>th</sup>

Wednesday November 6<sup>th</sup>

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**JOINT WASTE DISPOSAL BOARD**  
**12 OCTOBER 2018**  
**(9.29 - 11.43 am)**

Present: Bracknell Forest Borough Council  
Councillor Mrs Dorothy Hayes MBE

Reading Borough Council  
Councillor Tony Page

Wokingham District Council  
Councillor Norman Jorgensen  
Councillor Simon Weeks

Officers: Peter Baveystock, Wokingham Borough Council  
Grace Bradbrook, Re3 Principal Finance Officer  
Monika Bulmer, re3 Marketing and Communications Officer  
Oliver Burt, re3 Strategic Waste Manager  
Damian James, Bracknell Forest Council  
Dave Moore, Reading Borough Council

Apologies for absence were received from:

Councillor Iain McCracken, Bracknell Forest Council  
Councillor Sophia James, Reading Borough Council

**11. Declarations of Interest**

There were no declarations of interest.

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

**RESOLVED** that the minutes of the meeting of the Joint Waste Disposal Board held on the 6 July 2018 be approved as a correct record and signed by the Chairman.

Arising on the minutes it was noted:

Minute 38 – The Waste Strategy had been signed off and adopted by all three of the Local Authorities following endorsement from the Board. The re3 Strategic Waste Manager was happy for the Strategy to be published on to the re3 website so that the Council's would be able to refer easily to the document.

Minute 6 – A report on the School Campaign would be brought back to the Board at a future meeting.

**13. Urgent Items of Business**

There were no urgent items of business.

**14. Progress Report**

The Board received a report briefing them on the progress in the delivery of the re3 Joint Waste PFI Contract. The report covered:

- Re3 Partnership

- Re3 Strategy
- Wood
- Paint
- Re3Grow Composts
- Plastic
- HWRC User Satisfaction
- HWRC Project
- Commercial Vehicle Permits
- Resources and Waste Strategy
- Communications update

The Board was advised that:

### **Re3 Partnership and Strategy**

- Over the last 15 months the partnership had made good progress, including the implementation of the re3 strategy, kerbside wood recycling from October 2018, the introduction of pots, tubs and trays, the lotta bottle campaign and the introduction of food waste collection in Wokingham from April 2019.
- Objective 3 of the re3 strategy was to progress towards 50% household waste collection. A performance table had been produced for each council which set out the indicators and targets and measured progress.
- The recycling performance targets had been set by the individual Councils and will be reported throughout the period of the strategy.
- Work would be undertaken on material specific data throughout the year and the indicators would help to shape future decision and give an insight on areas that required improvement.
- Bracknell were meeting their kerbside target and Q1 2018/19 was an improvement on same quarter last year. Reading had not met the statutory target but recycling performance was better this year than last year, there had however been a slight reduction in kerbside recycling contamination. Wokingham – had increased the overall recycling rate but there were still some contamination issues to address.
- The recycling rate is different in summer than winter, often as a result of changes in volume of green waste.
- Board Members stressed the promptness of data as timely information was critical.

### **Wood**

- Work was progressing with FCC for options for wood recycling. The details were being finalised with the preferred taker which was subject to trials. This could increase the recycling rate by <3.5%.
- The contractor was looking for 3 year contact.
- The Board was reminded that the Environment Agency was looking at wood standards but this would probably not be for the next 9 months.

- The wood recycling would apply to DIY wood/Timber, not tree cuttings.
- The figures at Appendix 1 didn't stack up with figures at 5.6 in the report. It was explained that the difference was a result of the ongoing negotiations on final terms. The correct and final figure would be clarified.

### **Paint**

- Alongside the potential changes to wood there was a need to change the way paint recycling was processed.
- A review was underway to see if it was possible to harden paint at the HMRCs as a number of other Local Authorities already undertake this process and it could help to deliver a significant saving on current cost of processing paint.
- FCC were trialling paint hardening at two centres to ascertain cost and how to undertake the process.
- A report would be brought back to the Board in January to detail both the paint sales and how the paint hardening trial had gone.
- Officers will explore whether paint could be sold from the re3 Recycling Centres, similar to sales of re3Grow compost.

### **Compost**

- Sales of compost went well this year. All 2000 bags were sold within a month.
- The compost would start to be sold in February/March, for the whole length of spring and the price would remain the same as in 2018.

### **Plastic**

- The data had been circulated to the Board prior to the meeting.
- Pots tubs and trays appeared to be below target levels but that was the result of the PET plastics being recycled via the same route as plastic bottles. This is a higher quality material stream and indicates the effectiveness of the re3 MRF.
- There had been a notable increase in plastic recycling due to the media coverage of the issue and commitments from some retailers to produce less plastic waste.
- The public were more aware of contamination issues.

### **HWRC User Satisfaction**

- The overall picture was most positive.
- Performance on both sites received 98% and 99 % satisfaction, which suggested that residents feel that both sites offered a good service.

- The majority of users tended to use the sites once a month. Officers explained that this highlights the inter-relationship between waste collection and the Recycling Centres.

### **HWRC project**

- Detailed analysis was being undertaken regarding how and when both sites would reach capacity.
- Traffic count data was also being reviewed.
- Neither site was currently at capacity however this was being kept under review and any change would be reported to the Board. Officers explained that the tonnage capacity of the facilities as waste tonnages had fallen from over 200,000 per annum at the commencement of the contract. Current annual waste is expected to be 182,000 tonnes. The site had the capacity to take 295,000 tonnes of waste per annum.
- Officers would prepare a briefing on the potential for a reuse shop at the re3 Recycling Centres.
- Members wanted to ensure that both sites had the ability to handle increased waste truck visits.

### **Commercial Vehicle Permits**

- A postcode look-up feature was about to go live on the webform. This would allow residents to input their re3 area address accurately.
- Options were being investigated to follow up with frequent users that were potentially trade users posing as household waste visitors.
- Ingress of trade waste is a problem for many sites. Officers explained that application of the existing controls were considered to be appropriate at present.
- If further steps were needed, the example of other authorities and sites would be reviewed. Warwickshire CC had additional measures in place and officers will provide a briefing on them at a future meeting.
- It was noted that Vale of Glamorgan operated a system similar to that employed by re3 for the retrieval of recyclable or reusable items delivered in bags to the Recycling Centres. The principal difference was that Vale of Glamorgan residents are invited to remain whilst their waste is sorted and the items which should not be disposed are highlighted.

### **Resources and Waste Strategy**

- The EU Circular Economy Package (which introduced recycling rates of 55% by 2025) had been adopted and was therefore expected to be retained by the UK even after Brexit.
- As part of the same package, producer responsibility principles were being extended. It was felt that moving towards full cost recovery would present alternative ways of funding waste management.

- The chancellor had previously said that there would be taxation introduced on plastic waste. This will take the form of a potential tax on plastic items with a recycled content below 30%.
- It had been reported that food waste collection may become compulsory for Local Authorities in the long term.
- The Governments Waste and Resources Strategy was expected to be published before the end of 2018.

## **Communications**

- Raising recycling awareness, in particular plastics as this was a high engaging topic at present and there was a good story to share as re3 plastic was recycled in the UK.
- Recycle week had just happened and had helped to engage residents across different levels. National and local press and media had been taken to the MRF, had received presentations and conducted interviews. Coverage in the media had been very good, and feedback was positive, with the press pleased to be invited.
- re3 also recruited three residents who shared their experience of plastic recycling, the programme received national coverage and was repeated on numerous occasions.
- Public tours were organised during Recycle Week, 24th – 30th September and facilitated by re3 Officers. There were five guided tours, allowing 75 people to attend (80% attended). Residents visiting the MRF facility were shown a presentation that helped them to understand the importance of recycling and the sorting process. All tours also included Q&A. Feedback following the tours was very positive.
- The tours had been eye opening, with the public enjoying seeing the process. Future tours will be arranged.
- A social media campaign using localised images had worked well. More were being prepared.
- There had been a 260% increase in social media followers since 2018. Councils were also now sharing re3 content, and re3 is producing specific content for each council for sharing on their individual pages also.
- Advertising was going to be introduced on digital screens and reading buses, similar to the adverts in the council magazines.
- The Re3cyclopedia app had been launched. Key features included searching for waste items and finding recycling sites. So far there had been over 600 downloads of the App.
- On the 10 September the new glass collection vehicles were presented as part of the glass campaign. These had been named Kate Binslet and Jar Jar Clinks.

- The food waste adverts had been included in the Primary Times magazine, this had been sent to all primary children.
- Email banners were being used to promote recycling. It is hoped that the respective waste collection teams and even re3 Councillors could use the themed signatures, for a period of time, in future.
- A new re3 logo was being developed by officers which highlighted the partnership of the three councils - “working together with you” was the new possible strapline on the logo.
- Foil advertising was underway which was in cooperation with Alupro. A campaign relating to fast food takeaways would commence in December.
- Central Berkshire Recycling had been picked as a case study on the G20 Global infrastructure Hub website. The link to the website would be sent to Board Members.
- The re3 Marketing and Communications Officer has attended meetings with Wokingham Borough Council team and WRAP to provide communications support that would help introduce a food waste collection in Wokingham Borough. It was requested that this communication be shared with the Board.

**RESOLVED that**

- i. Members note the contents of the report.
- ii. Members support the planned paint hardening trial and seek a further report to the JWDB in January 2018 as described at 5.14 of the re3 Strategic Waste Manager’s report.
- iii. Members agree for the second batch of 6,000 bags of re3Grow compost to be produced using the same method as utilised for the first.
- iv. Members receive a further report on research into the requirements and potential benefits of a reuse shop as described at 6.18 of the re3 Strategic Waste Manager’s report.
- v. Members agree the proposed times of closure for the Household Waste Recycling Centres over Christmas and New Year 2018/19 as described at 6.30 of the re3 Strategic Waste Manager’s report.

**15. Exclusion of Public and Press**

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 16 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

**16. Finance Report**

The Board received a report briefing them on the Partnership’s current financial

position.

It was requested that an additional Board meeting be held in November/December.

**RESOLVED** that:

- i. Members note the contents of this report.
- ii. Members indicate that they would like officers to prepare a detailed report on the potential to deliver savings via the closure of re3 HWRCs for periods in the week, as described at 6.20 in the re3 Strategic Waste Manager's report.
- iii. Members indicate their willingness to withdraw support for the continued commissioning, by the Contractor, of Aon as Broker to the re3 PFI Contract.
- iv. Members endorse the recommendation at 7.7 of the re3 Strategic Waste Manager's report and approve bid A for the processing of food waste within the re3 Shared Waste PFI Contract.

**17. Date of the Next Board Meeting**

The date of the next Joint Waste Disposal Board was Thursday 24 January at Wokingham Borough Council.

**18. A.O.B**

It was requested that there be substitute members of the Joint Waste Board. The Board Manager requested that Officers took this back to their individual councils for discussion on how this should be arranged.

**CHAIRMAN**

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOODS

TO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE		
DATE:	18 MARCH 2019		
TITLE:	CLIMATE EMERGENCY		
SERVICE:	PLANNING DEVELOPMENT AND REGULATORY SERVICES	WARDS:	ALL
LEAD CLLR:	CLLR PAGE		
AUTHOR:	BEN BURFOOT	TEL:	72232
JOB TITLE:	SUSTAINABILITY MANAGER	E-MAIL:	<a href="mailto:ben.burfoot@reading.gov.uk">ben.burfoot@reading.gov.uk</a>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 The report summarises the Council's intention in respect of the motion brought to full Council declaring a 'Climate Emergency' and sets out the intended course of action.
- 1.2 In February 2019 the Council received a petition from 798 residents urging the Council to declare a Climate Emergency.
- 1.3 A motion was brought by the Council confirming that the Council believes the world is now in a 'Climate Emergency' and committing the Council to play a full role in achieving a carbon neutral Reading by 2030.
- 1.4 The Council instructed officers to report to the SEPT and Policy Committees on further potential measures that could accelerate the timescale for reducing carbon dioxide emissions to zero by 2030, but recognises that this date can only be achieved with substantial policy changes from national government.
- 1.5 The Council also requests officers to ensure that forthcoming revisions to the Local Transport Plan and Climate Change Strategy (and any other relevant policy statements) reflect the urgency of this resolution.
- 1.6 The Council additionally instructs the Chief Executive to write to our local MPs, and to the Prime Minister and to relevant Government departments (DEFRA, MHCLG, DfT, and Treasury) setting out the

above requirements and the need for new legislation and financial support to deliver this radical agenda.

## **2.0 RECOMMENDED ACTION**

- 2.1 That the Committee instructs officers to bring a report to the next Strategic Environment Planning and Transport Committee on further potential measures that could accelerate the timescale for reducing carbon dioxide emissions to zero by 2030.**
- 2.2 That the committee instructs the Chief Executive of the Council to write to local MPs, the Prime Minister and to relevant Government Departments setting out the requirements and the need for new Legislation and financial support to deliver this agenda.**
- 2.3 That the Committee instructs officers to ensure that upcoming strategy revisions including the Local Transport Plan and Climate Change Strategies reflect the urgency of the resolution.**

## **3.0 BACKGROUND**

- 3.1 The current Climate Change Strategy for Reading 2013-2020 (Reading Means Business on Climate Change), was in Sept 2013.**
- 3.2 The strategy sets out a vision for Reading for 2020, with low carbon being the norm in 2050. It proposes a target for the Borough as a whole to reduce emissions by 34% by 2020 (against a 2005 baseline). In 2016 Reading had reduced its carbon footprint by 41%.**
- 3.3 In December 2015, the UK, alongside 195 other nations, agreed to sign the global Climate Agreement in Paris. The agreement seeks to reduce emissions to limit global warming by two degrees, with an ambition to seek to limit it to one and a half degrees. The agreement came into force in November 2016.**
- 3.4 In line with the commitment made in Paris, the Council became a signatory to the UK100 Clean Energy Pledge alongside over 80 other local authorities in the UK. An extract of the pledge is shown below:**

***We have the ambition of making all our towns and cities across the UK 100% clean before 2050, in line with the commitments made nationally and internationally at the Paris Summit.***

- 3.5 At Full Council on the 26<sup>th</sup> February 2019, a petition was received from Extinction Rebellion calling for the Council to support the following goals:**

- Declaring a Climate Emergency.
- Pledging to make the borough of Reading carbon neutral by 2030.
- Developing a detailed action plan and reporting back to the Council in six months time.
- Reviewing all existing policies, strategies and procedures in light of these new objectives.

3.6 At the same meeting the Council moved a motion (appended) declaring a climate emergency and resolving to take action to accelerate a carbon neutral Reading to 2030.

#### **4.0 CONTRIBUTION TO STRATEGIC AIMS**

4.1 The Council has made a commitment to lead in tackling climate change in Reading, adopting the 2013-2020 Climate Change Strategy.

4.2 The Council's Corporate Plan sets out the following Service Priorities:

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

4.3 The Climate Change Strategy sets out its strategic priorities, which feed into all of these service priorities, in particular through protecting those vulnerable to fuel poverty and in creating a low carbon economy and infrastructure fit for the future.

#### **5.0 COMMUNITY ENGAGEMENT AND INFORMATION**

5.1 Widespread community engagement will take place in due course in the updating of a range of Council strategies including the upcoming revisions to the Reading Climate Change Strategy and Local Transport Plan.

#### **6.0 LEGAL IMPLICATIONS**

6.1 The legal implications will be reported when specific plans and proposals are brought in due course.

#### **7.0 FINANCIAL IMPLICATIONS**

7.1 The financial implications will be reported when specific plans and proposals are brought in due course.

## **8.0 BACKGROUND PAPERS**

8.1 Motion agreed at Full Council 26<sup>th</sup> February 2019.

8.2 Extract of Full Council minutes 26<sup>th</sup> February 2019

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE</b>		
<b>DATE:</b>	<b>18 MARCH 2019</b>		
<b>TITLE:</b>	<b>MAIN MODIFICATIONS TO THE LOCAL PLAN</b>		
<b>LEAD COUNCILLOR:</b>	<b>COUNCILLOR PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT</b>
<b>SERVICE:</b>	<b>PLANNING</b>	<b>WARDS:</b>	<b>ALL</b>
<b>LEAD OFFICER:</b>	<b>MARK WORRINGHAM</b>	<b>TEL:</b>	<b>0118 9373337</b>
<b>JOB TITLE:</b>	<b>PLANNING POLICY TEAM LEADER</b>	<b>E-MAIL:</b>	<a href="mailto:mark.worringham@reading.gov.uk">mark.worringham@reading.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1 The Council is replacing its existing development plans (the Core Strategy, Reading Central Area Action Plan and Sites and Detailed Policies Document) with a new single Local Plan to set out how Reading will develop up to 2036. Three consultations have been undertaken on this Local Plan between 2016 and 2018. The Local Plan was submitted to the Secretary of State on 29<sup>th</sup> March 2018, which marked the beginning of a public examination held by an independent Planning Inspector.
- 1.2 The Inspector has informed the Council that main modifications will be needed to make sure that the plan is sound and legally compliant. These main modifications need to be subject to consultation and Sustainability Appraisal. However, the Inspector has not yet provided a list of modifications, despite informing the Council that these would be received by 1<sup>st</sup> March. Therefore, although it was anticipated that a full list of modifications could be considered by this Committee for consultation, this is not the case. Should the Inspector come back to the Council before Committee, it may be possible to provide updated information before, or at, Committee.

## 2. RECOMMENDED ACTION

- 2.1 That the position regarding main modifications to the Local Plan be noted.

### **3. POLICY CONTEXT**

- 3.1 The Local Plan sets out the planning policies for an area and is the main consideration in deciding planning applications. The existing local plan for Reading, previously referred to as the Local Development Framework, currently consists of three documents - the Core Strategy (adopted 2008, amended 2015), Reading Central Area Action Plan (RCAAP, adopted 2009) and Sites and Detailed Policies Document (adopted 2012, amended 2015).
- 3.2 Various changes have meant the need to review the Local Plan. In particular, the publication of the National Planning Policy Framework (NPPF) in 2012 (amended again in 2018) meant significant changes, in particular the need for local planning authorities to identify their 'objectively assessed development needs' and provide for them. The need to review the local plan as a single, comprehensive document was identified in a Local Development Scheme, which is the programme for producing planning policy documents, the latest version of which was agreed by this committee on 23<sup>rd</sup> November 2016 (Minute 15 refers).

### **4. THE PROPOSAL**

#### **(a) Current Position**

- 4.1 The first stage of preparing the Local Plan was consultation on Issues and Options. An Issues and Options for the Local Plan document was approved by this committee on 24<sup>th</sup> November 2015 (Minute 22 refers), and consultation was carried out between January and March 2016. The second stage was production of a full Draft Local Plan and Proposals Map for consultation. The Drafts were approved by this committee on 4<sup>th</sup> April 2017 (Minute 26 refers), and consultation was carried out during May and June 2017. The third stage was a Pre-Submission Draft Local Plan and Proposals Map, which was approved by this committee on 22<sup>nd</sup> November 2017 (Minute 14 refers), and consultation on which was carried out between November 2017 and January 2018.
- 4.2 After consultation on the Pre-Submission Draft Local Plan, the Council submitted the Local Plan to the Secretary of State on 29<sup>th</sup> March 2018. Submission of a Local Plan document marks the beginning of a public examination, during which an independent Planning Inspector considers whether the plan is sound, legally compliant and fulfils the duty to co-operate. The Planning Inspector appointed to examine the Local Plan was Louise Gibbons, who set the programme, procedure and main issues for the examination.
- 4.5 The main focus of the examination was a set of public hearings held between 25<sup>th</sup> September and 5<sup>th</sup> October 2018 in the Town Hall, in which Council officers and those invited to take part spoke to discuss the soundness and legal compliance of the plan. A report on the

examination hearings, including additional information requested by the Inspector, was considered at this committee on 21<sup>st</sup> November 2018.

- 4.6 The hearings have now closed. The full outcome of the examination will not be known until the Inspector produces her final report. However, the Inspector has considered the information presented, and has informed the Council that there will be instances where ‘main modifications’ are required. Main modifications are those changes that affect the direction or interpretation of policy, and therefore require an additional consultation stage. Where an Inspector identifies such changes, the plan would not be found ‘sound’ or legally compliant without them, and could not therefore be adopted. It is not surprising that main modifications have been identified, as they are now regularly required by Inspectors. Whilst the Inspector identifies the broad changes necessary, it is for the Council to draft the specific wording and then consult on these modifications.
- 4.7 Despite informing the Council to expect a list of main modifications by 1<sup>st</sup> March 2019, this has not yet been provided. The Inspector has also indicated that there may be matters where further information is required, but has not outlined what that would be. Therefore, whilst it was anticipated that this Committee would agree a list of main modifications for consultation, this has not been possible.
- 4.8 It is possible that the Inspector’s response may be received before the date of Committee. In this case, depending on the level and complexity of changes required, it may be possible to provide updated information before Committee, or to verbally update at Committee. Officers will endeavour to provide any update as soon as possible.
- 4.9 The Council will write separately to the Planning Inspectorate to express concerns about the process following the hearings, in view of the Government’s priority that Councils get local plans in place.
- (b) Option Proposed
- 4.10 At this stage, Committee is recommended to note the position of the Local Plan main modifications. Assuming that no update can be provided to this meeting that changes the position, the intention is now to bring a report to Policy Committee on 10<sup>th</sup> June seeking approval to consult on main modifications. This consultation could then be carried out in June and July, with a view to receiving a final Inspector’s Report in time to adopt the Local Plan at Council on 15<sup>th</sup> October. These timescales are clearly subject to receiving timely responses from the Inspector.
- (c) Other Options Considered
- 4.11 Without further information from the Inspector, there are no alternative options to the proposed option at this stage.

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

5.1 The Local Plan, through setting out the way Reading will develop to 2036, will contribute to the following priorities in the Corporate Plan 2018-21:

- Securing the economic success of Reading;
- Improving access to decent housing to meet local needs;
- Keeping Reading's environment clean, green and safe;
- Promoting great education, leisure and cultural opportunities for people in Reading.

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

6.1 'Main modifications' are those that would require additional consultation. A further six-week period of consultation is therefore required, which will be carried out in line with the Statement of Community Involvement (adopted March 2014), as for previous Local Plan consultations. The consultation would be focused on the main modifications only, not the remainder of the Local Plan. The consultation timetable will depend on when the Inspector responds.

## **7. EQUALITY ASSESSMENT**

7.1 The Sustainability Appraisal of the Main Modifications for the Local Plan will incorporate the requirement to carry out a screening stage of an Equality Impact Assessment. A full Sustainability Appraisal that examines the effects of each policy and development site within the plan was submitted alongside the Local Plan on 29<sup>th</sup> March 2018<sup>1</sup>. A Sustainability Appraisal of the modifications will either be provided as an update to this meeting, or to a future meeting at which main modifications are considered.

## **8. LEGAL IMPLICATIONS**

8.1 Local plans are produced under the Planning and Compulsory Purchase Act 2004. Under Section 20 (7C) of the Act, an Inspector can recommend main modifications, but only if requested to do so by the local authority. The process for producing local plans is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Regulations 23, 24 and 25 concern the process for examination of a Local Plan and publication of an Inspector's Report.

## **9 FINANCIAL IMPLICATIONS**

9.1 Production of the Local Plan prior to examination stage has been carried out within existing planning budgets. The holding of an examination is a significant cost to the Council and the full scale of the cost will only

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<sup>1</sup> [http://www.reading.gov.uk/media/8050/Sustainability-Appraisal-of-the-Presubmission-Local-Plan-1117/pdf/Sustainability\\_Appraisal\\_of\\_the\\_Presubmission\\_Local\\_Plan\\_1117.pdf](http://www.reading.gov.uk/media/8050/Sustainability-Appraisal-of-the-Presubmission-Local-Plan-1117/pdf/Sustainability_Appraisal_of_the_Presubmission_Local_Plan_1117.pdf)



become known once the Inspector's Report has been issued and the Planning Inspectorate provides an invoice. The costs associated with consultation on main modifications will be very limited, and will be met from existing budgets.

#### Value for Money (VFM)

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

#### Risk Assessment

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

#### **BACKGROUND PAPERS**

- Planning and Compulsory Purchase Act 2004
- Localism Act 2011
- The Town and Country Planning (Local Planning) (England) Regulations 2012
- National Planning Policy Framework
- Local Development Scheme, November 2016
- Submission Draft Local Plan, March 2018
- A wide range of evidence on various matters available on [www.reading.gov.uk/localplanexamination](http://www.reading.gov.uk/localplanexamination)

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT, CULTURE AND SPORT

<b>TO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE</b>		
<b>DATE:</b>	<b>18 MARCH 2019</b>		
<b>TITLE:</b>	<b>CONSULTATION ON STATEMENT OF COMMUNITY INVOLVEMENT</b>		
<b>LEAD COUNCILLOR:</b>	<b>COUNCILLOR PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT</b>
<b>SERVICE:</b>	<b>PLANNING</b>	<b>WARDS:</b>	<b>ALL</b>
<b>LEAD OFFICER:</b>	<b>MARK WORRINGHAM</b>	<b>TEL:</b>	<b>0118 9373337</b>
<b>JOB TITLE:</b>	<b>PLANNING POLICY TEAM LEADER</b>	<b>E-MAIL:</b>	<b><u><a href="mailto:mark.worringham@reading.gov.uk">mark.worringham@reading.gov.uk</a></u></b>

## 1. EXECUTIVE SUMMARY

- 1.1 The Statement of Community Involvement (SCI) is a planning document that details how consultation and community involvement on plans and applications will be carried out. It is a statutory requirement to have an SCI in place, and one of the considerations for examination of any future development plans will be whether it has complied with the SCI.
- 1.2 The Council's most recent SCI was adopted in March 2014. There is now an opportunity to consider whether there is a need to revise the SCI, to ask the community whether this represents the best way of consulting, learn from experience, and take account of any legislative changes. Rather than producing a full draft at this stage, it is proposed to consult on this in the form of a discussion paper.

## 2. RECOMMENDED ACTION

- 2.1 That the Consultation Paper on the Statement of Community Involvement (Appendix 2) be approved for community involvement.

## 3. POLICY CONTEXT

- 3.1 The Statement of Community Involvement is a document which is part of a local authority's set of planning policy documents, and its purpose is to set out how the local planning authority will involve the community in producing planning documents, as well as on planning applications and

pre-application enquiries. It discusses which groups will be consulted, when, how and for how long. It is a statutory requirement that a local planning authority should have a Statement of Community Involvement.

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

##### **(a) Current Position**

- 4.1 The Council adopted its current Statement of Community Involvement at this Committee on 19<sup>th</sup> March 2014 (Minute 33 refers), after going through consultation on a draft version between November 2013 and January 2014. Its role was to provide the basis for undertaking consultation and community involvement in producing the Local Plan.
- 4.2 The SCI therefore was used in designing and carrying out the three community involvement stages of the Local Plan, with Issues and Options for the Local Plan subject to consultation between January and March 2016, consultation on a Draft Local Plan during May and June 2017, and finally consultation on a Pre-Submission Draft Local Plan and Proposals Map between November 2017 and January 2018. In addition, the SCI has informed community involvement on a number of Supplementary Planning Documents providing more detail on topics or sites.
- 4.3 At this stage, with the examination hearings for the Local Plan having taken place and an Inspector's report expected shortly, there are no new development plans proposed to be produced in the near future. However, it offers an opportunity to consider the success of the consultations that have taken place on the Local Plan. An updated SCI would also continue to be of use for production of supplementary planning documents, as well as for expectations in terms of developers consulting on pre-application enquiries.
- 4.4 Finally, there is now a statutory requirement in place that SCIs set out how local planning authorities intend to support neighbourhood planning in their areas. Neighbourhood plans form part of the development plan, but are produced by neighbourhoods with support from the local authority, using streamlined procedures, and are approved by local referendum. The Neighbourhood Planning Act 2017 states that an SCI must contain the policies for providing assistance for neighbourhoods with neighbourhood development orders and neighbourhood plans. This was brought into force on 31<sup>st</sup> July 2018. There are no neighbourhood plans or development orders in Reading, nor are there currently any properly constituted neighbourhood forums capable of instigating such measures, but it is possible that this could change, and in any case the Act states that this requirement applies whether or not such bodies exist. The SCI therefore requires update to take this into account.

##### **(b) Option Proposed**

- 4.5 It is proposed that the best approach would be a discussion paper asking how the community wishes to be consulted in the future. Other than the

neighbourhood planning requirements outlined in paragraph 4.4, the Council does not yet have any fully formed view on the need for changes to the SCI. A full draft SCI at this stage is not therefore considered the correct approach, and it would also potentially give the impression that the decision on the SCI contents had already been made. For that reason, a discussion paper centred on a small number of targeted questions is proposed.

4.6 Committee is therefore recommended to approve the Consultation Paper on the Statement of Community Involvement (Appendix 2) for consultation.

4.7 Once consultation is complete, the Council will need to prepare a revised draft SCI. Unless the significant changes would be limited to those already suggested in this consultation, a full draft would then need to be subject to a further period of consultation, and is therefore expected to be brought back to a future meeting of this committee. Depending on whether significant changes are necessary to the draft, the SCI could then be adopted.

(c) Other Options Considered

4.7 There is one alternative option, which is not to produce a new version of the SCI and instead continue to rely on the 2014 version.

4.8 This option would not deal with the statutory requirement to set out a policy on neighbourhood planning. Other than that, it would continue to fulfil the statutory minimum requirements. However, it would miss an opportunity to consider again the best ways of using limited resources to get the most out of consultation exercises.

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

5.1 The Statement of Community Involvement will contribute to the following priorities in the Corporate Plan 2018-21, through ensuring that planning policy takes account of the views of the community and that community involvement makes the best use of resources available:

- Securing the economic success of Reading;
- Improving access to decent housing to meet local needs;
- Keeping Reading's environment clean, green and safe;
- Promoting great education, leisure and cultural opportunities for people in Reading;
- Ensuring our Council is fit for the future.

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

6.1 The Statement of Community Involvement sets out how community involvement on planning matters will be carried out. The Consultation Paper on the Statement of Community Involvement will be subject to a six-week period of consultation. This will be carried out in line with the

existing Statement of Community Involvement (SCI), adopted by Council in March 2014 (Minute 33 refers).

## **7. EQUALITY ASSESSMENT**

- 7.1 The Scoping Assessment, included at Appendix 1 identifies that an Equality Impact Assessment (EqIA) is relevant to the Statement of Community Involvement. The EqIA (also at Appendix 1) identifies that there are positive impacts for all protected characteristics, but particularly on age and racial groups, as defined in the Equality Act, because some of these groups have traditionally been underrepresented in consultation in the past meaning, which the SCI can seek to target. Compliance with the duties under S149 of the Equality Act 2010 can involve treating some persons more favourably than others, but it is not considered that there will be a negative impact on other groups with relevant protected characteristics.

## **8. LEGAL IMPLICATIONS**

- 8.1 A Statement of Community Involvement is a requirement under Section 18 of the Planning and Compulsory Purchase Act 2004. The 2004 Act was amended by section 180 of the Planning Act 2008, which streamlined the process of production, including removing the need for independent examination. An additional amendment to Section 18 was made by Schedule 12 of the Localism Act 2011 to reflect neighbourhood planning.
- 8.2 Under Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended 2017), a local planning authority must review a SCI within five years of the date of its adoption. For Reading, this means a review must be undertaken by 25th March 2019.
- 8.2 Section 6 of the Neighbourhood Planning Act 2017 introduced a requirement for SCIs to set out the local planning authority's policies on providing advice and assistance on making neighbourhood development orders and modification of neighbourhood development plans. The Neighbourhood Planning Act 2017 (Commencement No. 3) Regulations 2018 brought this into force from 31<sup>st</sup> July 2018.

## **9 FINANCIAL IMPLICATIONS**

- 9.1 In terms of the SCI itself, the work undertaken on drafting it and the expenditure on community engagement, has been, and will continue to be, funded from existing budgets.
- 9.2 The contents of the SCI will potentially have financial implications for community involvement on future documents. The cost of consultation can vary widely depending on the means used to communicate and whether there are consultation events.

- 9.3 The SCI is expected to be amended to refer to support for neighbourhood planning. With no current neighbourhood plans in place or proposed, this would have no immediate resource implications. However, this could change if a constituted neighbourhood group wished to proceed with a neighbourhood plan, and this would have significant resource implications. In other authorities where neighbourhood plans are regularly produced, at least one dedicated officer is often required, and there are also substantial costs associated with holding an examination and local referendum. However, the statutory requirement to provide support to neighbourhood groups would exist with or without a reference in the SCI.

#### Value for Money (VFM)

- 9.4 The SCI will provide value for money in that it specifically considers how resources could be most efficiently used in carrying out community involvement, particularly including through electronic communications. It also considers how to target specific groups and areas to make best use of resources.

#### Risk Assessment

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

#### **BACKGROUND PAPERS**

- Planning and Compulsory Purchase Act 2004
- Town and Country Planning (Local Planning) (England) Regulations 2012
- Neighbourhood Planning Act 2017
- National Planning Policy Framework
- Statement of Community Involvement (adopted March 2014)

**APPENDIX 1: EQUALITY IMPACT ASSESSMENT****Provide basic details**

**Name of proposal/activity/policy to be assessed:**

Statement of Community Involvement (SCI)

**Directorate:** DENS - Directorate of Environment and Neighbourhood Services

**Service:** Planning, Development and Regulatory Services

**Name:** Mark Worringham

**Job Title:** Planning Policy Team Leader

**Date of assessment:** 17/01/19

**Scope your proposal**

**What is the aim of your policy or new service?**

To set out how community involvement on planning documents and decisions will be carried out.

**Who will benefit from this proposal and how?**

The local community and other stakeholders will benefit through being involved in planning documents and decisions at a time and in a way when there is a genuine opportunity to shape the results.

**What outcomes will the change achieve and for whom?**

The community will have a genuine say in planning documents and decisions. For planning policy documents, specific efforts will be made to reach previously underrepresented groups, e.g. younger people, ethnic minorities and people in certain areas of Reading.

**Who are the main stakeholders and what do they want?**

Local residents, community and voluntary groups, local businesses, relevant developers and landowners, infrastructure providers, statutory consultees. All stakeholders would like a greater say in the planning process, and in a manner which enables them to have a genuine influence.

**Assess whether an EIA is Relevant**

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc)

Yes ☒ No ☐



Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, feedback.

Yes ☒ No ☐

If the answer is **Yes** to any of the above you need to do an Equality Impact Assessment.

If No you **MUST** complete this statement

An Equality Impact Assessment is not relevant because: N/A

### Assess the Impact of the Proposal

Your assessment must include:

- **Consultation**
- **Collection and Assessment of Data**
- **Judgement about whether the impact is negative or positive**

### Consultation

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted
Local residents, community and voluntary groups, local businesses, relevant developers and landowners, infrastructure providers, statutory consultees	Consultation will involve notifying consultees of the documents, publication on the website, availability in key offices, press releases, social media etc.	March to June 2019

### Collect and Assess your Data

#### **Describe how could this proposal impact on Racial groups**

In the SCI, ethnic minority groups have been specifically identified as being groups whose involvement should be specifically sought due to their underrepresentation in previous consultations. The new consultation asks how this can be strengthened. Impacts are therefore expected to be positive.

Is there a negative impact? Yes ☐ No ☒ Not sure ☐

#### **Describe how could this proposal impact on Gender/transgender (cover pregnancy and maternity, marriage)**

There are no identified impacts on gender/transgender. Impacts are therefore expected to be positive.

Is there a negative impact? Yes ☐ No ☒ Not sure ☐

#### **Describe how could this proposal impact on Disability**

The existing SCI specifically identifies the need to ensure that consultation methods and materials are accessible to all. Impacts are therefore expected to be positive.

Is there a negative impact? Yes ☐ No ☒ Not sure ☐

**Describe how could this proposal impact on Sexual orientation (cover civil partnership)**

There are no identified impacts on sexual orientation.

**Is there a negative impact?** Yes ☐ No ☒ Not sure ☐

**Describe how could this proposal impact on Age**

In the existing SCI, younger people (under 40) have been specifically identified as being groups whose involvement should be specifically sought due to their underrepresentation in previous consultations. The new consultation asks how this can be strengthened.

Impacts are therefore expected to be positive.

**Is there a negative impact?** Yes ☐ No ☒ Not sure ☐

**Describe how could this proposal impact on Religious belief?**

The existing SCI does not specifically identify measures aimed at specific religious groups. However, following the SCI guidelines will make consultations appropriate to the groups that are likely to be affected. Impacts are therefore expected to be positive.

**Is there a negative impact?** Yes ☐ No ☒ Not sure ☐

**Make a Decision**

Tick which applies

1. **No negative impact identified** Go to sign off ☒

2. **Negative impact identified but there is a justifiable reason**

☐

You must give due regard or weight but this does not necessarily mean that the equality duty overrides other clearly conflicting statutory duties that you must comply with.

**Reason**

3. **Negative impact identified or uncertain**

☐

**What action will you take to eliminate or reduce the impact? Set out your actions and timescale?**

**How will you monitor for adverse impact in the future?**

The results of consultation exercises will continue to be analysed to identify whether any particular groups are particularly excluded from the community involvement processes.

Signed (completing officer)	Mark Worringham	Date: 17 <sup>th</sup> January 2019
Signed (Lead Officer)	Mark Worringham	Date: 17 <sup>th</sup> January 2019

## APPENDIX 2: PROPOSED CONSULTATION PAPER ON THE STATEMENT OF COMMUNITY INVOLVEMENT

### Introduction

The Council needs to have a Statement of Community Involvement (SCI), which sets out how the authority will involve the community in preparing planning documents in their area. The SCI also covers how the community will be engaged in major development proposals, particularly before a planning application is made.

Reading's existing SCI was adopted on 19<sup>th</sup> March 2014, and is included as Appendix 1 to this consultation paper. The document has guided community involvement and consultation in producing the Council's Local Plan, which has recently been subject to public examination, as well as a number of supplementary planning documents.

We are now consulting on whether there should be any changes to the SCI. We know that there are some areas where an update is required (for instance related to neighbourhood planning) but we would like your views on whether the document remains fit for purpose, particularly since means of communication evolve quite quickly.

Please provide any comments by 3<sup>rd</sup> May 2019.

Comments should be made in writing, either by e-mail or post. We would prefer responses that address the specific questions asked throughout this document (shown in grey boxes). A form, setting out these questions, is available alongside this document. However, you do not need to answer all questions, so if you only wish to address certain parts of the consultation, please feel free to respond without using the form.

Please send any comments by 5 pm on Friday 3rd May to

planningpolicy@reading.gov.uk

Planning Policy Team  
Planning Section  
Reading Borough Council  
Civic Offices  
Bridge St  
Reading  
RG1 2LU

### Principles

The SCI is based on seven key principles that emerge from the Council document 'Working Better With You: Community Involvement Guidance' in 2012, as follows:

- **Accessibility and choice:** We will ensure that you are informed/consulted/involved in a way that considers your needs. It is your choice whether to be involved, how to get involved and to what extent (within legal boundaries).
- **Timeliness:** We will inform, consult and/or involve you as early as possible.

- **Inclusiveness and equity:** We will seek and welcome all views. We value diversity. Opportunities to get involved will be equally accessible to everyone, young people's views are considered equal to those of adults.
- **Transparency and honesty:** We will be open from the start about our proposals, the process, outcomes, timeframes for implementation and levels of influence, any resource limitations or statutory requirements. You have the right to challenge any barrier to your involvement (e.g. process, approach, assumptions) and to work with us to seek solutions.
- **Respect and listening:** We value, listen to, respect and learn from the contribution of all participants.
- **Accountability:** We will demonstrate what difference your involvement makes in processes or outcomes.
- **Flexibility and evolution:** We will regularly re-evaluate our involvement processes and methods and modify them in response to feedback or changing or developing needs. We will seek and share innovative and creative ways to improve involvement.

These principles are divided into detailed actions for consulting and involving on planning matters and are listed on page 7 of the current SCI in Appendix 1.

**Q1. Do you agree that the SCI should continue to be based on the principles from the Council's Community Involvement Guidance?**

## Methods

Under the principle of 'inclusiveness and equity', the current SCI identifies a number of hard-to-reach groups, which tend to be underrepresented in planning consultations in Reading. These are as follows:

- Younger people (under 40);
- Black and minority ethnic populations; and
- Residents of less affluent communities, including much of South Reading and parts of West and Central Reading.

In the consultations that have taken place for the Local Plan process, the Council has not asked for details of age or ethnicity. Anecdotally, there is no indication that Local Plan consultations have been any more successful in engaging younger people or ethnic minorities than previous consultations, but this is not possible to conclusively demonstrate.

However, it is possible to record the parts of Reading from which Local Plan responses were received. The number of responses from members of the public in each part of Reading is shown below.

	Issues and Options	Draft	Pre-Submission
Central	0	0	0
South	2	1	1
West	7	18	7
North	32	23	58
East	3	3	3

Out of Borough	3	2	3
Not recorded	26	24	26

Broadly, the areas which would see the highest levels of development within the Local Plan (Central and South) saw the fewest responses, whilst the area which would see the lowest levels of development (North, i.e. Caversham and Emmer Green) saw the highest amount. Where significant amounts of responses were received, this was related to specific sites, but it is notable that only sites in North and West Reading generated this level of representations. There is therefore an issue in that the communities likely to see the greatest change are those least involved.

We would therefore welcome any views on how to better reach out to those who we struggle to reach in planning consultations, for instance consultation methods, timing or presentation.

## Q2. Do you have any views on how the Council can best engage hard to reach groups?

Under the principle of “accessibility and choice,” the current SCI states that “measures to involve and consult the community will be appropriate to the type, scope and stage of the policy or plan, and to the community itself.” It adds that “methods of community involvement will be designed to maximise accessibility insofar as possible”.

At the current time, planning consultations for planning policy documents usually involve at least one ‘drop-in’ event where officers are available informally to discuss proposals with the members of the public and answer any questions. These are usually held in the afternoon and evening hours on weekdays in a location that is relevant to the proposal (for example, a development framework for a park may be held at the leisure centre on site, while proposals that affect the entire Borough will be held at the Civic Offices).

Visual displays are somewhat limited, with hard copies of the document made available and some key maps, charts or text enlarged to prompt discussion, as models or other custom-made displays can be very resource-intensive.

Written or verbal representations are not usually collected at the events themselves, rather individuals are directed to review the document further and submit comments online or by post.

Community involvement on proposals are front-loaded, meaning that the most wide-ranging involvement (such as an interactive workshop) takes place at the earliest stage, when the opportunity to shape the outcome is greatest, and is more targeted as details develop further.

## Q3. Do you have any views on how worthwhile the Council’s drop-in sessions are and/or what can be done to improve them?

Under the principle of “accessibility and choice” the current SCI states that “the Council maintains a list of individuals, groups and organisations that have

expressed interest in being involved in consultations on planning matters and will consult them on all relevant planning matters”.

The contacts on this list are notified by e-mail at the start of each consultation period. With limited resources, this is generally felt to represent the most efficient approach. The consultation is advertised on the Council’s website and accompanied by a press release. Leaflets are posted or distributed proportionately depending on the scale or impact of the proposals.

All consultation materials, whether the documents themselves or any leaflets or e-mails, clearly state the methods of responding and the timescale, as specified in the SCI under “accessibility and choice.”

**Q4a.** Do you agree that consultations are notified in a way that is most effective with limited resources? If not, how could this be improved?

**Q4b.** Is information about how and when to respond clearly communicated? If not, how could this be improved?

Under the principle of “accessibility and choice,” the current SCI states that “the materials, documents and methods of community involvement will be designed to maximise accessibility insofar as possible”.

Electronic publication is now the primary method for consultations. This is the most resource-efficient method and allows distribution to the widest number of individuals, groups and organisations. All documents are made available for download on the Council’s website. Hard copies of consultation materials are made available at public libraries throughout the Borough, as well as in reception at the Civic Offices. Generally, hard copies are not available for individuals unless required due to a special need or disability.

**Q5.** Do you agree that documents are adequately accessible for consideration?

Written representations are accepted by e-mail or post. This is the most resource-efficient method, as it prevents officers from having to type or scan handwritten notes at the close of the consultation.

If the consultation is quite specific (with few possible options or proposals that are in a later stage of development) respondents are usually asked to respond to particular questions (for example, do you agree or disagree...), and in those cases web forms are sometimes available. Early consultations on planning documents (such as this) may also ask direct questions, often accompanied by a web form, to direct discussion. For later consultations where a draft document is available, it is often considered more appropriate to allow respondents make any comment on any part of the draft, and therefore questionnaires or web forms are less likely to be used.

**Q6a.** Do you agree that e-mail or post is the best way to submit a representation?

**Q6b.** Would you like to see forms available for completion at drop-in events?

**Q6c.** Would you like to see web forms available with specific questions for respondents to answer?

Under the principle of “accountability,” the current SCI states that “a report of the consultation will be published which summarises the consultation undertaken, and summaries the representations received and the Council response to those representations”.

Following a close of a consultation period, the Council publishes a statement on the consultation. Where the number of responses is reasonably low, this may be done by publishing each representation and responding individually. Where significant numbers of responses are received or where the same point has been made repeatedly, these may be grouped together and summarised as a whole.

The statement of consultation will respond to the representations received and explain the reasoning behind changing (or not changing) the draft document or proposal based on the representations.

Statements of consultation are then made available on the Council’s website.

**Q7.** Do you agree that the outcomes of consultations are clearly communicated? If not, how could this be improved?

### **Duty to Co-operate**

The current SCI contains a section on the ‘duty to co-operate’, a legal duty on local planning authorities, county councils and some other bodies to co-operate on planning for sustainable development. It is one of the main considerations in making development plans. As the SCI states, it is a requirement related to, but distinct from, community involvement, and therefore is not dealt with by the SCI. However, there have been some changes since the SCI was adopted, and these need to be reflected in this section.

It is therefore proposed to replace paragraph 3.3 of the SCI with the following paragraphs.

- “3.3** *As the duty to co-operate is a separate task from community involvement, and will also be dependent on the timescales and processes of other bodies, this SCI does not set out proposals for how it will be undertaken. However, it is important to be aware of its existence, as it means that consultation with the bodies prescribed in the Regulations<sup>3</sup> will only be part of an overall picture of how those bodies are engaged.*
- 3.4** *The Council has a Duty to Co-operate Scoping Strategy which identifies the main strategic matters that will need co-operation, and the key duty to co-operate partners for each matter. The most recent version of this strategy is from December 2015<sup>4</sup>, but it will be updated as and when required. There are also a variety of Memoranda of Understanding and/or Statements*

*of Common Ground with other local planning authorities on key topics that guide how the duty to co-operate will be undertaken with those bodies.”*

<sup>3</sup> Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>4</sup> [http://www.reading.gov.uk/media/4412/Duty-to-cooperate-scoping-strategy/pdf/RBC\\_Duty\\_to\\_Cooperate\\_Scoping\\_Strategy\\_1215.pdf](http://www.reading.gov.uk/media/4412/Duty-to-cooperate-scoping-strategy/pdf/RBC_Duty_to_Cooperate_Scoping_Strategy_1215.pdf)”

**Q8. Do you have any comments on the proposed revised text on the duty to co-operate?**

## **Neighbourhood Planning**

The neighbourhood planning system was introduced by the Localism Act in 2011. It enables neighbourhoods to plan for the development they wish to see in their area, with the local authority in a supporting role. This covers neighbourhood development plans, which set out neighbourhood policies to be used in deciding planning applications, and neighbourhood development orders, which allow neighbourhoods to grant planning permission for a specific type of development.

Within Reading, there has been no neighbourhood planning since its introduction. Parish and town councils are able to undertake neighbourhood planning, but there are no such bodies in Reading. Otherwise, the regulations require neighbourhoods to organise into neighbourhood forums if they wish to prepare a neighbourhood plan. There are minimum requirements for what a neighbourhood forum should consist of, and they require the approval of the Council to be formally designated. No applications for neighbourhood forum status have been made so far in Reading.

Without any existing parish or town councils or neighbourhood forums, there is no current active neighbourhood planning in Reading. However, it is possible that forums could be established and neighbourhood plans produced. It is also a legal requirement that the Statement of Community Involvement set out the Council’s policy on providing advice and assistance to neighbourhood planning, whether or not relevant bodies currently exist. The SCI therefore needs to be amended to cover this.

It is therefore proposed to add a new paragraph 2.6 to section 2 on statutory requirements in the SCI.

*“2.6 There is a statutory requirement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended by the Neighbourhood Planning Act 2017) for Statements of Community Involvement to set out the local planning authority’s policies for giving advice or assistance on neighbourhood development plans and orders. This is set out in Section 6 of the SCI, and this includes summarising out the statutory role of the local planning authority in that process.”*

It is further proposed to replace paragraphs 6.21 and 6.22 of the SCI with the following text.

***“Neighbourhood Development Plans and Orders***



- 6.21 *Local communities are able to plan for the development that they wish to see through making a neighbourhood development plan or order for their area. Only parish and town councils and designated neighbourhood forums (plus, in the case of a neighbourhood development order, certain community groups) can make use of such powers. There are no parish or town councils in Reading, and currently no designated neighbourhood forums, although there is potential for the latter to be established within the lifetime of the SCI.*
- 6.22 *Should proposals for neighbourhood development plans or orders be brought forward, it will be for the neighbourhood forum to take the lead on the document, albeit with support from the Council. The emphasis at every stage of such a document is therefore to **empower**.*
- 6.23 *There are a number of statutory roles that the Council must fulfil within the process of making a neighbourhood development plan or order:*
- *Consult on and determine any application for neighbourhood forum and area status within set timescales;*
  - *Check whether a submitted plan or order complies with the relevant legislation;*
  - *Publicise the submitted plan and notify consultation bodies;*
  - *Appoint an independent examiner;*
  - *Publicise the report of the examiner, reach its own view on the plan or order and decide whether to send it to local referendum; and*
  - *Organise the local referendum, and make the plan or order if the results show that more than half of those voting are in favour.*
- 6.24 *As well as the statutory roles, the Council will also provide support and guidance throughout the process. This may include the following general areas:*
- *Giving initial advice on the scope of the plan or order;*
  - *Providing comments on emerging drafts;*
  - *Assisting with preparing, commissioning or assembling evidence, including Strategic Environmental Assessment;*
  - *Access to technical tools and expertise, for instance on mapping;*
  - *Giving support to consultation*
- It should be noted that the support that the Council can give over and above its statutory role may be limited by the resources available at the time.*
- 6.25 *Neighbourhood plans are not required by law to comply with the SCI, so it is not for this document to dictate how community involvement is carried out. However, the principles set out in section 4 are a useful guide to how to undertake consultation and involvement on planning matters. The Planning Advisory Service also has a useful series of publications and toolkits, giving advice and guidance on neighbourhood planning<sup>5</sup>.”*

“<sup>5</sup> <https://www.local.gov.uk/pas/pas-topics/neighbourhood-plans>”

**Q9.** Do you have any comments on the proposed new text on neighbourhood planning?

## Other matters

Please feel free to make comments on any other elements of the SCI not covered by your answers to questions 1 to 10.

**Q10.** Do you have any other comments on the SCI?

## Next Steps

The Council will consider consultation responses and whether there is a need to make changes to the document other than the wording changes already set out in above (with regard to the duty to co-operate and neighbourhood planning). If significant changes are required, there will need to be a consultation on a revised draft SCI before it can be adopted.

Once the SCI is adopted, it will be used to guide future consultations on planning policy documents and major development proposals.

**APPENDIX 1 STATEMENT OF COMMUNITY INVOLVEMENT (Adopted March 2014)**

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT, CULTURE AND SPORT

<b>TO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE</b>		
<b>DATE:</b>	<b>18 MARCH 2019</b>		
<b>TITLE:</b>	<b>CHANGES TO THE SELF-BUILD REGISTER PROCESS</b>		
<b>LEAD COUNCILLOR:</b>	<b>COUNCILLOR PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT</b>
<b>SERVICE:</b>	<b>PLANNING</b>	<b>WARDS:</b>	<b>ALL</b>
<b>LEAD OFFICER:</b>	<b>MARK WORRINGHAM</b>	<b>TEL:</b>	<b>0118 9373337</b>
<b>JOB TITLE:</b>	<b>PLANNING POLICY TEAM LEADER</b>	<b>E-MAIL:</b>	<b><u><a href="mailto:mark.worringham@reading.gov.uk">mark.worringham@reading.gov.uk</a></u></b>

## 1. EXECUTIVE SUMMARY

- 1.1 There is a statutory requirement for the Council to maintain a Self-Build Register, which lists those who have registered an interest in building their own home in the Borough. Reading's Self-Build Register has been in existence since 2015, but up to now the Council has not sought to apply any eligibility tests or charge a fee. This report considers whether such tests or fees should be introduced, particularly since the number of entries on the Register may have implications for the Council's functions, mainly in determining planning applications.

## 2. RECOMMENDED ACTION

- 2.1 That Committee approves changes to the Self-Build Register process to introduce a local connection test and a test of sufficient resources.
- 2.3 That the Head of Planning, Development and Regulatory Services be authorised to make any minor amendments necessary to the specific criteria for the local connection test and test of sufficient resources in consultation with the Lead Councillor for Strategic Environment, Planning and Transport.

## 3. POLICY CONTEXT

- 3.1 The Government has over recent years strongly promoted self- and custom housebuilding as part of its response to the need for new homes. Self- and custom housebuilding is defined as where an individual, an

association of individuals, or persons working with or for individuals or associations of individuals, build or complete houses to be occupied as homes by those individuals.

- 3.2 There have been a variety of measures to promote such housebuilding, including exemptions from payment of the Community Infrastructure Levy, and strong backing in national planning policy. One of the key measures has been the requirement for local planning authorities to maintain a Self-Build Register of those people, or associations of people, wishing to build homes in the local area. This was introduced by the Self and Custom Housebuilding Act 2015.
- 3.3 The 2015 Act (as amended by the Housing and Planning Act 2016) includes two duties regarding self and custom housebuilding.
- 3.4 The 'duty to grant permission etc' means that relevant authorities must give suitable development permission to enough suitable serviced plots of land to meet the demand for self-build and custom housebuilding in their area, as defined by the number of entries added to an authority's register during a base period. The base period runs from 31<sup>st</sup> October in one year to 30<sup>th</sup> October the following year, and authorities have three years to grant sufficient permissions for each base period. This does not mean that permitted plots should necessarily be matched to the individuals on the register.
- 3.5 The 'duty as regards registers' means that the local authority must have regard to their Self Build Register when carrying out their planning, housing, land disposal and regeneration functions. This includes development management and preparation of Local Plans. The scale of demand on the Self Build Register therefore informed the production of Reading's emerging Local Plan, so that draft policy H2 contains measures for seeking a portion of self-build plots from relevant developments.

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

##### **(a) Current Position**

- 4.1 Reading Borough Council has maintained a Self-Build Register since the end of 2015. As of December 2018 there were 168 entries on the Register. However, the flow of planning permissions for self-build homes has been very small. The Annual Monitoring Report 2017-18 records that planning permission had been granted for only 13 self-build homes up to April 2018. Although it is not necessarily clear which permitted homes are to be self-build until the applicant applies for self-build relief from the Community Infrastructure Levy (which is likely to be after planning permission is granted), it is nevertheless clear that, as it stands, the Council has little chance of fulfilling its 'duty to grant permission etc'. Although no specific penalties for failing to meet this duty are defined, it could mean that the Council is vulnerable to planning appeals for self-build developments.

- 4.2 The current Self Build Register does not set any eligibility requirements or fee for inclusion on the list. As it stands, anyone can ask to be included, whether or not they are likely to have a serious interest in building their own home or have the means to do so. Those on the list may well also be on the Register held by multiple authorities, and in fact may well have already built their own home or found housing by another means. This means that Council policy and decisions may well be influenced by a list of entries without there being any control on how serious the intent behind each entry is.
- 4.3 Under the Self-Build and Custom Housebuilding Regulations 2016, there are three choices that a local planning can make in maintaining a register:
- Whether to charge a fee to enter or remain on the register;
  - Whether to set a local connection test; and
  - Whether to set a test of sufficient resources.
- 4.4 This report therefore considers whether the process of applying to be on the Register should include any of the three options above, in order to make sure that those on the list are those with serious intent to build their own property and the means to do so, and that the Council's costs in maintaining the Register are recovered. This would increase the chances of the Council being able to meet its statutory 'duty to grant permission etc'.

(b) Option Proposed

Charging a fee

- 4.5 The legislation enables authorities to charge a fee for entry onto the Register. Such fees can only be charged on a cost recovery basis. Guidance states that fees must "be proportionate, reflect genuine costs incurred and should not act as a deterrent for people to be entered on or remain on the register". A one-off fee can be charged, as well as a subsequent annual fee to remain on the list. Different fees can be charged for individuals and associations, and fees can also differ depending on whether an applicant fulfils the local connection test (see paragraphs 4.9-4.16).
- 4.6 A number of authorities charge fees for inclusion on the Register. These fees vary widely, from £15 in Basingstoke and Deane and £20 in Bracknell Forest up to £350 in Islington and Camden. The majority of fees charged are between £25 and £100 for initial entry onto the register, and a similar fee for annual renewal.
- 4.7 As it stands, the costs to the Council of maintaining the Self-Build Register are minimal, as the Council does not ask for any local eligibility tests to be passed, so there is no time requirement in checking submitted information. It is unlikely that costs incurred would amount to more than £10 per application. However, if the Council were to set a local eligibility test, a fee of around £40 would be likely to cover the

costs. Further inclusion of a test of sufficient resources could increase this to around £60.

- 4.8 However, there is another aspect to charging a fee, which is that it may raise expectations that entrants to the register will be provided with a service over and above mere inclusion in a register, e.g. be offered a plot of land to buy or some form of brokerage. This will not be the case in Reading, as the number of self-build plots becoming available will be very limited, and there are no guarantees that those on the Register will be those who build their own homes, and no duty on behalf of the Council to match individuals on the register to plots. Given that the number of new entrants each year onto the Register will be relatively small, averaging around one per week for the last three years, and could potentially decline with the introduction of local eligibility tests, it is recommended that introducing a charge would not be worthwhile. In any case, the Council has received New Burdens Funding from Government (see section 9) which is of a level that would cover most of the costs of maintaining the Register in the first year.

#### Local Connection test

- 4.9 The local connection test enabled by the Regulations should be proportionate and “introduced in response to a genuine local issue” according to Planning Practice Guidance. In summary, it is considered necessary to prioritise those with a local connection for the following reasons:
- The Council already has difficulty meeting housing needs, with a small shortfall of housing as compared to need identified in its emerging Local Plan;
  - Recent years have seen low household formation rates, as the housing market has made it difficult for those already living in the Borough, particularly younger people, to live independently<sup>1</sup>;
  - There are expected to be very limited self-build plots becoming available, with much of future housing supply likely to be in the form of flats, and the need for provision of affordable housing taking priority on many sites.
- 4.10 It is up to each local authority which criteria to consider this test against, but the Guidance suggests that “relevant authorities may wish to consider criteria based on residency, having a family member residing in the local area and / or having an employment connection to the local area”. The Guidance also suggests that authorities may wish to undertake consultation on local eligibility tests, but does not require it.
- 4.11 A significant number of other authorities across the UK (particularly those in areas of housing pressure such as national parks) have applied local connection tests. Wokingham Borough Council recently introduced a local connection test asks for applicants to have lived in (or have

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<sup>1</sup> See the Berkshire (including South Bucks) Strategic Housing Market Assessment, 2016 – [www.reading.gov.uk/planningpolicy](http://www.reading.gov.uk/planningpolicy)



family members who have lived in) or worked in the Borough for five years. However, this is among the longest time periods required, with periods between six months and three years being specified by the majority of local authorities.

- 4.12 It is considered reasonable that for those living or working in Reading, a period of two years should be specified. Two years reflects some degree of permanence in the connection, without being overly onerous. If the local connection is through an immediate family member, it is considered that the time period should be longer, and that five years would be justified.
- 4.13 The specific criteria proposed are that an applicant should:
- Have lived in Reading Borough for at least two years; and/or
  - Have been in full-time employment (greater than 16 hours per week) within Reading Borough for at least two years; and/or
  - Have an immediate family member who has lived in Reading Borough for the past five years. Immediate family are defined as a close relative, limited to spouse/partner, parent, sibling or adult child<sup>2</sup>).
- 4.14 It is recommended that delegated authority be granted to make amendments to the specific criteria above to respond to issues that may arise through operation of the criteria.
- 4.15 It should be noted that the 2016 Regulations specify that any current or former armed services personnel automatically pass any local connection test as long as their application is within the same time period of their service as the longest of any time periods specified in the local connection test. In the case of the proposal above, this would be five years.
- 4.16 It should also be noted that those who do not pass a local connection test should still be included on the register, but that the register is then split into parts 1 and 2. Part 1 contains the list of those who pass the test, and it is only part 1 which is counted for the 'duty to grant permission etc'.

#### Test of sufficient resources

- 4.17 The Council is not required to specifically justify requiring a test of sufficient resources. Applying this test is logical, as it ensures that those on the register are those who would be in a position to actually build if a plot were available, rather than those with only a passing interest in self-build.
- 4.18 The likely minimum cost of purchasing a self-build plot of land in Reading is estimated to be £75,000. This is consistent with the minimum figure generally used for valuation purposes by the Council. It is therefore recommended that a test of sufficient resources be introduced which

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<sup>2</sup> This includes half-siblings, step-children, step-parents and step-siblings

requires applicants to demonstrate that they have, or would be able to access, funds to purchase land worth £75,000.

4.19 The following detailed criteria are proposed:

- An offer for a self-build mortgage from a verifiable lender (for example, a member of the Council of Mortgage Lenders). Any evidence provided must clearly show that the release of funds for the purchase of land - which is usually the first phase of funding released - would amount to at least £75,000.
- Written confirmation and evidence from a qualified financial advisor with active membership of a verifiable and appropriate professional body. This evidence should clearly outline that the applicant has sufficient readily accessible funds/equity to purchase land at the value of at least £75,000.
- Any other information which demonstrates, to the Council's satisfaction, that the applicant has sufficient resources to purchase land for their own self-build and custom housebuilding.

4.20 As for the local connection test, it is recommended that delegated authority be granted to make amendments to the specific criteria above to respond to issues that may arise through operation of the criteria, and to allow the specified land value to change in line with any land value changes locally.

4.21 It should be noted that tests of sufficient resources generally relate only to whether the purchase of land could be financed, and not the funding of the build itself.

Next steps

4.22 Subject to approval by this Committee, the new tests can be brought into force by 1<sup>st</sup> April 2019. The Council will contact the existing entrants on the list, and ask them to demonstrate compliance with the two tests. Those that cannot demonstrate compliance with the local connection test will remain on the register, but only on part 2, which does not count towards the 'duty to grant permission etc'.

(c) Other Options Considered

4.23 There are the following alternative options to the recommendations:

- Apply charges to be on the register; and
- Not apply local eligibility tests.

4.24 Applying charges to the register is discussed in paragraphs 4.5-4.8. The principal concern with charging is that it creates an expectation that there will be a more substantial service provided, which would not be the case. Charges would cover the limited costs, but are not considered to be necessary.

4.25 Not applying any local eligibility tests would continue the status quo, where the Register is likely to overestimate the extent of genuine local

interest in self-build. This makes it more likely that the Council will fail its 'duty to grant permission etc' and potentially may result in the loss of planning appeals. It also means that skewed figures of demand could influence the discharge of some of the Council's functions in complying with the 'duty as regards registers'.

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

- 5.1 Ensuring that the Self-Build Register prioritises those with a local connection and genuine interest in self- and custom housebuilding will help to achieve the priority to improve access to decent housing to meet local needs in the Corporate Plan 2018-21.

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

- 6.1 There is no requirement to undertake community involvement on how the Council operates the Self-Build Register. Planning Practice Guidance suggests that local authorities "should consider consulting on their proposals before they introduce the tests", but does not require it. It is not considered that consultation is necessary in this case. Unlike for many authorities, the demands on limited land in Reading mean that self-build will remain a very minor element of housebuilding, and, even where it does take place, the register itself will not have a particular role in delivering plots for individuals. For this reason, it is not considered proportionate or a good use of resources to undertake consultation on this matter.

## **7. EQUALITY ASSESSMENT**

- 7.1 The Scoping Assessment, included at Appendix 1 identifies that an Equality Impact Assessment (EqIA) of the changes to the Self Build Register is not required.

## **8. LEGAL IMPLICATIONS**

- 8.1 Section 1 of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) requires each relevant authority to keep a register of individuals and associations of individuals who are seeking to acquire serviced plots of land in the authority's area for their own self-build and custom housebuilding.
- 8.2 Section 2 of the 2015 Act includes a duty to have regard to the register when carrying out its functions relating to planning, housing, the disposal of any land of the authority and regeneration. This is referred to as the 'duty as regards registers'.
- 8.3 Section 2A of the 2015 Act (as amended by the Housing and Planning Act 2016) includes a duty to give suitable development permission in respect of enough serviced plots of land to meet the demand for self-build and custom housebuilding in the authority's area (as evidenced by the

register) arising in each base period. This is referred to as the ‘duty to grant permission etc’.

8.4 Regulation 4 of the Self-Build and Custom Housebuilding Regulations 2016 states that an individual is eligible for inclusion in Part 1 of the register if that individual:

- (a) is aged 18 or over;
- (b) is a British citizen, a national of an EEA State other than the United Kingdom, or a national of Switzerland;
- (c) satisfies any conditions set by the relevant authority under regulation 5 (local eligibility conditions);
- (d) has paid any fee required by the relevant authority to be paid to be entered in or to remain on the register; and
- (e) is seeking (either alone or with others) to acquire a serviced plot of land in the relevant authority’s area for their own self-build and custom housebuilding.

8.5 Regulation 5 of the 2016 Regulations sets out which local eligibility conditions can be required, which are limited to demonstrating that an individual has (a) sufficient connection with the authority’s area and (b) sufficient resources to purchase land for their own self-build and custom housebuilding. There is an exemption from the local connection test for any person in the service of the regular armed forces, whilst in service and for a period after leaving service equal to the length of the longest of any periods required by the local connection test.

## 9 FINANCIAL IMPLICATIONS

9.1 Currently, maintenance of the Self-Build Register has minimal financial costs and is managed from existing budgets.

9.2 The introduction of the local connection test and test of sufficient resources, as proposed by this report, will increase the administration requirements on each individual application, but is also likely to reduce the amount of applications. It is expected that in overall terms this will slightly increase administration costs, but that this could continue to be managed within existing budgets.

9.3 The 2015 Act enables local planning authorities to recover costs in administering the register by charging a fee. This report does not propose to charge a fee, for the reasons set out in paragraphs 4.5 to 4.8. A fee could be introduced at any point in the future if experience of administering the new tests indicates that it is required.

9.4 The introduction of the Self-Build Register resulted in the Government providing New Burdens Funding (unringfenced) in the following amounts, paid at the end of the financial year. This is expected to be sufficient to cover administration costs to the Council for the next financial year.

2015-16	£5,850
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2016-17	£15,000
2017-18	£30,000
2018-19	£30,000
2019-20	£15,000
<b>Total</b>	<b>£95,850</b>

#### Value for Money (VFM)

- 9.4 The changes proposed in this report would represent value for money as they would reduce the likelihood of the Council failing to meet its legal duties under the 2015 Act.

#### Risk Assessment

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

#### **BACKGROUND PAPERS**

- Self-build and Custom Housebuilding Act 2015
- Self-Build and Custom Housebuilding Regulations 2016
- Planning Practice Guidance on Self-build and Custom Housebuilding

## APPENDIX 1: EQUALITY IMPACT ASSESSMENT

### Provide basic details

**Name of proposal/activity/policy to be assessed:**

Changes to the Self-Build Register

**Directorate:** DENS - Directorate of Environment and Neighbourhood Services

**Service:** Planning

**Name:** Mark Worringham

**Job Title:** Planning Policy Team Leader

**Date of assessment:** 23/01/2019

### Scope your proposal

**What is the aim of your policy or new service?**

To set eligibility tests for those applying to join the Self-Build Register.

**Who will benefit from this proposal and how?**

Whilst this change will affect those applying to be on the Self-Build Register, its actual effects on those applicants are very limited as the Self-Build Register does not offer any particular access to self-build plots. It will prioritise those with a local connection for entry on the list. The main benefit of the changes will be to reduce the chances that an over-estimation of the demand for self-build will unduly influence planning decisions. This will beneficially affect the quality of those planning decisions and will therefore benefit the wider community.

**What outcomes will the change achieve and for whom?**

As above, the main outcome will be reducing the risk of planning decisions reflecting unrealistic estimates of demand, which will benefit the wider community.

**Who are the main stakeholders and what do they want?**

Those interested in self- and custom housebuilding in Reading - access to appropriately priced serviced plots within the Borough, and information on any self-build opportunities that arise.

Developers and landowners - to be able to bring forward viable developments, which may or may not include an element of self-build.

### Assess whether an EIA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc)

Yes ☐ No ☒

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, feedback.

Yes ☐ No ☒

If the answer is **Yes** to any of the above you need to do an Equality Impact Assessment.

If No you **MUST** complete this statement

An Equality Impact Assessment is not relevant because: The profile of those wishing to build their own homes does not necessarily relate particularly to any of the protected characteristics. The regulations specify that only those over 18 and who are UK, EEA or Swiss nationals are eligible, but this is the case with or without the proposed changes to the Register.

Signed (completing officer)	Mark Worringham	Date: 23 <sup>rd</sup> January 2019
Signed (Lead Officer)	Mark Worringham	Date: 23 <sup>rd</sup> January 2019

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	<b>STRATEGIC ENVIRONMENT PLANNING AND TRANSPORT COMMITTEE</b>		
<b>DATE:</b>	<b>18 MARCH 2019</b>		
<b>TITLE:</b>	<b>MAJOR TRANSPORT AND HIGHWAYS PROJECTS - 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 AND STREETCARE</b>	<b>WARDS:</b>	<b>BOROUGHWIDE</b>
<b>LEAD OFFICERS:</b>	<b>CRIS BUTLER / CHRIS MADDOCKS</b>	<b>TEL:</b>	<b>0118 937 2068 / 0118 937 4950</b>
<b>JOB TITLE:</b>	<b>ACTING HEAD OF TRANSPORTATION &amp; STREETCARE / ACTING STRATEGIC TRANSPORTATION PROGRAMME MANAGER</b>	<b>E-MAIL:</b>	<a href="mailto:cris.butler@reading.gov.uk">cris.butler@reading.gov.uk</a> / <a href="mailto:chris.maddocks@reading.gov.uk">chris.maddocks@reading.gov.uk</a>

## 1. EXECUTIVE SUMMARY

1.1 This report provides an update on key progress and milestones associated with the current programme of major transport and highways projects in Reading, including:

- Reading Station Area Redevelopment (Cow Lane Bridges)
- South Reading Mass Rapid Transit
- Reading Green Park Station
- Thames Valley Park Park & Ride
- East Reading Mass Rapid Transit
- National Cycle Network Route 422
- Reading West Station Upgrade

1.2 The report also provides an update on future funding opportunities for currently unfunded schemes.

## 2. RECOMMENDED ACTION

2.1 That the Committee notes the progress on delivery of the programme of major transport schemes as set out within the report.

- 2.2 That the Committee notes the opening of Cow Lane to two-way traffic without signals for the first time on Monday 25<sup>th</sup> February.
- 2.3 That the Committee notes the reallocation of funding for the East Reading MRT scheme to other schemes across Berkshire, including the Reading West Station Upgrade, Theale Station Park & Rail Upgrade and Coppid Beech Park & Ride schemes.

### 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

#### Major Transport Scheme Programme

#### Reading Station Area Redevelopment (Cow Lane Bridges)

- 4.1 This scheme will unlock the historic bottle neck at Cow Lane by providing two lanes for traffic alongside a continuous shared path for pedestrians and cyclists. The scheme was originally intended to be delivered as part of the Reading Station Area redevelopment scheme, however the need to undertake a Compulsory Purchase Order (CPO) significantly delayed implementation of the scheme. This also led to increased scheme costs as the original estimates to deliver the scheme were based on utilising Network Rail's existing contractor responsible for the viaduct, who were already mobilised on-site.
- 4.2 Network Rail undertook a value engineering exercise to identify potential areas where the project scope could be reduced without affecting the overall project objectives. The Council was involved in this process to ensure the essential elements of the scheme (such as the new footway on the east side of the southern bridge) were retained. The main outcome was a revised highway layout, including a zebra crossing (instead of a pedestrian refuge) between the two bridges.
- 4.3 Network Rail appointed a contractor to deliver the scheme and construction works commenced on-site in November 2017. The contractors have encountered significant issues with unforeseen ground conditions, drainage issues and uncharted buried services on the site, resulting in the full opening of the new scheme being delayed. The temporary one-way traffic flow under Cow Lane bridge, which was implemented in December 2017, returned to two-way in July 2018 as part of the revised programme. The route was opened for two-way traffic without signals for the first time on

Monday 25<sup>th</sup> February 2019, with the full scheme including pedestrian and cycle routes to be complete in the summer.

- 4.4 Following completion of the Network Rail led scheme, the Council intends to deliver a series of complementary public transport, walking and cycling enhancements on the Oxford Road corridor. In addition, the Sub-Committee has agreed to conduct a statutory consultation on proposals to reduce the speed limit on Richfield Road, Cow Lane and Portman Road to 30mph.

#### South Reading Mass Rapid Transit (Phases 1-4)

- 4.5 South Reading Mass Rapid Transit (MRT) is a series of bus priority measures on the A33 corridor between MereOak Park & Ride and Reading town centre. The objective of the scheme is to manage congestion and improve public transport journey times and reliability on the main growth corridor into Reading. The scheme will not reduce existing highway capacity along the A33 as additional capacity for public transport will be provided.
- 4.6 Phases 1 & 2 of the scheme, from M4 J11 to Island Road, were granted full funding approval from the Berkshire Local Transport Body (BLTB) in November 2015 and scheme and spend approval by Policy Committee in April 2016. Construction of Phase 1A was completed in December 2016, consisting of a new southbound bus lane between the A33 junction with Imperial Way and the existing bus priority provided through M4 Junction 11. Construction of Phases 1B and 2 of the scheme was undertaken between April and November 2017. This involved the creation of outbound bus lanes between the A33 junctions with Lindisfarne Way (Kennet Island) and Imperial Way, linking to the Phase 1A scheme. Off-peak lane closures were required to facilitate the construction work and the scheme was opened in December 2017.
- 4.7 Phases 3 and 4 of the scheme were granted full financial approval by the BLTB in November 2017 and scheme and spend approval by Policy Committee in January 2018. The scheme includes the following elements:
- Extension of the inbound bus lane on Bridge Street (Phase 3);
  - Outbound bus lane on London Street (Phase 3);
  - Upgrade of the traffic signals on the Oracle roundabout to a MOVA method of control (Phase 4);
  - Outbound bus lane on the A33 approach to Rose Kiln Lane (Phase 3);
  - Outbound bus lane on the A33 between Rose Kiln Lane and Lindisfarne Way (Kennet Island) (Phase 4);
  - Inbound bus lane on the A33 between Imperial Way and South Oak Way (Phase 3);
  - Inbound bus lane on the A33 between Longwater Avenue and Island Road (Phase 4); and
  - Upgrade of the traffic signals on the Bennet Road gyratory to a MOVA method of control (Phase 4).

- 4.8 Construction of the town centre sections of Phase 3 of the scheme in Bridge Street and London Street commenced in March 2018 and is now complete. Construction of the elements of Phase 3 on the A33 commenced on-site in August and is progressing well, with completion expected in summer 2019. Design work for the Phase 4 elements of the scheme is on-going.

#### Reading 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 will 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 Royal Elm Park mixed use development.
- 4.10 The scheme was granted financial approval by the BLTB in November 2014, and scheme and spend approval by Policy Committee in September 2017. The funding package includes £9.15m from the Local Growth Fund, £4.6m from private developer Section 106 contributions and £2.3m from the New Stations Fund 2, which was announced by the DfT in July 2017. The additional funding will enable enhanced passenger facilities to be provided at the station to help cater for additional demand from the significant level of proposed development in the surrounding area.
- 4.11 The concept designs for the station have been produced by Network Rail, and Balfour Beatty has been appointed to undertake the detailed design and construction of the station, which is being progressed in partnership with Network Rail and Great Western Railway (GWR). Design work for the multi-modal interchange and surface level car park has been completed and enabling works commenced on-site in March 2018, including a fill operation to bring the ground up to the required levels and utility diversions.
- 4.12 Detailed design work for the station is being progressed in partnership with Network Rail and GWR, in parallel with the enabling works for the interchange being undertaken. This includes a requirement to amend the planning consent following the change in scope of the project due to the additional funding secured from the New Stations Fund. The planning and design process is on-going and the indicative programme for delivery of the station has been updated to spring 2020.

#### Thames Valley Park Park & Ride

- 4.13 Thames Valley Park Park & Ride is a new park & ride facility off the A3290 to the east of Reading, in close proximity to Thames Valley Park business park. The scheme is being led by Wokingham Borough Council and was granted programme full financial approval by the BLTB in July 2017.

- 4.14 A public consultation on the scheme proposals was undertaken during November 2015 and planning permission was granted by Wokingham Borough Council in November 2016. This planning consent was subsequently varied through a Section 73 application in October 2018 to reflect the updated design for the scheme, which includes planting in a 'living wall'.
- 4.15 Wokingham has appointed a contractor to deliver the scheme and construction work has commenced on-site, with clearance works undertaken in February 2018. The latest programme is for construction to be complete in summer 2019.

#### East Reading Mass Rapid Transit

- 4.16 East Reading Mass Rapid Transit (MRT) is a proposed public transport, walking and cycle link between central Reading and the TVP park & ride site, running parallel to the Great Western mainline. Full financial approval was granted for the scheme by the BLTB in November 2017, with the business case demonstrating the scheme represents 'high value for money' in line with central Government guidance, providing significant benefits to Reading and the wider area.
- 4.17 A planning application for the scheme was submitted in July 2017, following public consultation undertaken during July 2016 and further public exhibitions to raise awareness of the scheme following the planning submission. A number of significant amendments were made to the scheme to enhance the mitigation measures proposed as a result of feedback received through the consultation and planning process, and although Reading's Planning Applications Committee resolved to grant planning permission for the scheme in March, Wokingham's Planning Committee refused permission in June 2018.
- 4.18 A revised planning application to address the concerns raised by Wokingham's Planning Committee was subsequently prepared, including further public consultation undertaken during September on possible amendments to enhance the appearance of the scheme. Fundamental structural changes were not possible as the scheme needed to retain the core public transport, walking and cycling elements as set out in Reading and Wokingham's Planning and Transport Plans and the scheme business case, therefore hanging landscaping was selected as the preferred option, which is consistent with the revised proposal for the TVP P&R scheme. Unfortunately, Wokingham's Planning Committee refused permission for the revised application in December.
- 4.19 The second planning application refusal by Wokingham means the scheme cannot be delivered in the timescales required by the funding grant conditions, therefore the Berkshire Local Transport Body has reallocated the funding to other schemes across Berkshire, including Reading West Station Upgrade, Theale Station Park & Rail Upgrade and Coppid Beech Park & Ride

site. The Council does not intend to pursue the scheme further at the current time and will be undertaking a consultation on development of a new Local Transport Plan to invite suggestions to tackle the current and forecast congestion and air quality issues within the borough.

#### NCN (National Cycle Network) Route 422

- 4.20 National Cycle Network (NCN) Route 422 is a new cross-Berkshire cycle route between Newbury and Ascot. The route will provide an enhanced east-west cycle facility through Reading, linking to existing cycle routes to the north and south of the borough. The scheme was granted full funding approval by the BLTB in November 2015.
- 4.21 Phase 1 of the scheme includes the provision of a shared path on the northern side of the Bath Road between the Borough boundary and Berkeley Avenue, and was granted scheme and spend approval by Policy Committee in January 2017. The first phase of works commenced in February 2017 and was largely completed in July 2017. The crossing upgrade, part-funded by the development adjacent to Bath Road on Circuit Lane, is now complete. Improvements to a privately-own wall, between New Lane Hill and Greenwood Road, and adjacent footway widening works, are subject to further feasibility work and available budget after the completion of the final phase.
- 4.22 Phase 2 of the scheme, from Bath Road/Berkeley Avenue through the town centre to east Reading, was granted scheme and spend approval at Policy Committee in September 2017. Completed works include the installation of two tiger crossings on Duke Street and Yield Hall Place and imprinting key crossing points along Berkeley Avenue. Improved signing along the route, and through the Oracle, is expected to be complete in early 2019, along with on-carriageway cycle facilities on Berkeley Avenue. The Traffic Regulation Order for a contraflow cycle facility on Kennet Side is expected to be advertised in March, following approval at Traffic Management Sub-Committee in March 2018.
- 4.23 Phase 3 of the scheme builds on previous works delivered as part of the LSTF programme by extending shared-use facilities along Wokingham Road from Cemetery Junction to Three Tuns, and was granted scheme and spend approval by the Strategic Environment, Planning and Transport Committee in November 2018. Measures include improved pedestrian and cycle crossing facilities, junction treatments, signing and footway widening, including proposed changes to the existing pedestrian crossing on Wokingham Road to the east of St Bartholomews Road. Designs for the section near the junction with Crescent Road are being finalised following feedback at November's Traffic Management Sub-Committee. Preparations for the delivery of phase 3 works are underway and are expected to commence in April 2019.

### Reading West Station Upgrade

- 4.24 The Council has been working with Great Western Railway and Network Rail to produce a Masterplan for improved passenger facilities at Reading West Station. The proposals include a comprehensive programme of enhancement works, to be delivered in phases as and when funding becomes available.
- 4.25 The BLTB allocated funding for a package of passenger enhancements at the station in January 2019, subject to approval of the scheme business case. These improvements include provision of a station building at the Oxford Road entrance to the station and associated interchange enhancements such as increased cycle parking, enhancements within the station itself such as enhanced lighting and CCTV coverage, and improvements to the entrance from Tilehurst Road.
- 4.26 The scheme includes the elements implemented by Network Rail as part of their wider programme of works for electrification of the line between Southcote Junction and Newbury. These works include provision of a stepped access from the town centre side of the Oxford Road to the outbound platform (for services towards Basingstoke), and removal of the existing footbridge within the station.
- 4.27 Accessibility enhancements are not included within the current scheme due to Network Rail's requirement for a full rebuild of the platforms prior to any accessibility enhancements being implemented, which means this is unaffordable within the funding envelope for the current scheme. Therefore, as previously reported the Council has nominated the station for consideration for funding from the Access for All programme, administered by the DfT and Network Rail. If funding is secured, this would be focused on accessibility enhancements at the station as part of the wider Masterplan vision. No local funding has been committed as part of this process and the Committee will be kept updated on progress with this funding opportunity.

### Future Funding Opportunities & Unfunded Schemes

#### South Reading Mass Rapid Transit (Future Phases)

- 4.28 As set out above, the South Reading MRT scheme is being delivered in phases as funding becomes available, with phases 3 and 4 currently being delivered. As previously reported, the Council has nominated this scheme for prioritisation by Transport for the South East (TfSE) for possible funding through the Major Road Network (MRN) programme being developed by the DfT. No local funding has been committed as part of this process and the Committee will be kept updated on progress. If the scheme is prioritised and funding subsequently allocated, scheme and spend approval will be sought from a relevant Committee.

### Tilehurst Station Access Improvements

- 4.29 As previously reported, the Council has nominated Tilehurst Station for consideration for funding from the Access for All programme, with the objective of providing lifts at the station. Again no local funding has been committed as part of this process and the Committee will be kept updated on progress.

### Third Thames Crossing East of Reading

- 4.30 A third vehicular crossing over the River Thames is a longstanding element of Reading's transport strategy to improve travel options throughout the wider area, and to help relieve traffic congestion north of the river and in the town centre. A working group has been established to investigate the traffic implications and prepare an outline business case for the proposed bridge, led by Wokingham Borough Council in partnership with Reading Borough Council, South Oxfordshire District Council, Oxfordshire County Council, Thames Valley Berkshire LEP and Oxfordshire LEP.
- 4.31 Preparation of the Outline Strategic Business Case for the scheme is complete and was discussed at a Summit meeting called by the MP for Reading East in September 2017. The business case shows there is a strong case for a two-lane traffic bridge in this location, with the full documentation available on Wokingham Borough Council's website here - <http://www.wokingham.gov.uk/parking-road-works-and-transport/transport-and-roads-guidance-and-plans/>.
- 4.32 The Cross Thames Travel Group is currently exploring options to fund the next stage of scheme development work, which includes production of the full scheme business case. In the interim, the working group is developing options for a high-level feasibility study to consider the buildability, outline costs and programme for the proposed crossing, and mitigation measures on the existing road network.
- 4.33 As previously reported, the Council has also nominated this scheme for prioritisation by TfSE for possible funding through the Major Road Network (MRN) programme, being developed by the DfT. No local funding has been committed as part of this process and the Committee will be kept updated on progress. If the scheme is prioritised and funding subsequently allocated, scheme and spend approval will be sought from a relevant Committee.

## **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:

- Securing the economic success of Reading.
- Keeping Reading's environment clean, green and safe.

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

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

6.2 Statutory consultation will be conducted in accordance with appropriate legislation. Notices will be advertised in the local printed newspaper and will be erected on lamp columns within the affected area.

6.3 Objectors to statutory consultations will be contacted with the decision of the Sub-Committee, following publication of the agreed meeting minutes.

## **7. LEGAL IMPLICATIONS**

7.1 The creation of - and changes to existing - Traffic Regulation Orders will require advertisement and consultation, under the Road Traffic Regulation Act 1984 and in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

## **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 At the relevant time, the Council will carry out an equality impact assessment scoping exercise on all projects.

## **9. FINANCIAL IMPLICATIONS**

9.1 All schemes included in the current programme being delivered by the Council are included in the Council's Capital Programme. This sets out the funding sources and funding profile for each scheme.

## **10. BACKGROUND PAPERS**

- 10.1 Major Transport Scheme Update Reports to Strategic, Environment, Planning and Transport Committee and Traffic Management Sub-Committee, from 2015 onwards.

## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	STRATEGIC ENVIRONMENT PLANNING AND TRANSPORT COMMITTEE		
DATE:	18 MARCH 2019		
TITLE:	HIGHWAYS AND TRANSPORT WORK PROGRAMME - 2019/2020		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICER:	CRIS BUTLER	TEL:	0118 937 2068
JOB TITLE:	INTERIM HEAD OF TRANSPORT	E-MAIL:	<a href="mailto:Cris.butler@reading.gov.uk">Cris.butler@reading.gov.uk</a>

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

- 1.1 This report sets out the planned 2019/20 work programme for delivery of various highways and transport schemes in Reading.
- 1.2 These improvements contribute to the delivery of the Corporate Plan by implementing a programme of Transport and Highway Improvements across the Borough. This programme contributes to several corporate priorities and enhances Reading as a place and improves the quality of life for residents and visitors.
- 1.3 Appendix 1 - List of projects

#### 2. RECOMMENDED ACTION

- 2.1 That the report is noted.
- 2.2 That the committee approve progression of the programme as detailed in Appendix 1.

#### 3. POLICY CONTEXT

- 3.1 Reading's Local Transport Plan (LTP) 2011-2026 has a number of specific roles including:

- Improving accessibility to central Reading and to neighbourhood centres for all modes of transport, ensuring access to essential facilities for all members of the community and continuing sustainable economic growth
  - Reducing the impact of congestion on key radial routes, through the provision of justified additional capacity for each mode, thereby enhancing travel choice
  - Ensuring that travel in Reading is made as safe as possible, particularly for vulnerable road users, through timely maintenance and traffic management
  - Promoting the management of and investment in the local transport system, delivering continuous and sustainable improvements through efficient use of resources, effective use of existing networks and long term planning for future travel needs.
- 3.2 The Council is in the process of developing a consultation strategy for a new LTP. Whilst the final detail of the LTP is to be confirmed following the detailed consultations, it will be a key element of delivering the Reading 2050 Vision, and it will be aligned with the timescales for the emerging Local Plan to cover the period up to 2036.

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

- 4.1 The programme detailed in Appendix 1 provides the detail of the Highways and Transport projects planned to be delivered throughout the 2019/20 financial year. The projects are in line with the aims and objectives of the current Local Transport Plan 2011-2026, the Council's Transformation Programme, and the Council's Medium Term Financial Strategy (MTFS).
- 4.2 Full details of these schemes have previously been or will be reported through Traffic Management Sub-Committee and the Strategic Environment Planning and Transport Committee.
- 4.3 In some cases delivery of schemes is dependent on Traffic Regulation Orders and Public Consultation. Regular updates on progress with the implementation of individual schemes will continue to be reported through the Traffic Management Sub-Committee and the Strategic Environment, Planning and Transport Committee.
- 4.4 The Committee is asked to note the contents of this report and approve the programme of works as detailed in Appendix 1.

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

- 5.1 Improving the quality of transport facilities in Reading will provide a safer, more reliable transport network with increased access to modal choice, delivering a better quality of life for residents and visitors to Reading. The delivery of improved transport facilities contributes to achieving the following Corporate Priorities:

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

5.2 Improved quality transport facilities ensure that infrastructure is in place to support economic growth, housing provision and access to services.

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

6.1 Where appropriate, consultation and engagement with local communities and interest groups will be undertaken prior to each of the projects.

6.2 Ward Councillors will be consulted on all projects within their Ward.

## **7. EQUALITY IMPACT ASSESSMENT**

7.1 Under the Equality Act 2010, Section 149, a public authority must consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief. Approval of the decisions to carry out any of the improvement work will not have a differential impact on any of the above.

7.2 An Equality Impact Assessment is not relevant to the decision in this instance.

## **8. LEGAL IMPLICATIONS**

8.1 The funding of the capital schemes will include the appropriate use of DfT Grants, Community Infrastructure Levy (CIL) and Section 106 receipts, in accordance with the terms of the grant conditions and individual legal agreements.

## **9. FINANCIAL IMPLICATIONS**

9.1 The Capital Programme was approved by Council on the 26<sup>th</sup> February 2019. The phasing of individual schemes may be subject to change dependant on the outcome of tenders.

9.2 Any operational costs associated with individual programmes and schemes will be met from within existing approved revenue budgets.

9.3 In March 2018, the Strategic Environment Planning and Transport Committee approved the allocation of existing S106 funding for transport schemes. Several of the projects detailed in this report refer to such allocations. In addition to the list of schemes approved at that meeting, Section 106 agreement reference 8931D8-3256 - Former reservoir and pumping station, Bath Road, for the amount of £39,026.66 will be reallocated to the West Reading Transport Study as approved by the developer in November 2018.

## **10. BACKGROUND PAPERS**

10.1 Core Strategy Document

10.2 LTP 2011-2026

10.3 Strategic Environment, Planning and Transport Committee, March 2018,  
Allocation of S106 Funding for Transport Schemes 2018-20.

# APPENDIX 1 - Planned Highways and Transport Work Programme - 2019/2020

Scheme name	Ward/Location	Current programme	Funding source/s	19/20 budget	Total budget
A33 MRT - Phase 3	Whitley	Works underway - due for completion Autumn 2019	Local Enterprise Partnership Growth Deal Funding (capital), DfT Integrated Transport Block Funding (capital), S106 Identified allocations.	£7,898,000	£12,684,000
A33 MRT - Phase 4	Whitley	Works due to commence Winter 2019	Local Enterprise Partnership Growth Deal Funding (capital), DfT Integrated Transport Block Funding (capital), S106 Identified allocations.		
National Cycle Network 422 - phase 3	Abbey, Park A329 Wokingham Road	Works underway - due for completion Autumn 2019	Local Enterprise Partnership Growth Deal Funding (capital), DfT Integrated Transport Block Funding (capital), S106 Identified allocations.	£364,000	£1,300,000

Green Park Station	Whitley	Works underway - due for completion Summer 2020	Local Enterprise Partnership Growth Deal Funding (capital), DfT Integrated Transport Block Funding (capital), Identified S106 allocations.	£14,050,000	£17,050,000
Reading West Station Upgrade	Abbey/Battle	Detailed design progressing in 2019/20 alongside delivery partners (Great Western Railway/Network Rail)	Local Enterprise Partnership Growth Deal Funding (capital), DfT Identified S106 allocations.	£200,000	£3,300,000
Red Route - East Section	Park, Abbey, Redlands	Subject to final sign off at TM-Sub on 7 <sup>th</sup> March 2019, experimental scheme is due to be made permanent.	Transport and Parking Workstream (revenue funding)		
Red Route - West Section	Abbey, Battle, Norcot, Kentwood, Tilehurst	Subject to final sign off at TM-Sub in June 2019, experimental scheme is due to be made permanent.	Transport and Parking Workstream (revenue funding)	£100,000 (For the three areas)	£100,000 (For the three areas)
Red Route - Central Section	Abbey	Experimental scheme due to be delivered Spring 2019.	Transport and Parking Workstream (revenue funding)		



<u>Pay and Display schemes</u>					
Hospital and University Area - alterations to existing scheme	Redlands & Katesgrove	Subject to final sign off at TM-Sub on 7 <sup>th</sup> March 2019, scheme is due to be implemented during Summer 2019.	Transport and Parking Workstream (revenue funding)		
Wokingham Road local centre	Park	Subject to final sign off of the Red Route scheme at TM-Sub on 7 <sup>th</sup> March 2019, scheme is due to be implemented during Summer 2019.	Transport and Parking Workstream (revenue funding)		
Oxford Road local centre	Battle and Norcot	Subject to final sign off of the Red Route scheme at TM-Sub in June 2019, scheme is due to be implemented during Autumn/Winter 2019/20.	Transport and Parking Workstream (revenue funding)	£155,000 (covering all the schemes)	£155,000 (covering all the schemes)
Town Centre (outside IDR boundary)	Abbey	Subject to final sign off of the Red Route scheme at TM-Sub in June 2019, scheme is due to be implemented during Autumn/Winter	Transport and Parking Workstream (revenue funding)		

Wokingham Road - linked to East Reading area study residents parking scheme	Park	2019/20.  Subject to report to TM-Sub post completion of phase 1 - planned to be complete by March 2020	Transport and Parking Workstream (revenue funding)		
<u>Residents Parking Schemes</u>					
Harrow Court	Minster	Completion planned Summer 2019	Transport and Parking Workstream (revenue funding)		
St Stephens Close and The Willows	Caversham	Completion planned Summer 2019	Transport and Parking Workstream (revenue funding)		
East Reading area study parking scheme - phase 1	Park	Late Summer/early autumn	Identified allocations S106	£300,000 (covering all the schemes)	£300,000 (covering all the schemes)
East Reading area study parking scheme - phase 2	Park	Subject to report to TM-Sub post completion of phase 1 - planned to be complete by March 2020	Identified allocations S106		
Lower Caversham Area parking scheme	Caversham	Subject to final decision following statutory consultation - scheme	Transport and Parking Workstream (revenue funding)		

		delivery is planned by April 2020			
Road Safety Scheme - Vastern Road roundabout	Abbey Vastern Road roundabout	Spring/Summer 2019	DfT Integrated Transport Block Funding (capital)	£50,000	£50,000
Highway Maintenance - major roads resurfacing programme	Detailed within the SEPT Committee highways maintenance report at this meeting	Summer 2019	Highway elements - DfT Integrated Transport Block Funding (capital)	£525,000	£525,000
Highway Maintenance - minor roads resurfacing programme	Detailed within the SEPT Committee highways maintenance report at this meeting	Summer/Autumn 2019	Highway elements - DfT Integrated Transport Block Funding (capital)	£110,600	£110,600
Highway Maintenance - footway resurfacing	Detailed within the SEPT Committee highways maintenance report at this meeting	Summer/Autumn 2019	Highway elements - DfT Integrated Transport Block Funding (capital)	£80,000	£80,000
Highways Maintenance - Bridge structural maintenance	Detailed within the SEPT Committee highways maintenance report at this meeting	Summer/Autumn 2019	Highway elements - DfT Integrated Transport Block Funding (capital)	£400,000	£400,000
Kings Road inbound - Experimental bus lane restriction	Redlands, Park, Abbey	Detailed design work underway - due for implementation of experimental Order Spring 2019	Transport and Parking Workstream (revenue funding)	£70,000	£70,000
Cattle Market car park	Abbey	Summer 2019	DfT National	£523,000	£523,000

- improvements			Productivity Investment Fund grant (capital funding)		
<u>Traffic Signal upgrades</u>					
Vastern Road / DeMontfort Road	Abbey	Summer/Autumn 2019	Existing revenue for maintenance of traffic signals.	£100,000	£100,000
London Road / Sidmouth Street	Abbey	Summer/Autumn 2019			
West Reading transport study	Southcote/Minster	Ongoing works in both wards throughout 2019/20	Identified S106 allocations	£150,000	£150,000
Oxford Road corridor study	Abbey/Battle/Norcot	Scheme development to continue alongside Reading West Station proposals - delivery to be confirmed.	Identified S106 allocations and Local Enterprise Partnership Growth Deal Funding (capital funding) (for Reading West Station)	£165,000	£325,000
<u>CIL Funded Traffic Management Measures</u>		<b>Relevant to all schemes:-</b>	CIL allocations approved for use on the schemes listed approved at Policy Committee in 2018.		
Gosbrook Road pedestrian crossing	Caversham	Feasibility studies on individual scheme		£50,000	£435,000 (total for all

Whitley Wood Road pedestrian crossing (near the Ridgeway Primary School)	Church	detail underway. Detailed delivery programme to be reported to SEPT Committee in July 2019.		£50,000	the schemes)
Elgar Road - HGV routing signs	Katesgrove			£50,000	
Oxford Road/Overdown Road roundabout - pedestrian crossing improvements	Kentwood			£50,000	
Brunswick Street and Western Road - 20mph speed limit	Minster			£50,000	
Southcote Road & Westcote Road - 20mph speed limit	Minster			£30,000	
Northumberland Avenue (near Reading Girls School) - extension of existing 20mph zone	Church, Katesgrove & Redlands			£40,000	
Grovelands Road (double mini-roundabout) - road	Norcot			£15,000	

markings/sign improvements					
Enforcement of existing speed limits	Church, Katesgrove, Redlands, & Whitley			£100,000	
Bi-Annual waiting restriction review	Boroughwide	Agreed schemes delivered Spring and Autumn each year following completion of investigation, design and consultation.	DfT Integrated Transport Block Funding (capital funding) (Road safety) and relevant S106 allocations.	£40,000	£40,000
Bus RTPI (Real Time Passenger Information) system transfer and signage rationalisation (reduction from approx. 140 to 100 at-stop signs)	All	Summer 2019	Transport and Parking Workstream - Revenue saving as agreed by Policy Committee.	£20,000	£20,000
Works associated with Cow Lane Bridges-					
Milford Road & Meadow Road closures.	Abbey	Subject to final decision following statutory consultation - scheme delivery is planned Summer 2019.	DfT Integrated Transport Block Funding (Capital funding)	£20,000	£100,000 (covering the three projects)
Revocation of 40mph speed limit - Portman	Abbey, Battle, Kentwood	Subject to final decision following statutory		£20,000	

Road, Cow Lane, Richfield Avenue		consultation - scheme delivery is planned Summer 2019.			
Signing review, following removal of height restriction	Abbey, Battle, Kentwood	Review is underway and work intended for completion Spring/Summer 2019.		£60,000	

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

<b>TO:</b>	<b>STRATEGIC ENVIRONMENT PLANNING AND TRANSPORT COMMITTEE</b>		
<b>DATE:</b>	<b>18 MARCH 2019</b>		
<b>TITLE:</b>	<b>HIGHWAY MAINTENANCE UPDATE 2018/2019 AND PROPOSED PROGRAMME 2019/2020</b>		
<b>LEAD COUNCILLOR:</b>	<b>COUNCILLOR A PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT</b>
<b>SERVICE:</b>	<b>TRANSPORTATION AND STREETCARE</b>	<b>WARDS:</b>	<b>BOROUGH WIDE</b>
<b>LEAD OFFICER:</b>	<b>SAM SHEAN</b>	<b>TEL:</b>	<b>0118 937 2138</b>
<b>JOB TITLE:</b>	<b>STREETCARE SERVICES MANAGER</b>	<b>E-MAIL:</b>	<a href="mailto:sam.shean@reading.gov.uk">sam.shean@reading.gov.uk</a>

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

- 1.1 To provide Councillors with an update on the 2018/2019 Highway Maintenance programme.
- 1.2 To provide Councillors with an update on the £653,000 share of the Additional Highways Maintenance Funding Award for 2018/2019, following the announcement by the Chancellor of the Exchequer in the Budget 2018 and to give spend approval.
- 1.3 To inform Councillors of the £1.308 Million Highway Maintenance 2019/2020 Award from the Local Transport Block Funding (Integrated Transport & Highway Maintenance) settlement and to give spend approval.
- 1.4 The report outlines the proposed Highway Maintenance 2019/2020 works programme and spend allocation set out in Appendix 1 and paragraph 4.11.
- 1.5 To provide Councillors with an update on the Lead Local Flood Alleviation Grant (LLFA) Funding and to give spend approval for the total amount of £40,721 available for 2019/20.

#### 2. RECOMMENDED ACTION

- 2.1 That the Committee notes the Highways Maintenance Update 2018/2019.
- 2.2 That the Committee notes the update on the £653,000 Additional Highways Maintenance Funding Award and gives spend approval.

- 2.3 That the Committee accepts the £1.308 Million Highway Maintenance Award for 2019/2020 from the Local Transport Block Funding (Integrated Transport & Highway Maintenance) settlement and gives spend approval for the proposed Highway Maintenance Programme 2019/2020, as set out in Appendix1 and paragraph 4.11.
- 2.4 That delegated authority is given to the Head of Transportation & Streetcare in consultation with the Lead Councillor for Strategic Environment, Planning and Transport, the Head of Legal & Democratic Services and the Head of Finance to enter into the variety of contracts required to undertake the highways maintenance works as described in this report.
- 2.5 That the Committee notes the update on the Lead Local Flood Alleviation Grant (LLFA) Funding and gives spend approval for the total amount of £40,721 available for 2019/20.

### **3. POLICY CONTEXT**

- 3.1 To secure the most effective use of resources in the delivery of high quality, best value public service.
- 3.2 To make travel more secure, safe and comfortable for all users of the public highway.
- 3.3 To provide a public highway network as safe as reasonably practical having due regard to financial constraints and statutory duties.

### **4. THE PROPOSAL**

#### **BACKGROUND - Highway Maintenance Update 2018/2019**

- 4.1 The Council has carried out a works programme of major carriageway resurfacing, minor roads surfacing, footway resurfacing, Street Lighting (LED Replacement), bridges/structural maintenance works programme, as well the progression of the 2018/19 Pothole Repair Plan. Appendix 2 refers to the works programme delivered.
- 4.2 Following the successful progression of the Pothole Repair Plan during 2018/19, it can be reported that the equivalent of around 1,700 potholes have been repaired and a contribution has been made towards the specialist surfacing work carried out in Mayfair (paragraph 4.3 refers).
- 4.3 A proprietary process/surfacing material was sourced for resurfacing the complete length of Mayfair, from Park Lane to Halls Road. In addition, as part of the process, the concrete slab joints were repaired/refurbished. As explained in last year's highways maintenance report to this Committee, Mayfair was one of a number of concrete roads across the Borough where the existing surfacing had deteriorated. The Additional Pothole Action Fund Award 2017/18 (£66,975) was used towards the funding of this work.

#### 4.4 Additional Funding Allocation (£653,000)

- 4.4.1 The Council welcomed the £653,000 share from the additional £420 million funding for local highways maintenance work which was made available for this Financial Year, as announced by the Chancellor of the Exchequer in the Budget 2018 and confirmed in the Department for Transport (DfT) correspondence dated 13th November 2018 - 'Local Transport Capital Funding 2018/19 Financial Year'. It was a requirement for this additional funding to be spent / committed by the end of Financial Year 2018/19 and to be used for 'local highways maintenance, including the repair of potholes, to keep local bridges and structures open and safe, as well as to help aid other minor highway works that may be needed'.
- 4.4.2 Given the very late announcement of this additional funding allocation and requirement to spend/commit by the end of the current Financial Year, the Committee should note that works have had to be identified which are deliverable within this tight timeframe. The following works will, however, help to tackle the backlog in bridge/culvert maintenance work, help tackle more potholes repairs and contribute to the improvement of the Borough's carriageway and footway assets.
- 4.4.3 The £653,000 has been allocated to the following Highways Maintenance work areas:

HIGHWAYS MAINTENANCE AREA	ADDITIONAL FUNDING ALLOCATION (£)
Specialist Carriageway Resurfacing Treatment to the following sites: <ul style="list-style-type: none"><li>• Southcote Lane (Southcote Farm Lane to Circuit Lane roundabout)</li><li>• Southcote Lane (Coronation Square to Virginia Way roundabout)</li><li>• Long Barn Lane (Basingstoke Road to Northumberland Avenue)</li></ul>	350,000
Hills Meadow Culvert - Cleaning/Silt Removal	100,000
Hills Meadow Culvert - Strengthening Works	50,000
Kings Road Culvert - Strengthening Works	100,000
Highway Maintenance Works - Pothole Repairs / Footway Resurfacing Works (Locations to be finalised)	53,000
<b>TOTAL</b>	<b>653,000</b>

#### **4.5 Street Lighting (LED Replacement Update)**

Reading, Wokingham and Slough Borough Councils secured Challenge funding from the DfT for 70% of the cost of a £27m joint street lighting asset upgrade to LED with a Central Management System (CMS) in 2015. The total budget for Reading was £9.8m, £6.86m of which was grant and £2.94m was RBC capital. A joint LED swap out contract was tendered in Autumn 2015 and Volker Highways were awarded the contract to swap out 11,329 street lights, 2578 sign lights, 890 illuminated bollards and 2533 life expired columns. The contract works began in April 2016 with a contract completion date of 31st March 2018. During the contract additional works have had to be instructed in all 3 Borough's for example, 1500 of the 5 metre columns in Reading were found to have structurally failed and have had to be replaced to ensure public safety and continuity of service and the contract was extended into a third year to accommodate the additional works and will complete by 31st March 2019. This extra work will be funded from the contract contingency allocation. All equipment has been fitted with the Mayflower CMS system which allows remote dimming, will monitor energy usage accurately and report faults remotely. To date 11,300 lanterns have been upgraded, 4033 columns, 850 bollards, 2350 sign lights and a number of bridge mounted fittings have been replaced and 300 heritage columns have been refurbished. The works are subject to a 12 month defect liability period. LED lanterns carry a 12 year warranty.

- 4.5.1 Street lighting energy consumption has fallen by 50% as a result of the change to LED lighting saving circa £300k per annum in energy costs. The cost of maintenance following the upgrade will reduce by 50% creating significant savings in both revenue and capital budgets.

#### **PROGRAMME - Highway Maintenance Spend Proposal 2019/2020**

##### **Local Transport Block Funding (Integrated Transport & Highway Maintenance) Settlement**

- 4.6 The Council receives an annual Local Transport Block Funding settlement from the Department for Transport (DfT) for highway maintenance work. This settlement covers the general headings of bridges, highways and lighting. The Highway Authority then needs to demonstrate that it has made suitable use of their allocation in accordance with highway needs and within the general criteria for which LTP maintenance funding is allocated.
- 4.7 In December 2014, the Secretary of State for Transport announced how the DfT planned to allocate £6 Billion being made available between 2015/16 and 2020/21 for local highways maintenance capital funding. Ministers reached a decision on how to allocate the £976 Million of local highways maintenance capital block funding available each year based on a 'needs based' formula funding model.

4.8 Reading Borough Council's settlement for this 6 year cycle is as follows:

FINANCIAL YEAR	AMOUNT OF SETTLEMENT
2015/16	£ 1,472,000
2016/17	£ 1,350,000
2017/18	£ 1,309,000
2018/19	£ 1,185,000
<b>2019/20</b>	<b>£ 1,185,000</b>
2020/21	£ 1,185,000

4.9 Every Local Highway Authority had the opportunity to secure additional funding on an “incentive basis”, dependent on its pursuit of efficiencies and use of asset management; and/or from a competitive Challenge Fund for major maintenance projects.

Of the £6 Billion, £578 Million has been set aside for an incentive fund scheme, to help reward Local Highway Authorities who can demonstrate they are delivering value for money in carrying out cost effective improvements.

Each Local Highway Authority in England (excluding London) was invited to complete an annual self-assessment questionnaire, in order to establish the share of the incentive fund that they will be eligible for. Local Highway Authorities are not competing with each other for funding, but are demonstrating that efficiency measures are being pursued in order to receive their full share of the funding.

Each Local Highway Authority scores themselves against 22 questions, which places them into one of 3 Bands on the basis of the available evidence.

The incentive funding awarded to each Local Highway Authority is based on their score in the questionnaire and is relative to the amount received through the needs-based funding formula. The current banding model is shown in the table below.

This table, therefore, shows an indicative estimate of what the Council could potentially receive in additional funding per Band per Financial Year to 2020/21.

**Highways maintenance incentive funding formula and indicative incentive allocations for Reading Borough Council award over the next 2 Financial Years is as follows:**

YEAR	AWARD	BAND	INCENTIVE
<b>2019/2020*</b>	<b>£1,185,000*</b>	3 (100%)	£247,000
		<b>2 (50%)*</b>	<b>£123,000*</b>
		1 (10%)	£25,000
2020/2021	£1,185,000	3 (100%)	£247,000
		2 (30%)	£74,000
		1 (0%)	0

\*Note: For 2019/2020 Reading Borough Council remains at 'Band 2' so the total award with incentive is: £1,185,000 + £123,000 = **£1,308,000**

- 4.10 Reading Borough Council will continue to progress the asset management programme to move Reading from 'Band 2' to 'Band 3' at some point in the near future.
- 4.11 In previous years the LTP3/Local Transport Block Funding settlement has been split into a number of different areas to make best use of the funds available, and it is intended to continue with this approach. Against each heading is the proposed works allocation based on the 2019/2020 settlement for works.

	<b>2018/19 Spend (Works Only)</b>	<b>2019/20 Spend Proposal (Works Only)</b>
<b>Major Carriageway Resurfacing</b>	<b>£550,000</b>	<b>£525,000</b>
<b>Minor Roads Surfacing</b>	<b>£135,000</b>	<b>£110,600</b>
<b>Footway Resurfacing</b>	<b>£83,600</b>	<b>£80,000</b>
<b>Bridge/Structural Maintenance</b>	<b>£400,000</b>	<b>£400,000</b>
<b>Pothole &amp; Flood Resilience Fund Award</b>	<b>£134,681</b>	<b>(Awaiting Announcement by DfT)</b>
<b>Pothole Action Fund Award (Additional Allocation)</b>	<b>£66,975* + £69,000</b>	<b>£0 (Currently)</b>
<b>Additional Highway Maintenance Funding Award</b>	<b>£653,000</b>	<b>£0 (Currently)</b>
<b>Lead Local Flood Alleviation Grant (LLFA) Funding for 2017/18 and later years</b>	<b>£12,494 + £13,654**</b>	<b>£14,573 + (£12,494 + £13,654 c/fwd)** = TOTAL £40,721</b>

*\*Additional Allocation from Department for Transport (Letter dated 1 February 2018 refers). Spend carried over to 2018/19 (as per the Grant Determination).*

*\*\*Lead Local Flood Alleviation Grant Funding for 2017/18 (£12,494) and for 2018/19 (£13,654) carried over and added to 2019/20 allocation (£14,573). Total 3 year allocation of £40,721 for spend in 2019/20. (Department for Communities and Local Government Letter dated 13<sup>th</sup> June 2017 refers).*

**Major Carriageway Resurfacing (£525,000)**

- 4.12 Due to the limited funding available it is necessary to prioritise the schemes based on nationally accepted technical assessment processes as well as visual engineering assessments.
- 4.13 The provisional programme for category 1 and 2 roads (mainly class A and class B roads and roads with high volumes of commercial traffic) surface treatment has been prioritised after assessment of carriageways using information from:
- SCANNER surveys which checks the structural integrity and residual life of existing carriageways;
  - SCRIM (sideways-force coefficient routine investigation machine) surveys to check skidding resistance.
  - VISUAL/ENGINEERING ASSESSMENT by Highways Maintenance (Engineering) Team.
- 4.14 Based on the above assessments the roads/sections of roads listed in Section A of Appendix 1 are recommended for treatment in 2019/2020. These are shown in priority order and will be progressed until the allocation is spent. To make the most effective use of the budget available only the sections of the roads with a poor residual life, as identified from the SCANNER surveys and visual engineering assessments, will be treated. Estimated costs, based on current information, are shown against each scheme and on this basis it would suggest that schemes 1 to 10 could be achieved in the 2019/2020 maintenance programme.
- 4.15 Tenders for this work will be invited shortly and the documents will include reserve schemes, in the event that returned tender prices prove to be more favourable than current estimates suggest, thus enabling us to undertake further scheme(s) within the available budget. In the event of unforeseen carriageway deterioration outside of the scope of normal maintenance work, the programme of works would be reviewed and if necessary a reallocation of funding within the budgets would be made to undertake higher priority carriageway schemes.

#### **Minor Roads Surfacing (£110,600)**

- 4.16 For category 3 roads (residential and other distributor roads) there is generally no skid or condition information available therefore priorities have to be established as a result of visual condition surveys to determine deterioration. The common types of deterioration are, for example, the number of potholes, rutting, the amount of patching and cracking.
- 4.17 An assessment of the road surface condition for minor roads is therefore carried out annually using the Council's pro-forma. The assessment process consists of scoring the carriageway condition against various criteria. Those roads with the highest scores are then subjected to a further engineering assessment and those which, again, score highly through this process as well as being considered appropriate, are recommended for inclusion in the next

Financial Year's minor roads surfacing programme, subject to budget availability.

- 4.18 Based on the above a list of schemes has been prepared as detailed in Appendix 1 Section C. Estimated costs based on current information are shown against each scheme and would suggest that schemes 1 to 9 could be achieved this year. Tenders for his work will be invited shortly and the documents will include reserve schemes (schemes 10 to 19 as shown in Appendix 1 Section C) in case the tender prices returned are more favourable than current estimates enabling us to do more schemes within the available budget.

#### **Footway Resurfacing (£80,000)**

- 4.19 Potential footway resurfacing schemes are identified as a result of visual condition surveys to determine deterioration. An assessment of the footway surface is carried out annually using the Council's pro-forma. The assessment process consists of scoring the footway condition against various criteria; those footways with the highest scores, as well as being considered appropriate, are then recommended for inclusion in the next Financial Year's footway maintenance programme, subject to budget availability. Many requests for footway resurfacing schemes are also received from Ward Councillors and members of public, but the amount of funding available is not sufficient to deal with every request.
- 4.20 In recent years the footway maintenance programme has consisted of 'slurry sealing' surfacing. Although this is a cost-effective process which provides a new 'thin veneer' overlain surface which seals and ultimately extends the life of footways, this treatment has limitations and has not been well received by local residents at every location. Where footways have more comprehensive deterioration or wear and tear, resurfacing and/or localised reconstruction is a more appropriate maintenance treatment.
- 4.21 As was the case with the 2018/2019 footway maintenance programme, it is proposed to focus on resurfacing/reconstructing several more footways/stretches of footway in 2019/2020 rather than a slurry sealing programme. Unlike slurry sealing, which is carried out by a specialist contractor, footway resurfacing/reconstruction work is carried out in-house by the Council's Highways and Drainage Operations Team.
- 4.22 The schemes listed in Section D of Appendix 1 are recommended for action in 2019/2020. Estimated costs, based on current information, are shown against each scheme and would suggest that schemes 1 to 7 could be achieved this year. 5 no. reserve footway resurfacing/reconstruction schemes 8 to 12 (as shown in Appendix 1 Section D) would be implemented if the costs for the main footway programme prove to be less than the current estimates thus enabling us to do more schemes within the available budget.

#### **Bridge/Structural Maintenance (£400,000)**



- 4.23 The Council has maintenance responsibility for around 80 bridges and 300 other structures. Each structure is inspected in line with the Code of Practice for Highway Structures. Based on these inspections the priority for works within the capital programme is determined and a rolling 5 year programme is developed and updated annually. Section E of Appendix 1 details the schemes proposed for 2019/2020 that are achievable within the available budget. Whilst these schemes are all high priority they will not necessarily be completed in the order they are listed, as other factors have to be considered when developing a scheme and programme to ensure they are achievable within the timescale / financial year.

The current bridge backlog is managed by risk assessment, monitoring and if necessary interim measures.

### **Street Lighting**

- 4.24 The LED upgrade completes on the 31<sup>st</sup> March 2019 and street lighting maintenance will revert to its normal cycle of works, predominantly dealing with emergencies such as RTA damage, column testing and inventory updates. Street lighting will be managed according to Highways asset management principles and inventory management and life cycle planning will be managed using the lighting module of the WDM system to coordinate with the pavement management and roads maintenance system. Once populated and operational the system will support web based self-serve reporting of street lighting faults via a dedicated portal improving customer reporting and reducing the reliance on the current communication channels.

### **Other Carriageway Maintenance Works**

- 4.25 It is recognised that there are roads which repeatedly do not meet the appropriate criteria for inclusion within the major carriageway resurfacing or minor roads surfacing programmes, but would benefit from other maintenance treatment(s) to extend the life of these assets. Examples of such maintenance works are explained in more detail below:
- Following a SCRIM (Sideway-force Coefficient Routine Investigation Machine) survey, where a carriageway surface appears, overall, to be in a good condition but would benefit from a surface rejuvenation to improve/restore skid resistance, extending the life of the road. This process would prove to be a cost-effective treatment, when compared with full scale resurfacing, enabling more roads to be treated.
  - There are a number of concrete roads across the Borough which have previously been overlain with a thin flexible surfacing course. Over time this surfacing has locally worn away leaving a 'scabbed' surface. Typically these areas do not meet the Council's current defect investigatory level to trigger repairs and as long as the underlying concrete slabs are in a stable condition, they are unlikely to increase in depth. Although such deterioration is aesthetically not pleasing, if the underlying concrete slabs are in reasonable condition, such roads do not

score/rank as high as other roads for programmed maintenance work. Nevertheless such roads would benefit from an appropriate treatment whereby the existing surfacing is either rejuvenated or replaced to not only improve the running surface but to also seal and protect the underlying concrete slabs, in turn, extending the life expectancy of these roads. Mayfair was one such road which was successfully treated/resurfaced during the 2018/2019 Financial Year using a proprietary product/process. Similarly, sections of Southcote Lane as well as Long Barn Lane are two other roads which have been identified as showing signs of surfacing deterioration with areas of 'scabbing' and are to be treated using this same process.

- There are also examples of localised carriageway deterioration where the surfacing and/or sub-structure show signs of wear and tear in specific areas but not extensive enough to justify full-scale maintenance work to the complete carriageway area. In such situations, substantially sized patching, whether in the form of a surfacing only repair, a surfacing and base course repair or perhaps a greater depth full reconstruction repair, can rectify the issue locally and help to extend the overall life expectancy of the complete road. Such a localised repair was carried out in Gun Street during the 2018/2019 Financial Year.

There is no available budget specifically identified for such work in Financial Year 2019/2020 but should appropriate funding become available or be identified, the Strategic Environment Planning and Transport Committee will be updated accordingly by way of a report at a future Committee Meeting.

#### **4.26 Pothole Action Fund Award 2019/20 (Awaiting announcement from Department for Transport)**

No announcement has yet been made by the Department for Transport on the Pothole Action Fund Award allocation for 2019/20.

Subject to the announcement of the Pothole Action Fund Award allocation for 2019/20, given the success of the previous Pothole Repair Plans, it is proposed to deliver a further Pothole Repair Plan. As before, this will enable potholes of a lesser depth than the Council's current investigatory criteria to be repaired, which can only help to extend the life of roads until such time that they require a more comprehensive maintenance treatment.

It is expected that this Pothole Repair Plan will be set up similarly to the previous Plans and, as usual, Members will be engaged at the appropriate time. Details will be presented in a Report for approval at a future Strategic Environment Planning and Transport Committee.

#### **4.27 Lead Local Flood Alleviation Grant (LLFA) Funding for 2017/18 and later years (Total Amount £40,721)**

There are several costly flood risk/surface water management priority schemes identified for Reading under the 'Local Flood Risk Management

Strategy’ and the ‘Surface Water Management Plan’. However, given that these are very costly schemes and, unfortunately, are unsupported by appropriate funding at this moment in time, it is highly unlikely that they will form part of the 2019/20 works programme.

The grant will, however, be used towards the annual ditch cleaning programme and to investigate/progress further several smaller schemes identified through flood modelling. A detailed list of such works/schemes will be presented to this Committee for approval at a future meeting during the year to keep Councillors updated.

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

5.1 The proposed Highway Maintenance Programme 2019/2020 will contribute to the Council’s Corporate Plan 2018-21 objectives of:

- Securing the economic success of Reading
- Keeping Reading’s environment clean, green and safe
- Ensuring the Council is fit for the future

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

6.1 Defects reported by members of the public on the Council’s public highway network are assessed / considered for appropriate action in accordance with the Council’s investigatory criteria.

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

6.3 The Highway Maintenance Update 2018/2019 and Proposed Programme 2019/2020 will be available on the Council’s website.

## **7. EQUALITY IMPACT ASSESSMENT**

7.1 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.

7.2 The proposed Highway Maintenance Programme 2019/2020 consists of improvement work to the Council’s existing public highway network. 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.

## **8. LEGAL IMPLICATIONS**

- 8.1 It will be necessary to enter into a contract with the successful tenderer for each of the maintenance operations described in this report.
- 8.2 In each case, the tender process will be conducted in accordance with the Council's Contract Procedure Rules and the principles of the Open process as defined by the Public Contract Regulations 2015 ("the Regulations"). It is intended that each contract will be entered into based on the most economically advantageous tender received.
- 8.3 The Council, as Highway Authority, has a duty under the Highways Act 1980 to carry out highway maintenance and maintain highway structures.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The proposed Highway Maintenance Programme 2019/2020 will be fully funded by the Local Transport Block Funding (Integrated Transport & Highway Maintenance) settlement for 2019/2020 and the Lead Local Flood Alleviation Grant (LLFA) Funding for 2017/18 and later years, (2018/19 & 2019/20).

## **10. BACKGROUND PAPERS**

- 10.1 Traffic Management Sub-Committee 'Highway Maintenance and Pothole Repair Plan 2018/2019 Update Report' - 10 January 2019
- 10.2 Strategic Environment Planning and Transport Committee 'Highway Maintenance Code of Practice & Highway Asset Management Update' Report - 21 November 2018.
- 10.3 DfT Letter 'Local Transport Capital Block Funding (Flood Resilience) Specific Grant Determination (2017/18): No.31/3296' - 29<sup>th</sup> March 2018.
- 10.4 'Highway Maintenance Update 2017/2018 and Proposed Programme 2018/2019' - Strategic Environment Planning and Transport Committee Report - 19<sup>th</sup> March 2018.
- 10.5 DfT Additional Pothole Action Fund Award 2017/2018 letter - 1<sup>st</sup> February 2018 & confirmation to carry spend into 2018/19 Financial year - 23<sup>rd</sup> February 2018.
- 10.6 DfT Letter 'Local Transport Capital Block Funding (Pothole Action Fund) Specific Grant Determination (2017/18): No.31/2951' - 1<sup>st</sup> February 2018.
- 10.7 Lead Local Flood Authority Grant for 2017-18 and Later Years - Department for Communities and Local Government letter - 13<sup>th</sup> June 2017

- 10.8 DfT Roads Funding: Information Pack - January 2017.
- 10.9 DfT Letter 'Roads Funding 2017/18' - 13<sup>th</sup> January 2017.
- 10.10 Local Transport Block Funding (Integrated Transport & Highway Maintenance) Document - December 2014

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## HIGHWAY MAINTENANCE PROGRAMME 2019/2020

## Section A - Major Road Carriageway Resurfacing Schemes (£525,000)

Priority	Ward	Road / Road Section	Estimated Cost (£)	Cumulative Cost (£)
1	Peppard	KILN RD (41 Kiln Road to 77 Kiln Rd)	£44,080.00	£44,080.00
2	Tilehurst	SCHOOL RD (Chapel Hill to Norcot Road)	£79,674.60	£123,754.60
3	Abbey	GUN STREET / MINSTER STREET	£63,695.60	£187,450.20
4	Norcot	DEE ROAD (Tay Rd to Water Rd)	£37,688.40	£225,138.60
5	Southcote	BURGHFIELD RD (Southcote Land to Underwood Rd)	£63,585.40	£288,724.00
6	Park	WOKINGHAM RD (Melrose Ave to Crescent Road)	£61,423.20	£350,147.20
7	Church	SHINFIELD RD (Pepper Lane to Leighton Park School)	£79,041.60	£429,188.80
8	Mapledurham	UPPER WOODCOTE RD (Little Woodcote Close to Blagrove Lane)	£29,779.20	£458,968.00
9	Whitley	BASINGSTOKE RD (Hartland Road to Imperial Way)	£42,768.00	£501,736.00
10	Church	SHINFIELD RD (50m North of Elm Road to Whitley Wood Road)	£39,672.00	£541,408.00
		<b><u>RESERVE SCHEMES</u></b>		
11	Peppard	CAVERSHAM PARK RD (From Queensway South for 300m)	£31,627.40	£573,035.40
12	Abbey	QUEENS RD (Kings Road to Sidmouth Street)	£53,380.80	£626,416.20
13	Church	SHINFIELD RD (From Devonshire Park for 150m)	£32,630.40	£659,046.60
14	Whitley	BASINGSTOKE RD (Hartland Road to 50m North of Bennet Rd)	£71,596.80	£730,643.40
15	Abbey	IDR INNER RELIEF RD (Hexagon On Slip Road)	£23,529.60	£754,173.00
16	Peppard	HENLEY RD (Micklands Rd to 282 Henley Rd)	£24,624.00	£778,797.00

## Section B - Other Carriageway Schemes

Ward	Road / Road Section	Comments	Programme Details
Abbey	St Mary's Butts	Noted potential Scheme for the future - (Reconstruction required but no allocated funding at present)	(Not Programmed)
Whitley/ Church	Northumberland Ave (Torrington Road to Hartland Road)	Noted that extensive concrete repairs required before the road can be resurfaced	(Not Programmed)

## Section C - Minor Surfacing Schemes (£110,600)

Priority	Ward	Road	Estimated Cost (£)	Cumulative Cost (£)
1	Tilehurst	Gratwicke Road	£ 18,690	£ 18,690
2	Caversham	Nelson Road	£ 12,980	£ 31,670
3	Mapledurham	Graveney Drive	£ 10,920	£ 42,590
4	Mapledurham	High Meadow	£ 4,250	£ 46,840
5	Redlands	The Mount, Reading	£ 21,500	£ 68,340
6	Redlands	Blenheim Road, Reading	£ 20,600	£ 88,940
7	Southcote	Inkpen Close	£ 6,400	£ 95,340
8	Southcote	Garston Close	£ 6,410	£ 101,750
9	Katesgrove	Collis Street	£ 9,230	£ 110,980
	<b><u>Reserve Schemes</u></b>			
10	Katesgrove	Hill Street	£ 10,630	£ 121,610
11	Tilehurst	Beverley Road	£ 30,000	£ 151,610
12	Abbey	Watlington Street	£ 18,330	£ 169,940
13	Park	Belle Avenue	£ 13,000	£ 182,940
14	Battle	Gordon Place	£ 10,830	£ 193,770
15	Southcote	Ashampstead Road (Part)	£ 9,800	£203,570
16	Caversham	St Annes Road	(TBC)	(TBC)
17	Kentwood	Deacon Way	(TBC)	(TBC)
18	Church	Totnes Road	(TBC)	(TBC)
19	Church	Axbridge Road	(TBC)	(TBC)



### Section D - Footway Schemes (£80,000)

Priority	Ward	Road	Estimated Cost (£)	Cumulative Cost (£)
1	Redlands	Bede Walk (Part)	£19,035.00	£19,035.00
2	Church	Birdhill Avenue (Part)	£13,657.50	£32,692.50
3	Church	Hillbrow (Part)	£3,195.00	£35,887.50
4	Whitley	Spencer Road (Part)	£6,727.50	£42,615.00
5	Redlands	Sutton Walk (Part)	£11,160.00	£53,775.00
6	Church	Torrington Road (Part)	£15,615.00	£69,390.00
7	Southcote	Cheddington Close (Part)	£13,320.00	£82,710.00
		<u>Reserve Schemes</u>		
8	Church	Highmead Close (Part)	£3,510.00	£86,220.00
9	Abbey	Orts Road (Part)	£12,802.50	£99,022.50
10	Kentwood	Scours Lane (Part)	£20,115.00	£119,137.50
11	Katesgrove	Bourne Avenue	£46,260.00	£165,397.50
12	Kentwood	Deacon Way (Part)	£17,280.00	£182,677.50

### Section E - Bridge/Structural Maintenance Schemes (£400,000)

	Scheme	Estimated Cost (£)	Cumulative Cost (£)
1	Kings Road Culvert Strengthening (including Abbey Square and Duke Street Culverts) Phase 2 plus PBA support during phases 1 and 2	150,000	150,000
2	Kennetside Retaining Wall Strengthening - Phase 3b (approximately 40m length of river wall near Blakes Lock) plus PBA support during phases 3a and 3b	150,000	300,000
3	Post Tension Special Inspection (PTSI) of Fobney Bridge	20,000	320,000

4	Bridge Assessment Programme (structural reviews of circa 30no. structures)	15,000	335,000
5	Deck Repairs to Orbit Footbridge	120,000	455,000
	<u>Reserve Schemes</u>		
1	Oxford Road Bridge bearing replacement	725,000*	1,180,000
2	Bearing replacement on 5 other IDR structures	2,200,000*	3,380,000
3	Repair/Replacement of Stone Parapet on High Bridge (Grade II listed structure)	200,000*	3,580,000
4	Refurbishment of Berkeley Avenue Canal and Railway Bridges	475,000*	4,055,000
5	Kennetside Retaining Wall strengthening (remaining 1km length)	4,000,000	8,055,000
6	Bridge Assessment Programme (Local Transport Corridor structures including inspection/investigation for structural details and load assessment)	150,000	8,205,000
7	Strengthening works to Local Transport Corridor structures (estimate only - to be confirmed after investigations and load assessments)	2,500,000	10,705,000
8	Desilting of Culverts (circa 20no.)	1,500,000	12,205,000
9	Structural Concrete Repairs to various structures (circa 20no.)	500,000	12,705,000
10	Bearing Replacements on various bridges (circa 10no.)	3,500,000	16,205,000
11	Parapet Improvements at various locations	500,000	16,705,000
12	Waterproofing & Joint Replacements on various bridges (circa 20no.)	3,500,000	20,205,000

\* These works are currently included in the Joint Berkshire bid for DfT fund and works were anticipated to start in Financial Year 2018/19. Note: The funding award has still not been confirmed. If funding is not secured within Financial Year 2019/20, then monitoring of the bearings condition will be scheduled and included in future Inspection programmes.

## HIGHWAY MAINTENANCE PROGRAMME DELIVERED IN 2018/2019

## Section A - Major Road Carriageway Resurfacing Schemes

Priority	Ward	Road / Road Section
1	Abbey	Valpy Street
2	Redlands	Redlands Road (From o/s 24 to London Road)
3	Tilehurst	City Road (From Park Lane to Borough Boundary)
4	Tilehurst	Park Lane (From Halls Road to City Road)
5	Kentwood/Battle	Wigmore Lane / Portman Road (From Stone Street to Bridgewater Close)
6	Norcot	Oxford Road (Westbound From Reading Retail Park to Norcot Road Roundabout)
7	Peppard	Caversham Park Road (From Birchwood Close to Northbrook Road)
8	Southcote	Burghfield Road (From Bath Road to Old Kennels Court)
9	Abbey	Duke Street (Vicinity of Zebra Crossing)
10	Abbey	Friar Street
11	Minster	Rose Kiln Lane (From Admiral Court to Berkeley Avenue)

## Section B - Other Carriageway Schemes

Ward	Road / Road Section	Comments
Katesgrove	London Street (From IDR to London Road)	Transport Planning - MRT Scheme (funded from Capital Grant Funding allocated by Thames Valley Berkshire Local Enterprise Partnership).
Abbey	Bridge Street (From Southampton Street Roundabout to Fobney Street)	Transport Planning - MRT Scheme (funded from Capital Grant Funding allocated by Thames Valley Berkshire Local Enterprise Partnership).
Abbey	Gun Street (Near to junction with Bridge Street/St Mary's Butts)	Localised carriageway reconstruction repair to wheel rutting damage / material heaving.

### Section C - Minor Surfacing Schemes

Priority	Ward	Road
1	Southcote	Barn Close
2	Southcote	Tallis Lane
3	Southcote	Cowper Way
4	Peppard	Autumn Close
5	Peppard	Cherry Close
6	Peppard	Russet Glade (Part)
7	Mapledurham	Gurney Close /Gurney Drive
8	Church	Barnsdale Road
9	Norcot	Wye Close
10	Tilehurst	Poole Close
11	Minster	St Saviours Road (Part)
12	Park	Green Road

### Section D - Footway Schemes

Priority	Ward	Road
1	Peppard	Quantock Avenue (Part)
2	Redlands	Hexham Road (Part)
3	Tilehurst	New Lane Hill (Part)
4	Mapledurham	St Peter's Avenue (Part)
5	Norcot	Cockney Hill (Part)
6	Southcote	Morlands Avenue (Part)
7	Southcote	Fawley Road (Part)
8	Thames	Wilwyne Close (Part)
9	Thames	Dovedale Close (Part)
10	Whitley	Brayford Road (Part)
11	Battle	Loverock Road (Part)

## Section E - Bridge/Structural Maintenance Schemes

	Scheme
1	IDR Bearing Replacement - Preliminary investigation and design
2	RBC Structures programme - Review
3	Berkeley Avenue Canal & Railway Bridge - Repairs works
4	M4 Junction 11 - Replacement of specialist crash cushions
5	Planned structural general maintenance
6	Reading Station Subway Ceiling - Repairs and improvements
7	Kennetside - Void repairs
8	Culvert strengthening capital programme - Bat surveys

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