

To: Councillor Ayub (Chair)
Councillors Debs Absolom, David Absolom,
Barnett-Ward, Carnell, Duveen, Ennis,
Hacker, Page, R Singh, Stanford-Beale,
Terry and Whitham

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1 January 202019

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

NOTICE OF MEETING - TRAFFIC MANAGEMENT SUB-COMMITTEE 9 JANUARY 2020

A meeting of the Traffic Management Sub-Committee will be held on Thursday, 9 January 2020 at 6.30 pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

<u>ACTION</u>	<u>WARDS AFFECTED</u>	<u>Page No</u>
1. DECLARATIONS OF INTEREST		
2. MINUTES OF PREVIOUS MEETING		5 - 16
3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS		
Questions submitted pursuant to Standing Order 36 in relation to matters falling within the Sub-Committee's Powers & Duties which have been submitted in writing and received by the Head of Legal & Democratic Services no later than four clear working days before the meeting.		
4. PETITIONS		
To receive any petitions on traffic management matters submitted in accordance with the Sub-Committee's Terms of Reference.		

***CIVIC OFFICES EMERGENCY EVACUATION:** If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.*

5.	BI-ANNUAL WAITING RESTRICTION REVIEW - 2018B PROPOSALS FOR STATUTORY CONSULTATION	ABBEY; BATTLE; CAVERSHAM; CHURCH; KATESGROVE; KENTWOOD; MAPLEDURHAM; MINSTER; NORCOT; PARK; PEPPARD; REDLANDS; THAMES; TILEHURST; WHITLEY	17 - 58
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A report seeking the Sub-Committee's approval for Officers to undertake statutory consultation for recommended new/alterations to waiting restrictions, which address the issues raised in the initial list of requests, which were agreed for investigation by the Sub-Committee at their meeting in September 2019.

6.	SUSTRANS ACTIVATION PROJECT	BOROUGHWIDE	59 - 70
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A report providing the Sub-Committee with an update on the progress of the Sustrans Activation Project. This project is being funded by the Department for Transport (DfT) and led by Sustrans, a UK cycling and walking charity.

7.	RIGHTS OF WAY IMPROVEMENT PLAN - UPDATE	BOROUGHWIDE	71 - 78
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A report providing the Sub-Committee with an update on the Rights of Way Improvement Plan, adopted as part of the Local Transport Plan in 2007, and the steps needed to review and update the Plan to reflect current and future use.

8.	ANNUAL PARKING SERVICES REPORT 2018-2019	BOROUGHWIDE	79 - 162
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A report presenting financial and statistical data on the Council's civil parking enforcement activities during 2018-2019.

9.	CYCLE FORUM NOTES	BOROUGHWIDE	163 - 170
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A report is to inform the Sub-Committee of the discussions and actions from the Cycle Forum held in December 2019.

9 (a) Oxford Road Corridor Study - Update

**ABBEY;
BATTLE;
NORCOT**

**171 -
176**

A report providing an update on progress with the Oxford Road Corridor Study.

9 (b) Parking Conditions in the Marlborough Avenue and Elmhurst Road Area

REDLANDS

**177 -
180**

A report informing the Sub-Committee of the details of the question asked by Cllr Jones, as Redlands ward Councillor, at the November meeting of the Sub-Committee to give consideration to parking conditions in the Marlborough Avenue and Elmhurst Road area with some suggestions for changing the current waiting restrictions, and also giving consideration of the solutions offered for further action.

10. EXCLUSION OF PRESS AND PUBLIC

The following motion will be moved by the Chair:

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

11. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

**ABBEY;
BATTLE;
CAVERSHAM;
PARK;
REDLANDS**

**181 -
400**

To consider appeals against the refusal of applications for the issue of discretionary parking permits.

WEBCASTING NOTICE

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Members of the public who participate in the meeting will be able to speak at an on-camera or off-camera microphone, according to their preference.

Please speak to a member of staff if you have any queries or concerns.

Present: Councillor Ayub (Chair);

Councillors David Absolom, Debs Absolom, Barnett-Ward, Carnell, Duveen, Ennis, Page, R Singh, Stanford-Beale, Terry and Whitham;

Apologies: Councillor Hacker.

22. MINUTES

The Minutes of the meeting of 11 September 2019 were confirmed as a correct record and signed by the Chair.

Further to Minute 18, the meeting requested confirmation of the recorded decision to remove of the proposed speed calming measures on Albert Road (Caversham Ward) from the list of schemes.

23. 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:

Questioner	Subject
Adam Hewitt	Pedestrian Crossing in Pepper Lane
Councillor Jones	20mph Zone in Redlands
Councillor Jones	Parking Conditions in the Marlborough Avenue and Elmhurst Road Area
Councillor Jones	Residents only Parking in the Garages Area on Hexham Road
Councillor Whitham	Malvern Court Permit Parking
Councillor Whitham	Permit Parking Consultations

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

24. PETITIONS

(a) Petition against the introduction of Parking Permits on the Hexham Road Estate

The Executive Director for Economic Growth and Neighbourhood Services submitted a report on the receipt of a petition asking the Council not to introduce parking permits on the Hexham Road Estate.

The petition read as follows:

‘We, the residents on the Hexham Road Estate, do not support parking permits being introduced to this Estate’.

At the invitation of the Chair the petition organiser, Sylvia Hamilton, addressed the Sub-Committee on behalf of the petitioners.

Resolved -

- (1) That the report be noted;
- (2) That the petition be considered with the feedback for the informal consultation for resident permits in this area;
- (3) That the lead petitioner be informed accordingly.

(b) Petition to Install a Zebra Crossing near St Joseph's College on Upper Redlands Road

The Executive Director for Economic Growth and Neighbourhood Services submitted a report on the receipt of a petition from residents, asking the Council to introduce a zebra crossing, near St Josephs College, on Upper Redlands Road.

The petition read as follows:

'We, the undersigned, petition Reading Borough Council to install a zebra crossing near St Joseph's College on Upper Redlands Road.'

The report explained that the request for this measure had been captured on the Requests for Traffic Management Measure Report that was a regular item on the agenda and the report submitted to the previous meeting (Minute 18 refers) referred to this request as follows:

'A modest private contribution has been raised toward the development of the requested zebra crossing on Upper Redlands Road. Officers have arranged to meeting with the lead fundraisers to discuss expectations and can conduct some high-level design work as a result.'

The scheme was also included in the Traffic Management Measures - CIL Funded Schemes, see Minute 31 below. At this time the scheme remained unfunded.

Resolved -

- (1) That the report be noted;
- (2) That the lead petitioner be provided with a copy of the report.

25. RESPONSE TO PETITION REQUESTING REINSTATEMENT OF PELICAN CROSSING ON WOKINGHAM ROAD

Further to Minute 14(b) of the previous meeting, the Executive Director for Economic Growth and Neighbourhood Services submitted a report in response to a petition that had requested the reinstatement of a pelican crossing on Wokingham Road near Palmer Park. Photographs of the Wokingham Road parallel crossing were attached to the report at Appendix A.

The report explained that the pelican crossing on Wokingham Road had been converted to a parallel pedestrian and cycle facility, between April and July 2019. The Council had

received 15 complaints regarding the conversion from May 2019, which had led to a desktop review of similar facilities consisting of a two-lane approach. This also led to additional signage being installed on approach to the crossing warning drivers of the new layout. As required by the Highways Act, a further road safety audit (Stage 3) was carried out on the crossing by independent assessors in July 2019 and had been attended by Thames Valley Police and Council officers. The audit had been conducted over three separate dates and had consisted of daytime and night time observations, including two observations that had coincided with school pick up times. As part of the audit, the Council had highlighted concerns that had been raised by residents, including speed of vehicles approaching the crossing, visibility of users, both on the footways and in the carriageway, and vehicles not stopping to enable pedestrians and cyclists to cross. The road safety audit report had acknowledged that further improvements to the crossing could be made but, it did not recommend any alterations to the design of the crossing at that time.

The recommendations set out in the audit report had included the installation of tactile paving to the west of Palmer Park to alert visually impaired users of the shared path from the crossing facility to Palmer Park Avenue and the applications of anti-skid to highlight the approaching parallel crossing facility. The report had also suggested vegetation trimming outside the park and that ongoing observations should be carried out to record user behaviour on the approach to the crossing and for those to be reported back to the auditor. The audit report recommendations highlighted that the suggested improvements, which were outside the scope of the audit, had been implemented and, in addition, variable speed signs would be displayed on-site for two week periods to alert drivers of their speed on approach to the crossing, before they would be rotated to other sites, and redisplayed on Wokingham Road.

The report stated that as suggested by the independent road safety experts, ongoing monitoring of the crossing was taking place, including regular observations of users approaching the crossing. These were being reported to the auditor on a termly basis. Further changes to the crossing would be considered in response to observations recorded as part of ongoing monitoring of the crossing.

Resolved -

- (1) That the report be noted;**
- (2) That the lead petitioner be informed accordingly.**

26. PETITION TO RE-GRAVEL WARDLE AVENUE WITH CORRECT MATERIALS AS COMPENSATION TO ROAD CLOSURE ON ARMOUR HILL

Further to Minute 14(c), the Executive Director for Economic Growth and Neighbourhood Services submitted a report informing the Sub-Committee on the findings of the petition requesting that the Council re-gravel Wardle Avenue with the correct materials as compensation for the road closure on Armour Hill.

The report explained that Wardle Avenue was a 'Private Prospectively Maintainable Road', which meant that it was a private road and responsibility for its maintenance lay with the land owner or, if unregistered, responsibility passed to the frontages of the adjacent property owners. Wardle Avenue was signed as a 'private road' and access rights were generally written into the Title Deeds of the properties that had access directly off a

private road. It had been noted that due to the length of time the road had been in existence highway access rights might have been established but, this did not make Wardle Avenue a 'Highway Maintainable at Public Expense'.

In late December 2018 a collapse had occurred in Armour Hill near the junction with The Cedars. Thames Water had repaired a water-main that was damaged but, on further investigation the Council had established that there was a 'solution feature' within the public highway that resulted in Armour Hill being closed between The Cedars and Westwood Road for safety reasons. Following the successful completion of the ground stabilising works at the end of July 2019 a surface water sewer replacement scheme had been brought forward and these works had been completed on 4 November 2019, with Armour Hill then fully re-opened to through traffic.

The report explained that the Council had a statutory duty, under the Highways Act 1980, to maintain a safe highway. No diversion through Wardle Avenue had been proposed nor signed during the urgent ground stabilisation works in Armour Hill. Local residents might have chosen to use Wardle Avenue as an alternative route, but as the road was private, the Council had no control over the use of the road and the use of Wardle Avenue by local residents during the essential works in Armour Hill did not result in maintenance responsibility being passed to the Council. The Council therefore was not in a position to re-gravel Wardle Avenue in appropriate materials. The Council recognised that the Armour Hill ground stabilisation works had been disruptive to local residents, including residents of Wardle Avenue, and wanted to thank all residents who had been affected for their patience during the essential highway safety works.

Resolved -

- (1) That the report be noted;**
- (2) That the findings of the investigation not to re-gravel Wardle Avenue be noted;**
- (3) That the lead petitioner be informed accordingly.**

27. RESULTS OF STATUTORY CONSULTATION - REVERSAL OF ONE-WAY SYSTEM ON SILCHESTER ROAD AND FAIRCROSS ROAD

The Executive Director for Economic Growth and Neighbourhood Services submitted a report informing the Sub-Committee of comments and objections that had been received to the advertised Traffic Regulation Order, which proposed the reversal of the one-way system on Silchester Road and Faircross Road. The objections, supportive statements and comments that had been received during the consultation period were attached to the report at Appendix 1.

The report explained that to avoid peak-time traffic on a section of the A4 Bath Road, and the eastbound bus gate on Southcote Lane, a significant number of motorists were using Silchester Road and Faircross Road to access Southcote Lane. They were turning left onto the road and making a U-turn in the junction with Fawley Road, so that they could re-join the A4 Bath Road further to the east. It had therefore been proposed that to stop this 'rat-running' and turning movements was to reverse the one-way directions of Silchester Road and Faircross Road. The 'left-turn only' restriction from Faircross Road onto Southcote Lane and 'no-entry' from Southcote Lane onto Faircross Road would be revoked,

with a 'no-entry' from Circuit Lane onto Silchester Road and from Silchester Road onto Faircross Road also being proposed.

Reversing the one-way direction of Silchester Road and Faircross Road would remove the ability for traffic to bypass the Southcote Lane bus gate and proceed towards the town centre. It had been acknowledged that changing the one-way directions would require those wishing to access Southcote Lane in the morning by private motor vehicle, to do so via its eastern end, at the roundabout with the A4 Bath Road. Residents of Silchester Road and Faircross Road wishing to travel eastbound would also be required to join the A4 Bath Road via Circuit Lane during the times at which the Southcote Lane bus gate was operational.

Resolved -

- (1) That the report be noted;**
- (2) That having considered the comments and objections noted in Appendix 1, attached to the report, the Traffic Regulation Order proposing reversal of the one-way system on Silchester Road and Faircross Road be rejected;**
- (3) That transport officers be asked to arrange a meeting with representatives of Southcote Primary School to consider alternative measures to deal with congestion around the school and inconsiderate parking during pick-up and drop-off times;**
- (4) That the objectors be informed of the decision of the Sub-Committee, following publication of the meeting minutes.**

28. WAITING RESTRICTION REVIEW - OBJECTIONS TO WAITING RESTRICTION REVIEW 2019A - PORTWAY CLOSE

Further to Minute 16 of the previous meeting, the Executive Director for Economic Growth and Neighbourhood Services submitted a report asking the Sub-Committee to review the comments that had been received in respect of the Portway Close proposal, part of the 2019A programme, that had been deferred from the previous meeting. Objections, support and other comments received during statutory consultation for the Portway Close scheme were attached to the report at Appendix 1.

Resolved -

- (1) That the report be noted;**
- (2) That having considered the objections noted in Appendix 1, attached to the report, the proposed Traffic Regulation Order, Portway Close, for the 2019A Waiting Restriction Review programme be rejected;**
- (3) That respondents to the statutory consultation be informed of the decision of the Sub-Committee accordingly, following publication of the agreed minutes of the meeting.**

29. PALMER PARK - MANAGEMENT OF PARKING

Further to Minute 17 of the previous meeting, the Executive Director for Economic Growth and Neighbourhood Services submitted a report providing the Sub-Committee with the results of the statutory consultation that had been undertaken, which proposed management of the car park (including charges) by Traffic Regulation Order (TRO) at Palmer Park. A plan showing the area covered by the advertised TRO was attached to the report at Appendix 1 and the responses that had been received to the statutory consultation were attached to the report at Appendix 2.

The report explained that the statutory consultation had finished on 5 September 2019 and that the area covered by the proposal was currently paved/hard-standing areas on the park. Officers were reviewing enforcement/management options for some grassed areas of the park, which were occasionally opened for overflow parking. These areas were Public Open Space and were likely to require additional legislative and consultation processes for the same restriction to be applied. Officers were developing a parking permit facility that could be applied to certain established activities that took place at the Palmer Park facilities. The results of discussions that had taken place with established clubs and users of the facilities, in addition to the consultation responses that had been received, had indicated a high level of demand for an increase to the 'free' period of parking and it had been proposed that the restrictions should be implemented with an adjusted tariff, which would allow three hours free parking as follows:

- Free of charge - 3 hours
- 4 hours - 50p
- 5 hours - £1
- Each additional hour (or part, thereof) - +50p
- Night time - £2

It should be noted that parking during the 'free' period would still require a Pay and Display ticket to be obtained, although the charge would be £0.

At the previous meeting officers had been asked to investigate claims by the Park United Reformed Church that it leased the area of parking at the junction with Palmer Park Avenue and Wokingham Road and that this should be included in the TRO and, as a result, officers from the Leisure and Recreation Department had met with representatives of the Church. A draft lease and Heads of Terms had been drafted many years previously, but had not been completed. However, it was acknowledged that the Church had been using the car park in line with the principles that had been identified in the Heads of Terms and that the Council had agreed in principle to its use by the Church. The report therefore recommended that the car parking area should be excluded from the resultant TRO and that officers would work with the Church to formalise an agreement for its ongoing use and maintenance.

Resolved -

- (1) That the report be noted;
- (2) That the objections set out in Appendix 2, attached to the report to either implement or reject the proposals be noted;

- (3) That, considering tariff-related objections received, the tariff be adjusted in the resultant order to extend the free parking period from 2 hours to 3 hours and the remainder of the tariff would have the timings adjusted, to resume from hour 4 onward, as set out above and in paragraph 4.9 of the report;
- (4) That the area of parking at the junction of Palmer Park Avenue and Wokingham Road be excluded from the resultant Traffic Regulation Order, as set out in paragraph 4.10 of the report;
- (5) That the Assistant Director of Legal and Democratic Services be authorised to seal the resultant Traffic Regulation Order and no public inquiry be held into the proposals;
- (6) That the respondents to the statutory consultation be informed of the decision of the Sub-Committee accordingly, following publication of the agreed minutes of the meeting.

30. EAST READING AREA PERMIT PARKING - AREA 2 AND WOKINGHAM ROAD

The Executive Director for Economic Growth and Neighbourhood Services submitted a report providing the Sub-Committee with an opportunity to consider the implementation of 'Area 2' of the East Reading area Resident Permit Parking Scheme. The objections that had been received to the statutory consultation on the Area 2 scheme were attached to the report at Appendix 1, drawings for the Area 2 scheme were attached at Appendix 2 and the proposals that had been recommended for Wokingham Road were attached to the report at Appendix 3.

East Reading Area Permit Parking - Area 2

Further to Minute 39 of the meeting held on 10 January 2019, the report explained that Area 1 had been implemented over the summer school holiday period 2019 and was 'live' (enforced) from 16 September 2019. The decision to implement Area 2 had been deferred by the Sub-Committee pending the implementation of Area 1.

Wokingham Road

Further to Minute 54 of the meeting held on 7 March 2019, the report stated that it was recommended that the original proposal for the unrestricted bays on Wokingham Road, as set out in Appendix 3, should be progressed to statutory consultation and the Pay and Display tariff be advertised as follows:

- Free of charge - 2 hours
- 3 hours - 50p
- 4 hours - £1
- Each additional hour (or part, thereof) - +50p

It should be noted that parking during the 'free' period would still require purchase of a Pay and Display ticket, although the charge would be £0.

The report explained that while it was uncommon for free periods of on-street charging to apply in the Borough, it was considered that the parking bays represented a reasonably

unique situation of being in a residential area, not directly within a shopping area, and the free period of charging reflected the typical two hour period of shared use parking applied within Resident Permit Parking restrictions elsewhere.

At the invitation of the Chair, Ricky Chana, local resident, and Bernadette Cowling of Earley Christian Fellowship addressed the Sub-Committee.

Resolved -

- (1) That the report be noted;
- (2) That the objections and other feedback noted in Appendix 1, attached to the report, be noted and that the proposals for Area 2 of the East Reading Residents' Permit Parking scheme be agreed for implementation as advertised;
- (3) That the Assistant Director of Legal and Democratic Services be authorised to seal the resultant Traffic Regulation Order and no public inquiry be held into the proposals;
- (4) That respondents to the statutory consultation be informed of the decision of the Sub-Committee accordingly, following publication of the agreed minutes of the meeting;
- (5) That the Assistant Director of Legal and Democratic Services be authorised to undertake a statutory consultation for the proposed restrictions on Wokingham Road, as set out in paragraph 4.7 of the report;
- (6) That subject to no objections being received, the Assistant Director of Legal and Democratic Services be authorised to make the Traffic Regulation Order;
- (7) That any objection(s) received following the statutory advertisement be submitted to a future meeting;
- (8) That the Head of Transport (or appropriate Officer), in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals;
- (9) That no public enquiry be held into the proposals.

31. TRAFFIC MANAGEMENT MEASURES - COMMUNITY INFRASTRUCTURE LEVY FUNDED SCHEMES

The Executive Director for Economic Growth and Neighbourhood Services submitted a report providing the Sub-Committee with concept designs for requested traffic management schemes that had received funding from local Community Infrastructure Levy (CIL) contributions. The concept scheme designs were attached to the report at Appendix 1.

The report explained that the Council had allocated CIL funding to enable the delivery of a number of traffic management schemes, the majority of which had originated from the 'Requests for Traffic Management Measures' report that was submitted to the meeting bi-

annually. Officers had conducted initial investigation works, had obtained indicative quotations and had provided Ward Councillors with recommended concept designs that they felt should be deliverable, within the allocated budgets and Ward Councillors had been provided with an opportunity to comment on the concept schemes. Officers intended to progress these schemes to a detailed feasibility and design stage which for most would necessitate external road safety audits, speed surveys and possible ground investigation works to be conducted. These processes would necessitate the use of the CIL contributions.

Many of the schemes would require statutory consultation or notification to be conducted and approvals were sought from the Sub-Committee to enable officer to progress with the necessary processes that could lead to the delivery of the schemes. This did not guarantee the implementation of the schemes and should any significant alterations be necessary, or objections to the consultation be received, officers would submit further reports to future meetings. If this was not the case then it was intended that officers would progress the schemes to delivery. A table setting out the decisions that officers were seeking was included in the report.

The report explained that officers had developed concept proposals for the privately funded request for a controlled pedestrian crossing in Pepper Lane and a concept had also been developed for a controlled pedestrian crossing on Upper Redlands Road, for which a modest private contribution had also been raised. Officers would be sharing these proposals with the funding contributors and would report the proposals to a future meeting with any necessary alterations.

In relation to the enforcement of 20mph areas scheme, the Sub-Committee only agreed to a single calibrated ANPR camera being installed. The device would enable the Police to use the data captured by the camera to contact owners of speeding vehicles to issue warnings in the first instance.

Resolved -

- (1) That the report be noted;
- (2) That the Assistant Director of Legal and Democratic Services be authorised to undertake the statutory advertisement processes for each scheme, as set out in paragraph 4.4 of the report, whilst noting that only one calibrated ANPR camera should be included in Scheme (i) 'enforcement of 20mph areas';
- (3) That subject to no objections being received, the Assistant Director of Legal and Democratic Services be authorised to seal any resultant Traffic Regulation Orders;
- (4) That any objection(s) received following the statutory advertisements be reported to a future meeting;
- (5) That the Head of Transport (or appropriate Officer), in consultation with the appropriate Lead Councillor, be authorised to make minor changes to the proposals;
- (6) That no public enquiry be held into the proposals.

32. THE ABBEY SCHOOL CHRISTCHURCH ROAD/VICARAGE ROAD

The Executive Director for Economic Growth and Neighbourhood Services submitted a report on a review of the traffic management measures associated with proposed new accesses on Christchurch Road and Vicarage Road relating to the development works to The Abbey School. The Christchurch Road/Vicarage Road location and restriction plan was attached to the report at Appendix 1 and photographs of the existing access arrangements were attached to the report at Appendix 2.

The report explained that planning permission had been granted for the erection of single and two storey extension to the existing building and the creation of new access and alterations and adaptations to existing access points at The Abbey School. The access alterations included the provision of upgrading the existing dropped kerb access on Christchurch Road to a Bellmouth access in order to aid access for coaches and deliveries. The proposals also included the removal of the existing dropped kerb located on the corner of Christchurch Road and Vicarage Road and the creation of a new Bellmouth access onto Vicarage Road located 15.8 metres from the Christchurch Road/Vicarage Road junction. The existing access onto the Christchurch Road/Vicarage Road junction would be replaced with a pedestrian only entrance with a further pedestrian entrance which would be located south of the new vehicular access onto Vicarage Road. The design had been agreed at the planning application stage and work was currently underway to implement the building works associated with development.

The Christchurch Road school frontage was currently controlled through a 'No Waiting Mon - Sat 8.00am to 6.30pm' restriction, which extended across the existing dropped kerb. The proposal sought to alter the existing 'No Waiting Mon - Sat 8.00am to 6.30pm' restriction to the west of the proposed access. The restriction commenced at the Christchurch Road/Vicarage Road junction, which would continue, and would extend to the east for a distance of 36 metres following the kerb radii for the proposed junction and cease at the back of the footway. To the east of the proposed access the 'No Waiting Mon - Sat 8.00am to 6.30pm' restriction would commence at the back of the footway and follow the radii to the east of the proposed junction for eight metres.

The Vicarage Road school frontage was currently controlled through a 'No Waiting at Anytime' restriction, which extended from the Christchurch Road/Vicarage Road junction across the existing dropped kerb for a distance of 18 metres commencing at the end of the existing footway build out. The proposal sought to extend the existing 'No Waiting at Anytime' restriction to the south for a distance of five metres following the junction radii concluding at the back of the footway. To the south of the junction the proposal sought to introduce a 'No Waiting at Anytime' restriction, this was to commence at the back of the footway and extend for a distance of 12 metres until it met the existing School Keep Clear restriction.

All the above alterations were to ensure that parents did not drop off and/or pick up their children from Christchurch Road and/or Vicarage Road within close proximity to the proposed access, which would have detrimental implications for visibility and movement at either of the proposed accesses and for traffic movements close to the Christchurch Road/Vicarage Road junction.

Resolved -

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

- (2) That the Assistant Director of Legal and Democratic Services be authorised to undertake a statutory consultation for the proposed restrictions on Christchurch Road and Vicarage Road, as set out in paragraphs 4.6, 4.7, 4.9 and 4.10 of the report;
- (3) That subject to no objections being received, the Assistant Director 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 the Head of Transport (or appropriate Officer), 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.

33. EXCLUSION OF PRESS AND PUBLIC

Resolved -

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of item 34 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.

34. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

The Executive Director for Economic Growth 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 57 applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That, with regard to applications 11, 16, 17, 41 and 43 one book of discretionary visitor permits be issued, charged for, personal to the applicant;
- (2) That, with regard to applications 3, 10, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30, 32, 33, 34, 35, 36, 37 and 40 a first discretionary resident permit be issued, personal to the applicant, for one year only subject to adequate proofs provided;
- (3) That, with regard to application 13, a first discretionary resident permit be issued, personal to the applicant, subject to adequate proofs and one book of discretionary visitor permits be issued, charged for and personal to the applicant;
- (4) That, with regard to application 5, 51, 54 and 56 a first discretionary resident permit be issued, personal to the applicant and subject to adequate proofs provided;

- (5) That, with regard to applications 6, 27, 42, 48, 49 and 50 a third discretionary resident permit be issued, personal to the applicant;
- (6) That, with regard to applications 4 and 12 a first discretionary resident permit be issued, personal to the applicant and informed the permit scheme for the area had been approved;
- (7) That, with regard to application 47 a first discretionary resident permit be issued, personal to the applicant, subject to adequate proofs and one book of discretionary visitor permits be issued, charged for and personal to the applicant;
- (8) That, with regard to applications 55 and 57 two books of discretionary visitor permits be issued, charged for, personal to the applicant;
- (9) That the Executive Director for Economic Growth and Neighbourhood Services' decision to refuse applications 1, 2, 7, 8, 9, 31, 38, 39, 44, 45, 46, 52 and 53 be upheld.

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

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

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9 JANUARY 2020	AGENDA ITEM:	5
TITLE:	BI-ANNUAL WAITING RESTRICTION REVIEW - 2018B PROPOSALS FOR STATUTORY CONSULTATION		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION AND STREETCARE	WARDS:	ABBAY, BATTLE, CAVERSHAM, CHURCH, KATESGROVE, KENTWOOD, MAPLEDURHAM, MINSTER, NORCOT, PARK, PEPPARD, REDLANDS, THAMES, TILEHURST, WHITLEY
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1. EXECUTIVE SUMMARY

- 1.1 This report seeks approval for Officers to undertake statutory consultation for recommended new/alterations to waiting restrictions, which address the issues raised in the initial list of requests, which were agreed for investigation by the Sub-Committee at their meeting in September 2019.
- 1.2 The recommendations within this report have been shared with Ward Councillors and an opportunity provided for comment within this report.
- 1.3 Appendix 1 - Bi-Annual waiting restriction review programme list of streets and Officer recommendations.
- 1.4 Appendix 2 - Drawings to accompany the Officer recommendations in Appendix 1.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee notes the report.

- 2.2 That the Assistant Director 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 proposals contained within in Appendix 1 and 2.
- 2.3 That subject to no objections received, the Head of Legal and Democratic Services be authorised to make the Traffic Regulation Order.
- 2.4 That any objection(s) received following the statutory advertisement be reported to a future meeting of the Sub-Committee.
- 2.5 That the Head of Transport, in consultation with the appropriate Lead Councillor be authorised to make minor changes to the proposals.
- 2.6 That no public inquiry be held into the proposals.

3. POLICY CONTEXT

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

4. BACKGROUND AND RECOMMENDATIONS

- 4.1 Approval was given by the Sub-Committee in September 2019 to carry out investigations at various locations, following requests that the Council had received for new or amended waiting restrictions.
- 4.2 Officers have investigated the issues that were raised in this list and have considered appropriate measures that could be implemented to overcome each issue.
- 4.3 In accordance with the report to the Sub-Committee in September 2019, Officers shared their recommended proposals with Ward Councillors between 19th November 2019 and 13th December 2019. This period provided Councillors with an opportunity to informally consult with residents, consider the recommendations and provide any comments for inclusion in Appendix 1 of this report.
- 4.4 This report seeks approval by the Sub-Committee to conduct statutory consultation on the recommended schemes, taking into consideration any Ward Councillor comments that have been received.

5. CONTRIBUTION TO CORPORATE PRIORITIES

- 5.1 This proposal contributes to the Council's priorities, as set out below:
 - Keeping Reading's environment clean, green and safe

- Ensuring the Council is fit for the future

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Statutory consultation will be carried out in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

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 It is not considered that an Equality Impact Assessment is relevant as the proposals are not deemed to be discriminatory to persons with protected characteristics. A statutory consultation will be conducted, providing an opportunity for objections/support/concerns to be considered prior to a decision being made on whether to implement the proposals.

9. FINANCIAL IMPLICATIONS

- 9.1 Funding for the advertisement requirement of the statutory consultation and subsequent implementation of agreed changes will need to be identified. It is intended that these costs will be met by the Council's Capital Works budget, with external funding (e.g. CIL or Section 106 contributions) to be used wherever possible.
- 9.2 The cost of the programme will be dependent on a number of factors, including the number proposals that are agreed for statutory consultation, the number agreed for implementation and the extent/complexity of the scheme. Lining-only schemes, such as double-yellow-line restrictions will be considerably less costly to implement, compared with restrictions that require signing.

10. BACKGROUND PAPERS

- 10.1 Waiting Restriction Review - Objections to Waiting Restriction Review 2019A & Requests for Waiting Restriction Review 2019B / Traffic Management Sub-Committee / September 2019

APPENDIX 1 - REQUESTS FOR WAITING RESTRICTIONS 2019B - OFFICER RECOMMENDATIONS

UPDATED: 13/12/19, including comments received from Ward Councillors between 19/11/2019 and 13/12/2019

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Abbey	Cardiff Road	Request for double yellow lines at the junction with Weighbridge Row due to amount of cars parking and blocking the entrance/exit to industrial estate.	We recommend installing double yellow lines as seen in drawing WRR2019B/AB1. This is to improve the visibility when exiting Weighbridge Row and safety for all road users.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Battle	Elm Park	Request for waiting restrictions due to number of large vehicles and vans parking in the area which regularly block access to properties and pavements to pedestrians.	The Neighbourhood Officer for this area has visited a couple of times throughout the day and found no evidence of vehicles parking inconsiderately. There are existing double yellow lines on the bends and, proposing further restrictions will have an impact on all residents and their visitors. We therefore recommend removing this from the programme.
Battle	Hilcot Road	Request for waiting restrictions to prevent obstructions and off street parking areas being blocked.	We recommend moving the shared use Resident Permit bay closer to the junction of Wilton Road and installing double yellow lines in between the two existing bays as seen in drawing WRR2019B/BA1. This will allow access to the garages and act as a passing place.
Battle	Tilehurst Road	Request for double yellow lines on the north side of the road, opposite English Martyrs Catholic Church due to vehicles parking wholly on the verge which obstruct the pavement or road users.	We recommend installing double yellow lines as seen in drawing WRR2019B/BA2, this will improve visibility and road safety.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Caversham	Amersham Road	Request for extension of existing double yellow lines between Clonmel Close and Mead Close, near the bollards, due to commercial vehicles parking in this location which hinders the view of oncoming traffic.	We recommend extending the existing double yellow lines as seen in drawing WRR2019B/CA1. This will improve traffic flow and visibility on this road.
Caversham	Donkin Hill	Request for double yellow lines at the junction with Elmleigh Court due to vehicles parking close to the junction.	We recommend installing double yellow lines as seen in drawing WRR2019B/CA2. This will improve road safety and visibility when entering or exiting the junction.
Caversham	Elmleigh Court	Request for double yellow lines around the turning head to maintain access to properties.	We recommend installing double yellow lines as seen in drawing WRR2019B/CA3. This will protect the turning head and allow safer manoeuvres at this location.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Caversham	George Street	Request for waiting restrictions on George Street due to lorries parking on the road and impacting the traffic flow and causing congestion.	George Street has an existing 'No Waiting at any Time, No Loading 7.30-9.30am 4-6pm' restriction which will be refreshed to reinforce the restriction. We therefore recommend removing this from the programme.
Caversham	Henley Road	Request for waiting restrictions on Henley Road between Chiltern Road and Rossendale Road due to vehicles parking on both sides of the road and is impacting the traffic flow and emergency vehicles.	Officers have visited the site and found no evidence of vehicles parking on both sides of the road, however, the road is wide enough for vehicles to park on both sides. We haven't received any correspondence from Reading Buses or emergency services stating they are experiencing difficulties. We therefore recommend removing this from the programme.
Caversham	Honey Meadow Close	Request for double yellow lines on the bend of the Close due to vehicles parking there which restricts the view, creates a blind corner and blocks the road.	Officers have visited the site and found no evidence of vehicles parking on the bend, therefore we recommend removing this from the programme.
Caversham	Montague Street	Request for 'School Keep Clear' restriction to only apply during school time to allow cars to park outside of school time.	The current restriction is 'No Stopping Monday-Friday 8am-5pm', so parking can occur outside these times and outside school times. We therefore recommend removing this from the programme.
Caversham	Rufus Isaacs Road	Request for double yellow lines in the turning head, which is a shared access road, due to the vehicles that park in this section of the road residents and emergency vehicles struggle to gain access to their properties.	We recommend installing double yellow lines as seen in drawing WRR2019B/CA4. This will improve road safety and access to the properties in this section of the road for all vehicles.
Caversham	The Willows and St Stephens Close	Following the agreement to implement a resident permit parking scheme in these streets, residents have requested some sections of double-yellow-lines to prevent the potential difficulties that parking in these areas could cause. Officers will work with Ward Councillors to review these requests and consider a proposal to put forward.	Officers have visited the site and didn't find any evidence of vehicles parking that could block driveway access. We received the request prior to the Resident Permit parking scheme being implemented and haven't received any further complaints since the scheme has gone live, therefore we recommend removing this from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Church	Christchurch Road	Request for a loading bay outside the shops on Christchurch Road between Whitley Park Lane and Northcourt Avenue, so that a loading facility is available without vehicles sticking out into the road.	We recommend installing a part time loading bay on Christchurch Road to help prevent vehicles sticking out in the road and to provide delivery vehicles with a loading facility that discourages them from parking in nearby roads, which is disrupting residents. The loading bay is shown within drawing WRR2019B/CH1.
Church	Exwick Square	Request for waiting restrictions within the Square to improve visibility.	Officers have visited the site and found no evidence of vehicles parking in a manner that restricts visibility within the road, therefore we recommend removing this from the programme.
Church	Foxhays Road	Request for waiting restriction within the Road.	Officers have tried to contact the customer due to the lack of detail on the request, however, as we haven't received any response we recommend removing this from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Church	Hillbrow	Request for waiting restrictions on the road due to the volume of vehicles that park on this road during school pick up and drop off times, which has hinders the exit and entrance on to the road.	There will be more traffic in the area around school pick up and drop off times due to the proximity of the pedestrian entrance to The Ridgeway Primary School, inevitably this will inconvenience the residents for a short period of the day. By proposing further restrictions this will affect the parking provisions for residents and visitors, therefore we recommend removing this from the programme.
Church	Totnes Road	Request to review the waiting restrictions within Totnes Road due to non-residents parking here during the week, which hinders emergency access and the refuse collection service.	The road is wide enough to allow vehicles to park on one side of the road, and this doesn't hinder emergency or refuse access. To reinforce this we recommend installing double yellow lines on the northwest side of the road, this can be seen in drawing WRR2019B/CH2

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Katesgrove	Elgar Road South	Request for double yellow lines at the Makro goods entrance onto Elgar Road South due to poor visibilities	We recommend installing double yellow lines as seen in drawing WRR2019B/KA1, this will improve the visibility when entering or exiting this entrance.
Katesgrove	Elgar Road South	Request for double yellow lines from Waterloo Meadows Allotment access road onto Elgar Road South	We recommend installing double yellow lines as seen in drawing WRR2019B/KA2 as this will improve visibility when exiting and entering the Allotment.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Kentwood	Armour Hill	Request for double yellow lines on both sides of Armour Hill by the junction with Armour Walk, as vehicles park on both sides of the road and junction which narrows the road. Residents struggle to manoeuvre out of their driveways and access Armour Walk as this visibility is restricted.	We recommend extending the double yellow lines as shown in drawing WRR2019B/KE1, as this will improve the access to and from Armour Walk and the visibility on the road.
Kentwood	Oak Tree Road	Request for double yellow lines at the junction of Carlisle Road with Oak Tree Road due to vehicles parked at the junction which hinders the visibility.	We recommend converting the single yellow line to double yellow lines at the junction as seen in drawing WRR2019B/KE2, this will improve the visibility and road safety at the junction.
Kentwood	Overdown Road	Request for waiting restrictions on Overdown Road between Brooksby Road and Oxford Road, due to vehicles parking opposite or next to driveways and impacting on traffic flow.	We recommend installing single yellow line as seen in drawing WRR2019B/KE3, this will improve traffic flow and access to and from driveways.
Kentwood	Pierces Hill	Request to amend the current restrictions on the brow of the hill	The existing double yellow lines on the brow of the hill have been implemented as part of 2018B Waiting Restriction Review this

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
			summer. This restriction affects all residents and we wouldn't recommend proposing any changes to the restriction so soon after it has been introduced, therefore we recommend removing it from the programme.
Kentwood	Rissington Close	Request for waiting restrictions within the Close as non-residents park all day or at weekends on the hill which makes it difficult for motorists and emergency vehicles to negotiate.	Officers have visited the site and found no evidence of vehicles parking within the Close. All of the properties have driveways, so we recommend removing this request from the programme.
Kentwood	Rockbourne Close	Request for double yellow lines in the turning circle to help with access to driveways due to vehicles parking and blocking the access.	Residents can apply for Access Protection Markings or refreshment of their Access Protection Markings on legally dropped crossings. Officers believe restrictions within this Close won't improve the situation for residents, and will restrict themselves and their visitors from parking on the carriageway. Therefore we recommend removing this from the programme.
Kentwood	Rydal Avenue	Request for waiting restrictions within the road, particularly at the junction with Forest Hill due to number of vans that park on the road which are non-residents and take up parking spaces of the residents of this road. Also park close to the junction which causes a visibility and safety concern.	We recommend installing double yellow lines at the junction as shown in drawing WRR2019B/KE4, as this will improve visibility and road safety at this junction.
Kentwood	Thirlmere Avenue	Request for waiting restrictions to prevent vehicles parking on top of the roundabouts.	A similar request on Thirlmere Avenue was investigated and consulted as part of 2018B Waiting Restriction Review, due to the number of objections and feedback received we recommend removing this request from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Mapledurham	Pinewood Drive	Request for double yellow lines in the turning area due to vehicles parking in the area and large vehicles or refuse trucks struggle to turn around.	Officers have visited the site and found no evidence of vehicles parking in the turning area. Our streetcare team have not raised any concerns with us about access in this area. By implementing double yellow lines this will affect all residents and their visitors, therefore we recommend removing this from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Minster	Downshire Square	Request for double yellow lines at the entrance to the Spire Dunedin Hospital car park to allow better visibility exiting the car park.	We recommend installing double yellow lines as seen in drawing WRR2019B/MI1, this will improve the visibility when exiting the Hospital car park.
Minster	Parkhouse Lane	Request for double yellow lines on the northern side of the road to prevent cars parking on the pavement, also narrows the road which emergency and refuse vehicles have	We recommend installing double yellow lines as seen in drawing WRR2019B/MI2. This is to help access for emergency and refuse vehicles and will improve visibility within the road.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
		difficulty accessing.	
Minster	Pennyroyal Court	Request for waiting restrictions within Pennyroyal Court due to vehicles parking and is impacting drivers visibility and access issues.	We recommend installing double yellow lines as seen in drawing WRR2019B/MI3. This will improve visibility at the car park and access to the bin store.
Minster	Rembrandt Way	Request for waiting restrictions within the road due to large vehicles parking overnight which block the road to residents who can't pass safely.	Officers visited site and found little evidence of vehicles parking on the road, the road is wide enough for vehicles to park on one side of the road and allow residents to pass safely. Therefore recommend removing this request from the programme.
Minster	Rose Kiln Lane	Request for waiting restrictions to deter parking on the footway of Rose Kiln Lane (Service Road) causing obstruction to pedestrians.	We recommend installing double yellow lines as seen in drawing WRR2019B/MI4, this will improve the pedestrian access and visibility.
Minster	Wensley Road	Request for double yellow lines at the junction with North Lodge Mews due to vehicles parking obstructing the junction and driveways.	Officers visited site and found no evidence of vehicles parking close to the junction of North Lodge Mews, which is a private road, therefore if driveways are being obstructed we recommend residents to apply for an access protection marking and remove this request from the programme.

Page 25

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Starcot	Taff Way	Request for waiting restrictions due to the cars parking on the path, double parking which can block the road and driveways.	We recommend installing a part time loading ban as seen in drawing WRR2019B/NO1, this will improve the visibility at the junction of Taff Way with Dee Road and the road safety during school drop off and pick up times.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Park	Hamilton Road	Request to extend the double yellow lines instead of the Resident Permit parking bay outside 144 Hamilton Road	A new resident permit parking scheme has been introduced in the area which is being managed by the enforcement team. Residents have been granted free access protection markings to protect driveways covered by marked bays, which there is one granted for one of the driveways of 144 Hamilton Road. Therefore we recommend removing this from the programme.
Park	Tuns Hill Cottages	Request for extension of double yellow lines as vehicles park in unrestricted area, which block access to driveways and hinders emergency access.	We recommend extending the existing double yellow lines as seen in drawing WRR2019B/PA1, as this will improve visibility and road safety.
Park	Wokingham Road	Request to extend the parking bay on Wokingham Road near the junction with Melrose Avenue.	On Wokingham Road near its junction with Melrose Avenue currently there is a pedestrian refuge island with a complimentary footway build-out on both sides of the road. Given its proximity to the junction with Melrose Avenue and the hatched area between

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
			this junction and the footway build-out, any parking at this location would be inappropriate and cause visibility issues for crossing pedestrians and emerging traffic. Therefore we recommend removing this request from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Peppard	Galsworthy Drive	Request for double yellow lines on the bend near the junction of Jordan Close due to visibility issues.	We recommend installing double yellow lines on the bend as seen in drawing WRR2019B/PE1, this will improve road safety and visibility around the road.
Peppard	Lowfield Road	Request for additional double yellow lines on the bends to allow free flowing traffic on the road.	We recommend installing double yellow lines as seen in drawing WRR2019B/PE2, this will improve road safety and visibility around the road.
Peppard	Montpellier Drive	Request for double yellow lines at the junction with Pevensey Avenue due to vehicles parking on the junction and hinders the visibility.	We recommend installing double yellow lines around the junction as seen in drawing WRR2019B/PE3, this will improve visibility at the junction.
Peppard	Quantock Avenue	Request for extension of double yellow lines at the junction with Montpellier Drive due to vehicles parking close to the junction and hindering visibility.	We recommend extending the existing double yellow lines at the junction as seen in drawing WRR2019B/PE4, in order to improve the visibility around the junction.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Redlands	Allcroft Road	Request for extension of double yellow lines at the junction with Redlands Road to aid access and exit from driveways.	Officers visited site and feel there is sufficient space to enter and exit driveways, therefore we recommend removing this from the programme.
Redlands	Cintra Close	Request for double yellow lines on the bend of Cintra Close before the turning head due to vehicles parking here which makes it difficult to navigate the road, including emergency and refuse vehicles.	We recommend this request to be addressed as part of the potential Resident Permit Scheme, therefore we recommend removing this from the programme.
Redlands	Donnington Road	Request for a loading ban at the top of Donnington Road near the junction with Erleigh Road due to the number of vehicles that park on the double yellow lines and block the road reducing the visibility when entering the road.	Officers visited the site, and found no evidence of vehicles parking on double yellow lines and blocking the road therefore we recommend removing this from the programme.
Redlands	Erleigh Road	Request to reduce the Resident Permit shared use pay and display bay opposite the junction with De Beauvoir Road as the parking reduces visibility to cyclists and pedestrians.	Officers visited site and found no evidence of vehicles parking in this bay in a manner that reduces visibility to cyclists and pedestrians. The bay won't be fully parked up due to Access Protection Markings and driveways. Therefore we recommend removing this from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Thames	St Peters Avenue	Request for extension of double yellow lines at the junction with Wychotes to stop vehicles parking in St Peters Avenue all day for access to town centre.	Officers have visited the site and did not find the road to be completely blocked, however, we recommend installing double yellow lines as seen in drawing WRR2019B/TH1. This will improve the parking in the area and keep the turning area clear.
Thames	Victoria Road	Request for waiting restrictions on Victoria Road and the surrounding roads to prevent obstructive parking, double parking and pavement parking and improve traffic flow.	Victoria Road is a private road, therefore the Council doesn't have any authority to propose or implement any waiting restrictions. We recommend removing this from the programme.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Tilehurst	Combe Road	Request to extend the double yellow lines at the junction with The Meadway due to the heavy parking close to the junction, larger vehicles such as emergency or refuse find it harder to enter or exit the road.	We recommend extending the existing double yellow lines as seen in drawing WRR2019B/TI1, this will improve visibility and road safety when entering and exiting the road.
Tilehurst	Combe Road	Request for double yellow lines on Combe Road opposite the junction of Hardwick Road as residents have difficulty exiting the block of flats due to the parked cars on the corner of the road.	We recommend installing double yellow lines as seen in drawing WRR2019B/TI2, this will improve the visibility when entering and exiting the service road to the section of properties opposite the junction of Hardwick Road.
Tilehurst	Corwen Road	Request for waiting restrictions on the east side of Corwen Road from No.122/124 to the build out to improve traffic flow.	Officers visited site during the day and found little evidence of vehicles parking on this road which is having a negative impact on the traffic flow. There isn't a lot of off-street parking available on this road. Installing waiting restrictions will affect residents and their visitors. Therefore we recommend removing this from the programme.
Tilehurst	Corwen Road	Request for double yellow lines on Corwen Road between Ogmere Close and Bran Close due to vehicles parking on the road impacting on visibility.	Officers visited site during the day and found little evidence of vehicles parking on this road which is having a negative impact on the traffic flow. There isn't a lot of off-street parking available on this road. Installing waiting restrictions will affect residents and their visitors. Therefore we recommend removing this from the programme.
Tilehurst	Elmstone Drive	Request for waiting restrictions due to number of vehicles parking on the road, particularly over night and weekends, which is blocking driveways and access to properties and hindering emergency services access to the road	Officers have visited the site and found little evidence of commuter parking, the majority of properties have driveways on this road. Therefore we recommend removing this from the programme.
Tilehurst	Elvaston Way	Request for waiting restrictions within the road to encourage more considerate parking especially with cars parking on the bend which impacts on traffic flow and visibility.	We recommend extending the existing double yellow lines as seen in drawing WRR2019B/TI3, this will improve the visibility and traffic flow within the road.
Tilehurst	School Road	Request to shorten the bay on School Road opposite the junction of Corwen Road, near to Tilehurst Library, due to	This is a historical restriction with all legal driveways have access protection markings. With the Red Route being implemented, under

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
		driveways and properties being blocked by parked cars.	an experimental order, it gave us the opportunity to refresh the very faded bay markings. Further to this, this road was re-surfaced over the summer with all the existing lining renewed, therefore we recommend removing this from the programme.
Tilehurst	Walnut Way	Request for double yellow lines around the junction with Tyle Road to prevent dangerous parking.	We recommend installing double yellow lines at the junction as seen in drawing WRR2019B/T14, this will improve the visibility and road safety.

Ward	Street	Summary of Original Request	Officer Recommendation, including any Ward Councillor Comments
Whitley	Falmouth Road	Request for waiting restrictions on Falmouth Road due to grass verge parking.	It is likely that residents are parking on the verge in Falmouth Road (rather than commuters). To restrict verge and footway parking we would need to install parking restrictions such as bays or verge/footway parking ban. This would have a significant impact on residents. Therefore Officers recommend removing this from the programme unless residents provide evidence of widespread support for introducing parking restrictions.
Whitley	Hartland Road	Request for waiting restrictions on Hartland Road in the vicinity of John Madejski Academy roundabout due to non-residents leaving vehicles over the weekend which impacts on residents finding parking spaces and difficulty navigating their driveways and visibility issues due to the parked vehicles.	Officers visited site and found little evidence to this section of the road being heavily parked up The majority of properties have driveways and the road is wide enough to accommodate parking. Therefore we recommend removing this from the programme.

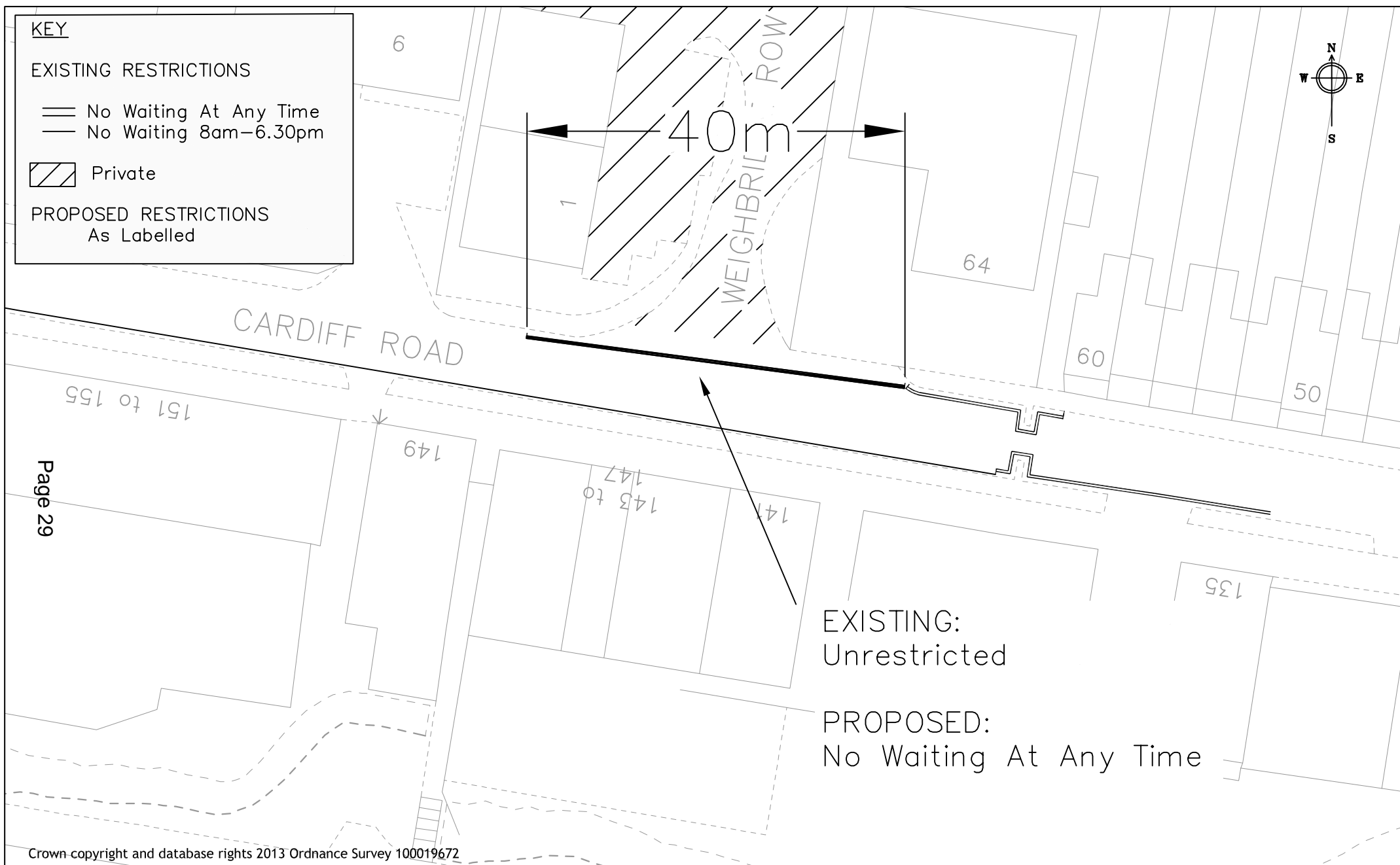
KEY

EXISTING RESTRICTIONS

- No Waiting At Any Time
- No Waiting 8am–6.30pm

 Private

PROPOSED RESTRICTIONS As Labelled



Reading
Borough Council
Working better with you

Transport & Streetcare
Civic Offices
Reading
RG1 2LU

Project	Scale	Drawn
	N.T.S.	GM
WAITING RESTRICTION REVIEW 2019B	Date	Checked
	OCT 19	PC
Drawing	Approved	
	PC	
CARDIFF ROAD		Drawing No.
		AB1_ Cardiff Road

KEY

EXISTING RESTRICTIONS

- No Waiting At Any Time
- - - 8am–8pm Permit holders or 2 hours no return within 2 hours All other times permit holders only

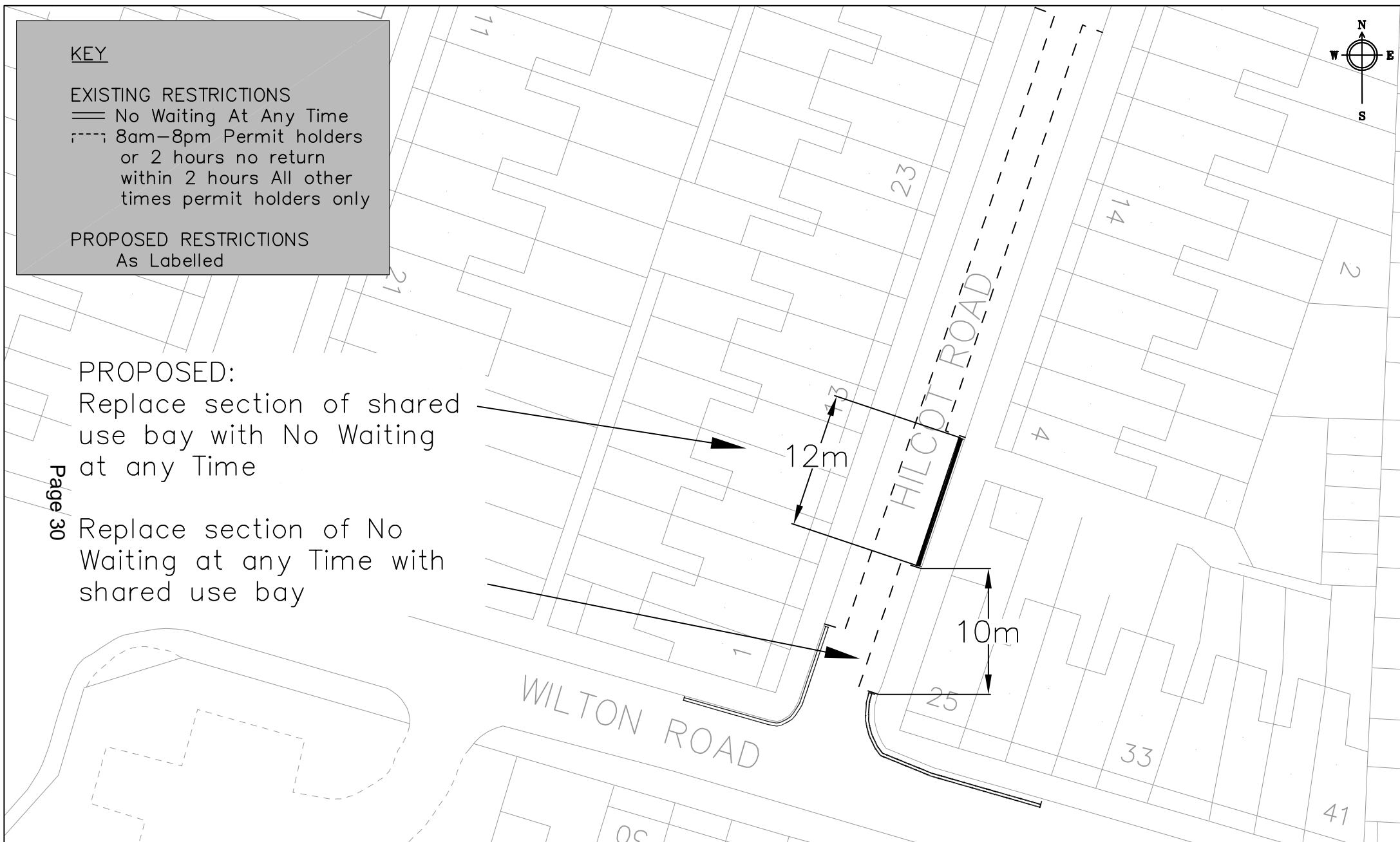
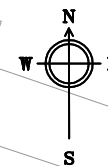
PROPOSED RESTRICTIONS As Labelled

PROPOSED:

Replace section of shared use bay with No Waiting at any Time

Replace section of No Waiting at any Time with shared use bay

Page 30



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KEY

EXISTING RESTRICTIONS

== No Waiting At Any Time

PROPOSED RESTRICTIONS

As Labelled



EXISTING:
Unrestricted

PROPOSED:
No Waiting at any Time

Page 31

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ELM PARK

TILEHURST ROAD

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Project WAITING RESTRICTION REVIEW 2019B	Scale N.T.S	Drawn GM
	Date OCT 19	Checked PC
Drawing TILEHURST ROAD	Approved JT	
	Drawing No. BA2_Tilehurst Road	

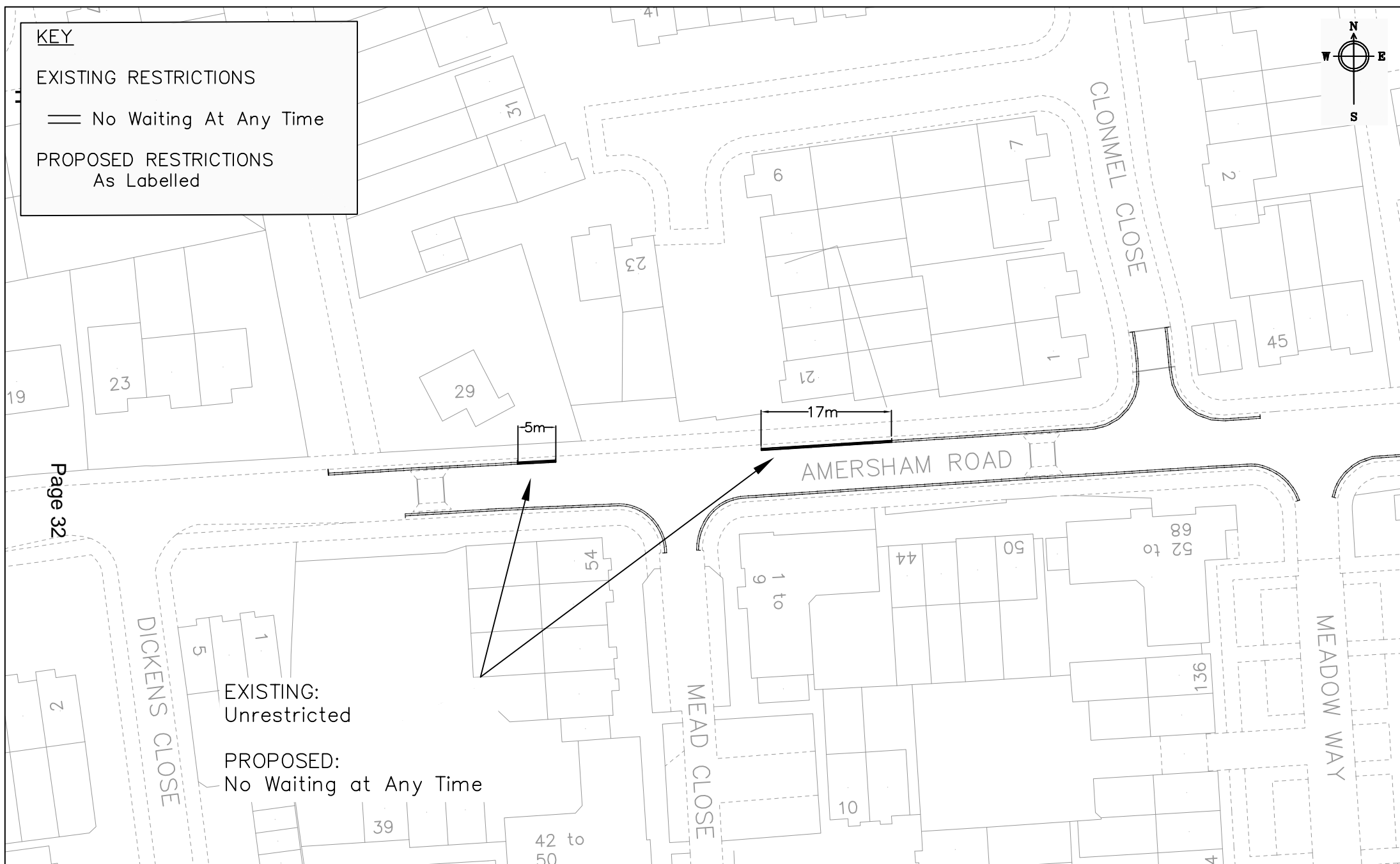
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EXISTING RESTRICTIONS

== No Waiting At Any Time

PROPOSED RESTRICTIONS

As Labelled



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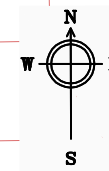
Transport and Streetcare
Civic Offices
Bridge Street
Reading
RG1 2LU

Project	Scale	Drawn
	N.T.S	GM
WAITING RESTRICTION REVIEW 2019B	Checked	PC
	Date	Approved
Drawing	OCT 19	PC
	Drawing No.	
AMERSHAM ROAD		CA1_Amersham Road

KEY

PROPOSED RESTRICTIONS

As Labelled



→ EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

ELMLEIGH COURT

Donkin Court

ANGLE

DONKIN HILL

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Project

WAITING RESTRICTION REVIEW 2019B

Drawing

DONKIN HILL

Scale

N.T.S

Date

OCT 19

Drawn

GM

Checked

PC

Approved

JT

Drawing No.

CA2_Donkin Hill

KEY

PROPOSED RESTRICTIONS

As Labelled



ELMLEIGH COURT

DONKIN HILL

EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

Page 34

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Project

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Drawing

ELMLEIGH COURT

Scale
N.T.S

Date
NOV 19

Drawing No.

CA3_Elmleigh Court

Drawn PC

Checked PC

Approved JT

KEY

PROPOSED RESTRICTIONS

As Labelled



EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

RUFUS ISAACS ROAD

Page 35

8m

10m

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Project

WAITING RESTRICTION REVIEW 2019B

Scale
N.T.S

Date
OCT 19

Drawn GM

Checked PC

Approved JT

Drawing

RUFUS ISAACS ROAD

Drawing No.

CA4_Rufus Isaacs Road

KEY

EXISTING RESTRICTIONS

⚡ No Waiting At Any Time,
No Loading Mon-Sat
8.15am-9.15am and 4-6.15pm

PROPOSED RESTRICTIONS

As Labelled

Shelter



CHRISTCHURCH ROAD

LOADING ONLY

18m

EXISTING:

Mon-Sat 8am-6.30pm 30 mins no return
within 30 mins

PROPOSED:

Mon-Sat 8am-6.30pm 30 mins no return
within 30 mins, except Mon-Sat 10am-4pm
Goods Vehicles loading only max 20 mins



Project

WAITING RESTRICTION REVIEW 2019B

Scale

N.T.S

Drawn

MF

Checked

PC

Date

OCT 19

Approved

PC

Drawing

CHRISTCHURCH ROAD

Drawing No.

CH1_Christchurch Road

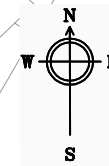
KEY

EXISTING RESTRICTIONS

= No Waiting At Any Time

PROPOSED RESTRICTIONS

As Labelled



ASH

7.8m

EXISTING:
Unrestricted

PROPOSED:
No Waiting at Any Time

Page 37

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Drawing

TOTNES ROAD

Scale	N.T.S
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Date
OCT 19

Drawn	GM
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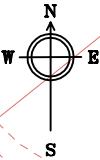
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Approved	JT
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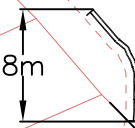
CH2_Totnes Road

Key:
PROPOSED RESTRICTIONS
As Labelled



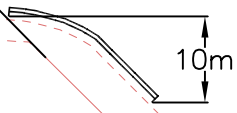
ELGAR ROAD SOUTH

272
4274



EXISTING
Unrestricted

PROPOSED
No Waiting At Any Time



PRIVATE

El Sub Sta

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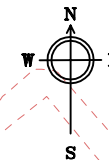
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Project WAITING RESTRICTION REVIEW 2019B	Scale NTS	Drawn MF
	Date OCT 19	Checked PC
	Approved PC	
Drawing ELGAR ROAD SOUTH		Drawing No. KA1_Elgar Road South

KEY

EXISTING RESTRICTIONS
 — NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS
 AS LABELLED



ELGAR ROAD SOUTH

BRITTEN ROAD

EXISTING
Unrestricted

PROPOSED
No Waiting At Any Time

El Sub Sta

5m

Track

Page 39

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Project WAITING RESTRICTION REVIEW 2019B	Scale NTS	Drawn MF
	Date OCT 19	Checked PC
Drawing ELGAR ROAD SOUTH	Approved PC	
	Drawing No. KA2_Elgar Road South	

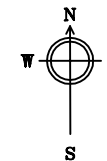
KEY

EXISTING RESTRICTIONS

NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS

AS LABELLED



EXISTING
Unrestricted

PROPOSED
No Waiting At Any Time

15m

ARMOUR WALK

ARMOUR HILL

20

22

24

26

50



Project

WAITING RESTRICTION REVIEW 2019B

Scale
NTS

Date
OCT 19

Drawn MF

Checked PC

Approved PC

Drawing

ARMOUR HILL

Drawing No.

KE1_Armour Hill



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Project

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	Drawing
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OAK TREE ROAD

Scale
N.T.S

Date
OCT 19

Drawn	GM
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Checked	PC
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Approved	JT
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	Drawing No.	

KE2_Oak Tree Road

KEY
EXISTING RESTRICTIONS
 Area Currently No Waiting Mon–Fri 7am–3pm, Except Where Stated

PROPOSED RESTRICTIONS
 No Waiting Mon–Fri SYL
 As Labelled



PROPOSED NO WAITING
 MON–FRI, NOON–1PM

EXISTING NO WAITING
 MON–FRI, NOON–1PM

PROPOSED NO WAITING
 MON–FRI, 11AM–NOON

EXISTING NO WAITING
 MON–FRI, 11AM–NOON

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Drawing

OVERDOWN ROAD

Scale

N.T.S

Date

OCT 19

Drawn

MF

Checked

PC

Approved

PC

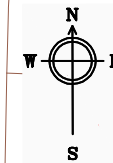
Drawing No.

KE3_Overdown Road

KEY

PROPOSED RESTRICTIONS

As Labelled



EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

O LB

RYDAL AVENUE

FOREST HILL

10m
15m
10m

Page 43

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NTS

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Drawing

RYDAL AVENUE

Drawing No.

KE4_Rydal Avenue

Key:

PROPOSED RESTRICTIONS
as labelled



20m

DOWNSHIRE SQUARE

Dunedin Clinic

16 to 20

El Sub
Sta

BATH ROAD

EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

Page 44

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Drawing

DOWNSHIRE SQUARE

Scale
N.T.S

Date
OCT 19

Drawn GM

Checked PC

Approved PC

Drawing No.

M11_Downshire Square

KEY

EXISTING RESTRICTIONS

NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS

AS LABELLED



Hampt
Tower

EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

Everest

13

17m

5m

PARKHOUSE LANE

SOUTHCOTE ROAD

Ross
House

7 to
10

1 to
9

Johannes

Beta House

1 to
22

Monck Court

1 to
61

60.4m

1 to 6

7 to 12

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Drawing

PARKHOUSE LANE

Scale

NTS

Date

OCT 19

Drawn

MF

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PC

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PC

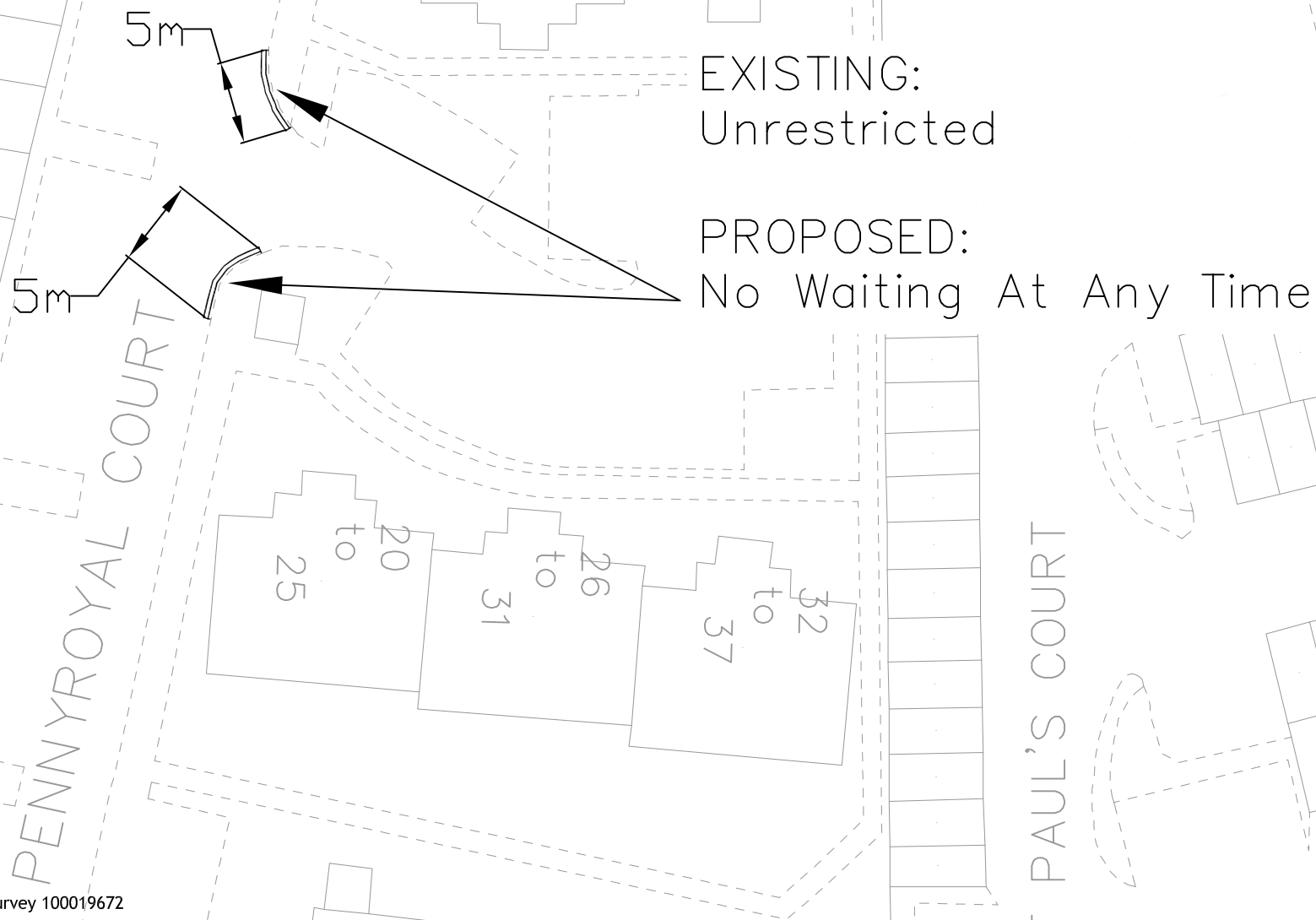
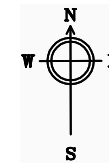
Drawing No.

MI2_Parkhouse Lane

KEY

PROPOSED RESTRICTIONS

As Labelled



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Project	Scale N.T.S		Drawn	GM
	WAITING RESTRICTION REVIEW 2019B		Checked	PC
Drawing	Date OCT 19		Approved	
	PENNYROYAL COURT		Drawing No. MI3_Pennyroyal Court	

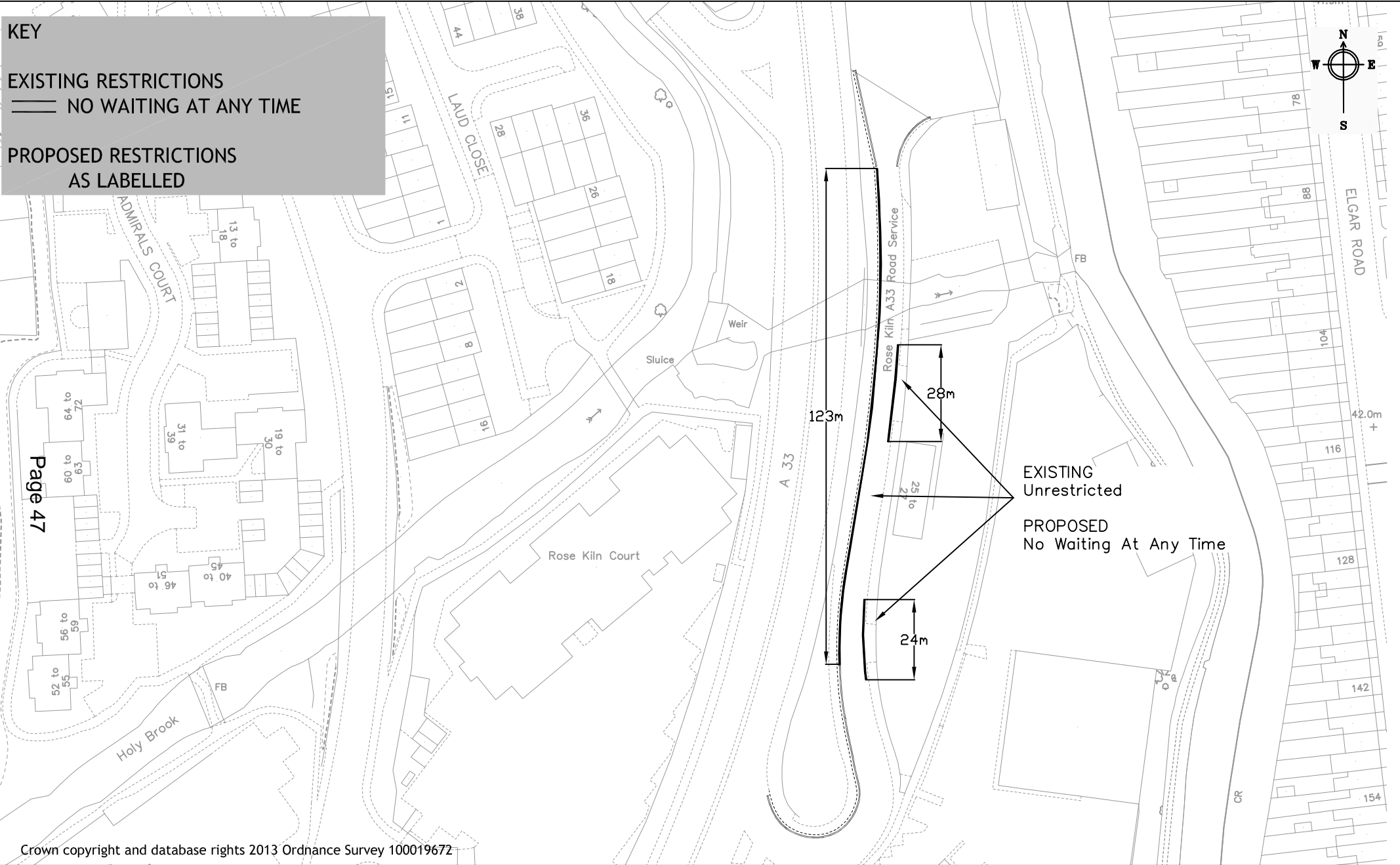
KEY

EXISTING RESTRICTIONS

NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS

AS LABELLED



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Project	Scale	Drawn
	N.T.S	MF
	Date	Checked
WAITING RESTRICTION REVIEW 2019B	OCT 19	PC
	Approved	PC
Drawing		Drawing No.
ROSE KILN LANE_A33 SERVICE ROAD		MI4_Rose Kiln Lane_A33 Service Road

KEY

EXISTING RESTRICTIONS

== No Waiting At Any Time

PROPOSED RESTRICTIONS

As Labelled



DEE ROAD

TAFF WAY

EXISTING:
No Waiting at any Time

PROPOSED:
No Waiting at Any Time,
No Loading 8am–9.15am
and 2.45pm–4pm

Page 48

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Drawing

TAFF WAY

Scale

N.T.S

Date

NOV 19

Drawn PC

Checked PC

Approved JT

Drawing No.

NO1_Taff Way

KEY

EXISTING RESTRICTIONS

— No Waiting At Any Time

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EXISTING:
Unrestricted

PROPOSED:
No Waiting At Any Time

12m

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Drawing

TUNS HILL COTTAGES

Scale
N.T.S

Date
OCT 19

Drawn GM

Checked PC

Approved JT

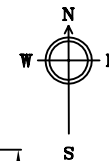
Drawing No.

PA1_Tuns Hill Cottages

KEY

PROPOSED RESTRICTIONS

As Labelled



Page 50

EXISTING
Unrestricted

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No Waiting At Any Time

72m

GALSWORTHY DRIVE

JORDAN CLOSE

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Drawing
GALSWORTHY DRIVE

Scale
N.T.S

Date
OCT 19

Drawn
MF

Checked
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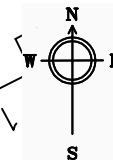
Approved
PC

Drawing No.
PE1_Galsworthy Drive

KEY

EXISTING RESTRICTIONS

As Labelled



LOWFIELD ROAD

36m

El Sub Sta

32

30

25m

21m

5m

5m

21

Page 51

EXISTING
Unrestricted

PROPOSED
No Waiting At Any Time

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Scale
N.T.S
Date
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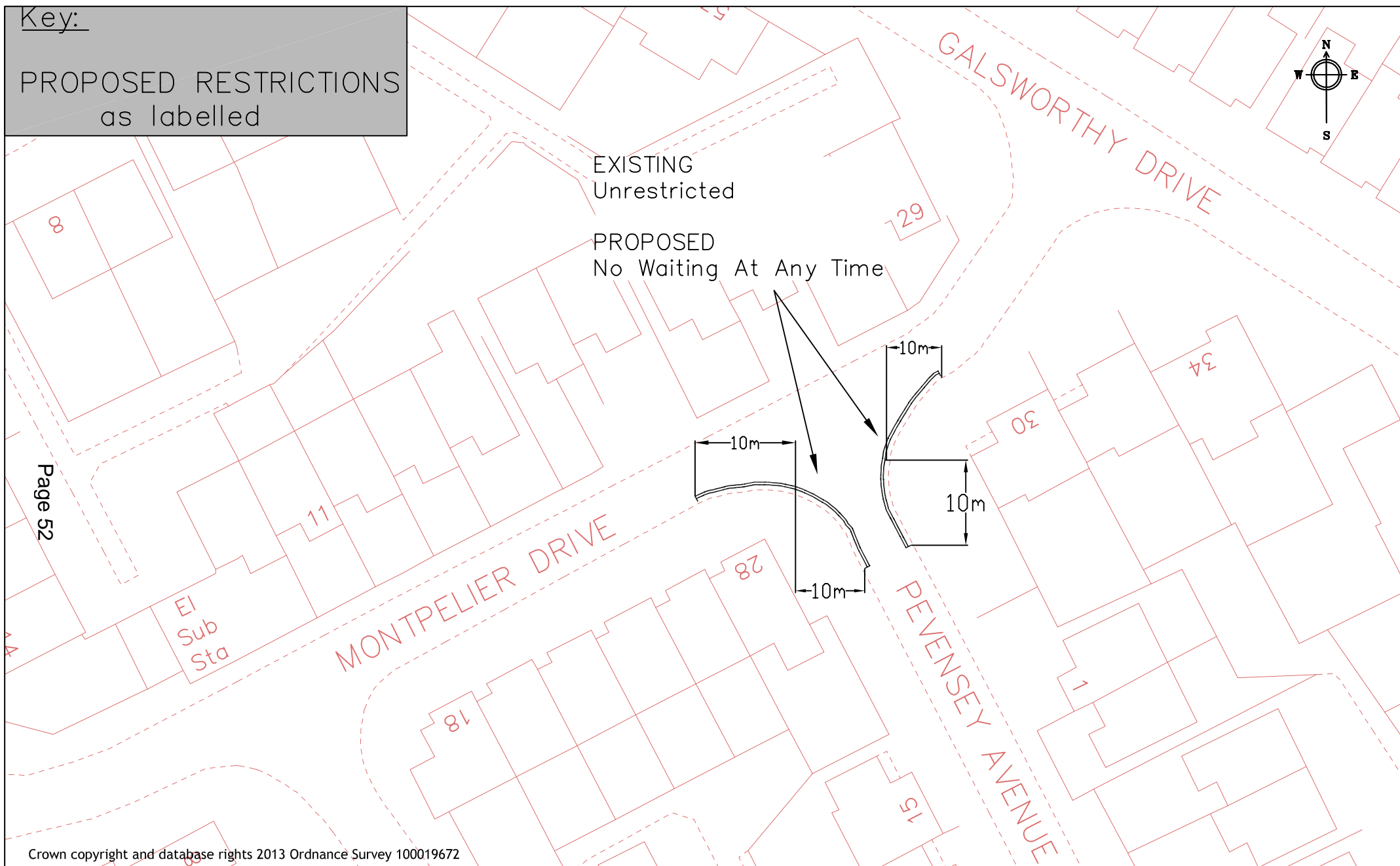
Drawn GM
Checked PC
Approved JT

Drawing
LOWFIELD ROAD

Drawing No.
PE2_Lowfield Road

Key:

PROPOSED RESTRICTIONS
as labelled



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Drawing

MONTPELLIER DRIVE
PEVENSEY AVENUE

Scale

N.T.S

Date

OCT 19

Drawn MF

Checked PC

Approved PC

Drawing No.

PE3_Montpellier
Drive_Pevensey

KEY

EXISTING RESTRICTIONS

== No Waiting At Any Time

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QUANTOCK AVENUE

5m

MONTPELLIER DRIVE

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Drawing

QUANTOCK AVENUE
MONTPELLIER DRIVE

Scale
N.T.S

Date
OCT 19

Drawn GM

Checked PC

Approved JT

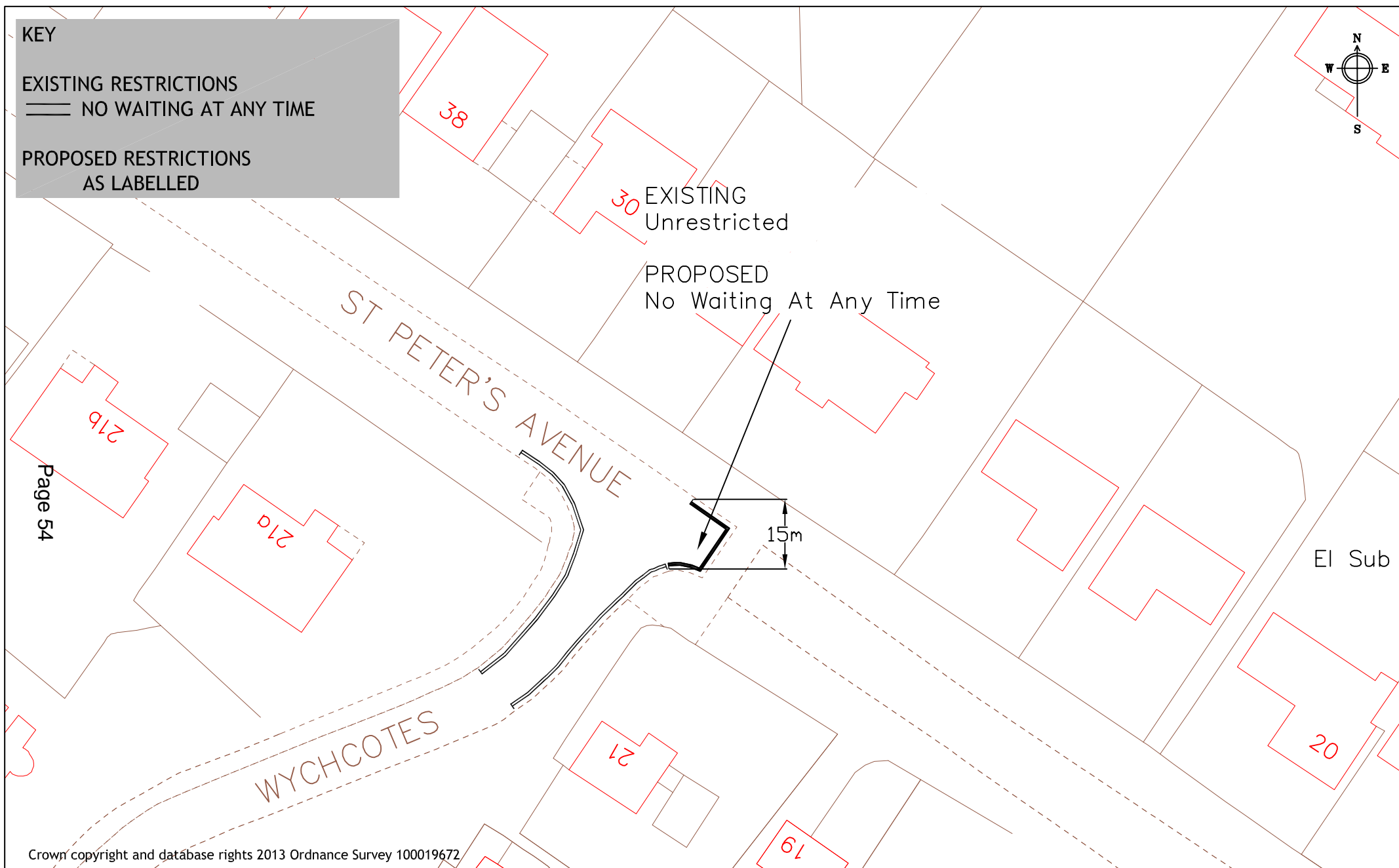
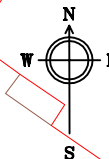
Drawing No.

PE4_Montpellier
Drive_Quantock

KEY

EXISTING RESTRICTIONS
 — NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS
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Project WAITING RESTRICTION REVIEW 2019B	Scale N.T.S	Drawn MF
	Date OCT 19	Checked PC
Drawing ST PETER'S AVENUE	Approved PC	
	Drawing No. TH1_St Peter's Avenue	

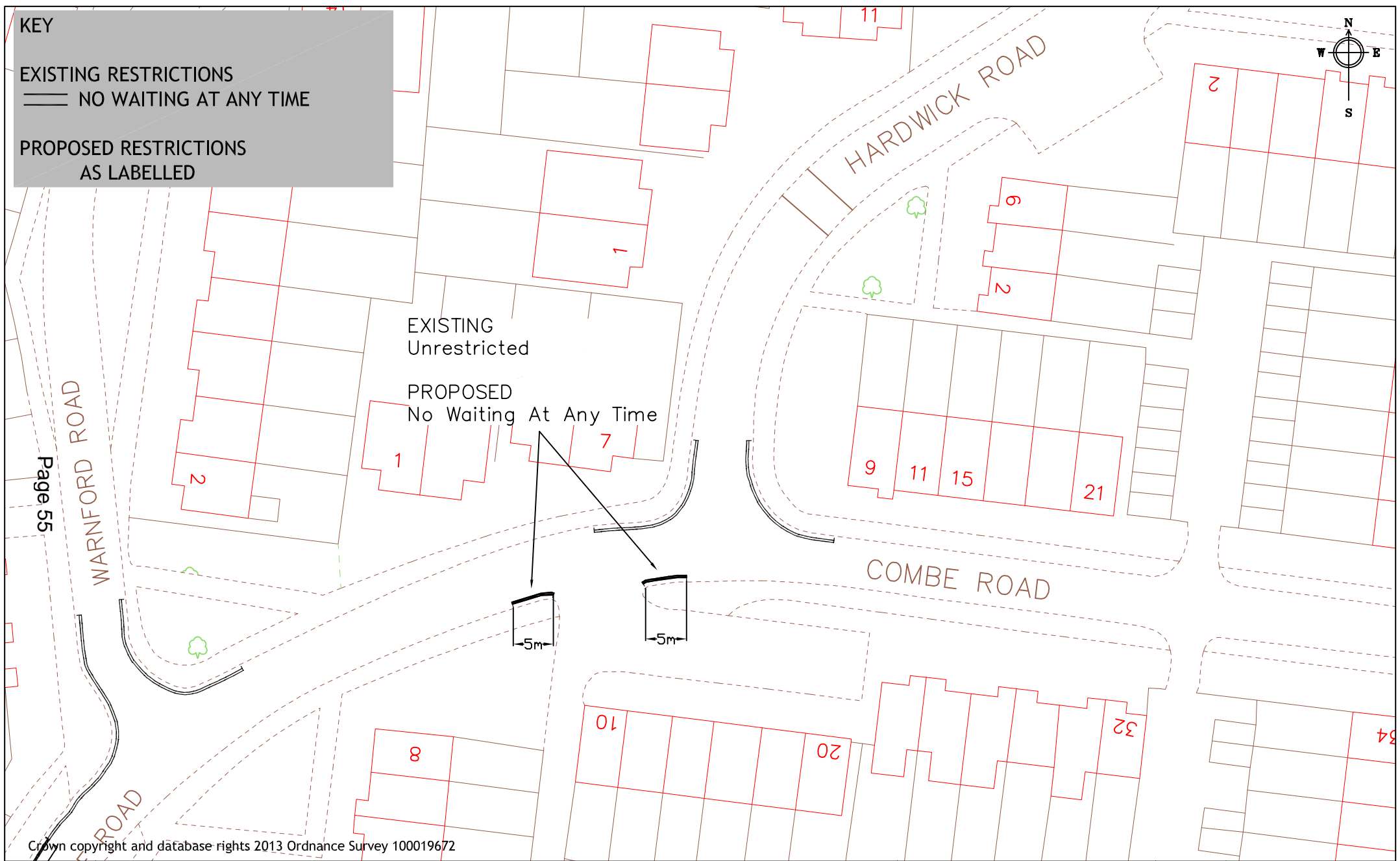
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EXISTING RESTRICTIONS

NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS

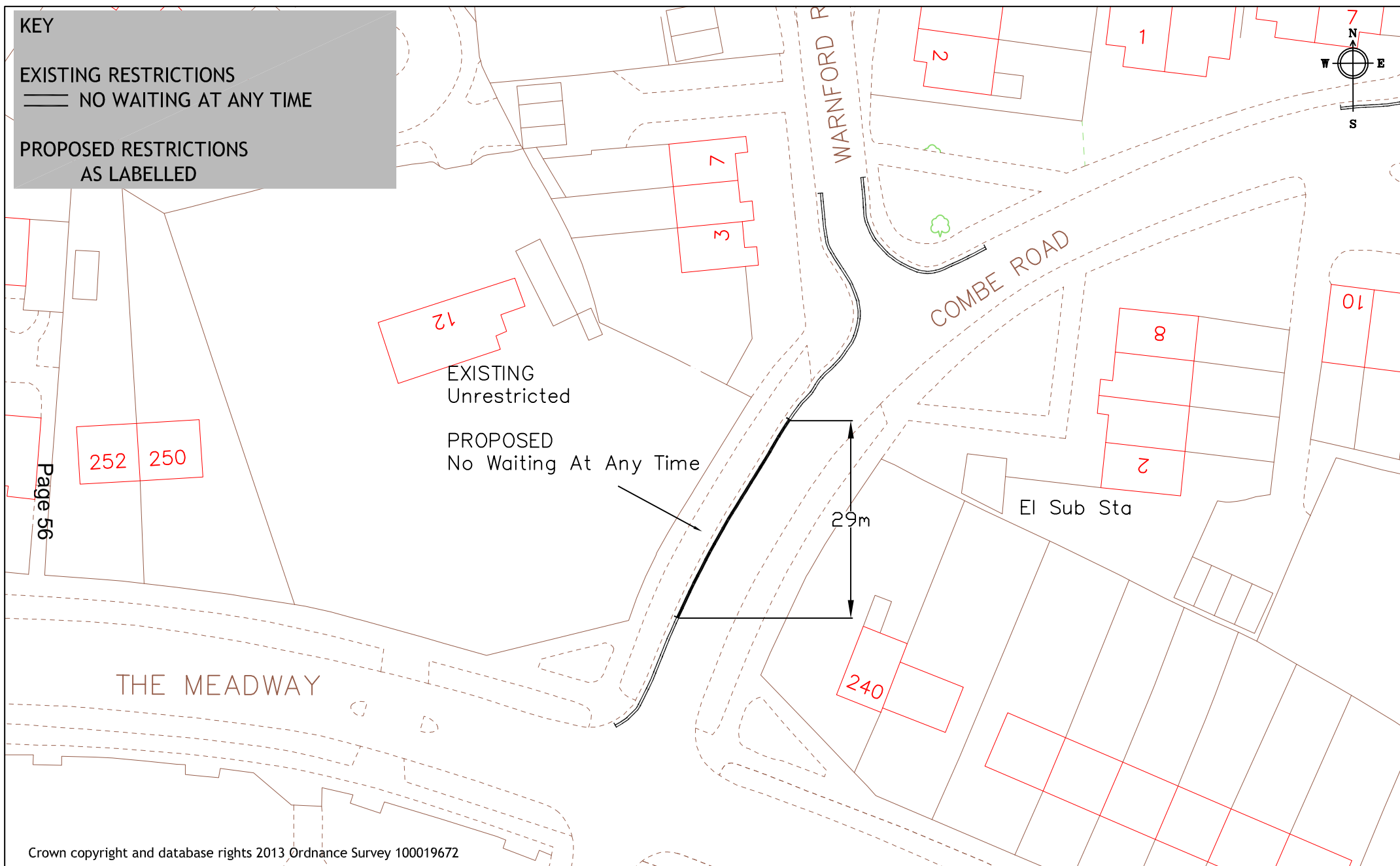
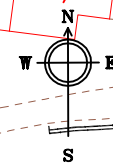
AS LABELLED



KEY

EXISTING RESTRICTIONS
 — NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS
 AS LABELLED



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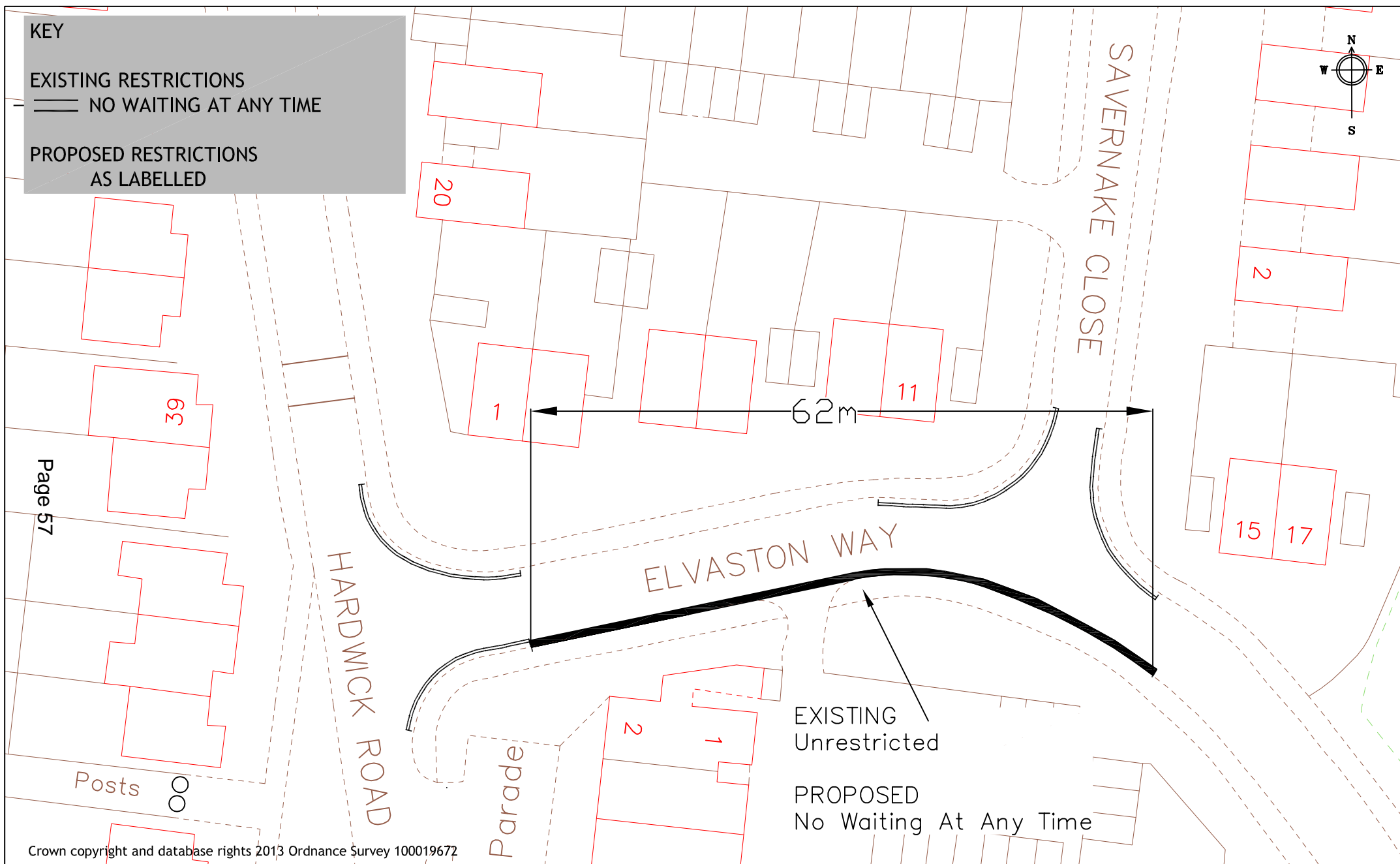
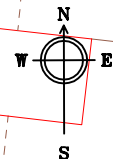
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Project WAITING RESTRICTION REVIEW 2019B	Scale N.T.S	Drawn MF
	Date OCT 19	Checked PC
Drawing COMBE ROAD THE MEADWAY	Approved PC	
	Drawing No. TI1_Combe Road The Meadway	

KEY

EXISTING RESTRICTIONS
 NO WAITING AT ANY TIME

PROPOSED RESTRICTIONS
 AS LABELLED



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Project WAITING RESTRICTION REVIEW 2019B	Scale N.T.S	Drawn MF
	Date OCT 19	Checked PC
Drawing ELVASTON WAY	Approved PC	
	Drawing No. T13_Elvaston Way	

Key:

PROPOSED RESTRICTIONS
as labelled

EXISTING
Unrestricted

PROPOSED
No Waiting At Any Time



Page 58

WALNUT WAY

TYLE ROAD

OSE

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Bridge Street
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Project WAITING RESTRICTION REVIEW 2019B	Scale N.T.S	Drawn MF
	Date OCT 19	Checked PC
	Approved PC	
Drawing WALNUT WAY		Drawing No. T14_Walnut Way

READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9 JANUARY 2020	AGENDA ITEM:	6
TITLE:	SUSTRANS ACTIVATION PROJECT		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION SERVICES	WARDS:	ABBEY, KATESGROVE AND MINSTER
LEAD OFFICER:	LUCY PRISMALL	TEL:	011 937 4441
JOB TITLE:	TRANSPORT PLANNER	E-MAIL:	Lucy.Prismall@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to update members on the progress of the Sustrans Activation Project. This project is being funded by the Department for Transport (DfT) and led by Sustrans, a UK cycling and walking charity.
- 1.2 Appendix A - Consultation Responses
Appendix B - Detailed Designs

2. RECOMMENDED ACTION

- 2.1 That the Sub Committee notes the progress and attached detailed designs for the Reading Activation Project.

3. POLICY CONTEXT

- 3.1 Reading's Cycling Strategy: Bridging Gaps, Overcoming Barriers & Promoting Safer Cycling, was adopted by the Council on 19 March 2014 as a sub-strategy to the Local Transport Plan (LTP). The strategy includes detailed policies regarding the design principles for delivering infrastructure and route improvements for cyclists on the public highway, as well as policies to encourage and promote cycling to different demographics.
- 3.2 The Local Transport Plan, under which our Cycling Strategy has been adopted, is currently being updated to reflect changes in national guidance and local priorities, including our new Local Plan. The suite of sub-strategies that will support the emerging Local Transport Plan will include our Local Cycling and Walking Infrastructure Plan, which sets out our aim for transforming our streets of a ten-year period.

4. THE PROPOSAL

- 4.1 As a result of Sustrans' *Paths for Everyone* report that was published in 2018, following a two-year, independent audit of the entire National Cycle Network, the DfT have since invested £21m which has been earmarked to improve significant on-carriageway and off-carriageway stretches of the 16,575-mile National Cycle Network.

This is part of a multimillion-pound DfT investment to improve cycling and walking around England, cut down emissions and improve safety.

- 4.2 Sustrans identified 50 Activation Projects that will be targeted initially, one of which is Reading. The aim of the Reading Activation Project is to improve access to the traffic-free route between Katesgrove, Waterloo Meadows and Fobney Lock. Sustrans formed a working group to develop this project, consisting of Reading Borough Council officers (Transport Planning, Parks and Anti-Social Behaviour teams), Councillors, Canal and Rivers Trust and Thames Valley Police.
- 4.3 The working group specifically focused on barriers at the Katesgrove Underpass, at both ends of Waterloo Meadows, and at Fobney Lock. Discussions were based around developing a set of modifications to open access to people with bikes, and people using wheelchairs, adapted cycles and mobility aids, who have previously been obstructed by the awkward barriers that were originally installed to deter motorcyclists. Improvements to the surface of the path were also included within the scope of the project.
- 4.4 Sustrans have undertaken various consultation events at local community centres to make the local community aware of the proposed draft designs, and to gain an understanding of the views of various user groups. A questionnaire was produced as part of the consultation to record these views. Appendix A sets out the results of this questionnaire.
- 4.5 Following on from consultation with the local community, the following detailed designs have been finalised, in collaboration with the working group. Appendix B sets out the detailed drawings. Sustrans plan to use Reading Borough Council's in-house Highways team to undertake these works, which are due to be completed by March 2020.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The delivery of the cycle/walking improvements outlined in this report help to deliver the following Corporate Plan Service Priorities:

- To protect and enhance the lives of vulnerable adults and children
- Keeping Reading's environment clean, green and safe
- Ensuring that there are good education, leisure and cultural opportunities for people in Reading

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 The working group is formed of Reading Borough Council officers (Transport Planning, Parks and Anti-social behaviour teams), Councillors, Canal and Rivers Trust and Thames Valley Police.

6.2 Consultation was undertaken with local community members and different user groups.

7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:

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

7.2 An Equality Impact Assessment (EIA) is not relevant to the decision of this committee report. This project is aimed at improving access for all, and therefore various user groups have been considered as part of the development of this project.

ENVIRONMENTAL IMPLICATIONS

8.1 Our transport strategy is focused on encouraging the use of sustainable transport, walking and cycling as attractive alternatives to the private car. The delivery of the schemes as set out within this report form part of this overall strategy, which has achieved considerable success in recent years including bus usage in Reading being the third highest in the country outside of London, having increased by 23% since 2010, and around 35% of trips into Reading town centre being made by pedestrians and cyclists.

8.2 Transport is the biggest greenhouse gas emitting sector in the UK accounting for around 27% of total emissions. Therefore, significant investment in sustainable transport solutions, including the schemes set out within this report, is vital in order to respond to the Climate Crisis declared by the Council in February 2019 and to help achieve our target of a carbon neutral Reading by 2030.

8. LEGAL IMPLICATIONS

8.1 None - the project is being undertaken directly by Sustrans.

9. FINANCIAL IMPLICATIONS

9.1 None - the project is being undertaken directly by Sustrans.

10. BACKGROUND PAPERS

10.1 Sustrans (2018), Paths for Everyone: National Cycle Network physical review and action

Appendix A

Reading Barriers project – improving access

The project aims to improve access for everyone on foot and all kinds of bicycle, pushchair and wheelchair: by modifying the barriers at Katesgrove Underpass, either end of Waterloo Meadows and at Fobney Lock; and improving the path surface across Waterloo Meadows so that people can use the route all-year-round.

A. Survey results: on-line and drop-in events

The proposals were circulated to local walking & cycling groups, and were advertised via social media, including an on-line newsletter, and at three drop-in events held at the community centres in Katesgrove, Coley & Southcote.

A total of 87 questionnaires were filled out: 63 on-line and 24 at the drop-in events. The results are summarised in the three tables below.

Table 1: Existing frequency of use by location

Location	Daily		Weekly		Monthly		Less often	
	No.	%	No.	%	No.	%	No.	%
Katesgrove Underpass	10	11	18	21	15	17	44	51
Katesgrove Children's Centre	3	3	18	21	17	20	49	56
Rose Kiln Lane	7	8	17	20	26	30	37	43
Fobney Lock/Pumping Station	6	7	11	13	22	25	48	55

Table 2: Opinions on overall safety, welcome & accessibility - existing & proposed

Safety, Welcome & Accessibility	Yes, very		Partly/Probably		No, not at all	
	No.	%	No.	%	No.	%
Existing	3	3	58	67	26	30
Proposed	49	56	32	37	6	7

Table 3: Subject areas raised by respondents in comments & suggestions

Subject	No.	Notes
Accessibility – foot, bike, pushchair, wheelchair	31	Support for improved access - includes 5 off-route
Motor bikes/travellers/ vehicle access	26	Concerns re. motor bikes (19), travellers (4), vehicles (2), fly-tipping (1)
Amenity & welcome/ improved facilities	12	Requests for dog/litter bins (3); benches (1), café (1), cycle parking (1)
General support for proposals	11	
Path surface & width	11	Requests for wider &/or better surface (9); use Flexipave (1); limit width – ecology (1)
Security & visibility	10	Requests for lighting (4), mirrors (2), cameras (2)
Access to green space/greening	7	Includes support for green walls (2)
Maintenance	7	Mainly vegetation (5)
Information/Signage	4	Requests for info boards (2), improved publicity (1), signage (1)

Total	119	Some people mentioned more than one issue
--------------	------------	---

B. Summary of proposed works by location

Katesgrove Underpass

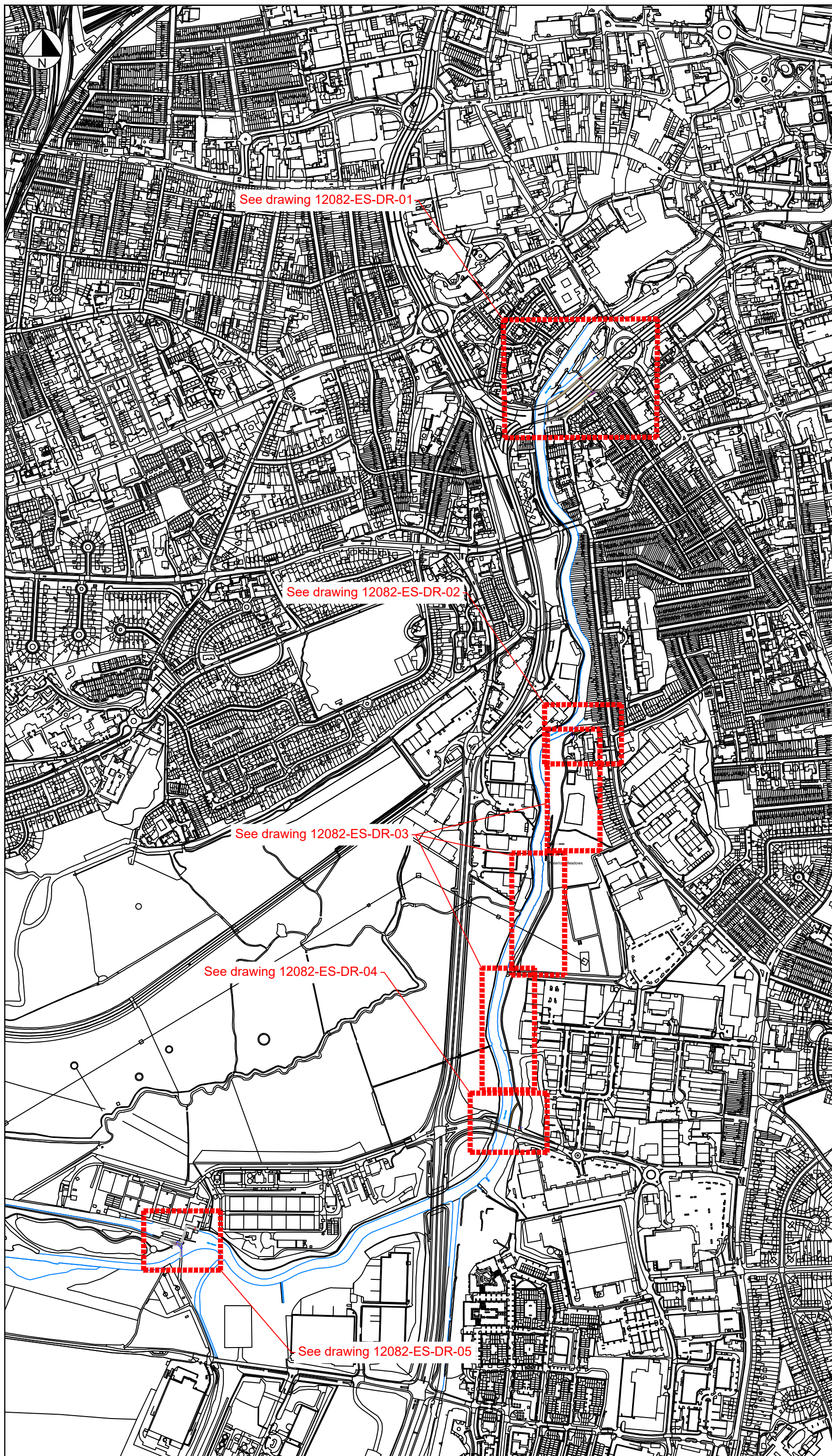
Improvement	Detail
Accessibility	Replace guardrail chicanes with bollards
Security & visibility	Replace lamp columns with wall-mounted lights Add CCTV (RBC-funded)?
Path surface & width	Surface link to Bridge Street (north side): s106-funded Move back wall (south side) & move litter bins, etc. off path to create more circulation space Smooth transition from bridge to path
Amenity & welcome	Moss art / planting / repaint guardrails, etc. - possibly with community group?

Waterloo Meadows (both ends of meadow, unless otherwise stated)

Improvement	Detail
Accessibility	Amend barriers & remove bollards to create minimum 1.2/1.5m gap Retain vehicle gates
Security & visibility	Add CCTV
Path surface & width	Resurface path across meadows & widen to 3m throughout (with low-level lighting) Realign path at children's centre Regrade path at Rose Kiln Lane to ease slope Add new link at Rose Kiln Lane to Kennet Island path
Amenity & welcome	Possible cosmetic gateway improvements

Fobney Lock & Pumping Station

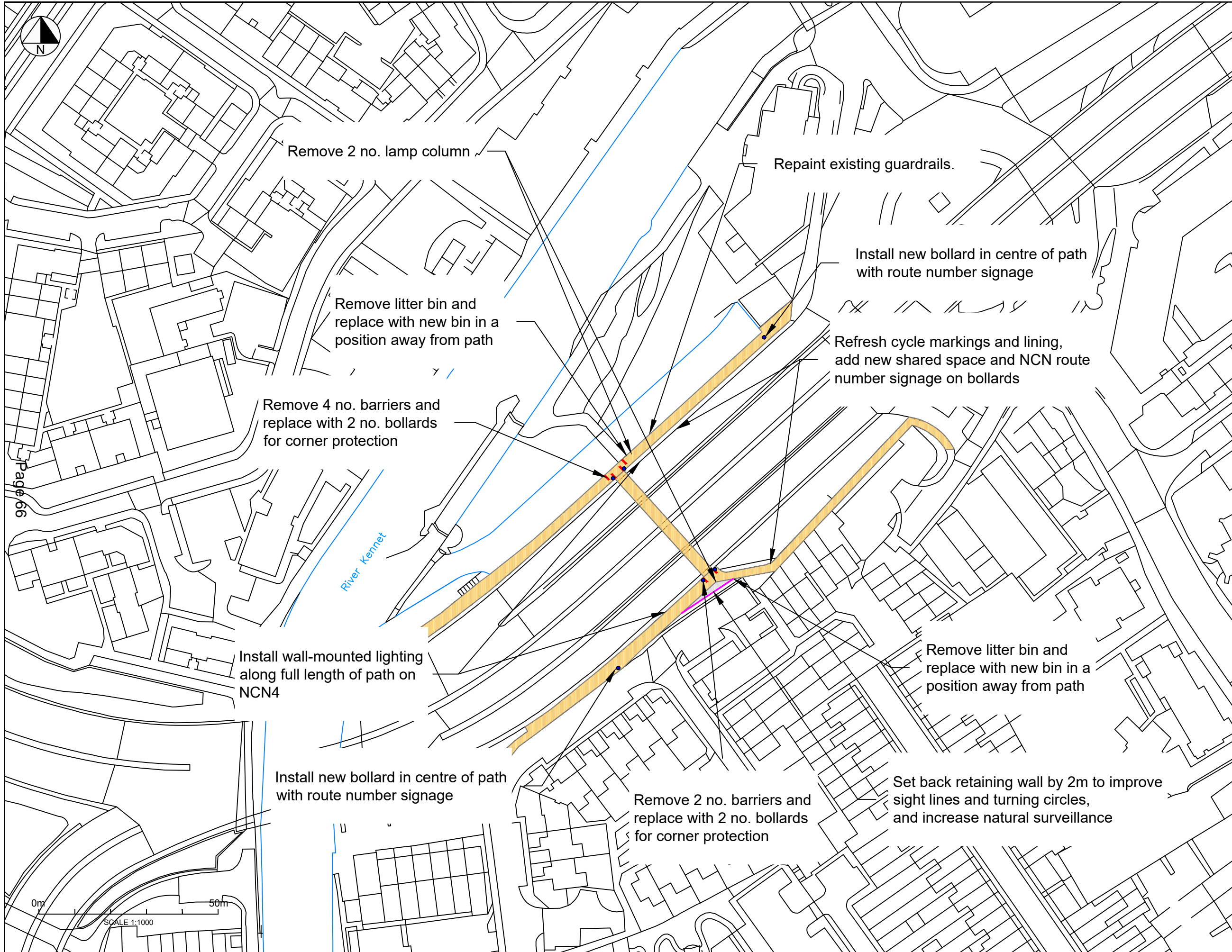
Improvement	Detail
Accessibility	Remove barrier and add edge protection at pumping station Remove chicane barrier at lock to create minimum 1.5m gap, but retain vehicle gate Add removable bollard at car park end of bridge to prevent unauthorised vehicle access
Security & visibility	Add CCTV
Path surface & width	Patch eroded path (& replace fencing on bridge?) at lock
Amenity & welcome	Possible landscaping / gateway improvements



General Notes

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[illegible]



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Key	
	Proposed 3m wide path resurfacing
	Existing pedestrian and cycle path
	Existing railing to be removed
	Proposed new retaining wall
	Proposed new bollard

General Notes

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B	For construction	RB	HM	06/12/19
A	First Issue	RB	HM	27/08/19
Rev	Description	Drawn	Check	Date

JOIN THE MOVEMENT

2 Cathedral Square, College Green, Bristol BS1 5DD
Tel: 0117 926 8893 www.sustrans.org.uk

Project: 12082 Reading Barriers

Title: Katesgrove Underpass
Drawing 1 of 5

Drawn:	Checked:	Date:	Scale at A3:
RB	HM	06/12/2019	1:1,000

Status: **FOR CONSTRUCTION**

Drawing No:	Revision:
12082-ES-DR-01	B



Page 67

River Kennet

Remove existing barrier and remove bollard.
Install 4 no. new bollards @ 1.5m spacing.
Middle two bollards to be demountable

Install CCTV in suitable
location for monitoring purposes

30m

Resurface and realign path to
3m wide to Sustrans
standard detail SD/01/C

Solar lighting studs (SolarEye 80) to be positioned
in centre of path @ 10m centres

0m 10m 20m
SCALE 1:500

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Key	
	Proposed 3m wide path resurfacing
	Proposed 3m wide new path
	Existing railing to remain
	Existing railing to be removed
	Proposed new bollard

General Notes

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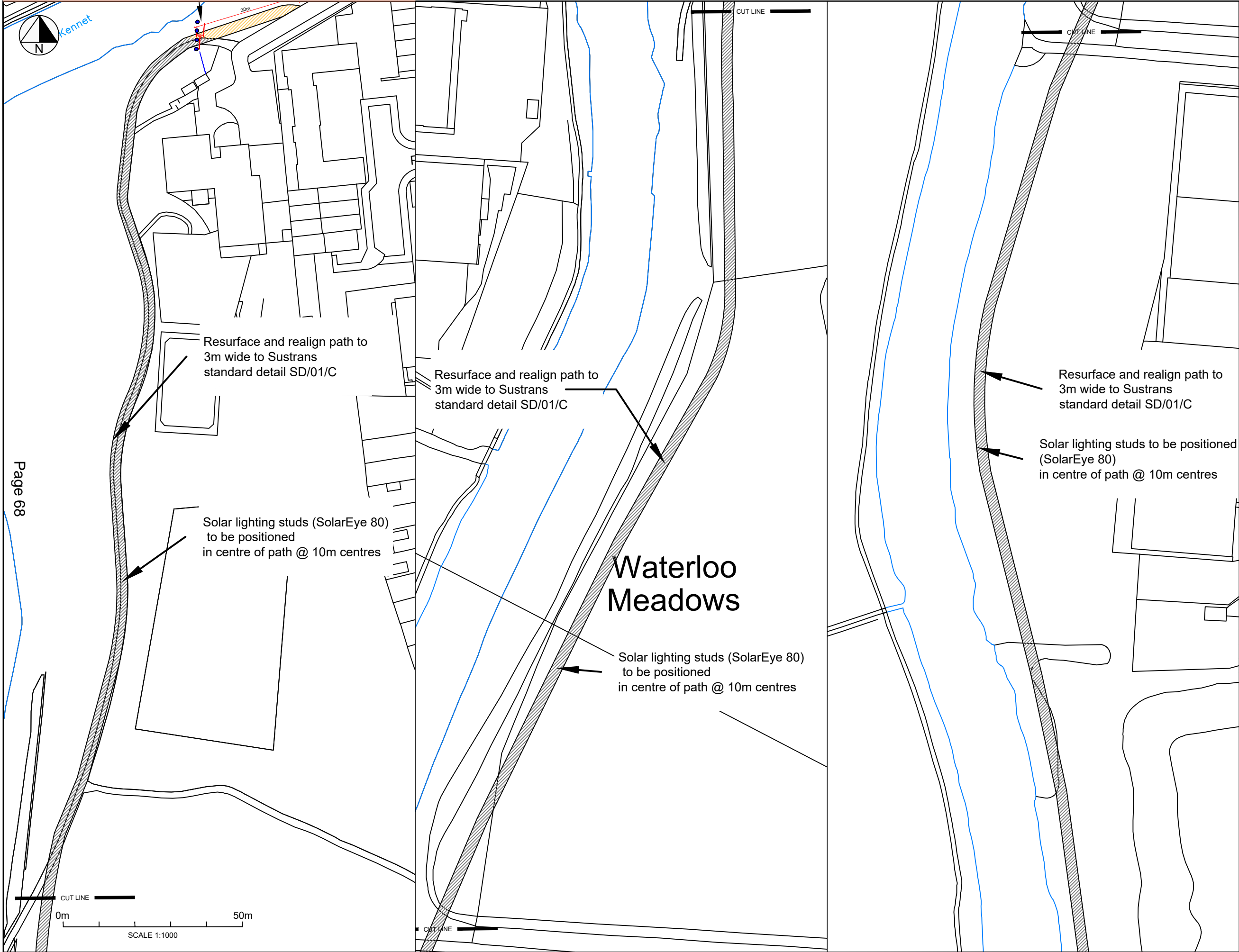
Rev	Description	Drawn	Check	Date
B	For construction	RB	HM	06/12/19
A	First Issue	RB	HM	27/08/19

sustrans

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2 Cathedral Square, College Green, Bristol BS1 5DD
Tel: 0117 926 8893 www.sustrans.org.uk

Project:	12082 Reading Barriers		
Title:	Waterloo Meadows North Drawing 2 of 5		
Drawn:	Checked:	Date:	Scale at A3:
RB	HM	06/12/2019	1:500
Status:	FOR CONSTRUCTION		
Drawing No:	Revision:		
12082-ES-DR-02	B		



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Key	
	Proposed 3m wide path resurfacing
	Existing railing to remain
	Existing railing to be removed

General Notes

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Rev	Description	Drawn/Check	Date

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JOIN THE MOVEMENT
2 Cathedral Square, College Green, Bristol BS1 5DD
Tel: 0117 926 8893 www.sustrans.org.uk

Project: 12082 Reading Barriers

Title: Waterloo Meadows North
Drawing 3 of 5

Drawn: RB	Checked: HM	Date: 06/12/2019	Scale at A3: 1:1000
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Status: **FOR CONSTRUCTION**

Drawing No: 12082-ES-DR-03	Revision: -
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New path construction,
3m wide to Sustrans
standard detail SD/01/C

River Kennet

Resurface path to
3m wide to Sustrans
standard detail SD/01/C

Solar lighting studs to be positioned
in centre of path @ 10m centres

Re-grade slope to
provide gentler
gradient up to Rose
Kiln Lane

Install CCTV in suitable
location for monitoring purposes

Rose Kiln Lane

Remove existing kissing gate and bollard,
and reposition chicane barrier to give 1.5m gap.

0m 10m 20m
SCALE 1:500

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Key	
	Proposed 3m wide path resurfacing
	Proposed 3m wide new path
	Existing railing to remain
	Existing railing to be removed

General Notes

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Rev	Description	Drawn	Check	Date
B	For construction	RB	HM	06/12/19
A	First Issue	RB	HM	27/08/19

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Tel: 0117 926 8893 www.sustrans.org.uk

Project:	12082 Reading Barriers		
Title:	Waterloo Meadows South Drawing 4 of 5		
Drawn:	Checked:	Date:	Scale at A3:
RB	HM	06/12/2019	1:500
Status:	FOR CONSTRUCTION		
Drawing No:	12082-ES-DR-04		Revision:
		B	



Fobney Pumping Station

Path width 2.5m
minimum at corner

Install bollard for edge protection
to deflect users on corner

Fobney Lock

Resurface damaged path throughout

Remove existing barriers
and reinstate path

Install CCTV

River Kennet

Remove existing chicane,
with existing vehicle gate
to remain leaving 2m gap.
Reinstate path.

Repair/replace bridge parapet
where required, both sides of
bridge & add wire mesh

Install new lockable bollard on
bridge approach leaving 1.5m gap

Page 70

0m 10m 20m
SCALE 1:500

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Key

	Proposed 3m wide path resurfacing
	Existing railing to remain
	Existing railing to be removed

General Notes

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B	For construction	RB	HM	06/12/19
A	First Issue	RB	HM	27/08/19

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2 Cathedral Square, College Green, Bristol BS1 5DD
Tel: 0117 926 8893 www.sustrans.org.uk

Project:
12082 Reading Barriers

Title:
Fobney Lock & Pumping Station
Drawing 5 of 5

Drawn: RB Checked: HM Date: 06/12/2019 Scale at A3: 1:500

Status:
FOR CONSTRUCTION

Drawing No: 12082-ES-DR-05 Revision: B

READING BOROUGH COUNCIL

REPORT BY DIRECTOR ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9 JANUARY 2020	AGENDA ITEM:	7
TITLE:	RIGHTS OF WAY IMPROVEMENT PLAN - UPDATE		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	EMMA BAKER	TEL:	0118 937 4881
JOB TITLE:	ACTING TRANSPORT PLANNING MANAGER	E-MAIL:	EMMA.BAKER@READING.GOV.UK

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to provide an update on the Rights of Way Improvement Plan, adopted as part of the Local Transport Plan in 2007, and the steps needed to review and update the Plan to reflect current and future use.
- 1.2 Appendix A - Questions for Rights of Way Improvement Plan Consultation

2. RECOMMENDED ACTION

- 2.1 That the Sub Committee agrees to undertake consultation informing the development of the next Rights of Way Improvement Plan, as set out in this report.
- 2.2 That the Sub Committee notes feedback from the consultation will be reported back to a future Sub-Committee meeting.

3. POLICY CONTEXT

- 3.1 The Countryside and Rights of Way Act 2000 (Section 60 and 61) places a duty on Local Authorities to prepare a Rights of Way Improvement Plan and ensure it remains up-to-date.
- 3.2 Reading's first Rights of Way Improvement Plan was adopted in November 2007 as part of our second Local Transport Plan (2006-2011), following the publication of a Decision Book report, and has remained an adopted strategy under successive Local Transport Plans which aim to encourage walking, cycling and public transport use for local journeys.
- 3.3 The Rights of Way network has been considered and integrated into the Local Cycling and Walking infrastructure Plan that was submitted to the Department for Transport, following approval at Strategic Environment Planning and Transport Committee in November 2019. The Local Cycling and Walking Infrastructure Plan will be available for consultation in Spring 2020 as part of the statutory consultation on the emerging Local Transport Plan.

4. THE PROPOSAL

- 4.1 Reading's first Rights of Way Improvement Plan was developed and adopted in 2007 after the Countryside and Rights of Way Act placed a duty on Local Authorities to produce a Plan. The purpose of the Plan was to:
- undertake an assessment of the rights of way network, consisting of public footpaths, cycle tracks, bridleways and byways, to ensure it meets present and likely future needs;
 - ensure the network is accessible to those with mobility restrictions; and
 - review opportunities provided by the network to support exercise, other open-air recreational activities and enjoyment of the area.
- 4.2 Local Authorities are required to review the plan after no more than ten years, and at regular intervals after, to ensure the Plan remains relevant. As part of this process, Local Authorities are expected to undertake a further assessment to ensure the Plan continues to achieve its purpose and to subsequently review the Plan and take a decision whether to amend it.
- 4.3 A number of public rights of way have been improved, or complemented, throughout the period of the existing Rights of Way Improvement Plan, including the opening of Christchurch Bridge, the installation of lighting in Kings Meadow, surface improvements, significant riverbank strengthening works along the River Kennet and private sector contributions towards improvements to the width and surface footpaths on the network. Evidence from the annual cordon count shows that investment along routes connecting residential areas with the town centre and other employment sites has led to increases in the number of people using the network and how it is used.
- 4.4 In order to fulfil our duties and ensure the Plan remains fit for purpose, it is proposed that an online survey is undertaken to enable us to assess whether the existing Plan reflects current and future use, as described in the Act and outlined above. The proposed survey, included in Appendix A, will collect information on how people currently use the network, including frequency, purpose, mode of travel and barriers to use. In parallel to the consultation, assessments on the public rights of way network will continue to be undertaken, including consideration of proposed developments sites and potential improvements which could be funded or delivered through private developers. In addition to the above, we will also seek information on any unclaimed rights of way that could be investigated and included as part of the network.
- 4.5 Details of the consultation will be shared with local user groups, including the Mid-West Berkshire Local Access Forum (who act as an advisory body on rights of way issues), Access and Disabilities Working Group, Older Peoples Working Group, Cycle Forum and the Cleaner Air and Safer Transport Forum. Other statutory and non-statutory stakeholders will include Thames Path Management Group, Canals and Rivers Trust, Thames Valley Police, Sustrans, neighbouring Local Authorities, community groups and landowners.
- 4.6 The results of the consultation will be reported back to a future Sub-Committee and a recommendation made on whether to amend the existing Plan. If the decision is taken to amend the Plan, a draft strategy will be prepared, published and promoted in two or more newspapers as set out in Section 61 of the Act. Feedback on the draft Plan will be considered and incorporated, as appropriate, before a final Plan is reported to Committee for adoption.

- 4.7 If it is deemed not necessary to update the existing Plan, the reasons will be reported to the Sub-Committee along with the results of the consultation and a recommendation to republish the existing strategy.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The development and delivery of the Rights of Way Improvement Plan helps to deliver the following Corporate Plan Service Priorities:

- Keeping Reading's environment clean, green and safe.

- 5.2 The Rights of Way Improvement Plan also contributes to the following strategic aims:

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Consultation on the Rights of Way Improvement Plan will initially consist of an online survey, which will also be available in paper copy, seeking to establish how the network is currently used and whether it is likely to serve future needs. This information will be used to make an assessment on whether to amend the existing Plan.

- 6.2 Details of the consultation will be shared with local user groups (including the Mid-West Berkshire Local Access Forum, Access and Disabilities Working Group and Older Peoples Working Group), key stakeholders such as neighbouring authorities, Thames Path Management Group and the Canals and Rivers Trust and statutory consultees, including the Environment Agency and landowners.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:

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

- 7.2 An Equality Impact Assessment will be undertaken when a decision has been made on whether to amend or republish the strategy and will be reported to Sub-Committee alongside the consultation results.

8. ENVIRONMENTAL IMPLICATIONS

- 8.1 Our transport strategy is focused on encouraging the use of sustainable transport, walking and cycling as attractive alternatives to the private car. The development and delivery of the Rights of Way Improvement Plan, as set out within this report, forms part of this overall transport strategy, which has achieved considerable success in recent years including bus usage in Reading being the third highest in the country outside of London, having increased by 23% since 2010, and around 35% of trips into Reading town centre being made by pedestrians and cyclists.

- 8.2 Transport is the biggest greenhouse gas emitting sector in the UK accounting for around 27% of total emissions. Significant investment in sustainable transport solutions is therefore vital in order to respond to the Climate Crisis declared by the Council in February 2019 and to help achieve our target of a carbon neutral Reading by 2030.

9. LEGAL IMPLICATIONS

- 9.1 The Countryside and Rights of Way Act 2000 (Section 60 and 61) places a duty on all Local Highway Authorities to produce a Rights of Way Improvement Plan and to ensure it remains up-to-date.

10. FINANCIAL IMPLICATIONS

- 10.1 Costs associated with undertaking the consultation will be met through existing transport revenue budgets.

11. BACKGROUND PAPERS

- 11.1 Map of Rights of Way Network: <https://my.reading.gov.uk/myreading.aspx>
- 11.2 Rights of Way Improvement Plan (2007):
https://www.reading.gov.uk/media/10480/Rights-of-way-improvement-plan/pdf/Rights_of_Way_Improvement_Plan_Final.pdf

Our first Rights of Way Improvement Plan was published in November 2007 as a result of The Countryside and Rights of Way Act 2000 (Section 60) placing a duty on all local highway authorities to prepare a Rights of Way Improvement Plan. We are currently considering whether to review and update this plan to produce our second Rights of Way Improvement Plan and assessing the network based on current and likely future use, emerging strategies, to better integrate the routes into the overall transport network and keep the network up-to-date and well maintained.

Given the urban nature of Reading, the Rights of Way network is relatively small compared to other areas, with 44 footpaths, three bridleways and one restricted byway. However, its importance should not be underestimated; there are some key routes connecting people to key destinations, such as the town centre, Reading Station, Green Park and Thames Valley Business Park, that are used by people traveling to work and school as well as rural-type routes that are attractive for leisure purposes.

The ROWIP forms a sub-strategy to our emerging fourth Local Transport Plan and will set out plans to enhance our Rights of Way network to provide a better experience for its users and to encourage more people to choose to walk or cycle for local journeys, or as part of longer multi-modal journeys. The Rights of Way Improvement Plan will sit alongside the Local Cycling and Walking Infrastructure Plan, which sets out our long-term aspirations for cycling and walking, and better integrate routes into the overall transport network.

We are inviting you, the people who use our network or represent those that do, to have your say on how you currently use our network and what you think we could do to enhance it.

Question 1: What routes do you use on Reading's Rights of Way Network?

[Tick all that apply, route numbers can be seen on a map [here](#)]

1	12	23	34
2	13	24	35
3	14	25	36
4	15	26	37
5	16	27	38
6/6A	17	28	39
7	18	29	40
8	19/19A/19B	30	41
9	20	31	42
10	21/21A	32	43
11/11A/11B	22	33	44

45

46

47

48

Question 2: When do you use Reading's Rights of Way Network?

Early Morning (0500 to 0700)

Early Evening (1600 to 1900)

Morning (0700 to 1000)

Evening (1900 to 1000)

Daytime (1000 to 1600)

Night (1000 to 0500)

Question 3: How often do you use Reading's Rights of Way Network?

Everyday

Weekdays

Once to twice a week

Weekend only

Three to four times a week

Question 4: How do you currently travel on Reading's Rights of Way Network?

Walk

Horse

Cycle

Other

Question 5: How would you like to travel on Reading's Rights of Way Network?

Walk

Horse

Cycle

Other

Question 6: What purpose do you use Reading's Rights of Way Network for?

Commuting

Leisure

Education

Other

If other please state what for:

Question 7: Do you have difficulty accessing the Rights of Way network due to mobility restrictions?

Yes

No

If yes, why (i.e. is there restrictive infrastructure / surfacing)?

Question 8: Does anything deter you from using Reading's Rights of Way Network?

.....

Question 9: What would encourage you to use Reading's Rights of Way Network more?

.....

Question 10 - Are you aware of any historical Public Rights of Way that are not recorded on the Definitive Map?

Details of the Public Rights of Way recorded on the Definitive Map are available here
[insert hyperlink]

Yes

No

If yes, please give details of the location, description of the way, type of use and details of when it was publicly accessible.

Please write any further comments you have relating to our Rights of Way Network in the box below:

.....

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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9 JANUARY 2020	AGENDA ITEM:	8
TITLE:	ANNUAL PARKING SERVICES REPORT 2018-2019		
LEAD COUNCILLOR:	COUNCILLOR T PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PARKING SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	ELIZABETH ROBERTSON	TEL:	01189 373767
JOB TITLE:	CIVIL ENFORCEMENT MANAGER	E-MAIL:	Elizabeth.robertson@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

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

1.2 Appendix 1 Parking Services Annual Report 2018-2019

2. RECOMMENDED ACTION

2.1 That the contents of this report and that the annual reports for 2008-2018 are available on the Council's website be noted.

2.2 That the intention to publish the annual report for 2018-2019 in January 2020 be noted.

3. POLICY CONTEXT

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

4. THE PROPOSAL

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

- 4.2 The Statutory Guidance requires that as a minimum the Local Authority must include financial details relating to total income and expenditure on the parking account and statistical information relating to the number of Penalty Charge Notices (PCNs) issued, paid, cancelled and challenged.
- 4.3 The annual report for 2018-2019 includes the Statutory Guidance requirements and also includes information for Residents Parking Permits, Bus Lane Enforcement, Blue Badge Issues and Enforcement, Car Parks, Pay and Display and Freedom of Information requests.
- 4.4 The Cabinet report in January 2011 stated future reports were to be published on the Council's website. The annual parking reports for 2008-2018 are available through the Council's website at:
- <http://www.reading.gov.uk/foi>
- 4.5 The annual report for 2018-2019 is intended to be published in January 2020.
- 4.6 The Traffic Management Act 2004 and Transport Act 2000 (for bus lane Penalties) sets out the appeals process that recipients of Penalty Charge Notices must follow if they believe they have grounds for the ticket to be cancelled. There are 3 sequential stages to this process as set out below:
- An Informal Challenge to the Council
 - A formal representation to the Council upon receipt of the Notice to Owner
 - An appeal to the Traffic Penalty Tribunal, if representation to the Council is unsuccessful.
- 4.7 The appeals process for bus lane Penalties is the same except there is no informal challenge to the Council, as the first notification is the "Notice to Owner" notice.
- 4.8 A legal requirement of both relevant Acts is for the Council to provide an address where these can be sent. The Council provides two dedicated addresses for motorist's to correspond with (one for parking penalties and one for bus lane penalties) and has a secure online facility for direct representation to be made against the penalties.
- 4.9 An important element of the process is the requirement for the registered keeper of the vehicle (i.e. the person named on the vehicle registration document or the registered hirer) to communicate directly with the Council. This means that a third party can only act on the registered keeper's behalf if legally authorised to do so. Therefore there are very limited circumstances in which an MP or Councillor can act for someone else.

5. CONTRIBUTION TO STRATEGIC AIMS

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

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

7. LEGAL IMPLICATIONS

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

8. FINANCIAL IMPLICATIONS

- 8.1 As reported in the Annual Report

9. BACKGROUND PAPERS

- 9.1 Cabinet Report - Annual Parking Report dated 17th January 2011

10. APPENDICES

- 10.1 Appendix 1 - Parking Services Annual Report 2018-2019

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PARKING SERVICES ANNUAL REPORT

2018/2019



Reading
Borough Council
Working better with you

Foreword - Councillor Page

Welcome to Reading Borough Council's eleventh Parking Services Annual Report. The report summarises the parking and traffic enforcement responsibilities conducted by the Council in 2018/2019. It also provides details of activities and related financial information.

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

New infrastructure and growing our public transport offer, not only provide significant improvements to sustainable transport options, they support growth in the local economy and reducing Reading's carbon footprint. The Council introduced its first red route in Reading, along the 'Purple 17' bus route in March 2018 to help ease congestion and improve public transport.

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

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

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

We continue to be committed to being transparent about our Parking Services and enforcement activity. This report provides an extensive record of activities during the 2018/2019 financial year and explains how the service is managed and aims to develop an understanding and acceptance of why enforcement activity takes place.

Cllr Tony Page

Lead Member for Strategic Environment, Planning & Transport, and Deputy Leader of the Council

Chapter 1 - Content

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

This Annual Report provides a record of activities during the 2018/2019 financial year and explains how the service is managed and aims to develop an understanding and acceptance of such enforcement activity.

The 2018/2019 is structured as follows:

	Page No.
• Chapter 2 - Policy Context	4
• Chapter 3 - Parking Enforcement	5 - 14
• Chapter 4 - Bus Lane Enforcement	15 - 18
• Chapter 5 - Challenges, Representations and Appeals	19 - 23
• Chapter 6 - Enforcement Agents Information	24 - 25
• Chapter 7 - Permits	26 - 30
• Chapter 8 - Blue Badges	31 - 33
• Chapter 9 - Signs and Lines Maintenance	34
• Chapter 10 - Car Parks	35 - 36
• Chapter 11 - Pay and Display	37 - 38
• Chapter 12 - Freedom of Information	39 - 40
• Chapter 13 - Financial Information	41 - 42
• Chapter 14 - Key Contacts and More Information	43
• Appendix A - Parking Penalty Charge Notices	44 - 76
• Appendix B - Bus Lane Penalty Charge Notices	77 - 79

Chapter 2 - Policy Context

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

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

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

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

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

The Council is currently preparing a new LTP to set the strategy for 2020-36 and public consultation will be undertaken early next year.

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

Chapter 3 - Parking Enforcement

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

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

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

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

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

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

Penalty Charge Notices (PCNs)

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

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



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

Traffic Management Act 2004 Statutory Process - Direct Issue Process

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

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

- After 14 days of the date of issue of the Penalty Charge Notice
 - The right to pay the discounted sum (£35/£25) after 14 days is lost. The 14 days starts with the date on which the Penalty Charge Notice was issued.
- After 28 days of the date of issue of the Penalty Charge Notice
 - If the charge is not paid 28 days from the date the Penalty Charge Notice was issued a Notice to Owner will be sent to the registered keeper of the vehicle.

- At this point you can either pay the full charge within 28 days (£70/£50) or make representation to Reading Borough Council.
 - Failure to act on the Notice to Owner may result in a Charge Certificate being issued.
- After 28 days of the date of issue of the Notice to Owner
 - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£105/£75). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
 - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £8.00 will be added to the charge (£113/£83). An Order for Recovery will be sent to the registered keeper of the vehicle.
 - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a witness statement.
- After 21 days after the Debt Registration
 - If the charge has not been paid or a witness statement has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated enforcement agent will be requested to recover the debt from you. The enforcement agent will charge you for this.

Traffic Management Act 2004 Statutory Process - Postal Issue Process

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

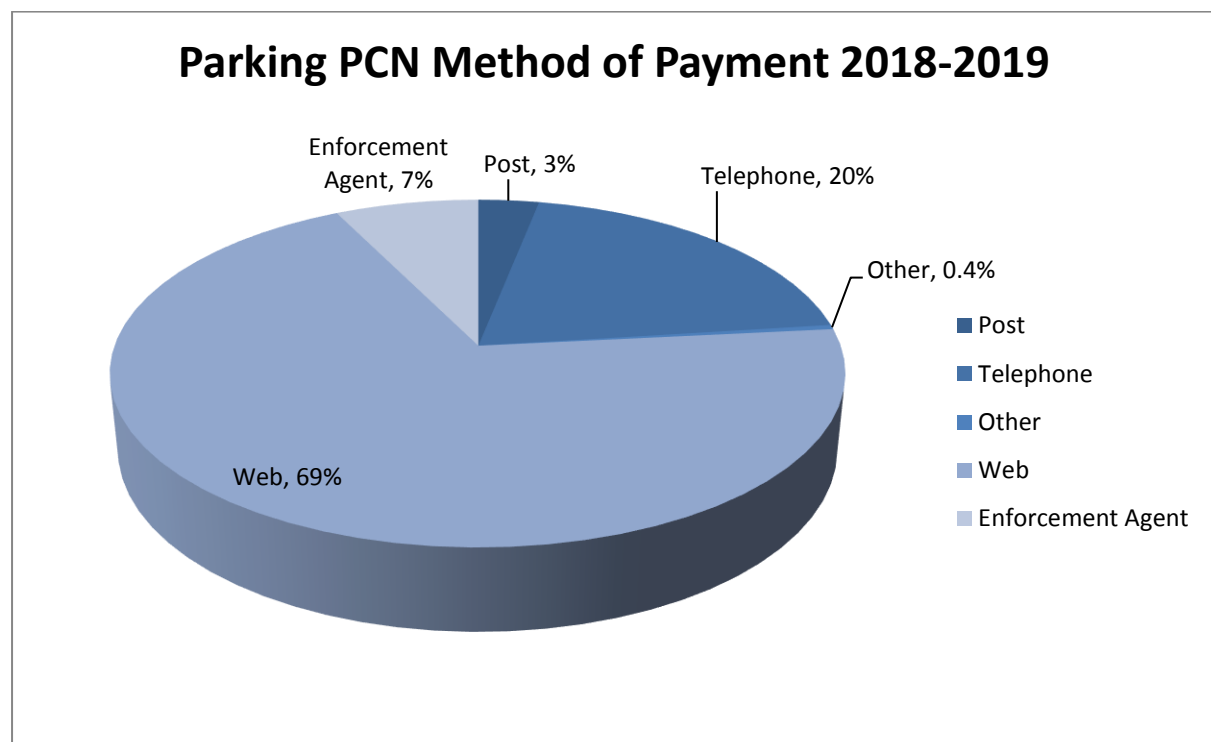
Please refer to Chapter 5 for information about challenges, representations and appeals.

- The Penalty Charge Notice will be sent to the registered keeper of the vehicle; at this point you can either:
 - Pay the discount within 14 days (£35/£25) or 21 days if the contravention was detected by an approved device.
 - If the discount is not paid in the 14/21 days, pay the full charge within 28 days (£70/£50).
 - Make representation to Reading Borough Council.
- After 28 days of the date of issue of the Penalty Charge Notice
 - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£105/£75). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
 - If the Charge Certificate is not paid within 14 days, the debt may be registered at the Traffic Enforcement Centre and a registration fee of £8.00 will be added to the charge (£113/£83). An Order for Recovery will be sent to the registered keeper of the vehicle.
 - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a witness statement.
- After 21 days after the Debt Registration
 - If the charge has not been paid or a witness statement has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated Enforcement Agent (formerly known as bailiffs) will be requested to recover the debt from you. The Enforcement Agent will charge you for this.

Paying a Penalty Charge Notice

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

The graph below shows the percentage of the different methods of payment used.



The table below shows the number of Penalty Charge Notices issued for 2018/2019¹. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.

Penalty Charge Notice Issued	2018/2019	Percentage	2017/2018	Percentage
Total Penalty Charge Notices Issued	48,240		39,630	
Number of higher level Penalty Charge Notices issued	31,277	65%	25,890	65%
Number of lower level Penalty Charge Notices	16,740	35%	13,740	35%
Number of Penalty Charge Notices with no charge level e.g. warning notice	223	0.46%	67	0.17%
Number of Penalty Charge Notices paid	36,739	76%	30,464	77%
Number of Penalty Charge Notices paid at discount	30,446	63%	24,587	62%
Number of Applications registered at TEC	5,967	12%	5,877	15%
Number of Penalty Charge Notices against which a formal or informal representation was made	7,979	17%	7,655	19%
Number of Penalty Charge Notices cancelled as a result of a formal or informal representation	1,526	3%	1,678	4%
Number of Penalty Charge Notices written off for other reasons	1,947	4%	2,629	7%

¹ Please note that this data is constantly changing and the data provided is that recorded on 1st October 2019.

Approved Device PCNs

The Council introduced an approved device (enforcement vehicle) for parking contraventions in 2012. From the 6th April 2015 a change in legislation has limited the use that Council may use approved devices for parking enforcement. The enforcement vehicle can only be used to enforce the following contraventions: school keep clear markings, bus stops/stands, red routes and bus lanes.

The total Parking PCNs issued from the approved device was 1,590. Please see Chapter 4 for Bus Lane Enforcement.

Contravention	Approved Device PCNs
School Keep Clear markings	191
Bus Stops/Stand	66
Red Route	1,333
TOTAL	1,590

The table below shows the streets with highest number of approved device PCNs issued:

STREETS WITH HIGHEST NUMBER OF APPROVED DEVICE PCNs ISSUED	
Location	Total Approved Device PCNs Issued
OXFORD ROAD	740
WOKINGHAM ROAD	209
SCHOOL ROAD	132
NORCOT ROAD	119
RECREATION ROAD	86
LONDON ROAD	81
WASHINGTON ROAD	52
CHURCH END LANE	45
A329 KINGS ROAD	13
SWANSEA ROAD	10

Red Route Enforcement



From the 7th March 2018 the Council introduced its first red route in Reading, along the 'Purple 17' bus route. It was introduced first along the East of Borough starting on the Kings Road, at its junction with the IDR, following the A329 corridor east, through Cemetery Junction and along the Wokingham Road. It ends near to the Three Tuns crossroads, on the borough boundary.

The second part of the red route was introduced on the West of the Borough starting on the Oxford Road, at its junction with Alfred Street heading along all the Oxford Road, onto Norcot Road, School Road and ending at Park Lane (at the junction with Mayfair).

A Red route is a 'no stopping' restriction which has been successfully used on major bus routes in London for many years. It helps keep key public transport moving, minimises delays for bus passengers and improves safety for pedestrians and cyclists by preventing dangerous or illegal parking.

Sample journey times from the route on the East and West side have been taken in 2018 and compared against 2019 journey times. The overall improvement was an average of 2 minutes.

Average Journey Time on Route 17	West Side Mar 2018	West Side Mar 2019	East Side Jan 2018	East Side Jan 2019
Minutes	27	25	21	20

The new Red Route restriction means where double red lines are marked, vehicles cannot stop at any time - Monday to Sunday - including for short periods of loading or unloading. Only disabled blue badge holders, Hackney Carriages (black cabs) and private hire vehicles licensed by Reading Borough Council are permitted to stop to allow for boarding and alighting. Emergency service vehicles will, of course, be permitted to stop on the Red Route

Enforcement is carried out by the Civil Enforcement Officers (direct issue) and the Council's enforcement (approved device) vehicle. The Council issued 52 warning notices when the red routes were first introduced.

Contravention	Approved Device PCNs	Direct Issue PCNs	Total
Red Route	1,333	369	1,702

Report Illegally Parked vehicles

The Council introduced an online facility for members of the public to report illegally parked vehicles and the number of requests received is shown below:

Period	Enforcement Requests Received	PCNs Issued
2017-2018	1,064	169
2018-2019	2,059	288

The Council is unable to issue any Penalty Charge Notices (PCNs) to vehicles that may be obstructing the highway e.g. blocking a driveway. This can be reported to the Police on the non-emergency number 101.

The table below shows the streets with highest number of PCNs issued:

STREETS WITH HIGHEST PENALTY CHARGE NOTICES (PCN) ISSUED	
Location	Total PCNs Issued
OXFORD ROAD	2,921
ADDINGTON ROAD	2,127
SACKVILLE STREET	1,527
KINGS ROAD	1,430
CASTLE STREET	1,111
CHEAPSIDE	925
VACHEL ROAD	893
HOWARD STREET	793
FRIAR STREET	670
ZINZAN STREET	595

The table below shows the Car Parks with the number of PCNs issued:

PENALTY CHARGE NOTICES (PCN) ISSUED IN THE CAR PARKS	
Car Park	Total PCNs Issued
HILLS MEADOW CAR PARK	1,079
KINGS MEADOW CAR PARK	415
CHESTER STREET CAR PARK (CAV)	326
THAMES SIDE PROMENADE CAR PARK	299
CATTLE MARKET CAR PARK	291
CIVIC 'B' CAR PARK	261
KENSINGTON ROAD CAR PARK	45
RECREATION ROAD CAR PARK	42
DUNSTALL CLOSE CAR PARK	18
MALL CAR PARK	15
QUEENS ROAD CAR PARK	8

A full breakdown of the notices issued by ward, street and contravention code is provided in Appendix A.

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or www.PATROL-uk.info

Further information about Red Routes can be found on the Council's website: <https://www.reading.gov.uk/redroute>

The form to report illegally parked vehicles can be found on the Council's website: <https://www.reading.gov.uk/parking>

Chapter 4 - Bus Lane Enforcement

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



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

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

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

Appendix B provides a breakdown of information per bus lane.

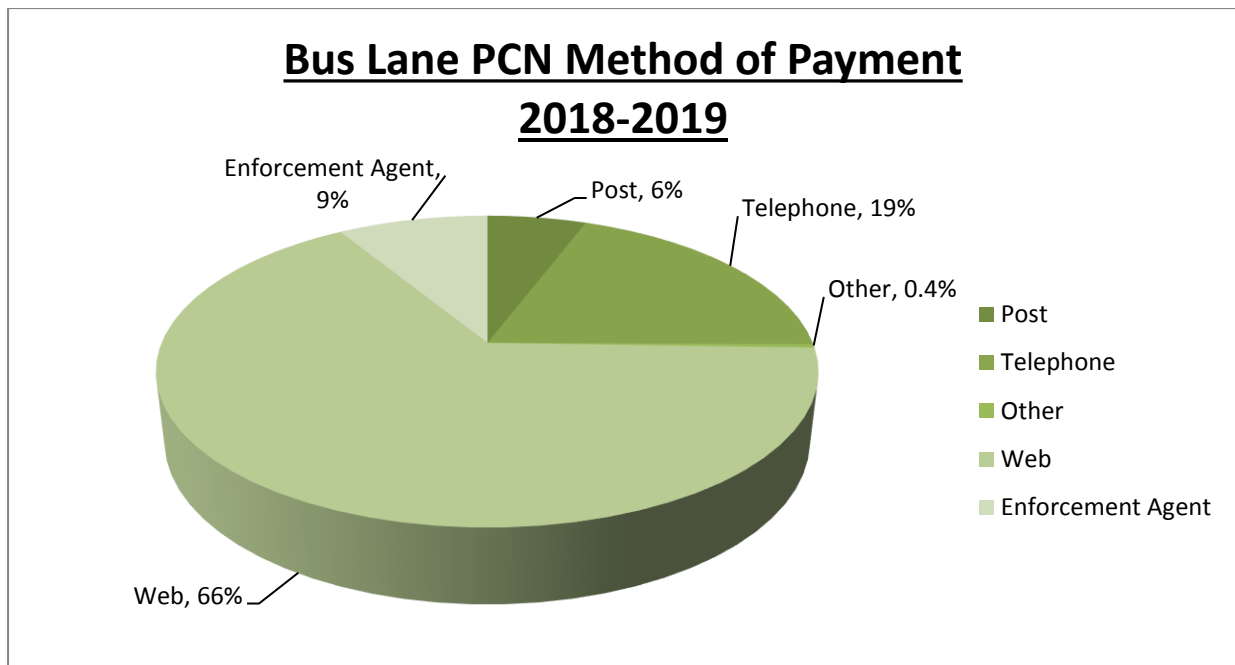
Transport Act 2000 Statutory Process

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

- The Penalty Charge Notice will be sent to the registered keeper of the vehicle; at this point you can either:
 - Pay the discount within 14 days (£30).
 - If the discount is not paid in the 14 days, pay the full charge within 28 days (£60).
 - Make representation to Reading Borough Council.
- After 28 days of the date of issue of the Penalty Charge Notice
 - A Charge Certificate may be sent to the registered keeper of the vehicle, notifying the keeper that the charge has been increased by 50% (£90). If you receive a Charge Certificate you must pay within 14 days. There is no right to appeal at this stage.
- After 14 days of the date of issue of the Charge Certificate
 - If the Charge Certificate is not paid within 14 days, the debt will be registered at the Traffic Enforcement Centre and a registration fee of £8.00 will be added to the charge (£98). An Order for Recovery will be sent to the registered keeper of the vehicle.
 - If you receive an Order for Recovery you must either pay the outstanding charge within 21 days or file a statutory declaration.
- After 21 days after the Debt Registration
 - If the charge has not been paid or a statutory declaration has not been made, the Traffic Enforcement Centre will grant authority for a Warrant to be issued and a certificated Enforcement Agent (formerly known as bailiffs) will be requested to recover the debt from you. The Enforcement Agent will charge you for this.

Paying a Penalty Charge Notice

Penalty Charge Notices can be paid either online, by post or by phone. The graph below shows the percentage of the different methods of payment used for Penalty Charge Notices relating to bus lanes.



The table below shows the number of Penalty Charge Notices issued for entering bus lanes in 2018/2019². A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.

Penalty Charge Notice Issued	2018/2019	Percentage of Total Issued	2017/2018	Percentage of Total Issued
Total Penalty Charge Notices Issued	71,693		96,250	
Number of Penalty Charge Notices paid	58,446	81%	75,651	79%
Number of Penalty Charge Notices paid at discount	51,365	71%	65,236	68%
Number of Penalty Charge Notices against which a formal representation was made	10,997	15%	13,561	14%
Number of Penalty Charge Notices cancelled as a result of a formal representation	2,276	3%	2,814	3%
Number of Penalty Charge Notices written off for other reasons	1,675	2%	1,095	1%

Appendix B provides a breakdown of the PCNs issued per bus lane and a comparison with the previous year's issue.

The overall number of PCNs issued has decreased by 25% compared to the previous year. There were no new bus lanes introduced in 2018-2019.

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or www.PATROL-uk.info

² Please note that this data is constantly changing and the data provided is that recorded on 1st October 2019.

Chapter 5 - Challenges, Representations and Appeals

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

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

Stage 1 - Making an Informal Challenge

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

Stage 2 - Representations

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

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

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

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

The table below shows items of correspondence received in relation to informal challenges, parking and bus lane representations for 2018/2019³.

2018/2019	Informal Challenges	Incoming Parking Representations	Incoming Bus Lane Representations	Total
April	453	86	692	1,231
May	413	94	915	1,422
June	527	182	826	1,535
July	541	179	1,138	1,858
August	456	165	1,165	1,786
September	551	151	968	1,670
October	539	146	1,154	1,839
November	509	178	703	1,390
December	430	198	1,084	1,712
January	591	360	985	1,936
February	466	187	685	1,338
March	477	206	682	1,365
Total	5,847	2,132	10,997	18,976

³ Please note that this data is that recorded on 1st October 2019. This data includes PCNs that have made multiple challenges and/or representations

The table below shows informal challenges and representations received compared to last year.

	Informal Challenges	Incoming Parking Representations	Incoming Bus Lane Representations	Total
Total 2017/2018	6,107	1,548	13,561	21,216
Total 2018/2019	5,847	2,132	10,997	18,976

The table below shows the other correspondence received and answered.

Under the relevant legislation the Council is not required to answer any correspondence once the representation period has ended i.e. when the Charge Certificate has been issued.

	Post Charge Certificate	Post Order For Recovery	Post Warrant	Paid*	Other	Total
Parking PCNs	277	72	65	66	177	657
Bus Lane PCNs	1,345	145	185	253	470	2,398
TOTAL	1,622	217	250	319	647	3,055

* The Council is issued guidance that makes it clear that a PCN is deemed 'paid' as soon as the payment arrives at any payment office belonging to the enforcement authority that issued the PCN. The enforcement authority should promptly close the case. Any correspondence received when a case has been paid will be responded too, but priority is always given to open cases.

Stage 3 - Appeal to the Traffic Penalty Tribunal

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

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

The table below shows how many appeals were dealt with by the adjudicators⁴.

2018/2019	Parking Penalty Charge Notices	Percentage of Total PCNs Issued	Percentage of Appeals Received	Bus Lane PCN	Percentage of Total PCNs Issued	Percentage of Appeals Received
Total PCNs Issued	39,630			96,250		
Total Received	94	0.19%		207	0.29%	
Dismissed by Adjudicator	48	0.10%	51.5%	67	0.09%	32.4%
Allowed by Adjudicator	16	0.03%	17.0%	83	0.12%	40.1%
Not Contested	24	0.05%	25.5%	43	0.06%	20.8%
Consent Order	3	0.01%	3.2%	2	0.003%	1.0%
Withdrawn	1	0.002%	1.1%	1	0.001%	0.5%
Not Registered	2	0.004%	2.1%	11	0.02%	5.3%
Awaiting decision inc. other	0	0.0%	0.0%	0	0.0%	0.0%

⁴ Please note that this data is constantly changing and the data provided is that recorded on 1st October 2019.

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

The table below shows the number of appeals received compared to previous years:

2018/2019	Parking PCN	Percentage of Total PCNs Issued	Bus Lane PCN	Percentage of Total PCNs Issued
Total Appeals Received 2015/2016	131	0.37%	264	0.27%
Total Appeals Received 2016/2017	135	0.36%	296	0.36%
Total Appeals Received 2017/2018	120	0.30%	304	0.32%
Total Appeals Received 2018/2019	94	0.19%	207	0.29%

The Council reviews all adjudicator decisions and through the feedback from them will try to ensure that unnecessary appeals are not registered. A fresh review of the case is made when an appeal is registered, regardless of the decision made at representation stage.

The annual report from the Traffic Penalty Tribunal on their service was not available at the time of this report. The Tribunal has moved their service to an online portal. This allows appellants to register, upload their evidence and track their appeal through the online service. Appellants can still chose to have their appeal decided by post, telephone or personal hearing and most chose the post or telephone option. The Council can upload their evidence, send messages to the Tribunal/Appellant which has improved the efficiency and the Adjudicators can decide on appeals quickly.

Further Information

Further information can be found on the Council's website: www.reading.gov.uk or www.PATROL-uk.info

The Traffic Penalty Tribunal's website: www.trafficpenaltytribunal.gov.uk

Chapter 6 - Enforcement Agents

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

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

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

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

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

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

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

The table below shows the warrants issued to the Enforcement Agents in the past 8 years for Parking PCNs⁵.

PARKING	Total Warrants Issued	Successful Collection	Outstanding Warrants	Closed Warrants (unable to trace/execute)
2011-2012	4,775	23%	0%	77%
2012-2013	5,558	21%	0%	79%
2013-2014	5,164	22%	0%	78%
2014-2015	4,836	22%	0%	78%
2015-2016	3,672	21%	0%	79%
2016-2017	4,539	26%	0%	74%
2017-2018	4,816	26%	0%	73%
2018-2019*	5,168	25%	34%	41%

The table below shows the warrants issued to the Enforcement Agents in the past 8 years for Bus Lane PCNs⁶.

BUS LANE	Total Warrants Issued	Successful Collection	Outstanding Warrants	Closed Warrants (unable to trace/execute)
2011-2012	5,122	33%	0%	67%
2012-2013	4,904	32%	0%	68%
2013-2014	6,109	33%	0%	67%
2014-2015	6,525	30%	0%	69%
2015-2016	5,447	32%	0%	68%
2016-2017	6,632	31%	0%	69%
2017-2018	8,357	33%	0%	67%
2018-2019*	7,643	37%	22%	41%

Further Information

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

⁵ Please note that this data is constantly changing and the data provided is that recorded on 1st November 2019.

⁶ The data provided is that recorded on 1st November 2019.

* warrants are valid for 1 year from issue

Chapter 7 - Permits



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

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

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

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

A new online system was introduced on the 01 November 2017, which allows residents to manage their permit applications online. The table below shows the number of permits issued.

Permit Type	Total Issued 2018/2019	Percentage issued 2018/2019	1st Resident Permit/Free Visitor Permits	2nd Resident Permit/Charged Visitor Permits
Business	24	0.1%	N/A	N/A
Resident	9,380	34%	7,579	1,801
Visitor	12,996	47%	10,684	2,312
Temporary	3,219	12%	N/A	N/A
Discretionary	1,754	6%	N/A	N/A
GRAND TOTAL	27,373			

All other permit types are issued at the discretion of the Council. The Council must be satisfied that the same conditions apply for discretionary permits and there is no automatic right of renewal.

Resident Permits

Resident Parking Permits are provided in controlled parking areas for residents of Reading. Following an extensive consultation, parking zones were simplified and re-organised providing a longer and more flexible parking solution. Permits will run for 12 months from the date of issue and it is up to the user to renew a permit before it expires.

A maximum of two permits are available to be issued per household. To comply as a household the house or flat must; lie within a Permit Parking Zone, be registered for Council Tax, have appropriate planning permission, and not have a planning condition that prohibits the issue of permits. The first permit per household is £40 and the second is £150. It is down to the discretion of the home owner as to what name goes on which permit. When first applying for a permit, proof of residence and proof of car ownership will be required to be sent with the application. Once a permit has been granted, it can be renewed the following year online without the need for re-applying or supplying evidence.

Business Permits

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

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

Visitor Permits

Both residents and businesses within permit parking areas can offer visitor permits. All households in permit' parking zones are entitled to visitor permits. Visitor permits are scratch cards each for half days. They are issued in books of 20 permits. The first two books are free and a further five books are available at a cost of £25 per book. Proof of residence is required when applying for visitor permits. Businesses are able to purchase up to 100 visitor permits, Community Agencies are able to purchase an unlimited number of visitor permit. Like with the Residents' visitor permits, Business visitor permits are scratch cards for half a day and are also issued in books of 20 at £25 per book. Once the books have been granted, they can be renewed the following year, online without the need for re-applying or supplying evidence. Visitor Books cannot be renewed, if more than a year has passed since they were originally issued.

Temporary permits can be obtained through our online service and are issued as a “Print at Home” permit. Temporary permits are normally issued to residents who have just moved into the permit zone or have changed their vehicle. Temporary permit are issued for 8-weeks to allow time to submit full proofs. Temporary permit cover is not extended after the 8 week period as it is felt this is enough time to have obtained the full proofs required.

Discretionary Parking Permits

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

New Resident Permit Scheme Areas

Any new Resident Permit Parking schemes are only introduced with the support of the residents in the area. They are considered on an area basis, not street-by-street, to reduce the amount of displaced parking in nearby streets.

The Traffic Management Sub-Committee reports on requests for new Resident Permit Parking schemes. The scheme designs are built with Council Officer recommendations and public consultation feedback.

In October 2018 the Council extended Permit Zone 06R and added 11 streets which created an additional 420 parking spaces.

Further Information

Further information can be found on the Council’s website: www.reading.gov.uk

The table below shows the total permits issued by type⁷

Permit Type	Total issued in 2018/2019	Percentage	Total issued in 2017/2018
Business	24	0.1%	25
Business Discretionary	17	0.1%	16
Carer	92	0.3%	100
Charity (free and charged)	25	0.1%	27
Doctor	34	0.1%	54
Health Care Professional	277	1.0%	355
Landlord - Annual	8	0.0%	0
Nanny	2	0.0%	0
Non-UK Registered Vehicle Permits	2	0.0%	2
Resident - Free Permits	7,579	27.7%	7,440
Resident - Second Permit	1,801	6.6%	1,428
Resident Discretionary	411	1.5%	300
Teacher	66	0.2%	67
Temporary Permits	3,219	11.8%	2,999
Tradesperson - Annual	95	0.3%	95
Tradesperson - Daily	196	0.7%	688
Visitor Books - Charged	2,312	8.4%	1,973
Visitor Books - Free	10,684	39.0%	11,510
Visitor Business	62	0.2%	104
Visitor Discretionary (free and charged)	467	1.7%	436
Total	27,373		27,619

⁷ Please note that this data is that recorded on 1st October 2019.

The table below shows the permits zones and the number of permits on issue⁸

Permit Zone	Approx. Spaces on street	Total Permits	Capacity
01R	593	615	104%
02R	180	235	131%
03R	551	493	89%
04R	99	66	67%
05R	561	488	87%
06R	954	918	96%
07R	1,664	1,390	84%
08R	787	696	88%
09R	478	424	89%
10R	1,422	1,265	89%
11R	374	346	93%
12R	1,238	1,119	90%
13R	1,094	907	83%
14R	304	253	83%
15R	393	210	53%
B2	32	24	75%
C4	18	5	28%
W1	20	8	40%
Z1	25	13	52%
Total	10,367	9,475	91%

⁸ Please note that this is constantly changing and the data provided is that recorded on 2nd May 2019.

Chapter 8 - Blue Badges

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



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

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

The new Blue Badges nationally use security style inks and techniques making them almost impossible to reproduce, tamper with or amend. It is now an offence for anyone who is not the actual badge holder to use the Blue Badge, or to park in an on-street Blue Badge parking bay without displaying a badge.

If you suspect someone of committing Blue Badge fraud you can report to the Corporate Investigations Team in confidence (details in further information).

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

The table below shows the Blue Badges issued in 2018/2019 and total on issue as of 31st March 2019, compared with previous year.

Blue Badge Allocation	Issued in 2018/2019	On issue as of 31st March 2019	Issued in 2017/2018	On issue as of 31st March 2018
Total number of valid Blue Badges	1,826	4,721*	1,772	1,620
Total number of Blue Badges on issue to organisations	15	23	25	35

* Change in blue badge recording system

National Fraud Initiative

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

The Civil Enforcement Officers have been working with the Council's Corporate Investigations team over the last couple of years and have been able to check the validity of the badges on display. Any badges that are invalid are referred to the Corporate Investigations team for further inspection.

Period	Number of Badges checked	Number of Badges referred
October 2017 - March 2018	113	10
April 2018 - March 2019	205	41

Between April 2019 and November 2019 the Corporate Investigations Team has the following updates on cases referred⁹:

Current Status	Number of Cases
Closed - Cases successfully prosecuted	3
Closed - Criminal Caution Given	1
Closed - Formal Blue Badge Warning Letter Given	3
Closed - Blue Badges seized and destroyed	3
Open - Cases awaiting Criminal Charges	10
Open - Cases awaiting Magistrates hearing date	3
Open - Cases under review	11
Closed - Cases with insufficient evidence to interview or not sufficient to lay charges	9

⁹ current status as at 26th November 2019

Further Information

You can report suspected blue badge fraud in confidence by the following methods

Telephone	0118 937 2143
Email	antifraud@reading.gov.uk
Report via web pages	http://www.reading.gov.uk/fraud

Further information on how to obtain a Blue Badge can be found on the Council's website: www.reading.gov.uk

Chapter 9 - Signs and Lines Maintenance

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

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

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

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

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

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

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

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

Chapter 10 - Car Parks

The current parking strategy is a core element of the Local Transport Plan. The parking strategy essentially aims to encourage short stay demand for central Reading whilst limiting the amount long stay/commuter parking around the town centre. A key feature of the strategy is pricing of central Reading parking to reflect peak demand on the roads and promote sustainable alternatives such as the long stay parking provided by park and ride.



Reading Borough Council now manages their own off-street car parks (since October 2018) and is seeking to improve and enhance the customer experience. We have already introduced improved payment options, automatic number plate recognition, an additional exit lane at Queens Road multi-story and carried out a deep clean. We will continue to invest in improving the customer experience whilst offering value for money.

Reading Borough Council reviews the tariff structure on an annual basis. Season tickets are available for Broad Street Mall, Queens Road, Cattle Market, Recreation, Dunstall Close and Chester Street car parks. Season tickets are available annually, 3 monthly and 1 monthly (except Dunstall Close and Chester Street which only offers annual permits).

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

Car Park	Spaces	Disabled Spaces	Total Spaces
Broad Street Mall	723	19	742
Queens Road	678	8	686
Hills Meadow	312	10	322
Civic B Car Park	176	4	180
Kings Meadow	77	1	78
Cattle Market	90	4	94
Chester Street, Caversham	83	3	86
Recreation Road, Tilehurst	82	4	86
Dunstall Close, Tilehurst	48	3	51
Total	2,269	56	2,325

Further Information

Further information can be found on the Council's website: www.reading.gov.uk

Chapter 11 - Pay and Display

Reading Borough Council introduced on-street pay and display in October 2010, this offered alternative short-term parking for the Town Centre. The bays are located across the town centre and around the Hospital/University area. The bays provide more flexible parking options for visitors.



There are now over 1,000 spaces spread across Reading:

Area	Number of Spaces
Town Centre Area	618
Hospital/University Area	460

The pay and display bays accept cash and cashless parking through telephone payment system (via the RingGo system). Below shows the divide between different payment methods

Payment Option	Percentage
Cash	55%
Pay By Phone	45%

Pay and display bays are an effective parking management tool that increases the turnover in spaces around the Town Centre and other local community facilities.

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

Further Information

Further information can be found on the Council's website: www.reading.gov.uk

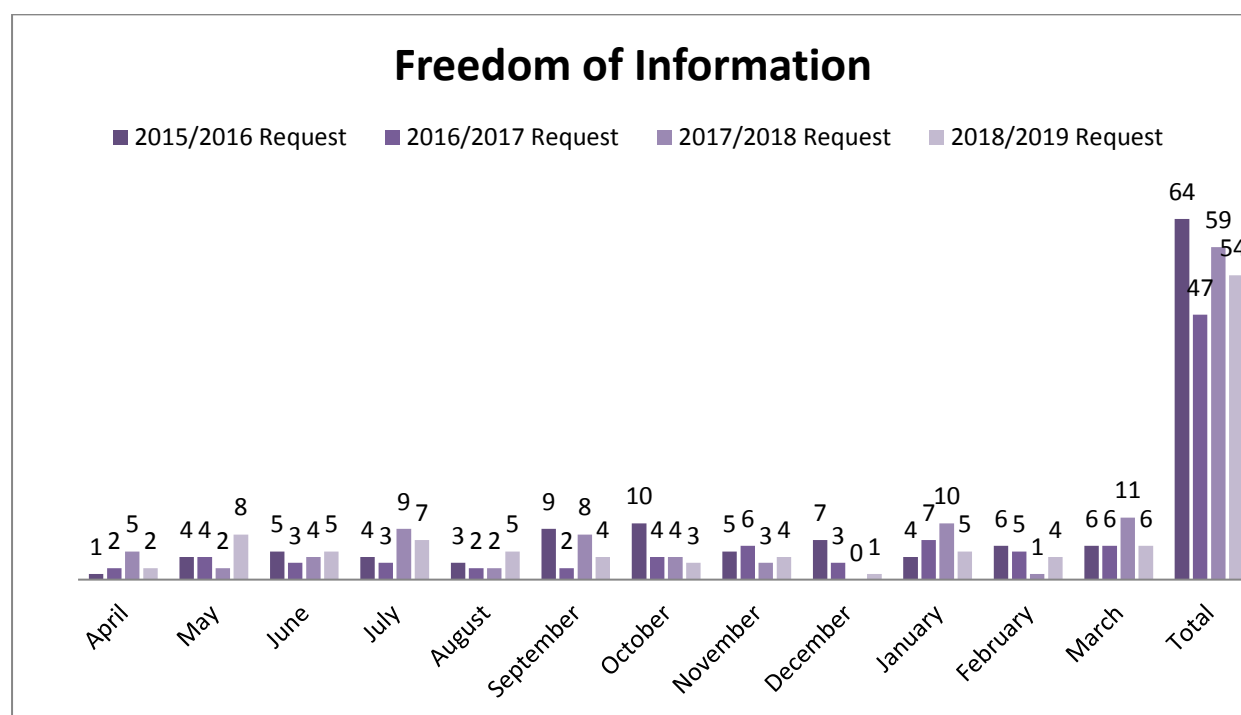
Information about RingGo can be found on their website:

<https://www.myringgo.co.uk/>

Chapter 12 - Freedom of Information

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

The graph below shows the number of Freedom of Information requests on monthly basis received by the Reading Borough Council Parking Services team between 2015 and 2019. In 2018/2019, a total of 54 Freedom of Information requests were received by the Reading Borough Council Parking Services team.



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

Freedom of Information Request	Information
Penalty Charge Notices issued by location	See Chapter 3 for an overview. A copy of Penalty Charge Notices issued by ward, street and contravention code is provided in Appendix A.
Bus lane Penalty Charge Notices issued	See Chapter 4 for an overview. A copy of Penalty Charge Notices issued by street for entering bus lanes is provided in Appendix B.
Penalty Charge Notices paid/cancelled	See Chapters 3 and 4.
Challenges Received	See Chapter 5.
Appeals	See Chapter 5.
Income/expenditure for parking and/or bus lanes and permit scheme	See Chapter 13.
Copy of parking Traffic Regulation Orders	Copies of the relevant parking Traffic Regulation Orders are made available by writing to Reading Borough Council Network Management or Legal Services.
Copy of bus lane Traffic Regulation Orders	Each of these documents are publically available. Information on each of these is now available at http://www.reading.gov.uk/foi
Copy of Secretary of State approval for bus lane cameras	
Copy of Department for Transport Approval for bus lane signs	
Reading Borough Council's policy on discretion	Reading Borough Council's policy on the exercise of discretion is to deal with each case on its own merits.

Chapter 13 - Financial Information

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

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

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

In accordance with the Data Transparency Code, it should be noted that the surplus received has been used to fund measures including: concessionary bus passes on the Readibus service; on supported contract bus service provision and on other measures as defined in accordance with s55 of the Road Traffic Regulation Act as set out in the table below. In 2018/2019 this totalled £3.5m.

	£
Supported bus services	62,240
Discretionary concessionary fares	414,479
Adult Social Care in house transport	756,000
Road safety schemes & CCTV	549,148
Structural Maintenance (principal roads)	506,000
Structural Maintenance (Other roads)	841,500
Expenditure on Bridges	438,500
Street Lighting	25,000
Total	3,592,868

The table below shows the financial information for Reading Borough Council for 2018/2019. A comparison can be made with last year's financial information.

	Total Expenditure 2018/2019	Total Income 2018/2019	Net Surplus (Cost) 2018/2019	Total Expenditure 2017/2018	Total Income 2017/2018	Net Surplus (Cost) 2017/2018
Parking PCNs	£1,306,349	£1,536,315	£229,966	£1,260,172	£1,193,948	(£66,224)
Bus Lane PCNs	£972,557	£2,176,571	£1,204,014	£952,691	£2,851,054	£1,898,363
Resident Parking Permit	£177, 540	£627,152	£449,612	£185,346	£611,261	£425,915
Car Parks	£1,991,281	£4,649,189	£2,657,908	£3,024,709	£4,118,759	£1,044,050
Pay and Display	£138,811	£1,847,908	£1,709,097	£121,002	£1,449,951	£1,329,949

Chapter 14 - Key Contacts and More Information

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

General enquiries concerning parking issues may be made by telephone, however Reading Borough Council cannot accept challenges or representations made by email or telephone.

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

To Challenge a Parking Penalty Charge Notice the address is:

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

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

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

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

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

There is also a separate telephone number for parking/bus lane enquiries which is 0343 357 1177, this also allows motorists to pay their Penalty Charge Notice.

Report illegally parked vehicles: <https://www.reading.gov.uk/parking>

Report Blue Badge Fraud:

Telephone 0118 937 2143

Email antifraud@reading.gov.uk

Report via web pages <http://www.reading.gov.uk/fraud>

Other Useful Contacts

Traffic Penalty Tribunal:

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

Appendix A - Parking Penalty Charge Notices - by Ward

PENALTY CHARGE NOTICES ISSUED BY WARD			
WARD	ON-STREET	OFF-STREET	TOTAL
ABBAY	21,336	1,289	22,625
BATTLE	5,718	45	5,763
CAVERSHAM	1,512	1,405	2,917
CHURCH	225	0	225
KATESGROVE	3,889	0	3,889
KENTWOOD	246	0	246
MAPLEDURHAM	0	0	0
MINSTER	989	0	989
NORCOT	1099	0	1099
PARK	3,226	0	3,226
PEPPARD	19	0	19
REDLANDS	6,687	0	6,687
SOUTHCOTE	43	0	43
THAMES	30	0	30
TILEHURST	339	60	399
WHITLEY	124	0	124

Appendix A - Parking Penalty Charge Notices - By Street

Note:

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

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

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

PENALTY CHARGE NOTICES (PCN) ISSUED BY STREET				
LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
A329 KINGS ROAD	16	3	0	13
A33	26	26	0	0
ABATTOIRS ROAD	0	0	0	0
ABBEY SQUARE	60	60	0	0
ABBEY STREET	329	329	0	0
ABBOTS WALK	8	8	0	0
ABBOTSLEIGH GARDENS	0	0	0	0
ABBOTSMEAD PLACE	0	0	0	0
ACACIA ROAD	0	0	0	0
ACRE ROAD	1	1	0	0
ADDINGTON ROAD	2,127	2,122	0	5
ADDISON ROAD	144	144	0	0
ADELAIDE ROAD	6	6	0	0
ALANDALE CLOSE	0	0	0	0
ALBANY GARDENS	0	0	0	0
ALBANY ROAD	171	171	0	0
ALBERT ROAD	0	0	0	0
ALBURY CLOSE	15	15	0	0
ALDWORTH CLOSE	0	0	0	0
ALEXANDER COURT (BAKER STREET)	0	0	0	0
ALEXANDRA ROAD	234	234	0	0
ALFORD CLOSE	0	0	0	0
ALFRED STREET	34	34	0	0
ALL HALLOWS ROAD	2	2	0	0
ALLCROFT ROAD	101	101	0	0
ALMA STREET	66	66	0	0
ALPHINGTON ROAD	0	0	0	0
ALPINE STREET	124	124	0	0
AMBLECOTE ROAD	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
AMBROOK ROAD	0	0	0	0
AMERSHAM ROAD	3	3	0	0
AMETHYST LANE	0	0	0	0
AMHERST ROAD	0	0	0	0
AMITY ROAD	141	141	0	0
AMITY STREET	38	38	0	0
ANGLERS WAY	2	2	0	0
ANSTEY ROAD	118	118	0	0
APPLEBY END	0	0	0	0
APPLEFORD ROAD	0	0	0	0
ARCHWAY ROAD	0	0	0	0
ARDLER ROAD	0	0	0	0
ARGYLE ROAD	53	53	0	0
ARGYLE STREET	124	124	0	0
ARKWRIGHT ROAD	0	0	0	0
ARMADALE COURT	2	2	0	0
ARMOUR HILL	0	0	0	0
ARMOUR ROAD	3	3	0	0
ARTHUR PLACE	0	0	0	0
ASH ROAD	0	0	0	0
ASHAMPSTEAD ROAD	4	4	0	0
ASHBURTON ROAD	5	5	0	0
ASHBY COURT	1	1	0	0
ASHDENE GARDENS	0	0	0	0
ASHMERE TERRACE	0	0	0	0
ASHMORE ROAD	0	0	0	0
AUCKLAND ROAD	1	1	0	0
AUDLEY STREET	201	201	0	0
AUGUST END	1	1	0	0
AUTUMN CLOSE	0	0	0	0
AVEBURY SQUARE	8	8	0	0
AVELEY WALK	0	0	0	0
AVON PLACE	7	7	0	0
AXBRIDGE ROAD	0	0	0	0
BADGERS RISE	0	0	0	0
BAKER STREET	249	249	0	0
BAMBURGH CLOSE	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
BARNARD CLOSE	0	0	0	0
BARNSDALE ROAD	7	7	0	0
BARNWOOD CLOSE	71	71	0	0
BARON COURT	0	0	0	0
BARRY PLACE	7	7	0	0
BASINGSTOKE ROAD	70	70	0	0
BATES HILL	0	0	0	0
BATH ROAD	8	7	0	1
BATTLE PLACE	1	1	0	0
BATTLE SQUARE	11	11	0	0
BATTLE STREET	153	153	0	0
BECK COURT	0	0	0	0
BEDE WALK	0	0	0	0
BEDFORD ROAD	231	231	0	0
BEECH ROAD	0	0	0	0
BEECHAM ROAD	116	116	0	0
BEECHWOOD AVENUE	0	0	0	0
BELL COURT	0	0	0	0
BELLE AVENUE	0	0	0	0
BELLE VUE ROAD	27	27	0	0
BELMONT ROAD	416	416	0	0
BEMBRIDGE PLACE	1	1	0	0
BENNET ROAD	21	21	0	0
BENSON CLOSE	0	0	0	0
BERESFORD ROAD	80	80	0	0
BERKELEY AVENUE	97	97	0	0
BERKSHIRE DRIVE	0	0	0	0
BERRYLANDS ROAD	0	0	0	0
BETAM ROAD	4	4	0	0
BEVERLEY ROAD	0	0	0	0
BEXLEY COURT	0	0	0	0
BIRCH AVENUE	0	0	0	0
BISHOPS ROAD	4	4	0	0
BLACKWATER CLOSE	0	0	0	0
BLAENAVON	0	0	0	0
BLAGDON ROAD	0	0	0	0
BLAGRAVE LANE	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
BLANDFORD ROAD	0	0	0	0
BLenheim GARDENS	353	353	0	0
BLenheim ROAD (CAVERSHAM)	2	0	0	2
BLenheim ROAD (READING)	282	282	0	0
BLUNDELLS ROAD	6	6	0	0
BLYTH WALK	0	0	0	0
BODY ROAD	15	15	0	0
BOOT END	0	0	0	0
BOSTON AVENUE	0	0	0	0
BOULT STREET	14	14	0	0
BOULTON ROAD	26	26	0	0
BOULTS WALK	0	0	0	0
BOURNE AVENUE	0	0	0	0
BRACKENDALE WAY	0	0	0	0
BRAMBLE CRESCENT	0	0	0	0
BRAMSHAW ROAD	0	0	0	0
BRAY ROAD	0	0	0	0
BRAYFORD ROAD	0	0	0	0
BRENT GARDENS	0	0	0	0
BRIANTS AVENUE	10	10	0	0
BRIDGE STREET (CAVERSHAM)	1	1	0	0
BRIDGE STREET (READING)	18	18	0	0
BRIGHAM ROAD	84	84	0	0
BRIGHTON ROAD	6	6	0	0
BRILL CLOSE	0	0	0	0
BRIMPTON ROAD	0	0	0	0
BRISBANE ROAD	1	1	0	0
BRITTEN ROAD	0	0	0	0
BRIXHAM ROAD	0	0	0	0
BROAD STREET	30	30	0	0
BROCK GARDENS	10	10	0	0
BROCKLEY CLOSE	0	0	0	0
BROOK STREET WEST	38	38	0	0
BROOKLYN DRIVE	0	0	0	0
BROOMFIELD ROAD	1	1	0	0
BROUGHTON CLOSE	6	6	0	0
BROWNLOW ROAD	12	5	0	7

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
BRUNSWICK HILL	250	250	0	0
BRUNSWICK STREET	12	12	0	0
BUCKINGHAM DRIVE	0	0	0	0
BUCKLAND ROAD	2	2	0	0
BULMERSHE ROAD	2	2	0	0
BURFORD COURT (CAROLINE STREET)	0	0	0	0
BURGHFIELD ROAD	0	0	0	0
BUTE STREET	0	0	0	0
BUTTER MARKET	1	1	0	0
BYEFIELD ROAD	0	0	0	0
CADOGAN CLOSE	0	0	0	0
CADUGAN PLACE	6	6	0	0
CALDER CLOSE	0	0	0	0
CALETA CLOSE	0	0	0	0
CALLINGTON ROAD	1	1	0	0
CAMBRIDGE STREET	194	194	0	0
CAMELFORD CLOSE	0	0	0	0
CANAL WAY	2	2	0	0
CANFORD COURT	20	20	0	0
CANNON STREET	34	34	0	0
CANTERBURY ROAD	3	3	0	0
CARDIFF ROAD	103	103	0	0
CARDIGAN GARDENS	83	83	0	0
CARDIGAN ROAD	168	168	0	0
CARDINAL CLOSE	18	18	0	0
CAREY STREET	103	103	0	0
CARISBROOKE CLOSE	0	0	0	0
CARLISLE ROAD	5	5	0	0
CARLTON ROAD	0	0	0	0
CARNARVON ROAD	83	83	0	0
CAROLINE COURT	0	0	0	0
CAROLINE STREET	11	11	0	0
CAROUSEL COURT	0	0	0	0
CARRON CLOSE	0	0	0	0
CARSDALE CLOSE	3	3	0	0
CASTLE CRESCENT	51	51	0	0
CASTLE HILL	7	7	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
CASTLE STREET SERVICE ROAD	11	11	0	0
CATHERINE STREET	189	189	0	0
CATTLE MARKET CAR PARK	291	0	291	0
CAVENDISH ROAD	0	0	0	0
CAVERSHAM BRIDGE (CAVERSHAM ROAD)	0	0	0	0
CAVERSHAM PARK DRIVE	0	0	0	0
CAVERSHAM PARK ROAD	0	0	0	0
CAVERSHAM ROAD	40	40	0	0
CAXTON CLOSE	0	0	0	0
CEDAR ROAD	0	0	0	0
CHAGFORD ROAD	0	0	0	0
CHAIN STREET	0	0	0	0
CHAMPION ROAD	0	0	0	0
CHAPEL HILL	0	0	0	0
CHARLES STREET	63	63	0	0
CHARNDON CLOSE	3	3	0	0
CHATHAM PLACE SERVICE ROAD	0	0	0	0
CHATHAM STREET	34	34	0	0
CHATSWORTH CLOSE	0	0	0	0
CHEAPSIDE	925	925	0	0
CHEDDINGTON CLOSE	0	0	0	0
CHERITON COURT	0	0	0	0
CHERRY CLOSE	0	0	0	0
CHESTER STREET (CAVERSHAM)	45	45	0	0
CHESTER STREET (READING)	133	133	0	0
CHESTER STREET CAR PARK (CAV)	326	0	326	0
CHESTERMAN STREET	136	136	0	0
CHESTNUT AVENUE	0	0	0	0
CHESTNUT WALK	0	0	0	0
CHICHESTER ROAD	2	2	0	0
CHILTERN COURT	0	0	0	0
CHILTERN ROAD	1	1	0	0
CHOLMELEY PLACE	54	54	0	0
CHOLMELEY ROAD	96	96	0	0
CHOLMELEY TERRACE	26	26	0	0
CHRISTCHURCH GARDENS	2	2	0	0
CHRISTCHURCH ROAD	7	7	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
CHURCH ROAD (CAVERSHAM)	24	24	0	0
CHURCH STREET (CAVERSHAM)	8	8	0	0
CHURCH STREET (READING)	57	57	0	0
CINTRA AVENUE	63	63	0	0
CINTRA CLOSE	0	0	0	0
CIRCUIT LANE	4	4	0	0
CIRCUIT LANE (GARAGE AREA)	0	0	0	0
CITY ROAD	0	0	0	0
CIVIC 'B' CAR PARK	261	0	261	0
CIVIC CENTRE SERVICE ROAD	17	17	0	0
CLARENDON ROAD	10	10	0	0
CLENT ROAD	0	0	0	0
CLEVEDON ROAD	0	0	0	0
CLIFTON PARK ROAD	1	1	0	0
CLIFTON STREET	44	44	0	0
CLONMEL WALK	0	0	0	0
COCKNEY HILL	0	0	0	0
COLDICUTT STREET	25	25	0	0
COLEY AVENUE	3	3	0	0
COLEY HILL	60	60	0	0
COLEY PARK ROAD	19	19	0	0
COLEY PLACE	49	49	0	0
COLEY STREET	1	1	0	0
COLLEGE ROAD	46	44	0	2
COLLIERS WAY	0	0	0	0
COLLIS STREET	10	10	0	0
COMBE ROAD	0	0	0	0
COMBE ROAD (Garage Area)	2	2	0	0
COMMERCIAL ROAD	7	7	0	0
CONINGHAM ROAD	0	0	0	0
CONISBORO AVENUE	0	0	0	0
CONISTON DRIVE	1	1	0	0
CONNAUGHT CLOSE	4	4	0	0
CONNAUGHT ROAD	255	255	0	0
CONSTITUTION ROAD	19	19	0	0
COPENHAGEN CLOSE	0	0	0	0
CORBRIDGE ROAD	9	9	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
CORONATION SQUARE	0	0	0	0
CORWEN ROAD	2	2	0	0
COVENTRY ROAD	62	62	0	0
COW LANE	0	0	0	0
COWPER WAY	0	0	0	0
CRADOCK ROAD	6	6	0	0
CRAIG AVENUE	84	84	0	0
CRANBORNE GARDENS	0	0	0	0
CRANBOURNE GARDENS	0	0	0	0
CRANBURY ROAD	197	195	0	2
CRANE WHARF	1	1	0	0
CRAVEN ROAD	97	92	0	5
CREMYLL ROAD	1	1	0	0
CRESCENT ROAD	12	11	0	1
CRESSINGHAM ROAD	0	0	0	0
CROMWELL ROAD	40	40	0	0
CROSS STREET	6	6	0	0
CROSSLAND ROAD	13	13	0	0
CROWN PLACE	37	37	0	0
CROWN STREET	3	3	0	0
CULVER MEWS	0	0	0	0
CULVER ROAD	52	52	0	0
CUMBERLAND ROAD	131	131	0	0
CURZON STREET	146	146	0	0
DALE ROAD	14	14	0	0
DARELL ROAD	0	0	0	0
DARTINGTON CLOSE	0	0	0	0
DARWIN CLOSE	11	11	0	0
DAWLISH ROAD	0	0	0	0
DE BEAUVOIR ROAD	100	100	0	0
DE BOHUN ROAD	0	0	0	0
DE MONTFORT ROAD	54	54	0	0
DEACON WAY	0	0	0	0
DEANS FARM	0	0	0	0
DEANS_GATE ROAD	120	120	0	0
DEE ROAD	1	1	0	0
DEEPDENE CLOSE	28	28	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
DENBURY GARDENS	0	0	0	0
DENBY WAY	0	0	0	0
DENMARK ROAD	99	99	0	0
DERBY ROAD	0	0	0	0
DERBY STREET	26	26	0	0
DERWENT AVENUE	2	2	0	0
DICKENS CLOSE	0	0	0	0
DON CLOSE	3	3	0	0
DONKIN HILL	0	0	0	0
DONNINGTON GARDENS	273	273	0	0
DONNINGTON ROAD	236	236	0	0
DORCHESTER COURT	0	0	0	0
DOROTHY STREET	31	31	0	0
DORSET STREET	21	21	0	0
DOUGLAS ROAD	0	0	0	0
DOVEDALE CLOSE	0	0	0	0
DOVER STREET	10	10	0	0
DOWNING ROAD	3	1	0	2
DOWNSHIRE SQUARE	4	4	0	0
DRAKE WAY	2	2	0	0
DRAYTON ROAD	1	1	0	0
DUKE STREET	2	2	0	0
DULNAN CLOSE	0	0	0	0
DULVERTON GARDENS	0	0	0	0
DUNCAN PLACE	21	21	0	0
DUNSFOLD ROAD	1	1	0	0
DUNSFOLD ROAD (SPUR)	0	0	0	0
DUNSTALL CLOSE	1	1	0	0
DUNSTALL CLOSE CAR PARK	18	0	18	0
DUNSTER CLOSE	0	0	0	0
DURHAM CLOSE	0	0	0	0
DUSSELDORF WAY	0	0	0	0
DWYER ROAD	5	5	0	0
EARLEY HILL ROAD	0	0	0	0
EARLEY PLACE	0	0	0	0
EAST STREET	41	41	0	0
EASTERN AVENUE	81	81	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
EDENHAM CRESCENT	0	0	0	0
EDGAR MILWARD CLOSE	19	19	0	0
EDGEHILL STREET	100	100	0	0
EDINBURGH ROAD	162	162	0	0
ELDART CLOSE	0	0	0	0
ELDON PLACE	2	2	0	0
ELDON ROAD	5	5	0	0
ELDON SQUARE	124	124	0	0
ELDON STREET	7	7	0	0
ELDON TERRACE	48	48	0	0
ELGAR ROAD	178	178	0	0
ELGAR ROAD SOUTH	24	24	0	0
ELIZABETH WALK	2	2	0	0
ELLIOTS WAY	4	4	0	0
ELM LODGE AVENUE	52	52	0	0
ELM PARK	18	18	0	0
ELM PARK ROAD	196	196	0	0
ELM ROAD	1	1	0	0
ELMHURST ROAD	47	47	0	0
ELMLEIGH COURT	0	0	0	0
ELMSTONE DRIVE	0	0	0	0
ELSLEY ROAD	0	0	0	0
ELVASTON WAY	0	0	0	0
EMMBROOK COURT	0	0	0	0
ENNERDALE ROAD	2	2	0	0
EPPING CLOSE	15	15	0	0
EPSOM COURT	8	8	0	0
ERIC AVENUE	0	0	0	0
ERLEIGH ROAD	429	424	0	5
ESSEX STREET	193	193	0	0
EVESHAM ROAD	0	0	0	0
EXBOURNE ROAD	7	7	0	0
FAIRCROSS ROAD	0	0	0	0
FALKLAND ROAD	65	65	0	0
FALMOUTH ROAD	0	0	0	0
FATHERSON ROAD	66	66	0	0
FIELD ROAD	119	119	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
FIRCROFT CLOSE	0	0	0	0
FLORENCE WALK	0	0	0	0
FLORIAN GARDENS	0	0	0	0
FOBNEY STREET	318	318	0	0
FONTWELL DRIVE	0	0	0	0
FORBURY ROAD	0	0	0	0
FORBURY THE	401	401	0	0
FOREST DEAN	0	0	0	0
FOREST HILL	0	0	0	0
FORGE CLOSE	0	0	0	0
FOUNDRY STREET	0	0	0	0
FOXGLOVE GARDENS	16	16	0	0
FOXHAYS ROAD	0	0	0	0
FOXHILL ROAD	164	164	0	0
FRAMLINGHAM DRIVE	0	0	0	0
FRANCIS STREET	143	143	0	0
FRANKLIN STREET	51	51	0	0
FRESHWATER ROAD	14	14	0	0
FRIAR STREET	670	670	0	0
FRIARS WALK	0	0	0	0
FRILSHAM ROAD	2	2	0	0
FROGMORE WAY	0	0	0	0
FULMEAD ROAD	52	52	0	0
GAINSBOROUGH ROAD	0	0	0	0
GALSWORTHY DRIVE	0	0	0	0
GARNET HILL	26	26	0	0
GARNET STREET	35	35	0	0
GARRARD STREET	351	351	0	0
GARSTON CLOSE	0	0	0	0
GAS WORKS ROAD	2	2	0	0
GEORGE CLOSE	0	0	0	0
GEORGE STREET (CAVERSHAM)	6	6	0	0
GEORGE STREET (READING)	267	267	0	0
GILLETTE WAY	21	21	0	0
GLEBE ROAD	87	87	0	0
GLENWOOD DRIVE	0	0	0	0
GLOUCESTER COURT	15	15	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
GORDON PLACE	34	34	0	0
GOSBROOK ROAD	27	27	0	0
GOWER STREET	101	101	0	0
GRAFTON ROAD	0	0	0	0
GRANBY COURT	0	0	0	0
GRANBY GARDENS	103	103	0	0
GRANGE AVENUE	235	235	0	0
GRANVILLE ROAD	2	2	0	0
GRASMERE AVENUE	8	8	0	0
GRATTON ROAD	0	0	0	0
GRATWICKE ROAD	2	2	0	0
GREAT KNOLLYS STREET	302	302	0	0
GREEN ACRE MOUNT	0	0	0	0
GREEN PARK ROAD	0	0	0	0
GREEN PARK SERVICE ROAD	0	0	0	0
GREEN ROAD	3	3	0	0
GREENFIELDS ROAD	0	0	0	0
GREENWOOD ROAD	3	3	0	0
GREYFRIARS ROAD	428	428	0	0
GREYS COURT	0	0	0	0
GREYSTOKE ROAD	0	0	0	0
GROSVENOR ROAD	0	0	0	0
GROVE HILL	0	0	0	0
GROVE ROAD	7	3	0	4
GROVE THE	65	65	0	0
GROVELAND PLACE	0	0	0	0
GROVELANDS ROAD	17	17	0	0
GUN STREET	8	8	0	0
GURNEY CLOSE	0	0	0	0
GURNEY DRIVE	0	0	0	0
HAGLEY ROAD	0	0	0	0
HALLS ROAD	0	0	0	0
HAMILTON ROAD	14	14	0	0
HAMPDEN ROAD	15	15	0	0
HARDWICK ROAD	0	0	0	0
HARLECH AVENUE	0	0	0	0
HARLEY ROAD	12	12	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
HARTLAND ROAD	0	0	0	0
HATFORD ROAD	0	0	0	0
HATHERLEY ROAD	395	395	0	0
HAVERGATE WAY	0	0	0	0
HAWKCHURCH ROAD	0	0	0	0
HAWTHORNE ROAD	0	0	0	0
HAYWOOD COURT	9	9	0	0
HAYWOOD WAY	0	0	0	0
HAZEL CRESCENT	0	0	0	0
HEATH ROAD	0	0	0	0
HELMSDALE CLOSE	0	0	0	0
HEMDEAN HILL	26	26	0	0
HEMDEAN RISE	15	15	0	0
HEMDEAN ROAD	55	53	0	2
HENLEY ROAD	4	4	0	0
HENRIETTA STREET	0	0	0	0
HENRY STREET	83	83	0	0
HEROES WALK	0	0	0	0
HERON ISLAND	0	0	0	0
HERON ISLAND BRIDGE	0	0	0	0
HEWETT AVENUE	0	0	0	0
HEXHAM ROAD	2	2	0	0
HIGH STREET	3	3	0	0
HIGHBRIDGE WHARF	5	5	0	0
HIGHGROVE STREET	269	269	0	0
HIGHGROVE TERRACE	14	14	0	0
HIGHMOOR ROAD	0	0	0	0
HILCOT ROAD	37	37	0	0
HILL STREET	88	88	0	0
HILLBROW	0	0	0	0
HILLS MEADOW CAR PARK	1,079	0	1,079	0
HILLTOP ROAD	0	0	0	0
HODSOLL ROAD	0	0	0	0
HOGARTH AVENUE	2	2	0	0
HOLBERTON ROAD	0	0	0	0
HOLLAND ROAD	0	0	0	0
HOLMES ROAD	2	0	0	2

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
HOLYROOD CLOSE	0	0	0	0
HOME FARM CLOSE	2	2	0	0
HONEY END LANE	6	6	0	0
HONITON ROAD	0	0	0	0
HORNSEA CLOSE	0	0	0	0
HOSIER STREET	273	273	0	0
HOWARD STREET	793	793	0	0
HURST WAY	0	0	0	0
HYPERION WAY	0	0	0	0
IAN MIKARDO WAY	0	0	0	0
IDR INNER RELIEF ROAD	0	0	0	0
ILIFFE CLOSE	39	39	0	0
ILKLEY ROAD	0	0	0	0
IMPERIAL WAY	0	0	0	0
INGLEWOOD COURT	1	1	0	0
ISLAND ROAD	0	0	0	0
JAMES STREET	3	3	0	0
JANSON COURT	2	2	0	0
JENKINS CLOSE	0	0	0	0
JESSE TERRACE	113	113	0	0
JUBILEE ROAD	0	0	0	0
JUBILEE SQUARE	15	15	0	0
JUNCTION ROAD	22	22	0	0
JUNIPER WAY	0	0	0	0
KATESGROVE LANE	107	107	0	0
KEARSLEY ROAD	0	0	0	0
KENAVON DRIVE	89	89	0	0
KENDAL AVENUE	0	0	0	0
KENDRICK ROAD	124	124	0	0
KENNET SIDE	3	3	0	0
KENNET STREET	8	8	0	0
KENNET WALK	0	0	0	0
KENSINGTON ROAD	144	141	0	3
KENSINGTON ROAD CAR PARK	45	0	45	0
KENT ROAD	79	79	0	0
KENTWOOD CLOSE	0	0	0	0
KENTWOOD HILL	3	3	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
KILN ROAD	0	0	0	0
KING STREET	113	113	0	0
KINGFISHER PLACE	0	0	0	0
KINGS MEADOW CAR PARK	415	0	415	0
KINGS MEADOW ROAD	59	59	0	0
KINGS ROAD	1,430	1,429	0	1
KINGS ROAD (CAVERSHAM)	114	114	0	0
KINGSBRIDGE ROAD	0	0	0	0
KINGSGATE PLACE (KINGSGATE STREET)	3	3	0	0
KINGSGATE STREET	51	51	0	0
KINGSTON GARDENS	0	0	0	0
KINGSWAY	0	0	0	0
KINSON ROAD	0	0	0	0
KINVER WALK	0	0	0	0
KNIGHTS WAY	0	0	0	0
KNOWLE CLOSE	0	0	0	0
LANCASTER CLOSE	17	17	0	0
LANCING CLOSE	0	0	0	0
LANDRAKE CRESCENT	0	0	0	0
LARKSWOOD CLOSE	0	0	0	0
LAUD CLOSE	3	3	0	0
LAWRENCE ROAD	0	0	0	0
LEMART CLOSE	0	0	0	0
LENNOX ROAD	3	3	0	0
LEOPOLD ROAD (LEOPOLD WALK)	0	0	0	0
LESFORD ROAD	1	1	0	0
LETCOMBE STREET	1	1	0	0
LIBRE WALK	0	0	0	0
LIEBENROOD ROAD	0	0	0	0
LIMA COURT	43	43	0	0
LINCOLN ROAD	35	35	0	0
LINDEN ROAD	0	0	0	0
LINDISFARNE WAY	0	0	0	0
LINKS DRIVE	0	0	0	0
LITTLE JOHNS LANE	33	33	0	0
LITTLE STREET	34	34	0	0
LIVERPOOL ROAD	379	379	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
LOMOND AVENUE	0	0	0	0
LONDON ROAD	138	57	0	81
LONDON STREET	268	268	0	0
LONG BARN LANE	19	19	0	0
LONGRIDGE CLOSE	0	0	0	0
LONGWATER AVENUE	0	0	0	0
LORNE PLACE	1	1	0	0
LORNE STREET	91	91	0	0
LOVEROCK ROAD	16	16	0	0
LOWER ARMOUR ROAD	0	0	0	0
LOWER BROOK STREET	6	6	0	0
LOWER ELMSTONE DRIVE	0	0	0	0
LOWER FIELD ROAD	63	63	0	0
LOWER HENLEY ROAD	0	0	0	0
LOWER MEADOW ROAD	0	0	0	0
LOWER MOUNT	30	30	0	0
LOWFIELD ROAD	0	0	0	0
LUSCINIA VIEW	47	47	0	0
LYDFORD ROAD	21	21	0	0
LYMINGTON GATE	0	0	0	0
LYNDHURST ROAD	0	0	0	0
LYNMOUTH ROAD	65	65	0	0
LYON SQUARE	0	0	0	0
LYTHAM CLOSE	0	0	0	0
MAITLAND ROAD	9	9	0	0
MAKER CLOSE	0	0	0	0
MALDON CLOSE	0	0	0	0
MALL CAR PARK	15	0	15	0
MALLARD ROW	0	0	0	0
MALTHOUSE LANE	144	144	0	0
MALTINGS PLACE	1	1	0	0
MALVERN COURT	5	5	0	0
MANAGUA CLOSE	0	0	0	0
MANCHESTER ROAD	118	118	0	0
MANDEVILLE CLOSE	0	0	0	0
MANOR FARM ROAD	1	1	0	0
MANSFIELD ROAD	49	49	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
MARKET WAY	0	0	0	0
MARLBOROUGH AVENUE	20	20	0	0
MARLBOROUGH COURT	0	0	0	0
MARSACK STREET	0	0	0	0
MARSH COURT (WILTON ROAD)	0	0	0	0
MARSHLAND SQUARE	0	0	0	0
MASON COURT	1	1	0	0
MASON STREET	129	129	0	0
MAYFAIR	1	1	0	0
MEADOW ROAD	2	2	0	0
MEADOW WAY	0	0	0	0
MEADWAY THE 2-240	3	3	0	0
MEAVY GARDENS	0	0	0	0
MELFORD GREEN	0	0	0	0
MELROSE AVENUE	0	0	0	0
MERCHANTS PLACE	376	376	0	0
MERRIVALE GARDENS	0	0	0	0
MERTON ROAD NORTH	0	0	0	0
MERTON ROAD SOUTH	0	0	0	0
MICKLANDS ROAD	0	0	0	0
MILFORD ROAD	20	20	0	0
MILL GREEN	1	1	0	0
MILL LANE	6	6	0	0
MILL ROAD	2	2	0	0
MILLINGTON CLOSE	0	0	0	0
MILMAN ROAD	137	137	0	0
MINSTER STREET	4	4	0	0
MINTON CLOSE	0	0	0	0
MITCHAM CLOSE	2	2	0	0
MONKLEY COURT	0	0	0	0
MONKS WAY	0	0	0	0
MONTAGUE STREET (CAVERSHAM)	9	3	0	6
MONTAGUE STREET (READING)	37	37	0	0
MONTPELIER DRIVE	0	0	0	0
MORGAN ROAD	301	301	0	0
MORISTON CLOSE	0	0	0	0
MORPETH CLOSE	1	1	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
MOUNT STREET	111	111	0	0
MOUNT THE (CAVERSHAM)	0	0	0	0
MOUNT THE (READING)	24	24	0	0
MOWBRAY DRIVE	0	0	0	0
MUIRFIELD CLOSE	40	40	0	0
MUNDESLEY STREET	0	0	0	0
NAPIER ROAD	17	17	0	0
NEATH GARDENS	0	0	0	0
NELSON ROAD	4	4	0	0
NEW BRIGHT STREET	0	0	0	0
NEW LANE HILL	0	0	0	0
NEW ROAD	59	59	0	0
NEWARK STREET	46	46	0	0
NEWCASTLE ROAD	1	1	0	0
NEWLANDS AVENUE	0	0	0	0
NEWPORT ROAD	88	88	0	0
NIRE ROAD	0	0	0	0
NORCOT ROAD	164	45	0	119
NORFOLK ROAD	91	91	0	0
NORMAN PLACE	0	0	0	0
NORMAN ROAD	0	0	0	0
NORRIS ROAD	255	255	0	0
NORTH STREET (CAVERSHAM)	34	34	0	0
NORTH STREET (READING)	11	11	0	0
NORTHBROOK ROAD	0	0	0	0
NORTHCOURT AVENUE	51	51	0	0
NORTHERN WAY	2	2	0	0
NORTHFIELD COTTAGES	0	0	0	0
NORTHFIELD ROAD	71	71	0	0
NORTHUMBERLAND AVENUE	5	4	0	1
NORTON ROAD	60	60	0	0
NORWOOD ROAD	75	75	0	0
OAK TREE COPSE	0	0	0	0
OAK TREE ROAD	8	8	0	0
OAKLANDS	0	0	0	0
OAKLEY ROAD	0	0	0	0
OGMORE CLOSE	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
ORCHARD GROVE	0	0	0	0
ORCHARD STREET	39	39	0	0
ORMSBY STREET	48	48	0	0
ORRIN CLOSE	0	0	0	0
ORTS ROAD	121	121	0	0
OSBORNE ROAD	0	0	0	0
OVERDOWN ROAD	4	4	0	0
OVERLANDERS END	0	0	0	0
OXFORD ROAD	2,921	2,181	0	740
OXFORD STREET	221	221	0	0
PADDOCK ROAD	0	0	0	0
PALMER PARK AVENUE	59	59	0	0
PALMER PARK CAR PARK	0	0	0	0
PALMER PARK ENTRANCE	0	0	0	0
PANGBOURNE STREET	6	6	0	0
PARK HOUSE LANE	0	0	0	0
PARK LANE	10	6	0	4
PARK VIEW	0	0	0	0
PARKHOUSE LANE	0	0	0	0
PARKSIDE ROAD	20	20	0	0
PARTHIA CLOSE	13	13	0	0
PATRICK ROAD	46	46	0	0
PATRIOT PLACE	0	0	0	0
PEEL CLOSE	0	0	0	0
PEGS GREEN CLOSE	0	0	0	0
PELL STREET	36	36	0	0
PENDENNIS AVENUE	1	1	0	0
PENNYROYAL COURT	0	0	0	0
PENROATH AVENUE	0	0	0	0
PENTLAND CLOSE	0	0	0	0
PEPPARD ROAD	1	0	0	1
PEPPER LANE	9	9	0	0
PICTON WAY	0	0	0	0
PIERCES HILL	0	0	0	0
PIGGOTTS ROAD	1	1	0	0
PINETREE COURT	0	0	0	0
PITCROFT AVENUE	161	161	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
PORTMAN ROAD	0	0	0	0
PORTMAN WAY	7	7	0	0
PORTMEIRION GARDENS	0	0	0	0
PORTWAY CLOSE	0	0	0	0
POTTERY ROAD	0	0	0	0
PRIEST HILL	43	43	0	0
PRINCE OF WALES AVENUE	94	94	0	0
PRINCES STREET	207	207	0	0
PRIORS COURT	0	0	0	0
PRIORY AVENUE	159	159	0	0
PROMENADE ROAD	14	14	0	0
PROSPECT MEWS	0	0	0	0
PROSPECT STREET (CAVERSHAM)	1	1	0	0
PROSPECT STREET (READING)	98	98	0	0
QUANTOCK AVENUE	0	0	0	0
QUEEN ANNES GATE	0	0	0	0
QUEEN STREET	0	0	0	0
QUEEN VICTORIA STREET	1	1	0	0
QUEENS COTTAGES	0	0	0	0
QUEENS ROAD (CAVERSHAM)	143	143	0	0
QUEENS ROAD (READING)	48	44	0	4
QUEENS ROAD CAR PARK	8	0	8	0
QUEENS ROAD SLIP ROAD	1	1	0	0
QUEENS WALK	1	1	0	0
QUEENSBOROUGH DRIVE	0	0	0	0
QUEENSWAY	3	1	0	2
RADSTOCK ROAD	231	231	0	0
RAGLAN COURT	0	0	0	0
RAGLEY MEWS	0	0	0	0
RANDOLPH ROAD	36	36	0	0
RECREATION ROAD	97	11	0	86
RECREATION ROAD CAR PARK	42	0	42	0
RECTORY ROAD	86	86	0	0
REDBERRY CLOSE	0	0	0	0
REDLANDS ROAD	179	179	0	0
REDLANE COURT	0	0	0	0
REDRUTH GARDENS	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
REGIS PARK ROAD	0	0	0	0
RELEIF ROAD (A33)	0	0	0	0
RESTWOLD CLOSE	0	0	0	0
RICHFIELD AVENUE	1	1	0	0
RICHMOND ROAD	97	97	0	0
RICHMOND ROAD CAVERSHAM	0	0	0	0
RILEY ROAD	0	0	0	0
RIVER ROAD	8	8	0	0
RIVERSDALE COURT	0	0	0	0
RODWAY ROAD	14	14	0	0
ROMANY LANE	6	6	0	0
ROSE KILN LANE	1	1	0	0
ROSE WALK	0	0	0	0
ROSS ROAD	44	44	0	0
ROSSENDALE ROAD	0	0	0	0
ROTHERFIELD WAY	0	0	0	0
ROUTH LANE	0	0	0	0
ROWDELL DRIVE	0	0	0	0
ROWE COURT	1	1	0	0
ROWLEY ROAD	3	3	0	0
ROYSTON CLOSE	0	0	0	0
RUFUS ISAACS ROAD	0	0	0	0
RUPERT STREET	54	54	0	0
RUPERT WALK	0	0	0	0
RUSKIN	0	0	0	0
RUSSELL STREET	274	274	0	0
RUSSET GLADE	0	0	0	0
RUTLAND ROAD	25	25	0	0
RYDAL AVENUE	0	0	0	0
SACKVILLE STREET	1,527	1,527	0	0
SALCOMBE ROAD	0	0	0	0
SALISBURY ROAD	278	278	0	0
SAN FRANCISCO	0	0	0	0
SANCTUARY CLOSE	1	1	0	0
SANDCROFT ROAD	0	0	0	0
SANDGATE AVENUE	0	0	0	0
SAVERNAKE CLOSE	1	1	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
SCHOOL TERRACE	24	18	0	6
SCOURS LANE	0	0	0	0
SEND ROAD	0	0	0	0
SEVERN WAY	0	0	0	0
SHAFTESBURY ROAD	77	77	0	0
SHAW ROAD	2	2	0	0
SHENSTONE ROAD	2	2	0	0
SHEPHERDS LANE	0	0	0	0
SHEPLEY DRIVE	0	0	0	0
SHERIDAN AVENUE	0	0	0	0
SHERMAN PLACE	0	0	0	0
SHERMAN ROAD	101	101	0	0
SHERWOOD STREET	105	105	0	0
SHILLING CLOSE	0	0	0	0
SHINFIELD RISE	1	1	0	0
SHINFIELD ROAD	0	0	0	0
SHIRESHEAD CLOSE	0	0	0	0
SHORT STREET	39	39	0	0
SHORT STREET (CAVERSHAM)	9	9	0	0
SIDMOUTH STREET	111	111	0	0
SILCHESTER ROAD	0	0	0	0
SILVER STREET	2	1	0	1
SIMMONDS STREET	0	0	0	0
SMALLMEAD ROAD	0	0	0	0
SOMERSTOWN COURT	0	0	0	0
SOUTH OAK WAY	0	0	0	0
SOUTH STREET (CAVERSHAM)	31	31	0	0
SOUTH STREET (READING)	283	283	0	0
SOUTH VIEW AVENUE	3	1	0	2
SOUTH VIEW PARK	0	0	0	0
SOUTHAMPTON STREET	58	58	0	0
SOUTHCOTE FARM LANE	0	0	0	0
SOUTHCOTE LANE	14	13	0	1
SOUTHCOTE PARADE	0	0	0	0
SOUTHCOTE ROAD	3	3	0	0
SOUTHDOWN ROAD	0	0	0	0
SPENCER ROAD	1	1	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
SPRING GARDENS	37	37	0	0
SPRING GROVE	21	21	0	0
SPRING TERRACE	0	0	0	0
ST AGNES MEWS	0	0	0	0
ST ANDREWS ROAD	1	1	0	0
ST ANNES ROAD	6	6	0	0
ST BARNABAS ROAD	2	2	0	0
ST BARTHOLOMEWS ROAD	142	142	0	0
ST BENETS WAY	2	2	0	0
ST EDWARDS ROAD	20	20	0	0
ST ELIZABETH CLOSE	0	0	0	0
ST GEORGES ROAD	90	90	0	0
ST GEORGES TERRACE	15	15	0	0
ST GILES CLOSE	72	72	0	0
ST JOHNS HILL	35	35	0	0
ST JOHNS ROAD (CAVERSHAM)	2	2	0	0
ST JOHNS ROAD (READING)	9	9	0	0
ST JOHNS STREET	28	28	0	0
ST MARY BUTTS (VICARAGE SITE LOADING AREA)	0	0	0	0
ST MARYS BUTTS	290	290	0	0
ST MICHAELS ROAD	2	2	0	0
ST PAUL COURT SERVICE ROAD	20	20	0	0
ST PETERS AVENUE	1	1	0	0
ST PETERS HILL	0	0	0	0
ST PETERS ROAD	91	91	0	0
ST RONANS ROAD	6	6	0	0
ST SAVIOURS ROAD	3	3	0	0
ST SAVIOURS TERRACE	1	1	0	0
ST STEPHENS CLOSE	7	7	0	0
STADIUM WAY	1	1	0	0
STANHAM ROAD	0	0	0	0
STANLEY GROVE	65	65	0	0
STANLEY STREET	125	125	0	0
STANSHAW ROAD	247	247	0	0
STAPLEFORD ROAD	0	0	0	0
STAR LANE	0	0	0	0
STAR ROAD	1	1	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
STATION HILL	0	0	0	0
STATION ROAD	5	5	0	0
STAVERTON ROAD	3	3	0	0
STOCKTON ROAD	0	0	0	0
STRATHEDEN PLACE	1	1	0	0
STRATHY CLOSE	0	0	0	0
STUART CLOSE	0	0	0	0
SUFFOLK ROAD	12	12	0	0
SUN STREET	9	9	0	0
SURLEY ROW	2	0	0	2
SURREY ROAD	97	97	0	0
SUTTON WALK	1	1	0	0
SWAINSTONE ROAD	128	128	0	0
SWALLOWFIELD DRIVE	0	0	0	0
SWAN PLACE	0	0	0	0
SWANSEA ROAD	67	57	0	10
SWANSEA ROAD	30	29	0	1
SWANSEA TERRACE	0	0	0	0
SYCAMORE ROAD	0	0	0	0
TAFF WAY	0	0	0	0
TALFOURD AVENUE	1	1	0	0
TALLIS LANE	0	0	0	0
TAMARISK AVENUE	0	0	0	0
TAMESIS PLACE	0	0	0	0
TAVISTOCK ROAD	0	0	0	0
TAY ROAD	0	0	0	0
TAZEWELL COURT	0	0	0	0
TEMPLE PLACE	75	75	0	0
TEMPLETON GARDENS	0	0	0	0
TERN CLOSE	0	0	0	0
TESSA ROAD	5	5	0	0
TEVIOT ROAD	0	0	0	0
THAMES AVENUE	74	74	0	0
THAMES SIDE	0	0	0	0
THAMES SIDE PROMENADE	6	6	0	0
THAMES SIDE PROMENADE CAR PARK	299	0	299	0
THE ARCADE	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
THE HORSE CLOSE	1	1	0	0
THE MEADWAY	3	3	0	0
THE MEWS	0	0	0	0
THE MOUNT	18	18	0	0
THE RIDGEWAY	0	0	0	0
THE WARREN	0	0	0	0
THE WILLOWS	0	0	0	0
THICKET ROAD	0	0	0	0
THIRLMERE AVENUE	18	18	0	0
THORN LANE	0	0	0	0
THORN STREET	191	191	0	0
THORN WALK	1	1	0	0
THORNTON MEWS	12	12	0	0
THORNTON ROAD	5	5	0	0
TIDMARSH STREET	12	12	0	0
TILBURY CLOSE	0	0	0	0
TILEHURST ROAD	14	12	0	2
TINTERN CRESCENT	0	0	0	0
TOFRECK TERRACE	0	0	0	0
TORRINGTON ROAD	0	0	0	0
TOTNES ROAD	0	0	0	0
TOWER CLOSE	0	0	0	0
TRAFALGAR COURT	0	0	0	0
TRAFFORD ROAD	0	0	0	0
TRIANGLE THE	5	5	0	0
TRINITY PLACE	21	21	0	0
TROOPER POTTS WAY	0	0	0	0
TUDOR ROAD	8	8	0	0
TUNS HILL COTTAGES	25	25	0	0
TUNS HILL COTTS	1	1	0	0
UFFINGTON CLOSE	0	0	0	0
ULLSWATER DRIVE	0	0	0	0
UNDERWOOD ROAD	0	0	0	0
UNION STREET	0	0	0	0
UNITY CLOSE	0	0	0	0
UPLANDS ROAD	0	0	0	0
UPPER CROWN STREET	149	149	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
UPPER WOODCOTE ROAD	0	0	0	0
USK ROAD	8	1	0	7
VACHEL ROAD	893	893	0	0
VALE CRESCENT	0	0	0	0
VALENTIA CLOSE	0	0	0	0
VALENTIA ROAD	75	75	0	0
VALLEY CLOSE	0	0	0	0
VALPY STREET	590	590	0	0
VASTERN ROAD	82	82	0	0
VASTERN ROAD (SERVICE ROAD)	0	0	0	0
VENTNOR ROAD	0	0	0	0
VICARAGE ROAD	2	1	0	1
VICTORIA ROAD (READING)	0	0	0	0
VICTORIA ROAD (TILEHURST)	1	1	0	0
VICTORIA STREET	7	7	0	0
VICTORIA WAY	0	0	0	0
VILLAGE CLOSE	0	0	0	0
VIRGINIA WAY	1	1	0	0
WALDECK STREET	92	92	0	0
WALKERS PLACE	1	1	0	0
WALNUT WAY	0	0	0	0
WANTAGE ROAD	306	306	0	0
WARWICK ROAD	44	44	0	0
WASHINGTON ROAD	62	10	0	52
WATER ROAD	0	0	0	0
WATERLOO RISE	0	0	0	0
WATERLOO ROAD	11	11	0	0
WATERMAN PLACE	0	0	0	0
WATERSIDE GARDENS	0	0	0	0
WATLINGTON STREET	258	257	0	1
WAVERLEY ROAD	106	106	0	0
WAYBROOK CRESCENT	2	2	0	0
WAYLEN STREET	475	475	0	0
WEALD RISE	1	1	0	0
WEALDEN WAY	0	0	0	0
WEIGHBRIDGE ROW	0	0	0	0
WELDALE STREET	150	150	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
WENSLEY ROAD	8	4	0	4
WENTWORTH AVENUE	0	0	0	0
WEST GREEN COURT	0	0	0	0
WEST HILL	8	8	0	0
WEST STREET	260	260	0	0
WESTBOURNE TERRACE	72	72	0	0
WESTBROOK ROAD	11	11	0	0
WESTCOTE ROAD	2	2	0	0
WESTDENE CRESCENT	0	0	0	0
WESTERHAM WALK	0	0	0	0
WESTERN ELMS AVENUE	69	69	0	0
WESTERN OAKS	0	0	0	0
WESTERN ROAD	4	4	0	0
WESTFIELD ROAD	85	85	0	0
WESTONBIRT DRIVE	0	0	0	0
WESTWOOD GLEN	0	0	0	0
WESTWOOD ROAD	5	5	0	0
WETHERBY CLOSE	0	0	0	0
WHEATLEY CLOSE	0	0	0	0
WHITBY DRIVE	16	16	0	0
WHITBY GREEN	0	0	0	0
WHITEKNIGHTS ROAD	6	6	0	0
WHITLEY PARK LANE	86	86	0	0
WHITLEY STREET	47	47	0	0
WHITLEY WOOD LANE	2	2	0	0
WHITLEY WOOD ROAD	10	10	0	0
WIGMORE LANE	11	11	0	0
WILLIAM STREET	47	47	0	0
WILLOW GARDENS	0	0	0	0
WILLOW STREET	1	1	0	0
WILSON ROAD	86	86	0	0
WILTON ROAD	72	72	0	0
WILTON ROAD	20	20	0	0
WILWYNE CLOSE	0	0	0	0
WINCANTON ROAD	0	0	0	0
WINCHESTER ROAD	85	85	0	0
WINDERMERE ROAD	0	0	0	0

LOCATION	TOTAL PCN ISSUED	TOTAL ON-STREET	TOTAL OFF-STREET	POSTAL ISSUE - APPROVED DEVICE
WISTON TERRACE	0	0	0	0
WOBURN CLOSE	0	0	0	0
WOKINGHAM ROAD	289	80	0	209
WOLSELEY STREET	91	91	0	0
WOLSEY ROAD	83	83	0	0
WOOD GREEN CLOSE	4	4	0	0
WOODBERRY CLOSE	0	0	0	0
WOODCOTE ROAD	0	0	0	0
WOODCOTE WAY	0	0	0	0
WOODFORD CLOSE	0	0	0	0
WOODROW COURT	0	0	0	0
WOODSTOCK STREET	4	4	0	0
WRENFIELD DRIVE	0	0	0	0
WYE CLOSE	0	0	0	0
WYKEHAM ROAD	45	45	0	0
WYNFORD CLOSE	0	0	0	0
YELVERTON ROAD	0	0	0	0
YEW LANE	0	0	0	0
YIELD HALL LANE	0	0	0	0
YIELD HALL PLACE	0	0	0	0
YORK ROAD	83	75	0	8
ZINZAN STREET	595	593	0	2

Appendix A - Parking Penalty Charge Notices - By Contravention

Notes:

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

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

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

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
HIGHER LEVEL (ON STREET)					
PARKED IN A RESTRICTED STREET DURING PRESCRIBED HOURS	6,310	13.1%	6,310	0	0
PARKED OR LOADING/UNLOADING IN A RESTRICTED STREET WHERE WAITING AND LOADING/UNLOADING RESTRICTIONS ARE IN FORCE	348	0.7%	348	0	0
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE WITHOUT CLEARLY DISPLAYING EITHER A PERMIT OR VOUCHER OR PAY AND DISPLAY TICKET ISSUED FOR THAT PLACE	10,929	22.7%	10,929	0	0
PARKED IN A PERMIT SPACE WITHOUT DISPLAYING A VALID PERMIT	9,312	19.3%	9,312	0	0
PARKED IN A LOADING GAP MARKED BY A YELLOW LINE	14	0.03%	14	0	0
PARKED IN A SUSPENDED BAY OR SPACE OR PART OF BAY OR SPACE	91	0.2%	91	0	0
PARKED IN A PARKING PLACE OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	227	0.5%	227	0	0

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
PARKED IN A LOADING PLACE DURING RESTRICTED HOURS WITHOUT LOADING	352	0.7%	352	0	0
PARKED IN A SPECIAL ENFORCEMENT AREA MORE THAN 50 CM† FROM THE EDGE OF THE CARRIAGEWAY AND NOT WITHIN A DESIGNATED PARKING PLACE	57	0.1%	57	0	0
PARKED IN A SPECIAL ENFORCEMENT AREA ADJACENT TO A DROPPED FOOTWAY	0	0.00%	0	0	0
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	1,334	2.8%	1,334	0	0
PARKED IN A PARKING PLACE DESIGNATED FOR POLICE VEHICLES	17	0.04%	17	0	0
PARKED ON A TAXI RANK	58	0.1%	58	0	0
STOPPED WHERE PROHIBITED (ON A RED ROUTE OR CLEARWAY)	1,702	3.5%	369	1,333	0
STOPPED ON A RESTRICTED BUS STOP OR STAND	108	0.2%	42	66	0
STOPPED IN A RESTRICTED AREA OUTSIDE A SCHOOL WHEN PROHIBITED	283	0.6%	92	191	0
PARKED WITH ONE OR MORE WHEELS ON OR OVER A FOOTPATH OR ANY PART OF A ROAD OTHER THAN A CARRIAGEWAY.	49	0.1%	49	0	0
STOPPED ON A PEDESTRIAN CROSSING OR CROSSING AREA MARKED BY ZIGZAGS	32	0.07%	32	0	0
LOWER LEVEL (ON-STREET)					
PARKED AFTER THE EXPIRY OF PAID FOR TIME	2,054	4.3%	2,054	0	0

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
PARKED WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER	5,125	10.6%	5,125	0	0
PARKED WITH PAYMENT MADE TO EXTEND THE STAY BEYOND INITIAL TIME	1	0.002%	0	0	0
PARKED IN A RESIDENTS' OR SHARED USE PARKING PLACE OR ZONE DISPLAYING AN INVALID PERMIT, AN INVALID VOUCHER OR AN INVALID PAY & DISPLAY TICKET	2,393	5.0%	2,393	0	0
RE-PARKED IN THE SAME PARKING PLACE OR ZONE WITHIN ONE HOUR* OF LEAVING	21	0.04%	21	0	0
NOT PARKED CORRECTLY WITHIN THE MARKINGS OF THE BAY OR SPACE	207	0.4%	207	0	0
PARKED FOR LONGER THAN PERMITTED	4,231	8.8%	4,231	0	0
HIGHER LEVEL (OFF-STREET (CAR PARKS))					
PARKED IN A LOADING AREA DURING RESTRICTED HOURS WITHOUT REASONABLE EXCUSE	0	0.00%	0	0	0
PARKED IN A RESTRICTED AREA IN A CAR PARK	27	0.06%	0	0	27
PARKED IN A PERMIT BAY WITHOUT CLEARLY DISPLAYING A VALID PERMIT	15	0.03%	0	0	15
PARKED IN A DESIGNATED DISABLED PERSON'S PARKING PLACE WITHOUT DISPLAYING A VALID DISABLED PERSON'S BADGE IN THE PRESCRIBED MANNER	39	0.08%	0	0	39
PARKED IN A CAR PARK OR AREA NOT DESIGNATED FOR THAT CLASS OF VEHICLE	1	0.002%	0	0	1

PENALTY CHARGE NOTICES ISSUED BY CONTRAVENTION					
CONTRAVENTION CODE	TOTAL ISSUED	PERCENTAGE	DIRECT ISSUE - ON STREET	POSTAL ISSUE - APPROVED DEVICE	DIRECT ISSUE - OFF STREET
LOWER LEVEL (OFF-STREET (CAR PARKS))					
PARKED AFTER THE EXPIRY OF PAID FOR TIME	398	0.8%	0	0	398
PARKED IN A CAR PARK WITHOUT CLEARLY DISPLAYING A VALID PAY & DISPLAY TICKET OR VOUCHER OR PARKING CLOCK	2,066	4.3%	0	0	2,066
PARKED WITH ADDITIONAL PAYMENT MADE TO EXTEND THE STAY BEYOND TIME FIRST PURCHASED	0	0%	0	0	0
PARKED BEYOND THE BAY MARKINGS	252	0.5%	0	0	252
RE-PARKED WITHIN ONE HOUR* OF LEAVING A BAY OR SPACE IN A CAR PARK	0	0.00%	0	0	0

Appendix B - Bus Lane Penalty Charge Notices - By Street

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2018/2019	PERCENTAGE
A329 KINGS ROAD (WEST TO EAST)	1,168	1.6%
A329 WOKINGHAM ROAD	1,525	2.1%
A33 (SOUTHBOUND) OFFSIDE LANE	129	0.2%
BASINGSTOKE ROAD (NORTHBOUND BENNET ROAD)	640	0.9%
BASINGSTOKE ROAD (NORTHBOUND)	250	0.3%
BASINGSTOKE ROAD (SOUTHBOUND BENNET ROAD)	2,510	3.5%
BASINGSTOKE ROAD (SOUTHBOUND)	2,015	2.8%
BATH ROAD	5,280	7.3%
BLAGRAVE STREET (EAST TO WEST SECTION)	3,214	4.5%
BRIDGE STREET	2,449	3.4%
DUKE STREET	1,123	1.6%
FRIAR STREET (EAST BOUND)	1,942	2.7%
FRIAR STREET (WEST BOUND)	639	0.9%
HEMDEAN ROAD	2,652	3.7%
KING'S ROAD	510	0.7%
LINDES FARNE WAY (WESTBOUND)	2,164	3.0%
LINDES FARNE WAY (EASTBOUND)	2,205	3.1%
LONDON STREET (NORTHERN SECTION)	770	1.1%
LONDON STREET (SOUTH)	760	1.1%
MINSTER STREET (WESTBOUND)	14,973	20.8%
NORCOT ROAD (EAST BOUND)	338	0.5%
NORCOT ROAD (WEST BOUND)	653	0.9%
OXFORD ROAD	2,557	3.6%
OXFORD ROAD (EASTBOUND BEDFORD ROAD)	289	0.4%
SOUTHAMPTON STREET	2,163	3.0%
SOUTHCOTE LANE	1,430	2.0%
SOUTHCOTE LANE (SOUTHBOUND)	1,915	2.7%
ST MARYS BUTTS (NORTHBOUND)	4,603	6.4%
STANSHAW ROAD	2,112	2.9%
THE FORBURY	601	0.8%
TROOPER POTTS WAY (NORTH TO SOUTH)	1,517	2.1%
TROOPER POTTS WAY (SOUTH TO NORTH)	1,408	2.0%
VASTERN ROAD (EAST SIDE SOUTHBOUND)	2,593	3.6%
VASTERN ROAD (NORTHSIDE 1)	195	0.3%
VASTERN ROAD (NORTHSIDE 2)	1,520	2.1%
VASTERN ROAD (WEST SIDE NORTHBOUND)	1,151	1.6%

Appendix B - Bus Lane Penalty Charge Notices - Comparison

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2017/2018	2018/2019	CHANGE PREVIOUS YEAR
A329 KINGS ROAD (WEST TO EAST)	1,479	1,168	-21%
A329 WOKINGHAM ROAD	2,587	1,525	-41%
A33 (SOUTHBOUND) OFFSIDE LANE	26	129	396%
BASINGSTOKE ROAD (NORTHBOUND BENNET ROAD)	530	640	21%
BASINGSTOKE ROAD (NORTHBOUND)	666	250	-62%
BASINGSTOKE ROAD (SOUTHBOUND BENNET ROAD)	2,290	2,510	10%
BASINGSTOKE ROAD (SOUTHBOUND)	3,175	2,015	-37%
BATH ROAD	6,472	5,280	-18%
BLAGRAVE STREET (EAST TO WEST SECTION)	4,085	3,214	-21%
BRIDGE STREET	1,706	2,449	44%
DUKE STREET	2,171	1,123	-48%
FRIAR STREET (EAST BOUND)	5,445	1,942	-64%
FRIAR STREET (WEST BOUND)	2,326	639	-73%
HEMDEAN ROAD	3,027	2,652	-12%
KING'S ROAD	544	510	-6%
LINDES FARNE WAY (WESTBOUND)	2,719	2,164	-20%
LINDES FARNE WAY (EASTBOUND)	2,375	2,205	-7%
LONDON STREET (NORTHERN SECTION)	2,497	770	-69%
LONDON STREET (SOUTH)	1,283	760	-41%
MINSTER STREET (WESTBOUND)	22,412	14,973	-33%
NORCOT ROAD (EAST BOUND)	247	338	37%
NORCOT ROAD (WEST BOUND)	600	653	9%
OXFORD ROAD	2,374	2,557	8%
OXFORD ROAD (EASTBOUND BEDFORD ROAD)	72	289	301%
SOUTHAMPTON STREET	2,385	2,163	-9%
SOUTHCOTE LANE	1,512	1,430	-5%
SOUTHCOTE LANE (SOUTHBOUND)	2,729	1,915	-30%
ST MARYS BUTTS (NORTHBOUND)	4,645	4,603	-1%
STANSHAW ROAD	2,441	2,112	-13%
THE FORBURY	2,124	601	-72%
TROOPER POTTS WAY (NORTH TO SOUTH)	1,599	1,517	-5%
TROOPER POTTS WAY (SOUTH TO NORTH)	1,196	1,408	18%
VASTERN ROAD (EAST SIDE SOUTHBOUND)	2,692	2,593	-4%
VASTERN ROAD (NORTHSIDE 1)	777	195	-75%

PENALTY CHARGE NOTICES ISSUED BY LOCATION	2017/2018	2018/2019	CHANGE PREVIOUS YEAR
VASTERN ROAD (NORTHSIDE 2)	1,973	1,520	-23%
VASTERN ROAD (WEST SIDE NORTHBOUND)	1,068	1,151	8%
TOTAL	96,249	71,963	-25%

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READING BOROUGH COUNCIL

REPORT BY DIRECTOR ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9 JANUARY 2020	AGENDA ITEM:	9
TITLE:	CYCLE FORUM - NOTES		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	EMMA BAKER	TEL:	0118 937 4881
JOB TITLE:	ACTING TRANSPORT PLANNING MANAGER	E-MAIL:	EMMA.BAKER@READING.GOV.UK

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to inform Members of the discussions and actions from the Cycle Forum held in December 2019.
- 1.2 Appendix A - Notes from Cycle Forum held on 4th December 2019

2. RECOMMENDED ACTION

- 2.1 That the Sub Committee notes the attached minutes from the Cycle Forum held on 4 December 2019.

3. POLICY CONTEXT

- 3.1 Reading's Cycling Strategy: Bridging Gaps, Overcoming Barriers & Promoting Safer Cycling, was adopted by the Council on 19 March 2014 as a sub-strategy to the Local Transport Plan (LTP). The strategy includes detailed policies regarding the design principles for delivering infrastructure and route improvements for cyclists on the public highway, as well as policies to encourage and promote cycling to different demographics.
- 3.2 The Local Transport Plan, under which our Cycling Strategy has been adopted, is currently being updated to reflect changes in national guidance and local priorities, including our emerging new Local Plan. The suite of sub-strategies that will support the emerging Local Transport Plan will include our Local Cycling and Walking Infrastructure Plan, which sets out our aim for transforming our streets of a ten-year period.

4. THE PROPOSAL

- 4.1 The meeting of the Cycle Forum held on 4 December 2019 was chaired by Councillor Adele Barnett-Ward and attended by Councillor Page, Councillor Gittings, Reading Borough Council officers, Sustrans and representatives of various local groups.

4.2 The notes of the meeting are attached.

5. CONTRIBUTION TO STRATEGIC AIMS

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

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

5.2 The Cycle Forum notes are a record of ongoing discussions between the Council and local user groups that record progress in delivering the Cycling Strategy and address issues raised by local representatives. The development and delivery of schemes outlined in the notes therefore contribute to the following strategic aims:

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 The Cycle Forum is attended by representatives of local cycling groups and other interested parties, businesses, Councillors and Council Officers as detailed in the notes.

7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:

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

7.2 Equality Impact Assessments will be undertaken as part of the development of Council policies and schemes, such as those discussed in the Cycle Forum notes.

8. ENVIRONMENTAL IMPLICATIONS

8.1 Our transport strategy is focused on encouraging the use of sustainable transport, walking and cycling as attractive alternatives to the private car. The delivery of the schemes as set out within this report form part of this overall strategy, which has achieved considerable success in recent years including bus usage in Reading being the third highest in the country outside of London, having increased by 23% since 2010, and around 35% of trips into Reading town centre being made by pedestrians and cyclists.

8.2 Transport is the biggest greenhouse gas emitting sector in the UK accounting for around 27% of total emissions. Therefore significant investment in sustainable transport solutions, including the schemes set out within this report, is vital in order to respond to the Climate Crisis declared by the Council in February 2019 and to help achieve our target of a carbon neutral Reading by 2030.

9. LEGAL IMPLICATIONS

9.1 None

10. FINANCIAL IMPLICATIONS

10.1 None at present

11. BACKGROUND PAPERS

11.1 Cycle Forum - Meeting Note, Traffic Management Sub-Committee reports from January 2016 onwards.

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Reading Cycle Forum

Agenda

Wednesday 4th December 2019, 6pm

Councillor's Room 1, Civic Offices

Attendees

Councillor Adele Barnett-Ward
Councillor Tony Page
Councillor Paul Gittings
Adrian Lawson (RCC)
John Lee (RCC)
Brian Morley (RCC)
Brian Oatway
Karen Richardson (RCC/Cycling UK)
Megan Streb (Sustrans)
Simon Beasley (RBC)
Lucy Prismall (RBC)
Emma Baker (RBC)

Apologies

None

1. Introductions

Councillor Barnett-Ward welcomed attendees to the meeting and introductions were made.

2. Note of the Previous Meeting

The note of the last meeting was agreed: ([Item 9](#))

3. Local Transport Plan - Update

Officers summarised the high-level results of the Local Transport Plan consultation that took place over the summer and the timeframe for key next steps, including statutory consultation in Spring 2020.

Action - circulate link to consultation results when published.

4. Local Cycling and Walking Infrastructure Plan - Update

Officers gave an update on the Local Cycling and Walking Infrastructure Plan, which has been submitted to the Department for Transport. The finalised LCWIP will be adopted as a sub-strategy to the next Local Transport Plan and will be available for comment in parallel to the statutory consultation in Spring 2020.

A report on the LCWIP was taken to SEPT Committee on 20th November and is available [here](#) (Item 15).

Action - Investigate whether initial feedback discussed at Cycle Forum can be incorporated within the LCWIP.

5. Current Funding Programmes

a. NCN Route 422 - Update

Officers highlighted recently completed improvements, including the installation of mandatory cycle lanes on Berkeley Avenue, and planned road markings improvements on Wokingham Road. This was followed by a discussion on buffer zones parallel to parking bays and whether changes could be made to the proposed scheme.

b. Sustrans Activation Project

Officers updated the Cycle Forum on the Sustrans Activation Project seeking to improve access to the National Cycle Network in collaboration with the Police, Canal & Rivers Trust, the Council and community groups. Detailed designs are currently being drawn up by Sustrans and will be reported to Traffic Management Sub-Committee in January 2020. The Council highlighted that concerns about motorcycle use has been raised with Thames Valley Police.

c. GWR Customer & Communities Improvement Fund

Officers updated the Forum on progress implementing cycle parking improvements at the Northern Interchange and the installation of wayfinding units in the vicinity of the station, following a successful bid to Great Western Railway's Customer and Communities Improvement Fund. Works, including the installation on CCTV, are expected to be complete by the end of March 2020.

6. Future Funding Bids

As discussed under item 4, there are two funding pots currently available through the Department for Transport and the Local Enterprise Partnership that could be used to progress sustainable transport schemes. In addition, there is likely to be cycling and walking funding available in 2020/21 for Local Authorities who have developed a Local Cycling and Walking Infrastructure Plan.

7. Items Raised by Forum Members:

a. Vastern Road Roundabout - Update

Changes to the layout of the roundabout have been implemented following discussions with the Forum. Officers informed the Forum that changes would now be monitored, and further changes considered if needed.

b. Town Centre Signing

Some change have been implemented as part of the NCN scheme. Other signing improvements are to be progressed.

c. Kings Road Bus Lane - Left-Turns

Safety concerns were raised about left turning cyclists crossing Kings Road bus lane. Officers agreed to investigate.

- d. Watlington Street to Christchurch Bridge Link
Improvements to this route, as previously discussed, are subject to funding and future development sites.
 - e. Contraflow routes through one-way residential streets
It was agreed that a list of potential roads subject for contraflow cycle facilities, including filtered permeability, is drafted and discussed at a future date.
 - f. Oxford Road improvements, including eastbound from Bedford Rd
Post Meeting Note - The Berkshire Local Transport Body granted full funding approval to deliver improvements at Reading West Station in November 2019. Works are expected to commence Summer 2020 and wider improvements to the Oxford Road corridor will be delivered in parallel.
 - g. Craven Road roundabout improvements
Post Meeting Note - Concerns were raised about vehicles not stopping on approach to the roundabout from Craven Road and potentially colliding with cyclists turning right on the junction from Erleigh Road. Officers agreed to investigate.
8. Any Other Business
- Transport for London's street works guidance document was also discussed. Officers to investigate suitability for adopting in Reading.

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READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR OF ECONOMIC DEVELOPMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9th JANUARY 2020		
TITLE:	OXFORD ROAD CORRIDOR STUDY - UPDATE		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	PLANNING, TRANSPORT AND REGULATORY SERVICES	WARDS:	ABBHEY/BATTLE/NORCOT
LEAD OFFICER:	CRIS BUTLER	TEL:	0118 937 2068
JOB TITLE:	INTERIM HEAD OF TRANSPORT	E-MAIL:	Cris.butler@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to update the Sub-Committee on progress with the Oxford Road corridor Study.
- 1.2 Drawings associated to the Oxford Road corridor study can be viewed on the council website at:

<http://www.reading.gov.uk/transport-schemes-and-projects>

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee note the contents of this report and the proposed delivery programme.

3. POLICY CONTEXT

- 3.1 The proposals are in line with Reading Borough Council's third Local Transport Plan (LTP3) for the period 2011-26 and current traffic management policies and standards.

4. BACKGROUND AND PROPOSALS

- 4.1 The Council, as the Local Highway Authority, is responsible for the provision, improvement and maintenance of transport infrastructure within the Borough. In support of this work the Council developed a number of area transport studies to investigate transport improvements for the area in line with the Council's objectives as set out in the Local Transport Plan 2011-26.
- 4.2 The Oxford Road corridor study was established with the purpose of identifying, defining and prioritising transport schemes following the opening up of Cow Lane to full height vehicles. The overriding objective of the study was to take a balanced approach to enhancing the local area and connecting links, through measures that improve accessibility, road safety for all users, better managing traffic and parking, and encouraging the use of public transport, cycling and walking.
- 4.3 As reported to the Sub-Committee earlier this year, a series of revised proposals were submitted to further enhance the previous plans and in particular provide improvements to bus journey times. The proposals achieve this through the reallocation of existing road space, or by minor adjustments to the road alignment. Where these adjustments have been considered necessary, Officers have sought to design the scheme in a way that minimises the extent of these works to ensure that they are cost effective, relative to the anticipated benefits.
- 4.4 These improvements to bus lanes will also provide additional areas for cycling outside of the general traffic lanes and further encourage cycling as a transport mode.
- 4.5 In order to take the proposals forward to delivery, a further statutory consultation will need to be carried out. This consultation is programmed to take place in February/March 2020 with supporting public exhibitions to help raise awareness of the project with residents, businesses and local road users. The exhibitions will take place in Battle Library as it is regarded as the most central location.
- 4.6 Subject to no objections being received during the consultation, officers plan to commence works during the summer holidays. The programme of works is likely to take 6-8 weeks to complete. If objections are received, they will be considered at the Traffic Management Sub-Committee in June 2020.
- 4.7 Alongside the measures detailed in this report, there will be further phases of the study which will specifically focus on the use of the Oxford Road corridor and surrounding roads. This will include the potential for an area-wide 20mph speed limit or zone, measures to prevent through traffic such as bus gates/lanes, environmental enhancements and a full review of the current Strategic HGV route to the Oxford Road from Junction 12 of the M4. All of

these areas will be considered as a part of the development of the next Local Transport Plan for Reading which is currently being prepared for consultation during Spring/Summer 2020.

Oxford Road - Pay and Display Scheme

- 4.8 During the March 2018 meeting of the Sub-Committee, members agreed to the implementation of an on-street charging scheme in place of the limited waiting bays on Oxford Road, between Howard Street and Brock Barracks.
- 4.9 Ward members have since asked officers to review the agreed tariff and consider the impact of a free period. There is some concern that drivers will seek free parking in the side roads where there is some shared use provision to avoid payment. Whilst this is a valid concern in reality drivers seek parking in side streets now as kerbside space along the Oxford Road can be hard to find. The current parking only allows 20 minutes maximum stay but this is difficult to enforce and consequently cars are parked much longer than the regulation allows. Part of the justification for on-street charging is to ensure drivers only park for the time they need. The charges, as already agreed by TM Sub, are designed to encourage a turnover of space, which in-turn will increase access to kerbside space and promote local trade. Also, by applying charges, this is an opportunity to increase the length of stay. At the moment only a maximum of 20 mins is permitted. The new charges allow up to 2 hours giving increased choice to park on the Oxford Road and not just the side streets as currently.
- 4.10 However, should a free period be desired there are costs to be considered. As the tariff is offered in 20min segments the obvious consideration is to make the first 20mins free of charge. From an analysis of existing on-street charges offered in 20 minute segments just over 15% of drivers use just the first 20 minutes. The current equipment does not allow for a free period and to ensure any such free period is managed this requires a change. The only way to manage a free period is to link this to the vehicle parked by registering the vehicle registration number. This requires a key pad to be added to the on-street payment machine where the driver has to declare their registration number when they take a ticket. This is not a typical application within Reading and will cost approx. £2K to carry out this change. To ensure only one free period is taken once within the no return period this requires an annual software licence of £2040 for the 17 pay machines installed under this scheme.
- 4.11 There is no allocated funding for making the change to the tariff, introducing a free period and ensuring the free period is then not abused. Furthermore, on-street parking charges form part of the Council's Medium-Term Financial Strategy (MTFS) to ensure it remains sustainable.

5. CONTRIBUTION TO STRATEGIC AIMS

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

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

6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Informal and formal statutory consultation has already been carried out. Further statutory consultation and public exhibitions will take place early in 2020.

7. LEGAL IMPLICATIONS

7.1 The Traffic Regulation Orders will be made under the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996. Serving of notices for pedestrian crossings will be carried out to the requirements of the Road Traffic Regulation Act 1984 (section 23).

8. EQUALITY IMPACT ASSESSMENT

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

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

8.2 The Council has considered the equality impact for the proposals in the study area. There is expected to be significant benefit to all users of the highway within the study area but particularly to public transport users, pedestrians and cyclists.

9. FINANCIAL IMPLICATIONS

9.1 The Oxford Road corridor study is funded from developer contributions collected through Battle Hospital Section 106 or the Community Infrastructure Levy (CIL). This funding is capital

expenditure and does not affect the Council's revenue budget position.

- 9.2 On-street parking charges already form part of the Council's MTFS to ensure the council remains sustainable. Any changes to this scheme will require funding (circa £2K capital and £2040.00 annual additional revenue. The implications of the loss of income, expected to be 15%, will need assessment within the MTFS.

10. BACKGROUND PAPERS

- 10.1 Oxford Road Corridor Study - Update (Traffic Management Sub-Committee, March 2018 & January 2019).
- 10.2 Results of Informal Consultation - Possible Closure of Meadow Road and Milford Road (Traffic Management Sub-Committee, June 2018).
- 10.3 Major Transport and Highways Projects - Update (Traffic Management Sub-Committee, September 2018).
- 10.4 Results of Statutory Consultations - Bus Lanes and On-Street Pay & Display (Traffic Management Sub-Committee, March 2018).

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READING BOROUGH COUNCIL

REPORT BY EXECUTIVE DIRECTOR FOR ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	9 JANUARY 2020		
TITLE:	PARKING CONDITIONS IN THE MALBOROUGH AVENUE AND ELMHURST ROAD AREA		
LEAD COUNCILLOR:	COUNCILLOR TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORT	WARDS:	REDLANDS
LEAD OFFICERS:	SIMON BEASLEY	TEL:	0118 937 2228
JOB TITLES:	NETWORK & PARKING MANAGER	E-MAIL:	simon.beasley@reading.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 Cllr Jones, as Redlands ward Councillor, at the November meeting of the TM Sub-committee to give consideration to parking conditions in the Marlborough Avenue and Elmhurst Road area with some suggestions for changing the current waiting restrictions.
- 1.2 This report informs the Sub-Committee of the details of the question asked and gives consideration of the solutions offered for further action.

2. RECOMMENDED ACTIONS

- 2.1 That the Sub-Committee notes the report.

3. POLICY CONTEXT

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

4. BACKGROUND AND RECOMMENDATIONS

- 4.1 Cllr Jones, Redlands ward councillor, asked at the November meeting of the Sub-committee the following: *'Can you please consider amending the parking conditions in the Marlborough Avenue and Elmhurst Road area. In particular will you consider:*
 - *New arrangements for Marlborough Avenue which includes 8am to 8pm, 7-day week, parking and share parking areas.*

- *Reduce the double yellow lines in the area.*
- *Removing the residents only provision in Elmhurst Road on the east side / university campus side and on the section of the road to the north of the junction with Marlborough Avenue.*
- *Review and reduce the pay and display tariffs on Elmhurst Road.*

4.2 The response provided by Councillor Page, the Lead Councillor for Strategic Environment, Planning and Transport was:

A shared use resident permit restriction (Mon-Fri, 10am-4pm and at all other times RP only) was first introduced in Marlborough Avenue in 2015, as part of the Waiting restriction review programme 2015A.

Upon the request of residents, via ward councillors, a revised shared use permit restriction of Mon-Fri, 8am-5.30pm and at all other time RP only was introduced as part of the wider University/Hospital parking scheme in 2016.

The Council will consider alteration of parking/permit restrictions in the area under the Bi-Annual waiting restriction review programme to be reported next at the March meeting of the Sub-committee. This will require a statutory process and invite comments/objections in the usual way.

With regard to the pay and display tariffs on Elmhurst Road these are currently under review. Approval was given by the Sub-Committee in 7th March 2019 to carry out investigations at various locations, following requests that the Council had received for new or amended waiting restrictions.

4.3 Changes within Marlborough Avenue to extend the shared use period to the typical model used across Reading 8am to 8pm Monday to Sunday requires statutory advertisement. Any changes to the double yellow line and extending resident permit parking bays also requires the council to follow the statutory process. To bring about any change for residents as quickly as possible it is proposed to advertise the 8 until 8 Monday to Sunday restriction within the next waiting restriction review from March 2020. The waiting restriction review has been established to offer the very best value for money by using both staff and funding resources in the most efficient way. It may be the case that the change to the permit times meets the expectation of residents and further changes are not necessary. To carry out a statutory process outside of the established programme will require funding and possibility additional staff time. The cost of statutory advertisement is estimated at £2500 outside of programme. The cost of the changes applied to street (for signing) is estimated at £1800.

4.4 Changes to the tariff in Elmhurst Road is not recommended at this time but will be done as a part of the annual tariff review in June. However, as we have done so in Pepper Lane we are able to offer discounted parking paid by phone. This requires the user to register an account and can be managed to ensure the integrity of the original scheme is maintained.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 This programme supports the aims and objectives of the local parking strategy and wider objectives of the Local Transport Plan and helps to deliver the following Council Priorities:

- Keeping Reading's environment clean, green and safe
- Ensuring the Council is fit for the future

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Persons requesting waiting restrictions are informed that their request will form part of the waiting restriction review programme and are advised of the timescales of this programme.
- 6.2 Any Statutory consultation will be carried out in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

7. LEGAL IMPLICATIONS

- 7.1 Any proposals for waiting restrictions are advertised under the Traffic Management Act 2004 and/or 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, victimization 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 An equality impact assessment scoping exercise will be conducted prior to recommending schemes to progress to statutory consultation or implementation.

9. FINANCIAL IMPLICATIONS

- 9.1 It is intended that these works will be funded from within existing transport budgets and as a part of an established programme. The estimated cost of statutory process outside of the established programme is £2500 to which funding will have to be found if this is desired.
- 9.2 The cost of the waiting restriction review programme is dependent on a number of factors, including the number proposals that are agreed for investigation, the number progressed to statutory consultation, the number agreed for implementation and the extent/complexity of the schemes. Lining-only schemes, such as double-yellow-line restrictions will be considerably less costly to implement, compared with restrictions that require signing.

10. BACKGROUND PAPERS

10.1 Questions to TM Sub November 2019

10.2 Waiting restriction review programme 2015A

10.3 Various University and Hospital (Redlands) parking scheme reports dating back to 2010.

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