

To: Councillors Cross (Chair), Hornsby-Smith, Ballsdon, Davies, Ennis, Goss, Juthani, Keeping, Lanzoni, Leng, Magon, McCann, McElroy, McGoldrick, McGrother, Moore and Rowland

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18 June 2025

Your contact is: **Andrew Wood - Committee Services**

NOTICE OF MEETING - STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE 26 JUNE 2025

A meeting of the Strategic Environment, Planning and Transport Committee will be held on Thursday, 26 June 2025 at 6.30 pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

	<u>WARDS AFFECTED</u>	<u>Page No</u>
1. DECLARATIONS OF INTEREST		
2. DELEGATED DECISIONS		
3. MINUTES		5 - 10
4. MINUTES OF THE MEETING OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE		11 - 18
To receive the Minutes for the Traffic Management Sub-Committee held on 6 March 2025.		
5. MINUTES OF OTHER BODIES		19 - 62
To receive the Minutes for meetings of the:		
<ul style="list-style-type: none">• Atomic Weapons Establishment (AWE) Local Liaison Committee on 24 April 2025.• Clearer Air, Safer Transport (CAST) Forum on 1 April 2025.• Joint Waste Disposal Board on 27 February 2025 and 24 April 2025.• Reading Climate Change Partnership (RCCP) Board on 16 January 2025.		

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6. PETITIONS

Petitions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's powers and duties which have been received by the Assistant Director of Legal & Democratic Services by no later than 12 noon, four clear working days before the day of the meeting.

7. QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC

Questions submitted pursuant to Standing Order 36 in relation to matters falling within the Committee's powers and duties which have been submitted in writing and have been received by the Assistant Director of Legal & Democratic Services by no later than 12 noon, four clear working days before the day of the meeting.

8. ELECTRIC VEHICLE (EV) CHARGING IN READING TENDER AWARD **BOROUGH WIDE** **63 - 70**

A report updating on the tender to appoint a suitably qualified and experienced partner to roll out an on-street Electric Vehicle (EV) Charging programme within Reading. The report also seeks delegated authority to enter into a 15-year (with possible 1-year extension) contract with the successful bidder.

9. STRATEGIC TRANSPORT SCHEMES UPDATE **BOROUGH WIDE** **71 - 76**

A report updating on progress towards the delivery of the current programme of strategic transport schemes in Reading. The report also seeks spend and scheme approval to make use of an additional £1.3m of grant funding that the Council has secured from Government to expand the electric bus fleet by eight more vehicles and to provide them with the required charging infrastructure.

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STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE MEETING MINUTES - 12 MARCH 2025

Present: Councillors Cross (Chair), Ballsdon, Ennis, Goss, Griffith, Hornsby-Smith, Juthani, Keeping, Leng, McElroy, McGrother, O'Connell and Rowland.

Also in attendance via Microsoft Teams: Councillors Magon and McCann.

Apologies: Councillors Lanzoni and Stevens.

20. MINUTES

The Minutes of the meeting held on 20 November 2024 were confirmed as a correct record and signed by the Chair.

21. MINUTES OF THE MEETING OF THE TRAFFIC MANAGEMENT SUB-COMMITTEE

The Minutes of the Traffic Management Sub-Committee held on 27 November 2024 were received and noted.

22. MINUTES OF OTHER BODIES

The Minutes of the following meetings were received and noted:

- Atomic Weapons Establishment (AWE) Local Liaison Committee - 7 November 2024.
- Cleaner Air and Safer Transport Forum (CAST) Forum - 28 November 2024.
- Reading Climate Change Partnership Board - 17 October 2024.

23. QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC

A question on the following matter was asked in accordance with Standing Order 36.

Questioner	Subject
Councillor Hornsby-Smith	Local Plan Update

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

24. JANUARY 2024 FLOOD UPDATE REPORT

The Committee received an update report on the progress that had been made towards implementing actions contained within the 'January 2024 Flood Event Options Report' as agreed by Policy Committee on 8 July 2024 ([Minute 15 refers](#)). The following documents were appended to the report:

STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE MEETING MINUTES - 12 MARCH 2025

- Appendix 1 - January 2024 Section 19 Flood Investigation Report
- Appendix 2 - January 2024 Options Report
- Appendix 3 - Updated Sandbag Policy
- Appendix 4 - Flood Risk Roles & Responsibilities

The report provided the Committee with an update on the progress that had been made towards implementing the agreed actions and summarised the further actions that needed to be taken to reduce the impact and risk of flooding along with the 'lessons learned' following a review of the January 2024 flood incident. The report also sought approval to update the Council's Sandbag Policy which had been amended following the January 2024 flood event.

The report provided the Committee with the background to the January 2024 flood event during which the Reading area had been affected by flooding from the River Thames, River Kennet and Holy Brook, and their associated ditches and tributaries. During the event 21 residential properties, three commercial properties and one static residential caravan had been flooded. Following this the Council, acting in its capacity as the Lead Local Flood Authority (LLFA), had commissioned Stantec to investigate and produce a 'Flood Options Report'. The 'Flood Options Report' had included a list of recommended actions for the Lower Caversham, Southcote/Kennet Meadows and Scours Lane areas, as well as a number of recommended administrative actions for the Council and Environment Agency. The report provided updates on each of the recommended actions, including on those actions, that had been carried out or were currently in progress, and gave detail of the actions where there were ongoing requirements.

The report also asked the Committee to approve an amended version of the Council's Sandbag Policy. The amended Policy stated that the Council would continue to provide sandbags to Council-owned properties and that private property owners would remain responsible for resourcing/storing their own sandbags. However, the policy had been amended to recognise the fact that during extreme events there were a limited number of vulnerable properties that could flood and that the Council might therefore decide to deploy sandbags to residential locations that were at risk of imminent flooding.

At the meeting the Highways and Traffic Services Manager advised the Committee that Council would be writing to residents affected by the January 2024 flood event to provide them with information on a proposed open day at which residents would be able to obtain useful information relating to flooding. He further advised the Committee that the Council was seeking to establish a flood warden system that would enable residents to proactively monitor flood events, provide assistance during flood events and act as a link between residents and the Council. Following discussions at the meeting the Highways and Traffic Services Manager advised that officers would explore adding further useful information for residents about flooding, including on how to obtain sandbags, and where to get help during a flood event on the Council's website.

Resolved –

**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE
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- (1) That the progress made towards implementing the recommended actions set out in the 'January 2024 Flood Event Options Report' approved by Policy Committee on 8 July 2024 be noted.**
- (2) That the Council's updated Sandbag Policy, as summarised in section 3.15 of the report, and attached at Appendix 3, be approved.**

25. STRATEGIC TRANSPORT SCHEMES UPDATE

The Committee received a report that provided an update on the progress made towards the delivery of the current programme of strategic transport schemes in Reading. The programme included several major enhancements to public transport and active travel facilities. The programme aimed to encourage more healthy lifestyles, reduce pollution and carbon emissions and support sustainable economic growth in the Borough. The report contained updates on the following individual schemes and initiatives:

- Bus Service Improvement Plan (BSIP) Programme - including details on ticketing and bus service enhancements and an update on the delivery of bus lane packages on London Road and Oxford Road
- South Reading Bus Rapid Transit
- Electric Bus Programme
- Tilehurst Station Upgrade
- Active Travel Fund Programme – including updates on the Shinfield Road and Bath Road active travel schemes
- School Streets Programme
- Active Travel Behavioural Change Programme

The report also provided the Committee with an update on grant funding allocated to Reading by the Department for Transport (DfT) for 2025-26 for the Bus Service Improvement Plan and the Active Travel Fund programmes. A condition of both grant allocations required the Council to prepare and submit associated Delivery Plans to the Government detailing how the grants would be utilised to deliver against each programme.

Resolved -

- (1) That the progress made towards the delivery of the current programme of strategic transport schemes, as summarised in the report, be noted.**
- (2) That the Bus Service Improvement Plan and Active Travel Fund grant funding allocations from the Department for Transport for 2025/26 be noted, both of which required the Council to submit associated Delivery Plans to Government.**

26. FORMATION OF A TASK-AND-FINISH GROUP TO SCRUTINISE THE IMPLEMENTATION OF THE COUNCIL'S ACTIVE TRAVEL STRATEGY

The Committee received a report that had been prepared following a request made by Councillor Cross, Chair of the Strategic Environment, Planning and Transport Committee,

STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE MEETING MINUTES - 12 MARCH 2025

for the Committee to conduct an overview and scrutiny exercise focusing on the implementation of the Council's Active Travel Strategy.

The report set out the process for the Committee to establish a Councillor-led, cross-party task-and-finish group to scrutinise the implementation of the Council's Active Travel Strategy and to assess the effectiveness of the delivery of its objectives. The proposed terms of reference for the task-and-finish group were attached to the report at Appendix 1.

The report explained that Group Leaders had been consulted and had put forward the names of councillors from their respective groups to sit on the task-and-finish group. The proposed membership of the group was set out in the report and in the terms of reference.

At the meeting it was proposed that the terms of reference should be amended to emphasise the need for the task-and-finish group to look at equality and inclusivity objectives within the Local Transport Plan within the context of active travel.

Resolved –

- (1) That a task-and-finish group be established to scrutinise the implementation of the Council's active travel strategy;**
- (2) That point 5 within the terms of reference, as attached to the report at Appendix 1, be amended to read as follows:**

“5. To assess how the implementation of active travel schemes is meeting the Council's Local Transport Plan objectives especially inclusion and equality of access.”
- (3) That, subject to (2) above, the terms of reference of the task-and-finish group, as set out in Appendix 1 of report, be agreed;**
- (4) That the membership of the task-and-finish group, as set out in section 3 of the report, be agreed;**
- (5) That a report be submitted to a future meeting of the Strategic Environment, Planning and Transport Committee setting out the task-and-finish group's findings and recommendations.**

(The meeting started at 6.30 pm and closed at 8.01 pm)

**STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT COMMITTEE
MEETING MINUTES - 21 MAY 2025**

Present: Councillors Cross (Chair), Ballsdon, Davies, Ennis, Hornsby-Smith, Juthani, Keeping, Lanzoni, Leng, Magon, McCann, McGoldrick, McGrother, Moore and Rowland.

Apologies: Councillors Goss and McElroy.

1. ESTABLISHMENT, MEMBERSHIP AND TERMS OF REFERENCE OF TRAFFIC MANAGEMENT SUB-COMMITTEE

Resolved –

- (1) That, under the provisions of Sections 101 and 102 of the Local Government Act 1972, a Traffic Management Sub-Committee be established for the Municipal Year 2025/26 and the following Councillors be appointed to serve on the Sub-Committee:

Traffic Management Sub-Committee

<u>Labour Councillors</u>	<u>Conservative Councillor</u>	<u>Liberal Democrat Councillor</u>	<u>Green Councillors</u>	<u>Independent Councillor</u>
Ayub Barnett-Ward Cross Eden Ennis Gittings Griffith Hornsby-Smith Keeping Lanzoni McGrother	R Singh	O'Connell	Nikulina White	Hacker

- (2) That the following Councillors be appointed as Chair/Vice-Chair of the Traffic Management Sub-Committee for the Municipal Year 2025/26:

<u>Chair</u>	<u>Vice-Chair</u>
Councillor Lanzoni	Councillor Ayub

- (3) That the Terms of Reference of the Sub-Committee be as set out in Appendix 1 to the Monitoring Officer's report to Council of 21 May 2025 on the Constitution, Powers and Duties of the Council and Committees etc.

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Present: Councillors Lanzoni (Chair), Ayub, Barnett-Ward, Cross, Eden (for Minute 38 onwards), Ennis, Gittings, Hornsby-Smith, Keeping, O’Connell (for Minute 35 onwards) R Singh and White.

Also Present via Microsoft Teams Councillor Nikulina.

Apologies: Councillors Griffith, Hacker and McGrother.

(Councillor Nikulina was unable to attend in person, so attended remotely via Microsoft Teams, but did not vote on any of the items, in line with the requirements of the Local Government Act 1972)

30. MINUTES

The Minutes of the meeting of 27 November 2024 were confirmed as a correct record and signed by the Chair.

31. PREVIOUS DELEGATED DECISIONS

The Sub-Committee received the list of delegated decisions from previous meetings.

32. MINUTES OF OTHER BODIES

The Minutes of the following meeting were received:

- Reading Cycle Forum - 5 September 2024.

33. QUESTIONS

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

Questioner	Subject
David Dymond	Parking Provision for Redlands Primary School Staff

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

34. PETITIONS

(a) Petition – Tuns Hill Cottages Change of Parking Restrictions

The Sub-Committee received a report on the receipt of a petition that had been received requesting that the parking spaces on Tuns Hill Cottages be changed to only allow resident permit parking for those living in the street but, allowing those residents to park within the 14R zone also, and to increase the number and size of spaces available for their vehicles on the street.

Officers had considered the requests and had recommended that the request be considered withing the next Waiting Restriction Review programme.

The report explained that the petition had been submitted on 18 February 2025 and had contained indications for support from eight households. Further formal wording (set out below) had been provided to the Council on 25 February 2025. At the time of writing the report officers did not have details of the final the number of signatories, however a full list of 25 signatories from 20 households supporting the petition was provided prior to the meeting. The full petition read as follows:

"We'd like Tuns Hill Cottages parking spaces to be resident only and increase the space available for our cars on the street"

"Why the petition?"

Parking in Tuns Hill Cottages is problematic! Not only are there only 15 spaces (at a squeeze) for the 30 households present, but additional space in surrounding roads is limited because Tuns Hill Cottages is located at the end of the parking zone, sharing the border to Wokingham District. Some households also have more than one vehicle, further adding to the problems.

Poorly parked cars (e.g. not utilising the full available space of the bays) further significantly reduces the available spaces in each instance, often forcing vehicles to be parked overhanging the undersized marked bays.

Additionally, non-resident parking permit holders utilising the same permit zone (14R), are permitted to leave their vehicles in the residents' parking bays whilst going about their business (making school runs, catching the No 17 bus into the town centre, using local facilities, etc.), or simply using the spaces if they live in neighbouring roads and have been issued with 14R permits (most noticeably residents of Church Road).

There has also been a large increase in illegally parked vehicles since the opening of "The Good Brothers" café on Wokingham Road where patrons occupy residents' spaces or park on double yellow lines multiple times daily.

"What are we asking for?"

- 1) **Reallocate ALL spaces within the road boundary for Tuns Hill Cottages residents only.** *The two (or four tight) spaces at the entry to Tuns Hill Cottages to be reallocated to residents only. Customers accessing the businesses on Wokingham Road still have ample parking along Wokingham Road and the private car park to the rear of the businesses.*
- 2) **Extend length of existing bays to allow medium – larger cars to park.** *Extend the three smallest parking bays to allow medium to larger size cars to park comfortably and possibly facilitate additional space for a motorcycle. (The size of the largest bay is confined by physical factors.)*
- 3) **Dual Permit Zone for Tuns Hill Cottages.** *Tuns Hill Cottages to have its own permit zone, issued only to residents of the road, and retain the current 14R zone to allow for overflow and visitors. Visitors' scratch card permits to be dual zone to facilitate tradespeople and visitors. Since the residents permit system has recently become paperless, making this change should be straightforward."*

The report explained that currently the restrictions for the two bays referred to above allowed up to two hours parking without a permit (no return within two hours) between the hours of 8.00am and 8.00pm, with permit holder only parking (Zone 14R) at all other times.

These 'shared use' restrictions used across the permit parking zone were intended to provide residents with a greater degree of parking flexibility for guests/visitors and tradespersons, without placing a reliance on their allocation of visitor parking permits. Permit parking only restrictions required every parked vehicle to have a valid permit in place and such a change at this location would remove the shared use facility in this street and reduce this flexibility both for residents of Tuns Hill Cottages and those within the wider parking zone area.

The report stated that the change requested in the petition was appropriate for consideration as part of the Waiting Restrictions Review Programme. However, resourcing and other workload priorities meant that officers could not currently confirm when the next programme would commence. There was work on other programmes and other schemes outstanding and it was expected that there would be a further programme commencing in 2025.

At the invitation of the Chair the petition organisers, Kathleen Heath and Ciaran Browne, addressed the Sub-Committee on behalf of the petitioners via Microsoft Teams.

Resolved –

- (1) That the report be noted;**
- (2) That the requested change be captured in the next Waiting Restriction Review Programme;**
- (3) That the lead petitioner be informed of the decision of the Sub-Committee following publication of the minutes;**
- (4) That no public enquiry be held into the proposals.**

35. PETITION RESPONSE - REQUEST FOR PARKING CONTROL MEASURES IN SOUTHCOTE

Further to Minute 45(a) of the meeting held on 6 March 2024, the Sub-Committee considered a report that provided the Sub-Committee with officer recommendations in response to the written petition that had requested the Council to implement parking control measures in Southcote. A parking beat survey result table for Fawley Road, Aldworth Close, Southcote Farm Lane and Shepley Drive of a survey that had been conducted on Tuesday 4 and Thursday 6 February 2025 was attached to the report at Appendix 1.

The report explained that officers had considered the content of the petition and had made a recommendation against each requested item as follows:

- That the request for individually marked parking bays was not taken forward;
- That the request for a Traffic Regulation Order restricting access to Silchester Road and Faircross Road was not taken forward but, that Southcote Primary School and Blessed Hugh Faringdon Catholic School, in conjunction with the local community, might wish to consider developing a School Street application;
- That the request for a parking permit scheme was not taken forward.

The Sub-Committee discussed the report and agreed that officers should write to the Head Teacher of Southcote Primary to say that a petition had been presented to the Sub-Committee and that it would be good if the school could engage with a School Street Project.

Resolved –

- (1) That the report be noted;**
- (2) That the recommendations set out in paragraphs 3.11 to 3.13 of the report not to progress the identified schemes at this time be agreed;**
- (3) That the lead petitioner be informed of the decisions of the Sub-Committee, following publication of the minutes of the meeting;**
- (4) That no public inquiry be held into the proposals;**
- (5) That officers write to the Head Teacher of Southcote Primary School to say that a petition had been presented to the Sub-Committee and that it would be good if the school could engage in a School Street Project.**

36. REQUESTS FOR TRAFFIC MANAGEMENT MEASURES

The Sub-Committee received a report providing information on the requests for traffic management measures that had been raised with officers. These were measures that had either been previously reported or those that would not typically be addressed in other programmes, where funding was yet to be identified. The following appendices were attached to the report:

- | | |
|------------|--|
| Appendix 1 | List of requests that were new to the update report with initial officer comments and recommendations; |
| Appendix 2 | List of requests that had been previously reported, where significant amendments had been proposed, with officer comments and recommendations. There were no new additions to the appendix for this meeting; |
| Appendix 3 | The principal list of requests, as updated following the previous report in November 2024 and containing the prioritised list of cycling and walking measures from the LCWIP. |

Resolved –

- (1) That the report be noted;**
- (2) That having considered the officer recommendations for each request set out in Appendix 1 attached to the report the entries be retained on the primary list of requests, as set out in Appendix 3 attached to the report, with the exception of line 2 (request for a pedestrian crossing on Redlands Road (south section), Redlands Ward), which was to be removed from this list and instead included for consideration in developing Active Travel scheme development in the Christchurch Green area;**
- (3) That the entries, as set out in Appendix 3 attached to the report, the principle list of requests, be retained.**

37. TRAFFIC REGULATION ORDER RECTIFICATION - UPDATE

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES – 6 MARCH 2025

Further to Minute 27 of the previous meeting, the Sub-Committee received a report that informed them of progress and decision making in respect of the TRO rectification process. The following Appendices were attached to the report:

Appendix 1	Drawing pack to highlight the locations and restrictions affected, accompanying the table in paragraph 3.6 of the report as reported to Council in October 2024;
Appendix 2	Consultation feedback received for TRO 1 (Red Route East)
Appendix 3	Consultation feedback received for TRO 2 (Swainstone Road)
Appendix 4	Consultation feedback received for TRO 5 (Southcote Verge and Footway)
Appendix 5	Consultation feedback received for TRO 6 (Tilehurst and Kentwood Verge & Footway)

The report included a table that detailed the TROs affected and explained that the launch of the statutory consultations would be staggered. The report also included a table that set out the progress of each TRO through the rectification project and would be updated for future meetings until the processes were concluded for all effected TROs. A further table set out timelines that might be subject to change and would be influenced by the feedback received during the statutory consultation but, for the report, it had been assumed that no objections would be received and a decision taken to implement the resultant TRO.

The report explained that it was expected that enforcement would commence following the making of each TRO and a two week period of warning notices being issued, as applicable. As part of the rectification scheme officers were also identifying areas where signing and lining relating to the restrictions required improvement. These works would be carried out following statutory consultation subject to a decision to make the TRO.

The report included a table that provided some headline data for claims that had been made through the restitution scheme and a table that provided details of the media communications that had been carried out and had been planned.

Finally, the report provided an update on the project to move to a digitised, map-based TRO management system that had the overall intention to introduce a software package that enabled map-based locating of restrictions, management of TROs and interrogation of TROs. It had been intended that the initial part of this project would be to capture the restrictions as shown on street (the 'ground truth') and create three new themed Boroughwide TROs within the system: waiting restrictions, movement restrictions and speed restrictions respectively. The primary advantages of such a system were set out in the report. The government had recently suggested that their regulations could come in to force as early as July 2025, although officers expected that October 2025 was more likely. This would require the Council to be in a position to submit data in a specific format relating to all new TROs and Temporary TROs from that date. With no digitised solution currently in place, officers were now working to adjust the project delivery order to prioritise procurement of the digital TRO management software. With this software in place it was expected that the Council would be able to comply with the new regulations by having a hybrid TRO system in place. Thereafter, officers would seek to commission the resource intensive part of the original project that would see the system being the single source of TROs. It was expected that the government would set a deadline by which all TRO data was submitted to their database, so this remained a critical part of the overall project.

The Sub-Committee discussed the report and a number of questions were raised as follows:

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES – 6 MARCH 2025

- Were the 2,235 letters that had been sent out to addresses held on the Council's database sent to people who had been incorrectly charged and were therefore eligible for a refund or were they potentially eligible for a refund because although there had been 590 responses there had not been 590 refunds;
- Could a summary be provided of communication that had taken place since mid-January 2025;
- Based on current progress when would officers complete the rectification work;
- As some of the information was held on an old system, had the data on that system been recovered so that those people could be written to as well;
- Could the reasons for refusal be provided and the total amount of money that had been refunded.

Finally, Councillor Ennis reassured the Sub-Committee that a lot of work and external verification was going on in respect of the TRO Rectification process and that a whistleblowing policy was in place so that staff could raise concerns.

Resolved –

- (1) That the report be noted;**
- (2) That a written response be provided to the Sub-Committee by officers in answer to the questions set out above on the TRO Rectification Project.**

38. PARKING SERVICES ANNUAL REPORT 2023-2024

The Sub-Committee received a report that presented financial and statistical data on the Council's civil parking enforcement activities during 2023/2024. A copy of the Parking Services Annual Report was attached to the report at Appendix 1.

The report stated that it was intended to publish the Annual Report for 2023/2024 in March 2025.

The Sub-Committee discussed the report and in answer to some of the question raised officers confirmed that enforcement of yellow box junctions should start covering the associated costs now that the six month warning period had been completed and that a 32% cancellation rate for informal challenges to parking PCNs was the average rate compared to previous years. The Sub-Committee also asked about the increase in the number of Blue Badges and the fact that of the total number of car park spaces available in the Borough only 70 (3%) were for Blue Badge holders. The increase in enforcement action relating to cars parked in cycle lanes was also queried and it was suggested that mobile cameras could be used particularly on Whitley Street. Finally, in answer to a question, officers explained that the reason the number of PCNs issued was not shown in the table that set out figures for illegally parked vehicles for the year 2022/23, when there had been a significant increase in enforcement requests received, was because the records had been held by a previous contractor who had deleted the information.

Resolved –

- (1) That the report and the availability of previous annual reports on the Council's website be noted;**
- (2) That publication of the annual report for 2023-2024 in March 2025 be noted.**

39. DIGITAL PARKING PERMITS REGULATION ORDER AMENDMENT – RESULTS OF STATUTORY CONSULTATION

Further to Minute 23 of the meeting held on 13 September 2023, the Sub-Committee considered a report that informed them of comments and objections resulting from the statutory consultation to amend existing TROs to add additional articles by allowing new applications, renewals, replacements and the issue of digital parking permits through the online portal. Feedback that had been received to the statutory consultation was appended to the report.

The report stated that physical permits were being retained for anyone who was unable to access the online portal.

Five responses had been received during the consultation, four supported the application and one objected to it. The main reason for objection was that more vehicles would park without a valid permit however, the report explained that Civil Enforcement Officers (CEO) could quickly identify vehicles without a permit and the data was sent in real time to the CEO who can attend and deal with vehicles parking in contravention. Thames Valley Police had no objections but, raised the exemption to having to display a permit however, there were already exemptions within the main TROs that covered Police, Ambulance and Fire Brigade vehicles.

Resolved –

- (1) That the report be noted;**
- (2) That having considered the consultation responses in Appendix 1 attached to the report, making and sealing the Traffic Regulation Order be agreed;**
- (3) That the Assistant Director of Legal and Democratic Services be granted authority to make and seal the draft Traffic Regulation Order;**
- (4) That the respondents to the statutory consultation be informed of the decisions of the Sub-Committee accordingly, following publication of the minutes of the meeting.**

(The meeting started at 6.30 pm and finished at 7.48 pm).

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Minutes of 111 AWE Local Liaison Committee Meeting

Thursday 24 April 2025

Aldermaston

Present:

Ian Rogers	Chair, Chief Nuclear Officer and Executive Director Assurance, AWE
Cllr Lyndon Austin	Silchester Parish Council
Cllr Philip Bassil	Brimpton Parish
Cllr Adrian Betteridge	Wokingham Borough Council
Cllr Mike Bound	Basingstoke and Deane Borough Council
Cllr Graham Bridgman	Stratfield Mortimer Parish Council
Cllr Avril Burdett	Tadley Town Council
Cllr Jonathan Chishick	Tidmarsh with Sulham Parish Council
Cllr Colin Cooper	Baughurst Parish Council
Cllr Sophie Crawford	Aldermaston Parish Council
Cllr Kevin Cross	Mortimer West End Parish Council
Cllr Mark Keeping	Reading Borough Council
Cllr Clive Littlewood	Holy Brook Parish Council
Cllr George McGarvie	Pamber Parish Council
Cllr Clarence Mitchell	Reading Borough Council
Cllr Ian Montgomery	Shinfield Parish Council
Cllr Susan Mullan	Tadley Town Council
Cllr Vicky Poole	West Berkshire Council
Cllr David Shirt	Aldermaston Parish Council
Cllr Jo Slimin	Basingstoke and Deane Council
Cllr John Seto	Theale Parish Council
Cllr Simon Taylor	Swallowfield Parish Council
Cllr Jim Thompson	Wokefield Parish Council

Director Environment and Sustainability	AWE
Director Estate Strategy & Planning	AWE
Estate Planning and Development Lead	AWE
Head of Asset Operations Management	AWE

Head of Communications FMC	AWE
Head of Delivery ESH & Quality	AWE
Responsible Business Manager	AWE
Responsible Business Specialist	AWE
Responsible Business Specialist	AWE
Senior Manager Emergency Response	AWE
Senior Manager Responsible Business	AWE

Regulators:

Rob Green	Environment Agency
Gareth Lock	Office for Nuclear Regulation
Karl Pallester	Defence Nuclear Safety Regulator

Local Authority:

Jonah Maddocks	West Berkshire Council
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Introduction:

Ian Rogers, Chair, welcomed members to the 111 LLC meeting.

Membership changes

- Cllr Simon Taylor has been appointed as Swallowfield Parish Council LLC representative, replacing Cllr Mark Binns.

Apologies

Apologies were received from:

Cllr Dominic Boeck	West Berkshire Council
Cllr Robert Jones	Padworth Parish Council
Cllr Jane Langford	Purley on Thames Parish Council
Cllr David Leeks	Tadley Town Council
Carolyn Richardson	West Berkshire Council
Cllr Paul Woodley	Wasing Parish Council

Approval of 110th LLC minutes

Questions arising from 110th LLC minutes

Cllr Jo Slimin: Update council representation details to Basingstoke and Deane Borough Council.

Cllr Johnathan Chishick: Update parish council representation details to Tidmarsh with Sulham Parish Council.

Actions from 110th LLC Meeting – 7th November 2024

Action 109/06 AWE to follow up on the school contact numbers on the emergency list in the event of an incident.

Update on public text alerting system in conjunction with West Berkshire Council to be discussed during today's emergency planning agenda item.

Closed

110 LLC Actions

110/01 ACTION: Ian Rogers to give an update on the site undercover as a result of the fire at Barrow.

Update from Ian Rogers at 111 LLC

Closed

110/02 ACTION: Cllr Vicky Poole to give update on broadband access in West Berkshire parishes.

Emailed to LLC members when sending agenda for 111 LLC

Closed

110/03 ACTION: Reformat future planning slide into black and white (slide 7) and send to all LLC members

Reformatted into black and white and sent to LLC members as part of the minutes on 24.01.25

Closed

110/04 ACTION: Bryan Lyttle to investigate AWE's possible reasoning from Cllr Sophie Crawford's statement

Estate Planning and Development Lead to give an update on this as part of the Development Update

Closed

110/05 ACTION: Send out details of how to join the online community drop-in sessions to all members of the Local Liaison Committee on 7 November 2024

Sent out details and link to LLC members on 7.11.24

Closed

110/06 ACTION: Triage slide pack for any future LLC meetings to ensure colour contrast and size of text is appropriate.

Slide deck for 111 LLC triaged by Responsible Business and media to ensure accessibility for all.
Relevant presentations and reports printed as hard copies.

Closed

110/07 Action: Environment to have an agenda item at the 111 LLC meeting
Director Environment and Sustainability to present today at 111 LLC

Closed

110/08 Action: Head of ESH & Quality to share more on the 'We Care' campaign at next meeting
Head of Delivery ESH & Quality to share updates on the We Care Campaign today at 111 LLC

Closed

110/09 Action: Head of ESH & Quality to share a breakdown of the type of injuries at the next meeting
There is a requirement for transparency, however, Health data is considered special category personal information under the GDPR. Therefore, an overview of injury types will be given during today's meeting.

Closed

Questions arising:

Cllr Avril Burdett: Formally noted thanks to Cllr Vicky Poole for information on broadband in local areas (action 110/02).

Action 111/01: Ian Rogers proposed to close action 110/02 as investigation is currently underway and made a commitment to share learning from the Barrow fire when it becomes available.

Chair's Update

Organisation update including site operations – Ian Rogers

AWE celebrates the Establishment's 75th anniversary

For 75 years, the Atomic Weapons Establishment has been keeping the nation safe, protecting the UK through nuclear science and technology. This was marked with a visit to the AWE Education Collection for LLC members.

World events

The changes that the Trump administration is making or considering, do not have any impact on AWE, the way AWE operates or the UK government's ability to deliver national security.

Engineering Expo

In February, AWE delivered an Engineering Expo to provide an opportunity for industry leaders, VIPs and academics from across the UK to find out more about what AWE does. Over the three days at Reading, AWE saw over 1,300 people explore more than 89 different teams on display.

Reading

AWE is aware that traffic is a concern for residents. AWE is in the early stages of its assessments, however, will share more with the LLC members and the local planning authority, (West Berkshire Council) as it develops its location strategy plans. AWE is already planning into the future, opening satellite offices, including Reading, London and Leicester to relocate some teams out of Aldermaston.

Community and school engagement

The AWE exhibition is still open at West Berkshire Museum. An AWE colleague delivered a talk at the venue in March and an all-day primary school STEM event for 160 students was also delivered there in April.

Over the summer, AWE is running an art competition in several local schools, asking them to picture what AWE will look like in 75 years' time, with the winners receiving a science show for their school.

AWE employees have been collecting unused and expired kit and donating it to the frontline in Ukraine. AWE has just sent its third convoy, which was gratefully received.

AWE is continuing to raise money for its charity partner PACT and employees are using their volunteering days to benefit the community.

Connect

AWE's community magazine, Connect, was sent out at the end of February into early March to 38,000 neighbours. The paper magazine has a new format, which has a smaller booklet with a QR code to direct people to find out more on the AWE website. So far, more than 350 individual users have accessed the Connect webpage, enabling AWE to save paper and get an understanding of how useful people find it. The next edition is due out in October.

Questions arising:

Cllr Colin Cooper: How many people will be moving to these satellite sites?

Ian Rogers: You will be updated when the figures are available.

Cllr Graham Bridgman: How many people are at Reading right now?

Ian Rogers: A small team at the moment as part of a pilot scheme.

Cllr Jo Slimin: Will people who are unable to access Connect magazine through the QR code miss out?

Senior Manager Responsible Business: Key information is presented on the paper copy and the QR code directs you to supplementary information. Connect magazine can also be found through a Google search and our website.

Questions since the last meeting:

- AWE has received several requests from parish councils to attend meetings. While AWE is more than happy to work with local communities, there is an expectation that the AWE LLC representative role is to share the information received at LLC meetings with parishioners. Unfortunately, if AWE receives requests to attend meetings to repeat what is discussed at the LLC, it will have to decline. Minutes of each meeting can be found on the AWE website. AWE sent a representative to the Baughurst and Stratfield Mortimer parish council meetings in April.
- The drones team has received three separate requests after their presentation at the last LLC. The team is finding availability in the diary and will get these booked in as soon as possible.
- Aldermaston Historical Group, through Cllr Dave Shirt, has requested an AWE speaker at one of their meets next year. Paul Burton is attending.
- Cllr Avril Burdett requested support from AWE for the 434th US Airborne Division visit to Tadley as part of WWII commemorations. However, due to changes in USA leadership, the event has now been cancelled.
- Cllr Colin Cooper offered speeding traffic data. Thank you, Colin.
- Cllr Jim Thompson had an enquiry into overgrown roadside hedges around the Burghfield site that were impacting a pathway. AWE grounds maintenance team have now trimmed this area to ensure safety for pedestrians.

Estates and Liabilities Update**Head of Asset Operations Management**

The 'Women's Peace Camp' continue their monthly camp at AWE and there are no upcoming planned or known protest activities.

Since November, there have been six calls to the community concerns desk, which was triaged to three. All calls were taken through the concerns process and closed once suitable action had been taken. Two of those calls were regarding site alarms and one was regarding behaviours of a perceived AWE employee.

Decommissioning continues and a recent milestone was achieved when effluent tanks were successfully consigned for treatment and recycling. Recycling is of paramount importance in conjunction with AWE's responsibility to sustainable waste management. 69.2 tonnes of steel have been consigned for processing.

Decommissioning of a second glove box continues, reducing it to the base plate. AWE is now looking at how it can move forward to safely dispose of the remaining items of the glovebox.

AWE is also demolishing older conventional buildings that have hazards around them. These buildings have been classed as redundant and no longer needed, to provide space for future real estate. AWE will then continue the recycling process of the materials that arise from this demolition where possible. Some of the conventional buildings being demolished contain hazards such as asbestos.

AWE continues to work with its supply chain to achieve its objectives to remove legacy waste. This has been essential and successful work under Licence Condition 32.

Over the last year, AWE has focused on alleviating traffic congestion at its gates and car parks.

Questions arising

Cllr Avril Burdett: What is the end point for asbestos and the process involved?

Head of Asset Operations Management: Those involved have to be licenced to dispose of asbestos waste. There are a number of commercial processes linked to this that tie in with recycling and waste management including deep landfill.

Cllr Kevin Cross: What do you mean by the 'base plate'?

Head of Asset Operations Management: It is the layer inside the glove box on which the equipment rests. It is not the foundation.

Development Update**Estate Planning and Development Lead**

There have been significant changes to planning legislation and guidance since 2020, including: changes to the use classes order, the general development planning order, the national planning policy framework, the planning practice guidance. AWE is not a statutory consultee on any planning application that is submitted to the local planning authorities. However, local planning authority officers do consult with AWE. There are changes still to be implemented in terms of national development control policies, further changes to the National Planning Policy Framework as well as the planning and infrastructure bill that is currently going through Parliament. This does not mean that planning restrictions have been removed regarding AWE. The response to any application must be considered in light of the legislation at the time that the planning application is submitted. Therefore, Bryan Lyttle will give a full update in the November 2025 LLC meeting.

There should be no implications for AWE in the next twelve months as a result of the Planning and Infrastructure Bill. AWE should still be on track for submitted planning applications to all the involved local planning authorities. The next piece of information to be submitted to West Berkshire Council is an application to remove planning condition four in relation to The Hub building – linked to demolition and phasing the demolition plan to remove 75,000 square metres of existing buildings.

Long term, it is recognised that the Government is keen to introduce spatial strategies and plans at a strategic level, resulting in AWE needing to engage with multiple strategic authorities within the local government organisation. This will be key for AWE's long-term future with West Berkshire Council, Basingstoke and Deane Council, Reading Council and Wokingham Council.

AWE has been involved in five planning applications near AWE sites since last meeting.

- The Hollies was an allocated site in the West Berkshire Local Plan. The developer did not develop before the plan was reviewed, resulting in West Berkshire removing it from their future Local Plan as it now falls inside the detailed emergency planning zone (extended in 2020) and so refused permission to build. The Planning Inspectorate at the first appeal decided that the 32 houses could be built. AWE objected to this decision and the High Court quashed the decision and requiring a second appeal by public inquiry. The second Planning Inspector decided that an incident at AWE was very unlikely to happen and given that the development had been allocated in the current Local Plan it could go ahead and be developed. AWE did not appeal this decision.
- Hayes Drive planning application for approximately 150 houses in Wokingham – public inquiry February 2025. This application has been called in by the Secretary of State for determination. AWE is awaiting the determination.

- Brimpton Common, West Berkshire. AWE objected. The application was refused and there was a planning inquiry. The Planning Inspector recognised that the site was inside the detailed planning zone and refused the appeal so planning permission was not granted.
- Strawberry Farm, Aldermaston. A single dwelling that burnt down. Seeking to rebuild. AWE and ONR objected. Called in by the National Planning Case Unit to give an opinion to the Secretary of State. Permission has now been granted for one dwelling inside the detailed emergency planning zone.
- Swallowfield/Spencers Wood – an outline planning application has been submitted to Wokingham for circa 450 houses, 80-bed care home, primary school all within the detailed emergency planning zone. There is also an additional application close by for around 150 houses. AWE will object to these applications as they are inside the DEPZ.

A six-month shuttle bus service running from Aldermaston train station to AWE Aldermaston began in March 2025. The aims are to reduce traffic pressure on car parks and gate entrances at peak times. The service is for AWE staff only.

Action 111/02: Estate Planning and Development Lead to share results of six-month review of shuttle bus service at 112 LLC

Questions arising:

Cllr Jonathan Chishick: If the objective is to persuade staff to use the train, why isn't the bus linked to specific trains?

Estate Planning and Development Lead: It is based on muster and out muster times for staff.

Cllr Sophie Crawford: There is a smaller commercial development application at Woodstock on Paices Hill. Both planning applications were refused by West Berkshire Council. It is now being appealed. Do you get involved in these cases?

Estate Planning and Development Lead: It is very hard for AWE as a non-statutory consultee, to be informed about written representations.

Infrastructure Investment Update – Future Materials Campus

Head of Communications, Future Materials Campus

There are no infrastructure investment updates to report as AWE is continuing to refine its plans. New information will be shared once available.

In Autumn 2024, six in-person community engagement events were held and two online. As a result, AWE spoke to 312 members of the public, with feedback forms from 71. There were 1,8000 views of the citizen space website and 7,000 views from ten Facebook posts.

Many of the people who came to the community events were current, potential or previous employees. 75% of attendees would like to be kept informed about AWE in the future. Feedback shows that visitors to the community engagement events want to know how AWE will benefit the local community, benefit the local environment and job opportunities.

AWE will continue to build a programme of proactive engagement events, thinking about how it can best share information with its communities. AWE has commissioned Social Engine, a research agency, to help AWE understand the needs of its communities.

28th June 2025 – AWE community event in Tadley as part of the AWE 75 anniversary celebrations.

Questions arising

None

Emergency Planning and Response Update**Senior Manager Emergency Response & Jonah Maddocks**

AWE and West Berkshire District Council have created a joint report for the LLC.

There have been no changes made to the AWE on-site emergency plan arrangements. The offsite emergency plan has had major revisions since the previous live version three years ago. It has been out for consultation to the offsite planning group (multi-agency partners and responders) and is now being updated as a result of this consultation. This revised document (subject to reviews and sign off) is anticipated to be live in Summer 2025 with a public version being produced after this.

Significant progress has been made with the AWE public text alerting system – this will be in parallel to the landline system. School testing and mass testing has already been carried out with an anticipated launch for Summer 2025. It is an opt-in system, delivered by BT and will give an alert incident option for if there is an incident at AWE Aldermaston or Burghfield. This is separate to the Government alerting system. The public communications are currently being finalised, which will include a letter posted to all within the detailed emergency planning zone, providing information about the alert system and how to sign up.

There is planning for 2026 level 1 (test of onsite emergency plans) and 2 (test of offsite emergency plans) exercises. AWE is currently looking at the possibility of running a level 1 and level 2 in parallel as an advancement of how it tests the emergency plans.

REPPiR – the three yearly REPPiR assessment is scheduled and is currently being undertaken, with submission to West Berkshire Council in the final quarter of 2025. AWE is not expecting any changes to their consequences report which recommends the Urgent Protection Actions and is sent to West Berkshire who is responsible for determining the Detailed Emergency Planning Zone (DEPZ) and also the off-site emergency plan.

In the reporting period November 2024 to March 2025, there have been no incidents that have required activation of the AWE offsite emergency plan. Also, there have not been any onsite incidents where we have informed the local authority.

Questions arising

Cllr Vicky Poole: For vulnerable families without mobile phones, will a 'text to voice' system to a landline be used in this case?

Senior Manager Emergency Response: I will confirm an answer for this and respond.

Action 111/03: Senior Manager Emergency Response to provide an answer to Vicky Poole's question on 'text to voice' system for landlines

Cllr Vicky Poole: Will the AWE system work in parallel with the national alert system?

Senior Manager Emergency Response: The national alert system and the AWE alert system will work in parallel with each other. For those who sign up to the AWE text alert system, this will operate separately to the national alert system.

Cllr Graham Bridgman: Could we have posters for local parishes to raise awareness of the AWE text alerting system?

Senior Manager Emergency Response: Yes, this will be included in the communications plan.

Cllr Colin Cooper: Are you allowing for multiple mobile phones in a single household?
Senior Manager Emergency Response: Because it is an opt-in system, anyone can register, including multiple mobile phones for a single household. No personal data is required to register - only the mobile number. AWE and West Berkshire Council do not have access to the mobile phone numbers that have opted in to the system. This is held by the provider BT.

Cllr Vicky Poole: What would happen to this system in the event of a cyber-attack and how would scientists communicate that there is a hazardous issue during a cyber-attack?

Ian Rogers: AWE does not share information about its security protocols in this forum. As part of licencing to operate nuclear facilities, AWE must provide safety justifications supported by engineering substantiation reports, which demonstrate how we protect against reasonably foreseeable pulse sequences. Attacks against operational technology is a pulse sequence, so we do have arrangements in place that protect in the event of any targeted attacks.

Senior Manager Emergency Response: We have several ways to activate different communications systems that are independent of each other.

Cllr Jo Slimin: Will there be a publicly accessible version of the West Berkshire Emergency Plan?

Jonah Maddocks: There will be a publicly accessible version of the West Berkshire Emergency Plan. We have sent bespoke schools' guidance – this was sent last year.

Cllr Avril Burdett: In future reports, information you can tell us to reassure our communities about what would happen if there was an incident at AWE would be helpful.

Sophie Crawford: Is there any follow up by West Berkshire on conditions of planning applications?

Action 111/04: How do West Berkshire follow up on conditions of planning applications to be a specific agenda item for 112 LLC

Environment update

Director Environment and Sustainability

The Environmental Sustainability Strategy was refreshed and ratified by the AWE Executive and AWE Board at the end of 2024. This resulted in three key themes that AWE will focus on from an environment and sustainability perspective. Climate action and carbon, biodiversity and circular economy.

Climate action and carbon – AWE has developed a plan around climate transition to look at current carbon emissions and how the business can minimise this over time. AWE net zero target is 2050. Some of this work has already been included in the AWE ESG report shared at a previous LLC meeting. AWE has already installed several Electric Vehicle charging points and continues to develop this infrastructure. AWE continues to imbed sustainability within its thinking and design, such as its new infrastructure projects

to future proof waste reduction. Through ISO20400, AWE looks at sustainability through its supply chain and sustainable procurement.

Biodiversity – AWE protects and enhances the biodiversity that already exists on its sites and helps to develop it outside of the AWE fence lines. Highlights including ‘no mowing’ of 250,000m². AWE has planted over 600 trees across its sites.

Circular economy – AWE is making conscious decisions to ensure that circular economy for current resources and materials as well as materials involved in infrastructure projects are used as sustainably as possible to reduce waste. AWE has minimised the use of single use plastics in its catering, which in turn has reduced waste production as the plastics used can be recycled.

In the future, AWE will imbed a sustainability mindset within its operations.

Questions arising

Cllr Avril Burdett: Do you still complete a species list such as a bird count and an orchid count?

Director Environment and Sustainability: Yes, we do continue to complete species counts across our sites.

Cllr David Shirt: There was no mention of light pollution on your slides. Light pollution can be quite bad from the Aldermaston site. Are you aware of this?

Ian Rogers: Thank you for sharing this. We will make this an action to investigate.

Action: 111/05 to investigate light pollution in the local area.

Cllr Colin Cooper: Could you give us an update on the solar farms and the progress there?

Director Environment and Sustainability: These are still in progress, initially planned for this year, but there has been a delay. It is still part of our transition plan, but looks like it will be pushed out to the end of next year because of complexities with the contractual arrangements with those that will run the solar farm.

Cllr Ian Montgomery: On the slide it says ‘metering underway for data collection’. What is this?

Director Environment and Sustainability: This is as simple as putting meters in so that we can automate data collection rather than having to collect recordings manually. In turn, this will make AWE’s energy data more robust.

Ian Rogers: Through governance, it will also enable the business to hold people and teams to account for their energy usage, seeking to reduce where feasible.

Cllr George McGarvie: Is AWE going to manage employees on site to maximize reduced energy prices at certain times of the day?

Ian Rogers: AWE is looking at its current operational profile to see if there is a better way to use the site in a more effective and efficient way.

Cllr Sophie Crawford: You mentioned that there are around 9,000 employees. Can you give us the total figure of people coming into the site as employees and contractors?

Ian Rogers: The 9,000 is the total number of employees and contractors across all AWE sites.

Senior Manager Responsible Business: At the next LLC in November, there will be a team updating on AWE’s current and future skills needs and workforce size.

Action 111/06: AWE to provide a future skills and workforce update at 112 LLC.

Cllr Sophie Crawford: Is the workforce size going to grow?

Ian Rogers: Yes, especially with additional contractors for the infrastructure projects, which is why we have the location strategy that is moving some employees to sites such as Reading and London.

Regulators Update

Gareth Lock - Office for Nuclear Regulation (ONR)

Reporting period: 1 October 2024 to 31 March 2025.

Inspections: ONR made site inspections at AWE on 8 October 2024, 12 November 2024, 12 December 2024, 11 February 2025 and 12 March 2025.

Routine matters: In the reporting period, ONR inspectors have continued to work with AWE Nuclear Liabilities team and have successfully closed the level 2 Decommissioning Regulatory issue.

ONR undertook further activities to assess AWE's progress in delivering safety improvements necessary to support the AWE Aldermaston site moving to a routine level of regulatory attention. The ONR is satisfied that AWE has clearly demonstrated positive steps in leadership, organisational capability, decision-making and internal assurance, which has allowed ONR to return AWE to routine regulatory attention. AWE has been informed of this decision and a press brief was released on 6 March 2025.

A Prohibition Notice was issued by ONR to AWE on 26 May 2022, prohibiting entry into part of the Plutonium Technology Centre (PTC) classified as 'confined space' unless a safe system of work is in place. AWE has developed a safe system of work (SSoW) to allow entry into this area and in parallel are working to modify the arrangement of the plant, so that in future it would not be classified as a 'confined space'. The ONR will continue regular engagement with AWE in the lead up to the PTC Enhance Project Period.

At the 110 LLC meeting in November 2024, the ONR reported that a new planning inquiry for The Hollies development was held in September 2024. Along with AWE, West Berkshire Council and other interested parties, provided evidence to the new planning inquiry, who made the decision to allow the development to go ahead.

The ONR continue to undertake a series of activities in support of the oversight and permissioning of significant programmes of work including:

- Completion of construction and the preparations for commencement of commissioning activities within the new warhead facility (Burghfield).
- Progressing decommissioning activities on the Aldermaston site.
- Progressing facility improvement and capability up-lift projects on the Aldermaston site.

AWE is progressing its 'Enduring Capability Review' work to implement an organisational structure that best meets the needs of the business to deliver its future programme requirements, and to deliver a more efficient, resilient and flexible organisational capability. The ONR has started initial engagement on these organisational changes.

Non-routine matters: On 6 July 2023, AWE notified the ONR that an incident had occurred on the Hub Construction Enclave resulting in significant injuries to two workers. One worker was airlifted to hospital, but later died from their injuries. In accordance with the death at work protocol, Thames Valley Police led the

investigation until December 2023, when primacy transferred to the ONR. Further information will be shared when the ONR are able to do so.

AWE informed ONR of an event that took place in the Explosive Technology Centre (XTC) facility in April 2024. The outcome was a 'holding to account meeting' with senior site representatives. There was a further event in XTC in August 2024. ONR was informed of this event. No nuclear material was present or is ever present in the XTC. Therefore, there was no risk to nuclear safety, the public or the environment. The ONR applied the ONR's Enforcement Management Model. As a result of its considerations, the ONR issued an improvement notice and associated schedule. AWE must take action to improve these contraventions by Monday 20 August 2025.

Regulatory activity: On 30 October 2024, the ONR issued an improvement notice to AWE for Contraventions of Health and Safety at Work Act 1974 and Section 2(1) Management of Health and safety at Work Regulations, Regulation 5.

Regulators Update

Rob Green - Environment Agency (EA)

Non-routine matters: The Environment Agency (EA) has been working on a consultation for regulation of radioactive waste disposal facilities. The consultation is now closed and the responses will help to inform the guidance once it is issued.

The EA Annual Report looks at the scrutiny of Nuclear Waste Services. The Nuclear Waste Services sits above and runs the waste framework and contracts that the nuclear sites operators use for disposal and treatment of the waste that they produce. The report includes the work that the EA has carried out on this over the last twelve months.

The EA has also produced a Chief Regulatory report.

The Radioactivity in Food and the Environment report (RIFE) is published in November each year. The EA undertake a programme of environmental monitoring around nuclear sites. This involves taking environmental samples and analysing them. All operators of nuclear licences sites must undertake their own environmental monitoring programmes. This national report shows that there were no significant changes to radioactivity measures including environment. The dose received by the public near to nuclear licenced sites in the UK is low and well within legal limits. Food remains safe and the public's exposure to artificial radiation is within legal limits. Radioactivity from a natural background continues to be a more significant source of exposure to communities in all areas of the UK. For AWE, the radioactive dose to the public is 0.011mSv (approximately 1% of the legal dose limit). It is a very low number.

Routine matters: In April 2025, EA issued the Site Environmental Review and Plan for AWE. The plan sets out what the EA deems as being a particular focus: regulatory priorities, level of resource applied to regulate AWE's nuclear sites and gives a view on how the EA see AWE's environmental performance from the previous year. Key priorities for this year are:

- Monitoring the progress of AWE's High Activity Waste programme to reduce fissile inventory and hazard on site
- Decommissioning planning and progress as well as AWE's management of contractors to support waste management and decommissioning activities
- Asset management – specifically related to environmentally critical equipment
- AWE's environment and waste functions' capabilities to support enduring compliance
- AWE's implementation and improvements to environmental permit compliance assurance at facility level

The EA completed a compliance inspection on management of gaseous radioactive waste, which resulted in no non-compliances reported.

Following notification by AWE of an Abnormal Event concerning the loss of radioactive gaseous waste discharge sampling capability in one of AWE's legacy facilities, EA completed an off-site compliance assessment. It noted two minor non-compliances with the Aldermaston site radioactive waste environmental permit and placed appropriate corrective actions on AWE.

Non-ferrous metals permit activity compliance inspection in December 2024 – no non-compliances reported.

EA completed offsite reviews for radioactive waste discharges data and non-radioactive substances activities that are regulated, such as combustion, carbon and non-ferrous metals. EA recorded no non-compliances with the permit, but identified three regulatory recommendations for AWE's consideration.

Questions arising

Cllr Philip Bassil: The report states that the radiation dose from AWE nuclear sites was 0.011mSv for 2023, which is an increase from 0.005mSv in 2023. The increase was attributed to a higher estimate of direct radiation from the Aldermaston site. Why is this?

Rob Green: There has been an increase in the estimate gamma dose on site, based on the sampling.

Ian Rogers: We are operating at the extreme limits of radiochemistry detection. At that level of dosage, there is no concern as the levels are significantly below background radiation levels and within safe limits.

Cllr Mark Keeping: Is there a change in the methodology that has taken place to capture the estimate gamma dose on site?

Rob Green: I will enquire with the team that administrate this data to see if there have been any changes in methodology.

Cllr Jo Slimin: For data collection purposes, you talked about a representative person. Is that a real person?

Rob Green: No, it is based on habit surveys in the local area.

Action 111/07: AWE to share the environmental monitoring programmes that it undertakes at its sites.

Action 111/08: Rob Green to provide an update at the next LLC as to whether there has been a change in methodology for capturing the estimate gamma radiation dose at AWE sites.

Regulators Update

Karl Pallester - Defence Nuclear Safety Regulator

The Defence Nuclear Safety Regulator is one of eight regulators internally for defence and is responsible for Disapplications, Exemptions or Derogations (DED) from Statute. When the government brings forward a piece of legislation, there is the potential for the legislation to have a disapplication, exemption or derogation within it. In the case of AWE, under the AWE Act, there is an exemption and DNSR monitors this. The exemption is when explosives and radioactive materials come together. There is a 'through life' safety focus of the AWE product, so the DNSR is interested in the 'knock on' effects of this activity. DNSR

work with multiple teams across AWE, with DNSR inspectors visiting the AWE centres, talking to facility operators to provide assurance.

Currently, there are eight outstanding enforcements at AWE, two of which are about to close as suitable evidence has been gathered. There are two Regulatory Hold Points.

In November 2024, the DNSR also had some responsibility for international business. AWE is partnered with France as part of a series of hydrodynamic experiments in a shared facility. The DNSR has visited this facility to work on AC7 arrangements on incidents at this facility.

In March 2025, DNSR worked with the ONR to perform an LC26, which is control and supervision of operations.

In February 2025, the DNSR provided an assessment to prove the integrity of equipment.

The DNSR has finalised its quarterly report for quarter 3 and the annual report for AWE (as part of the wider DNSR report) has been drafted with no deteriorations in safety markings for AWE.

Questions arising

Cllr Vicky Poole: As the UK is increasing its readiness with defence activities, if you are putting hold points on defence materials, will this weaken the UK's defence position as a country? What pressures are going to be put on AWE to resolve the issues to meet the quota or demand?

Karl Pallester: The UK has a stockpile of AWE product so the hold points are not jeopardising any defence critical missions. AWE do need the facilities in question for production, however the hold points were placed when the facility was not in active production. To AWE's credit, it had already placed its own internal controls on the facility and is fully aware of what needs to be achieved to correct this.

Environment, Safety, Health and Quality Update

Head of Delivery ESH & Quality

AWE track all business injuries and have a world class safety record, measuring the business against UK and American systems for benchmarking purposes. From March 2024 to February 2025, 24 people sustained work-related injuries. This figure is approximately a fifty-fifty split between main workforce and contractors. AWE routinely works with its contractors to find out what they are doing for injury prevention, what AWE can learn from them and what they can learn from AWE.

Of the 24 recorded injuries, 12 were to members of staff, 17 required one or more days away from work to recover, 574 working days lost. This equates to 0.248 OSHA Rate which is below the 0.3 OSHA rate target that AWE has.

There were three process safety loss of control/containment events between 30 September 2024 and 28 February 2025. All three events have been investigated and appropriate preventative actions have been put in place. AWE continues to raise awareness of process safety leadership for senior leaders, process safety management for supervisors and process safety awareness for apprentices. AWE is now developing extended reality training to raise awareness amongst staff at all levels of the organisation. ONR is notified of significant events. Since the last LLC meeting in November 2024, AWE

has notified the ONR of five events.

The AWE 'We Care' campaign is an AWE initiative that encompasses six topics: environment, learning from experience, safety, security, quality and wellbeing. It is designed to deliver a safety uplift programme across the business for all employees. Banners have been located on external fence lines, displaying statements from the AWE Executive with personal commitment statements against these six topics. Displayed inside its sites are banners of AWE's workforce with their commitments to the 'We Care' campaign topics. This campaign has been extended to its satellite sites to ensure that all employees are engaged in the commitment to the 'We Care' campaign. The campaign has designed and displayed 'Life Saving Rules' and 'Office Behaviours' signage to remind employees of key points to stay safe. This campaign will continue into next year with site wide 'Stop for...' sessions in May and November. These are where the company will stop for a day to engage in the six key topics and how they are relevant in their area, addressing any need for changes. Establishing new AWE site rules, improving visual leadership and improving psychological safety are also planned.

Questions arising

Cllr Mark Keeping: Because you have given an annual figure for injuries, could you give some commentary on trend from the previous twelve months?

Head of Delivery ESH & Quality: Broadly similar. AWE has met its target for the last four years. However, AWE continues to challenge itself as to whether this is a tight enough target or whether it should be reduced.

Cllr Philip Bassil: Are the 574 working days lost as a result of the 24 people injured?

Head of Delivery ESH & Quality: Yes. Some of these injuries such as slips and trips resulting in sprains and fractures would incur a significant amount of time off work.

Cllr Vicky Poole: From previous data, the number of accidents seems to be lower. Is there any trending for these accidents appearing from a site, facility or team?

Head of Delivery ESH & Quality: The numbers are broadly similar. In terms of location, a large proportion of the accidents are a result of moving around the site.

Cllr Vicky Poole: Is the accident data broken down into injuries occurring moving around the site or whilst doing work?

Head of Delivery ESH & Quality: In the majority of cases, people are injured by the work environment rather than the work they are doing. AWE has very few injuries resulting from the task being carried out by employees.

Cllr Mark Keeping: How will the fatality affect these figures?

Head of Delivery ESH & Quality: It has already been accounted for in previous data for 2023. In terms of working days lost, it is measured as a single day.

Cllr Vicky Poole: Of the discharges that are going into the waterways, what liquid is going in and how toxic is it to the wildlife in the water?

Action: 111/09 Head of Delivery ESH & Quality to provide update at November LLC meeting on discharges going into waterways

Cllr George McGarvie: Are you still running AWE's perfect days?

Head of Delivery ESH & Quality: Yes, they have been reintroduced as part of the 'We Care' campaign.

Cllr Vicky Poole: Do disabilities and support for employees who receive an autism or ADHD diagnosis fit in to the 'We Care' campaign?

Head of Delivery ESH & Quality: We have teams at AWE who would support these. Some fit into our broader Wellbeing strategy with others included in Equity, Diversity and Inclusion (EDI) strategy.

Action 111/10: To provide information on AWE's focus groups including Wellbeing.

AWE 75 Anniversary tour of the Educational Collection

LLC representatives were given a tour of the AWE Educational Collection with key 75 Anniversary pieces being noted.

Any other business

Rob Green: There have been discussions about the difficulty of accessing site, how AWE has rebranded itself and is being transparent in terms of how it presents itself in the public domain. The AWE Local Liaison Committee operates differently to other similar committees at nuclear sites across the country. At other sites, the site stakeholder groups run the meetings. It is also an open-door policy to the public and press. Is it time to revisit how the site stakeholder group runs and whether it should be held off site and open to the public as AWE continues to be open and transparent with its communities.

Ian Rogers: The AWE LLC is very unique. AWE is an arms-length body of the Ministry of Defence (MoD), so the Ministry of Defence, at the moment, approves all LLC presentations. Consequently, a change in how the LLC is run would currently need approval from the MoD.

Action 111/11: Chair to explore possible options for revising the format of future AWE LLC meetings.

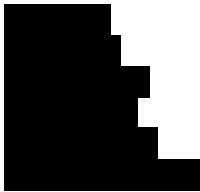


Meeting closed

Date of Next meeting:

Thursday 6 November 2025

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CLEANER AIR AND SAFER TRANSPORT (CAST) FORUM AGENDA

Date:	Tuesday 1 st April 2025	
Location:	Reading Council Chamber), Civic Offices, Reading Borough Council, Bridge Street, Reading	
Time:	6:30pm - 8pm	
Chaired by:	Councillor Cross	
Attendance:	Cllr Will Cross (Chair) Cllr John Ennis Cllr Jacopo Lanzoni Cllr Adele Barnett-Ward Cllr Karen Rowland Cllr Jenny McGrother Cllr Andrew Hornsby-Smith Cllr Josh Williams Cllr Mohammed Ayub Ross Jarvis James Turner 	Reading Borough Council (RBC) RBC RBC RBC RBC RBC RBC RBC RBC RBC RBC 
Agenda Items:		
No:	Item:	Action:
1.	Introduction and Apologies: Apologies had been received from: 	

2.

Air Quality Update

Ross Jarvis (RJ) provided an update on the following AQ items.

LEVI Award Update

RJ provided an update on the Local Electric Vehicle Infrastructure funding project for the installation of on-street charge points for electric vehicles across Reading.

The main objectives of LEVI are to significantly speed up in the provision of EV charging infrastructure across the country. - primarily to be achieved via low power chargers for those people unable to install chargers at their own homes. The other objective is to speed up the investment and commercialisation of the sector.

Reading has a high proportion of houses without off street parking, people living in these areas have no way to charge an EV at home and therefore are very unlikely to invest in one. This barrier to EV adoption has been identified as a priority area to address in the EV strategy and also happens to be a good fit for LEVI. Reading's LEVI project will result in a minimum of 1500 on-street charge points being installed for residents without off street parking. Utilise existing electrical supplies from infrastructure such as lamp columns where possible. This won't always be possible, the best fit will depend on the circumstances, and will expect our chosen CPO to be adaptable in the deployment.

Reading will leverage as much private investment from our £866,000 LEVI grant as possible over the 15yr concession contract. The grant/ subsidy will be used to ensure that charge points are installed in all areas of Reading - even those locations that would otherwise not be commercially viable - the grant funding is key to ensuring the equitable deployment of charging infrastructure across the borough.

Following the introduction to the LEVI scheme RJ commented that stage 1 of our procurement is now underway, confirming that 10 different CPOs submitted case studies before the deadline. It was confirmed that the responses were currently being evaluated by officers, with the best 5 or so being taken forward to the second stage/ main tender process which will run between April and July. The project timeline is currently for us to have contracts signed by end of September.

A number of questions were asked over this initiative including some submitted prior to the meeting by Reading Friends of the Earth (RFOE).

Question - in terms of the charging tariff paid by residents will RBC be specifying what this is?

R.J answered that officers are trying to get the best offer for residents, but due to the concession model of the LEVI project and strict the support body have been in us adhering to the heads of terms we do not have complete freedom.

RJ explained that there is a balance to be struck, CPOs will not bid if they are unable to make a profit on their investment. RJ also commented that if we are too rigid with tariff setting we would risk CPOs using the LEVI grant/subsidy for lower prices rather than for putting charge points across Reading in some less commercially viable locations. This would risk the scale of roll out and how equitable the network is.

RJ said that the RBC approach does not directly link tariffs to the price of domestic energy, it follows the LEVI support body guidance by implementing a benchmarking approach. CPOs will be required to submit a cost model including their wholesale energy costs. This will ensure that tariffs are fair and transparent and in line with other CPOs.

RJ explained that other factors to help ensure tariffs are low are also being taken into account during the tender process such as whether the CPO offers smart charging and variable night-day charging tariffs.

	<p>It was also mentioned that RBC will use some of the LEVI grant to subsidise the installation of up to 150 pavement gullies for residents who request them. For those residents that this is suitable for, this alternative enables residents to use their own homes electrical supply, making it cheaper per kWh.</p> <p>Cllr Ayub raised a concern of very narrow residential streets where it will be difficult to provide charging facilities.</p> <p>RJ answered that some streets are too narrow for EV chargers to be installed on the pavement. In these instances other solutions would have to be found. For example charge points could be located on buildouts, or they could be clustered together at one end of the street where there is more space.</p> <p>Cllr Barnett-Ward noted that this work needs to be accompanied by an effective communications campaign outlining the cost per mile of various EV charging rates and how this compares to fossil fuel equivalents.</p> <p>Cllr Hornsby-Smith raised a point over the target that 90% of residents who do not have access to off-street parking being within 100m of a charging but also taking in to account population density/demand.</p> <p>RJ answered that the programme is to install adequate infrastructure for residents, and another requirement is for the CPO to ensure EVI is installed where there is demand for it. This would be measured using the CPOs usage data, where a usage threshold is reached more EVI would be installed. This data would be supplemented by direct requests from residents to CPO or via officers.</p> <p>RFOE raised several questions prior to the meeting regarding availability of charge points, tariffs and contract length. The main point being regarding tariffs and not creating a poverty premium for residents who cannot afford off-street facilities. The question was also asked in terms of 'availability' of charging both in terms of geographical coverage and the charge points being functional (working) when required.</p> <p>RJ stated that our site selection process requires the CPO to deliver an equitable network across the borough where 90% of residents are within 100m of EVI. This will ensure good geographical coverage. Further EVI will be added where there is demand as shown by the CPOs data as well as by direct residents requests.</p> <p>In relation to EVI being functional, the suppliers will be asked to meet a KPI and they will get KPI points if they breach the target availability. Where points are awarded for poor performance this would first lead to an informal performance meeting, for more serious issues involving the accrual of more KPI points a formal collaboration meeting will be required and a performance improvement plan put in place. Where there are continued material defaults that cannot be resolved RBC retains the right to terminate the contract.</p> <p>The question was asked whether the tariff will be set at a lower charge rate than fast and rapid charge points also available as well as will there be designated spaces on the highway for EV charging. What would be the solution if a household had two EVs?</p> <p>These questions were not answered during the meeting, but answers are provided below.</p> <p>RBCs charge point network installed under LEVI will be low powered which generally means that tariffs can be set lower than fast and rapid public charging rates.</p> <p>There are no plans to mark out EV only bays for charge points in the first instance, although this will be considered where charge points are regularly found to be blocked by ICE vehicles.</p>	
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	<p>RBCs network will be provided for residents without off street parking, there would be no difference or distinction required for households with two EVs.</p> <p>It was suggested by RFOE that the 15-year contact period is divided into 3 * 5-year periods with potentially a different value of x for each period.</p> <p>RJ answered that asking bidders to tender on the basis of an initial 5 year period to recover costs would restrict the level of bids we get. Bidders would likely have to raise their tariffs as their primary focus would be cost recovery in the shortest timescale possible. Instead, we have opted for a longer-term contract. This means bidders have longer to recover costs, even in the event of any unforeseen issues (e.g. external financial pressures - inflation etc.) that they may experience. This allows them to balance tariff setting against cap-ex recovery over a much longer time period.</p> <p>Clean Air Living Matters (CALM) Project Update</p> <p>RJ provided the below update:</p> <p>target of engaging 16 primary schools - has been achieved.</p> <p>target of 9 secondary/private/independent - only engaged a total of 5 schools.</p> <p>target increase of knowledge of 1400 pupils -currently engaged 1239 through in class activities and other engagements.</p> <p>target of 8000 pupils with increased awareness through attending CALM assemblies and other engagements including careers fairs, community events etc. - total to date is 7419.</p> <p>target of engagement with 1500 parents. - To date including indirect engagement over 20,000.</p> <p>Now on target to meet all but the number of secondary schools by the end of the programme.</p> <p>RJ stated that at the end of the CALM Project an end of project report would be produced which will be available to members of this forum.</p> <p>Air Quality - Bonfires on Allotments</p> <p>RFOE submitted a question prior to the meeting asking if a decision had been made on policy on bonfires on allotments.</p> <p>RJ stated that allotment holders' tenancy agreement is being updated. The Council has ended the waste removal service it provided, and the new tenancy agreement will prohibit bonfires between 1st April and 31st September with only dry organic materials being allowed to be burnt. Cllr Rowlands stated that the new rules will be issued to all allotment holders in a letter.</p>	
3.	<p>Strategic Transport Update</p> <p>James Turner (JT) provided an update on the following Strategic Transport items.</p> <p>Active Travel Update</p> <p>Active Travel Tranche 2 - Shinfield Road</p> <p>This scheme remains on hold due to insufficient funding however JT provided an update that some lining and signage works will still be completed. Due to the necessity to close the road to undertake these works and to avoid disruption during school term time it is likely these will take place in the summer half term.</p>	

	<p>It was also noted that there are issues with the water pipes and drainage at Christchurch Green resulting in an amount of flooding at the end of the cycle lane during periods of heavy rain. RBC have undertaken some suction however the underlying issue remains with the Thames Water (TW) infrastructure and TW are investigating a permanent fix.</p> <p>Active Travel Tranche 3 - Bath Road - Castle Hill</p> <p>Officers are currently working with members and the designers to review the plans for Bath Road Castle Hill and in particular the Castle Hill-IDR roundabout as well as the Bath Road - Coley Avenue junction. This is to ensure that the scheme delivers the most effective intervention for cycling and walking as well as achieving value for money. Officers will be reporting to members shortly after which these plans will be consulted on with RCC and other stakeholders.</p> <p>Town Centre cycling</p> <p>A number of cycling interventions have been provided in the town centre including the opening of Station Hill following completion of this phases of the development and connecting to the station underpass as well as new cycle pod security parking. The cycle pods installed still require a lock to use but by fixing the front wheel within the casing and locking the back when and frame to the secure hoop they are meant to be more secure. JT commented that these are still only as secure as the lock being used but have been installed as a 'pilot' scheme and the Council is interested in any feedback on them.</p> <p>Further to the cycle pods the Council plans to install a small number of cycle hangars throughout Reading which would be available on a subscription basis. Offices will work with stakeholders and RCC on potential locations and, once these have been agreed, the timeframe for delivery and installation will be 10-12 weeks.</p> <p>Safety of Electric Bike and Scooters</p> <p>Prior to the meeting RFOE had raised a question over the safety of electric bikes and scooters. JT commented that this is an issue that has been raised many times and discussed at the cycle forum. There have been interventions by Thames Valley Police including one in the town centre in the autumn where a number of e-bikes and e-scooters were seized. It is important to recognise that electrically assisted bikes are legal and to distinguish between the illegally modified e-bikes. It is also important to recognise that this issue is not bespoke to Reading and we will monitor how other towns and cities look to address these issues. This includes Guildford who have recently announced plans to address e-bikes and e-scooter use.</p> <p>Enforcement</p> <p>It was commented that it was good that the Shinfield Road lining is going to be completed however a wider issue is enforcement of these schemes. The cycle lane at the top of Whitley Street is an example where vehicles regularly infringe on the cycle lane by parking in it. If people do not feel safe using the cycle lane they are not going to cycle at all. It was note that the Police are going to be doing some enforcement along here but question asked as to how many fines have been issued for people parking in this cycle lane. Cllr Ennis responded to say that enforcement of Whitley Street cycle lane is happening with an increase from 29 to 87 fines issued. Following a comment from RCC on the correct installation of cycle lane markings JT noted and agreed to discuss this issue with highways.</p> <p>Wokingham - Woodley Active Travel Scheme</p> <p>The Wokingham - Woodley Active Travel Scheme which comes in to Reading Borough at Culver Lane and Palmer Park Avenue was discussed. The Council has recently undertaken a consultation on the zebra crossing to be provided on Palmer Park Avenue with a report to be submitted to June's Traffic Management Sub-Committee.</p>	<p>JT</p>
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	<p>A question was asked regarding what consultations have been undertaken on this scheme and if any were undertaken in Reading. It was noted that a number of consultations have previously been undertaken and details can be seen on the project web page a link is provided below:</p> <p>https://engage.wokingham.gov.uk/en-GB/projects/wokingham-borough-active-travel-fund-woodley-to-reading-active-travel-route</p> <p>Bus Service Improvement Plan and Zebra</p> <p>An update was provided on the Council's Zero Emission Bus Regional Area (ZEBRA) project which will see the delivery of 24 electric buses in Reading on routes 17 and 21. There has been a slight delay to the programme, due to issues with the distribution network operator (DNO) SSE and these buses are now expected in service in August.</p> <p><i>[Post meeting - it has been announced that the Council was successful in applying for more funding for a further 8 electric buses which will be deployed on the route 26. This will bring the total number of zero emission buses to 32.]</i></p> <p>London Road Bus Lane</p> <p>RFOE submitted a number of questions in relation to the London Road bus lane including whether it is causing congestion, delaying buses and what benefits it is having. JT referred to the recent Strategic Transport Schemes Update Report submitted to the Council's Strategic Environment, Planning and Transport (SEPT) Committee.</p> <p>https://democracy.reading.gov.uk/documents/s34797/Strategic%20Transport%20Schemes%20Update%20-%20March%202025.pdf</p>	
4.	<p>Network Management Update</p> <p>An update on the RCC Crossings Wants List will be provided in writing following the meeting.</p>	
5	<p>Active Travel Task and Finish Group</p> <p>Cllr Cross provided a summary of the Active Travel Task & Finish group which has recently been set up as reported through SEPT Committee.</p> <p>A report regarding the Task and Finish Group as well as the Terms of Reference can be seen in the minutes from March's SEPT Committee.</p> <p>https://democracy.reading.gov.uk/ieListDocuments.aspx?CId=139&MId=5529&Ver=4</p> <p>The Group will submit a report containing its findings and recommendations to the meeting of the Strategic Environment and Planning Committee in November 2025.</p>	

6.	<p>Emissions Based Charging for Pay and Display Parking</p> <p>The Council has recently concluded a consultation into the introduction of emission-based parking charges in Reading. The Council is proposing a new pricing structure for on-street parking and resident parking permits where owners of higher polluting vehicles would pay more. Under the proposals, a sliding scale of parking charges would be introduced based on the vehicle's emissions rating. Motorists wishing to park in a marked pay and display bay would be required to enter their vehicle's registration details into the machine which would then access DVLA data about the vehicle and charge accordingly. Charges for residents' and other types of parking permit would also vary according to the vehicle's emissions.</p> <p>Cllr Ennis noted that, under the proposals, there would be a sliding scale of charges depending on how polluting vehicles are.</p> <p>Questions were submitted prior to the meeting from RFOE including whether there had been an assessment of expected impact on air quality, CO2 emissions, vehicle ownership, or vehicle mileage in Reading? As there were no members present from RBC Parking, who are managing this consultation, JT agreed to pass the questions on and provide response.</p>	JT				
7.	<p>Horseshoe Bridge and Orbit Bridge (by Queens Road Car Park)</p> <p>Horseshoe Bridge</p> <p>Prior to the meeting RFOE had noted that there are currently defects with Horseshoe Bridge making it unsafe. JT updated that the Council is aware of these defects and have alerted Network Rail (NR) who is responsible for the structure. We will continue to liaise with NR to ensure this hazard is fixed.</p> <p>Orbit Bridge</p> <p>Orbit Bridge (footbridge over Kennet by Queens Road Car Park) is currently closed due to structural concerns. JT noted that people have been seen still crossing and Highways have been alerted to secure the closure.</p> <p>There is a programme for refurbishing the structure due to commence later this summer with approximate timeframe 3-4 months.</p>					
8.	<p>Any Other Business</p> <p>Kings Road Lining</p> <p>RFOE raised an issue that the lining on the section of Kings Road between Huntley and Palmers and Eldon Road is very faded making lane discipline difficult which in turn makes it unsafe, particularly for cyclists. This has been passed on to Highways colleagues who have said they will look to refresh the lining here later in the spring/summer when there is other lining works being undertaken nearby.</p>					
	<p>Date of Next Meetings:</p> <p>The dates for both CAST and the Cycle Forum have been set as part of the Council's municipal calendar and are outlined below. All meetings are scheduled for 18:30 at the Council's offices.</p> <table><tr><td>CAST Forum:</td><td>Cycle Forum:</td></tr><tr><td><ul style="list-style-type: none">12/06/202502/12/202531/03/2026</td><td><ul style="list-style-type: none">04/09/202511/02/2026</td></tr></table>	CAST Forum:	Cycle Forum:	<ul style="list-style-type: none">12/06/202502/12/202531/03/2026	<ul style="list-style-type: none">04/09/202511/02/2026	All to Note
CAST Forum:	Cycle Forum:					
<ul style="list-style-type: none">12/06/202502/12/202531/03/2026	<ul style="list-style-type: none">04/09/202511/02/2026					

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**JOINT WASTE DISPOSAL BOARD
27 FEBRUARY 2025
(10.00 - 11.53 am)**

Present: Bracknell Forest Council
Councillor Helen Purnell (Vice Chair)
Councillor Mary Temperton

Reading Borough Council
Councillor Karen Rowland (Chair)

Wokingham Borough Council
Councillor Stephen Conway

Officers Oliver Burt, re3 Project Director
Monika Bulmer, re3 Marketing & Communications Officer
Sarah Innes, re3 Performance Officer
Damian James, Bracknell Forest Council
Steve Brown, Wokingham Borough Council
Richard Bisset, Wokingham Borough Council
Chris Wheeler, Reading Borough Council

Apologies for absence were received from:

Councillor Liz Terry, Reading Borough Council
Councillor Jordan Montgomery, Wokingham Borough Council
Councillor Martin Alder, Wokingham Borough Council

Minute silence for Councillor Paul Fishwick

Board members began their meeting with a minutes' silence in remembrance of Councillor Paul Fishwick.

18. Declarations of Interest

There were no declarations of interest.

19. Minutes of the Meeting of the Joint Waste Disposal Board

The minutes of the meeting held on 19 September 2024 were approved as a correct record.

Arising from the minutes, it was noted that re3 had unfortunately not been successful in its nominations at the MRW National Recycling awards.

Following some media coverage on the subject, officers confirmed that all the plastic recycled within the re3 Councils stayed in the UK for processing, and specific locations were available.

20. Urgent Items of Business

There were no urgent items of business.

21. Progress Report

Sarah Innes, Monitoring and Performance Officer presented the progress report and commented on the recommendations to members.

It was noted that the proposed 4% increase to fees and charges was in line with fees and charges increase across other services. Subject to members' approval, the new fees would be implemented from 1 April 2025.

Members were advised that refillable gas bottles were not considered a waste type and so re3 was not obligated to accept them at recycling centres. Currently, a £6 charge was made to accept certain cannisters to cover any processing costs incurred however this had led to confusion for staff and residents as not all refillable cannisters were chargeable. Officers were therefore proposing to charge a £3 fee for every cannister to recover costs and simplify the process. Subject to members' approval, the new fee would be implemented from 1 April 2025.

Sarah also advised members of the proposal to bring a further report on the proposed charging structure for DIY waste processing.

Members agreed that a clear communication campaign would be needed on any fee increases or service changes to prevent issues when residents arrived at a recycling site.

It was therefore **RESOLVED** that

- 1 the contents of this report are noted
- 2 the increase in charges shown at 6.46 of the report are approved, so that these are applied to waste disposal by residents and businesses at the Recycling Centres, in line with the Councils' Fees and Charging, process from April 2025.
- 3 the revision to charges for refillable gas bottles as described at 6.52 of the report are approved
- 4 officers be instructed to bring a report, as described at 6.60 of the report, to a further meeting of the Joint Waste Disposal Board, listing additional DIY items the Partnership could charge for at the Recycling Centres and proposed prices.

22. Communications Report

Monika Bulmer, re3 Marketing and Communications officer presented the Communications report.

The Scrapp app had been in place since April 2024 to allow all users to find recycling information by scanning barcodes on packaging. The app had 18,000 downloads and was performing well. A bin reminder feature had been implemented in November 2024 to Reading and Wokingham postcodes, and Wokingham had successfully promoted this ahead of the Christmas bin collections. Officers recommended that the annual subscription be renewed.

The re3grow compost scheme had been successfully used this year, with awards made to 107 organisations across the re3 area. Officers recommended that the

scheme be relaunched in Spring 2025 to provide a further 1,500 bags of compost to interested groups and organisations.

The re3 contractor, FCC had proposed the implementation of a chatbot on the website to aid customers accessing information out of hours. Officers proposed that it would complement the current methods of contact.

Monika introduced a new project, re3read, which was a proposed book reuse scheme. Currently, any books collected at recycling sites would be offered to a third-party distributor to be resold or provided to education providers, however officers had identified potential demand for these books locally. The proposed scheme would have two functions; as a visitor scheme at the recycling centres for any visitor to collect books, and as a community function for organisations to register their interest for any suitable books to be donated.

Members were supportive of the re3read scheme, and asked for quantifiable data which could be publicised, for example CO2 savings.

It was also proposed that the libraries in each Council might be engaged in the re3read scheme.

It was therefore **RESOLVED** that

- 1 the contents of the report be noted
- 2 the recycling app for the next year be renewed as explained in 6.18
- 3 re3grow community scheme be relaunched as per terms indicated in 6.24
- 4 the contractor be instructed to add a chatbot to the re3 website as per 6.31
- 5 the Book Reuse initiative be approved as per 6.38.

23. **Energy from Waste Report**

Oliver Burt, re3 Project Director presented the Energy from Waste (EfW) report.

The government had announced new required standards for any new Energy from Waste plants, including reducing landfill, having carbon capture built in from the start, and the requirement that heat from combustion must be used locally.

Energy from Waste would be added to the existing emissions trading scheme, and there were concerns around the impact this would have on local government. Members were also mindful of the limitations of other legislative packages, such as Extended Producer Responsibility (EPR).

In response to questions, the following points were noted:

- Members were minded that it was increasingly important to reduce, reuse and recycle more to decrease dependency on Energy from Waste, In line with the waste hierarchy scheme.
- It was noted that all three Council were working well to reduce excess waste.
- The Board were aware of the complexities around complying with Energy from Waste contracts in place, and that the issue needed to be carefully considered. The waste which had been diverted from recycling into EfW sites had been those items which were contaminated and would not be recycled.

Members were reassured that items which were separated for recycling would not be sent to Energy from Waste plants.

- Board members were encouraged to raise the taxation issue with their MPs.

Members noted the report.

24. **Exclusion of Public and Press**

RESOLVED that pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 9, 10 and 11 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

25. **Simpler Recycling Report**

Members received a report on the Simpler Recycling part of the Collections and Packaging Reforms (CPR) related to the Environment Act.

It was **RESOLVED** that

- 1 the contents of this report and the respective current options be noted and that members receive a further report at the next re3 Joint Waste Disposal Board meeting on April 24th, 2025
- 2 with appropriate and sufficient officer support from each council and any associated stakeholders, the project 'sprint' process be extended early in 2025 and as described at paragraphs 6.39.

26. **Financial Management Report**

Members received an update on the re3 partnership's forecast financial position.

It was **RESOLVED** that

- 1 the forecast financial position for the re3 partnership be noted as detailed at 5.1 to 5.10 of this report
- 2 the consideration of the review of HWRC operations be approved, as described at 5.11 to 5.19, for inclusion within the re3 strategy, wherein it can be consulted-upon as appropriate.

27. **re3 Strategy Report and Accompanying Draft Strategy**

Members received and noted the re3 Strategy Report and draft strategy.

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

24 April 2025 (Wokingham Borough Council)
12 June 2025 (Wokingham Borough Council)
18 September 2025 (Reading Borough Council)

CHAIR

JOINT WASTE DISPOSAL BOARD
24 APRIL 2025
(10.00 - 11.30 am)

Present: Bracknell Forest Council
Councillor Helen Purnell (Vice Chair)
Councillor Mary Temperton

Reading Borough Council
Councillor Karen Rowland (Chair)
Councillor Liz Terry

Wokingham Borough Council
Councillor Martin Alder
Councillor Katrin Harding

Officers Oliver Burt, re3 Project Director
Monika Bulmer, re3 Marketing & Communications Officer
Sarah Innes, re3 Performance Officer
Steve McDonald, re3 Financial Officer
Damian James, Bracknell Forest Council
Claire Pike, Bracknell Forest Council
Steve Brown, Wokingham Borough Council
Richard Bisset, Wokingham Borough Council
Chris Wheeler, Reading Borough Council

29. Declarations of Interest

There were no declarations of interest.

30. Minutes of the Meeting of the Joint Waste Disposal Board

RESOLVED that the minutes of the previous meeting held on 27 February 2025 be approved as a correct record and signed by the Chair.

31. Urgent Items of Business

There were no urgent items of business.

32. Progress Report

Sarah Innes, re3 Monitoring and Performance Officer presented the progress report.

Members' attention was drawn to the issue of increased residual or non-recyclable waste being brought to the recycling centres, and it was recommended that a report be brought to the next meeting setting out proposals to encourage residents to recycle more and exploring the possible causes of more waste being brought to the recycling centres overall and its implications.

Officers had been considering how to promote third-party reuse schemes, as the Chair of the Joint Waste Disposal Board had been contacted by a provider. As a result of this, officers proposed a list of criteria which could be set for third-party reuse schemes to meet in order to be promoted by re3. Members were invited to consider the risks and benefits of promoting third-party providers, and to consider the appropriate due diligence checks which should be undertaken.

The installation of school uniform bins at recycling centres was anticipated to be a positive step to increase social value and maximise the use per item.

The electrical appliance reuse scheme had been paused to address issues around function testing, which had not been undertaken as expected. Officers were working to resolve the issues with the contractor, and to look at other options for the reuse of such items.

In response to questions, the following points were noted:

- The third-party provider in question operates collections on request. Residents can book a collection on their website when a collection is required.
- Members agreed that due diligence must be undertaken with any company wishing to benefit from Council promotion. It was clarified that the provider in question had been willing to provide officers with information, but the information may not meet with the standards expected by the councils.

It was **RESOLVED** that

- 1 the contents of this report be noted
- 2 a report be requested for the June meeting of the Joint Waste Disposal Board setting out proposals for reducing residual waste tonnages at the Recycling Centres, as described at paragraph 6.9 of the report.
- 3 the proposed route for Council promotion of third-party doorstep collections be endorsed, as described from 6.21.

33. **Communications Report**

Monika Bulmer, Marketing and Communications Officer presented the Communications report and highlighted the following areas for members' attention.

The re3 reread scheme had launched for residents in March 2025, and had been very well received. In the first month, 3000 books had been redistributed for use. The scheme had been promoted heavily on social media and had received excellent feedback. The scheme had been recognised in an upcoming "Awards for Excellence in Recycling and Waste Management".

The regrow community compost scheme was continuing into its fourth year, and popularity had been growing. Over 50 organisations had submitted expressions of interest for this year's distribution.

The reuse pop up shop event was popular and interest in the events are growing. A recent event in Reading had sold 160 items, equating to 1.2 tonnes diverted into reuse while raising funds for charity. The next event was to be held in June in Bracknell. Officers hoped that a similar event could be held in Wokingham in September if a suitable location could be found.

The report was noted.

34. **Exclusion of Public and Press**

That pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2012 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration

of items 8, 9 and 10 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

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

35. **Simpler Recycling Report**

Oliver Burt, re3 Project Director presented the Simpler Recycling report.

Members discussed the current position of each Council on the Simpler Recycling proposals.

It was **RESOLVED** that

- 1 the preferred option at 6.15 and the legal requirements and advice provided to members be noted
- 2 the contents of the report be noted, specifically the respective council positions which will be determined in their own democratic processes
- 3 the contents of the appended Communications Plan be noted, which will continue to be developed via consultation with the respective Communications Lead officers for the service

36. **re3 Engagement Report**

Oliver Burt, re3 Project Director presented the re3 engagement report and summarised the recent engagement with government.

Members discussed the correspondence received and discussed the next appropriate steps to take.

It was therefore **RESOLVED** that

- 1 the contents of this report be noted
- 2 the plan to explore Options 1 to 3, in engagement with Government Departments, be supported
- 3 the proposal for engagement with the appropriate Government Departments described from 6.41 and 6.45 be supported

37. **Financial Management Report**

Steve McDonald, Finance Business Partner presented the financial monitoring report.

Members received the updated 2024/25 and 2025/26 financial positions.

It was **RESOLVED** that

- 1 the Year End financial position for the re3 partnership be noted as detailed at 5.1 to 5.8 of the report
- 2 the variances between the respective FY25/26 Council approved Budgets compared to the re3 proposed budget at 5.9 be noted

3 the cumulative RPIX figure for the 11 months to 28th Feb 2025 at 5.10 be noted

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

12 June 2025, 10am (Annual General Meeting) – Wokingham Borough Council

CHAIRMAN

MINUTES

16 January 2025 RCCP Board Meeting

10am – 12 midday

CHAIR: Dylan Parkes (co-Chair)
1. Welcome and apologies
2. Approve minutes of previous meeting; review actions
3. People changes <ul style="list-style-type: none">- GF now on 1.5 days per week in co-ordinator role to allow more time for her other job- Council update on PM Head of Climate Strategy role- Theme Lead recruitment for (1) Nature and (2) Resources <p>BB: No reduction in RBC's commitment to address climate change but we are waiting to see what the permanent staff structure will look like for Climate. BB to keep Board updated.</p> <p>TM: Will remain in her role as Nature Theme Lead until we have reported on the 2020 – 2025 Nature action plan. TM is looking for someone to take forward the next Nature action plan as Theme Lead. Was hoping for an overlap so her successor could get involved in developing the next action plan. Ideally we would have someone who knows a great deal about Nature activities and is also able to contribute to communications for the action plan's nature-related activities.</p> <p>PD: The current job description sounds too onerous for a volunteer – e.g. convening working groups and reporting back to the Board on themed action plans, plus annual reporting on the theme and participating in the strategy update. I can't think of anyone who would want to take this on while also doing a full-time job elsewhere. We need to think about giving Theme leads more support from the central resource.</p> <p>GF: There is limited central resource to support Theme leads with reduction to 1.5 days per week and now PM has left.</p> <ul style="list-style-type: none">• The co-ordinator role (at 1.5 days a week) is stretched very thin and therefore has focused mostly on centralised projects like the strategy review process and comms related to this, Reading Climate Festival and related comms, structural website changes and weekly admin.• To address this support gap, several RCCP members are working on funding bids to help transition RCCP into more of an orchestrator and delivery body. The funding would support at least two paid central RCCP roles and several specific delivery partnerships (e.g. projects which bundle several climate actions into funded delivery projects). The new strategy will help to clarify the roles and responsibilities of Theme leads for the next strategy period, and the support they can expect.• The original partnership agreement does envision working sub-groups (convened and led by volunteer theme leads) linked to action plans. However this has proved too big an ask in some cases, especially where volunteer theme leads are not also part of RBC. The partnership has also drifted away from the original structure, in which there was more overlap between Board members and key delivery partners.

4. Reading Climate Festival 2025

- Update & proposed RCCP budget for Festival

DP (RCF2025 & 2026 Steering Group Lead):

- We have a budget of 10k for this year's Festival, from the RBC climate reserve fund.
- The proposed approach to RCF2025 and RCF2026 was presented at our October 2024 Board meeting where it was noted that RCCP has limited resources to put on a high-quality Festival in 2025 but that there is more scope for a bigger Festival in 2026, which coincides with the University of Reading's centenary, and perhaps more resource from both RBC and UoR.
- For this reason, RCF2025 will be a relatively small Festival with moderate ambition.
- Our core ambition for RCF2025 is to inspire climate action and to do so in line with the Draft Climate Emergency Strategy and Action Plans for 2025 - 2030. The draft strategy will be launched during RCF2025 to open a period of formal consultation, and there will be a launch event, led by TRC.
- Our aim is to engage audiences beyond the usual suspects, but we recognise that this will be difficult given lack of resource and time.
- We also aim to raise Reading's reputation as a place where climate action happens.
- We will divide the Festival programme into (1) core activities curated and run by RCCP volunteers and RCCP Co-ordinator, and (2) a fringe of events run and curated by third parties, under the banner of RCF2025. This is to help us focus our own resource on a few high-quality events that service our key target audiences, i.e. schools, SMEs, householders, and a few others TBC including local creatives
- Events like Gaia, which were part of RCF2023, need a lot of resource, a delivery partnership and long lead times and we hope to re-introduce this in 2026. DP will start convening this group now and investigating funding options.
- ALL are invited to submit ideas for a 2026 headline event.
- We are a bit behind on the planning for 2025, due to time dedicated to the strategy review.
- This year we also do not have nearly as much of Gudrun's time, as she is working reduced hours, but her input last year was not sustainable in any case.
- We aim to include a Big Lunch again this year, a Show Your Stripes event and a public lecture, so those will be the three events that gather the general public.
- The UoR's Climate Ambassadors programme will help us provide an offering for schools, and we will look to work with Brian Grady's Brighter Futures for Children team to help get the word out to schools.

DP asked for comments on this broad approach. Endorsement was offered by BG, Cllr JE, TRC and BB and no objections were raised by others.

BG:

- Asked DP to include Reading Youth Council in the programme; they are doing good work on eco campaigning.
- Requested that we should be mindful of school hours and not expect pupils to leave school for meetings.
- Suggested DP set up a Teacher's Network for Climate Action as part of the Climate Ambassadors programme, i.e. regular virtual meetings. This worked very well in Brent.

CLlr JE: What is the timeline for formal adoption of the strategy by RBC, and how does this relate to Festival timelines?

BB: In June we will open it for formal consultation, during RCF2025, and then we will aim for formal adoption by SEPT Committee in November 2025.

TRC said she would be available to support delivery of RCF2025.

5. Climate Strategy Timeline & Key Principles (20 min)

GF:

- Dialogue Matters has submitted the outputs of the three individual workshops and the two surveys. They are currently working on their final report which will combine results of all stakeholder engagement activity into one document.
- Then it is over to RCCP again. We will need to distil this report and other info into our Climate Emergency Strategy and Action Plans for 2026 – 2030.
- There are gaps and some inaccuracies so RCCP (probably TRC) will need to fact-check, convene certain groups again and do additional research.

BB:

- With the co-Chairs approval, we have commissioned TRC to convert the Dialogue Matters work into our final strategy, with support from BB and GF.
- A first draft will be available in time to launch a formal consultation during RCF2025 and we'll aim for formal adoption by RBC in the autumn.
- BB is working on a zero-carbon pathway for Reading to help analyse the gaps and shape the final strategy.

TM observed that many actions would likely not have delivery partners. GF said this was expected; we intend to publish actions that have named delivery partners as well as some actions (or 'opportunities for impact') that don't currently have a full set of delivery partners. We will be careful not to create the impression that the action plans are comprehensive and that everything is 'in hand' – as this would suggest further mobilisation and support is not needed, which is not the case.

TM asked if we still plan to assign carbon weighting to actions and whether the University of Reading has been mobilised to support this task as well as the zero-carbon pathways for Reading. BB and DP said they have had meetings with several University energy experts but no work is currently being done to support the Climate Emergency Strategy with data. BB said he would follow up to make this ask more explicit.

TRC pointed out:

1. Several actions that emerged from the process were either without named 'owners' or beyond RCCP's sphere of influence and could be considered wishful thinking.
2. We do need to include measurable targets for emissions reductions where possible, and suitable metrics for adaptation actions.

GF responded:

- In the current RCCP Partnership Agreement, it was envisioned that working groups and delivery partners would be part of RCCP, along with the Board. We do not currently have MoUs or other agreements with delivery partners, and we do not currently have a full set of functioning

working groups as envisioned in the original partnership agreement. We may need to revisit this Partnership Agreement as part of the strategy revision.

- This strategy review process has used ‘wisdom of the crowd’ approaches to identify climate action priorities for Reading. This includes identifying barriers to significant local mitigation or adaptation. Several actions in the emerging strategy are about addressing these barriers, e.g. meetings with RBC; readiness for certain types of funding, fundraising, advocating for change, etc.
- More work needs to be done to inspire and convene additional delivery partnerships and related funding. (In this sense – i.e. where opportunities for impact have been identified but no-one owns that action – the strategy acts more as a framework for action.)
- RCCP is the convener and a promoter of the overall strategy and action plans. Through this role we aim to attract or inspire new delivery partnerships and delivery vehicles for the 2025 – 2030 plan. Fundraising bids are a good opportunity to form new delivery partnerships that address several linked climate action priorities under the banner of a single project. This may be the process by which ‘ownerless actions’ acquire owners.
- What does the Board think – how important is it to have a public-friendly infographic picture / data story of Reading’s specific net-zero challenge (e.g. a pie chart showing the percentage of Reading’s net zero challenge that can be addressed by:
 - actions to reduce heat loss in schools, homes, SMEs etc.
 - actions to reduce emissions from heating (1) homes (2) schools (3) other
 - actions to reduce emissions from unnecessary car journeys
 - etc. etc.
- This data story would be helpful for the purposes of campaigns, comms and fundraising and to help finalise the strategy and action plans. Is it possible to set some measurable targets as well, e.g. If x homes in Reading did y we would tackle x% of Reading’s net zero challenge, or similar formulations? It would also help to have a deeper dive into how much of this is already covered by Council and govt policies and what is left for the ‘community’ to address through social / climate / systems innovation.
- Even if we can’t get the actual numbers now can we agree on what numbers are needed and theoretically possible to gather / calculate, so that we have a clear brief.
- Could we also agree today on who should own this data project / deliver this for RCCP, as it is not straightforward and requires expertise?

DP and TRC agreed it would be important.

BB agreed to own the project and to seek support from the University of Reading colleagues. He flagged that Scope 3 and supply chain emissions are less straightforward to calculate for Reading.

DP asked if there were formal steps RCCP had to take to ensure that the new strategy is adopted by the Council. **DP** agreed to take an action to co-ordinate with **BB** on the formal consultation process.

Cllr JE encouraged the team to get the strategy ready in time to launch the formal consultation during RCF2025 so that it could be adopted by SEPT latest November 2025. He said the consultation and adoption would be good moments for **RBC** to engage the local media, as part of a broader engagement strategy to combat denialism and to raise support for local low-carbon policies.

6. RCCP Structure, Purpose & Roles (25 min)

DP said the new strategy provided an opportunity to revisit the structure and purpose of RCCP, which need to be brought up to date.

Founding documents:

- 1) In the [Reading Climate Change Partnership: Guiding Principles and Governance Framework](#) (referred to as *Our Constitution* on the RCAN website), RCCP is described as a “*sub group of the Reading Local Strategic partnership, informing the development of and delivering against the Sustainable Community Strategy and the Reading Climate Change Strategy. The Reading Climate Change Partnership will liaise with and participate in Climate Berkshire and the Reading Diamond for Investment and Growth*”.
- 2) In the PARTNERSHIP AGREEMENT FOR READING CLIMATE CHANGE PARTNERSHIP (dated 2021 – included as an attachment in this email) it states: “The purpose of the Partnership is to lead the development and co-ordinate the delivery of a comprehensive and ambitious programme of climate action for Reading, as set out in the Strategy.” Several partners listed in this agreement have fallen away, e.g. Environment Agency, RYC, ACRE, BERKSHIRE HEALTHCARE NHS FOUNDATION TRUST, Reading UK and THAMES VALLEY BERKSHIRE LOCAL ENTERPRISE PARTNERSHIP.

HM followed up with a presentation to the Board:

- Let’s remind ourselves of the original partnership agreement, including the roles and responsibilities of Board members and theme leads, as well the broader purpose for which we were set up. Do these need to be revised? (**See documents above.**)
- Let’s also explore concerns raised by TM and PD that the ask of theme leads as articulated in the latest job descriptions is too onerous and not sufficiently linked to RBC support.
- Mobilising delivery partners and supporting collaboration between partners is a very important aspect of our purpose. So is making sure climate action is embedded in the strategies of our partners. We aim to build citizen, business and public sector consensus for action, but not necessarily deliver the actions ourselves. We act as a catalyst, convener and coordinator.
- Are we set up to access support for climate action the new Labour government will bring?
- Are we set up to inform and engage the public on climate change?
- We are steadily building up our own outreach channels and following – e.g. we now have almost 2500 newsletter subscribers, growing at a rate of roughly 1000 per year, and we also have access to RBC comms channels. We have several types of partners as signatories to the above documents – in addition to named delivery partners – and these can also be leveraged.
- In terms of action plan delivery, how do we get people to formally commit to the partnership? What does that commitment look like? And then how do we continue to progress with whatever actions emerge? Do we need MoUs or other agreements?

- Regarding theme lead responsibilities: The proposed job description for the current round of theme lead recruitment lists several ideal attributes as well as the following responsibilities. These do seem too onerous for volunteer roles:

About the role

Using the (draft) 2025 – 2030 Reading Climate Emergency Strategy and Theme Action Plans as your guide:

1. Help finalise your Theme's action plan for 2025 -2030, in partnership with the incumbent Theme Lead.
 2. Identify key local actors in your Theme area and form a working group / accountability group, which will meet 4 times a year (i.e. before each RCCP Board Meeting). Many of these people will have 'self-selected' by making offers as part of the 2025 – 2030 strategy. This group may choose to bring new people and/or guests into the process as it evolves.
 3. Report back on these Theme Meetings at quarterly RCCP Board Meetings, as a way of reporting progress towards your theme's action plan deliverables. Use this opportunity to flag blockers or opportunities for collaboration too.
 4. Contribute 'Theme Updates' and relevant case studies for RCCP Annual Reports.
 5. Work with RCCP Comms Lead (or the wider RCCP Comms Alliance) to develop stories and case studies related to your theme.
 6. Other
- GF: This list of responsibilities is based on the original partnership agreement.
 - PD: Volunteers will wonder 'What's in it for me?' They want to enjoy it. They want to develop, they want to gain skills to further their careers.
 - HM: Next up – what is a partnership good for? Community engagement, policy and advocacy, monitoring and reporting, leveraging funding.
 - HM: And what are we being asked to do? It's not necessarily to deliver on action plans directly but it's probably more than holding quarterly meetings to report on the progress of working groups. So what are we being asked to do by our various stakeholders, given that we're all volunteers?
 - HM: What would we like to do? (HM to insert Slido results here)
 - HM: The strategy review process gives us an opportunity to revisit all of these questions and develop a fit-for-purpose structure.

Conversations inspired by this presentation:

BG: Current DfE strategy / requirement is that by the end of 2025 all education settings should have a nominated sustainability lead and a climate action plan. BG will take on an action to write to schools heads to flag up this requirement and to point them to relevant support and fora.

DP added that DfE is funding the UoR-led Climate Ambassadors Scheme which has over 700 ambassadors ready to support schools with their climate plans, and a mass of relevant resources. No

need to duplicate support but raising awareness through BFFC channels would be very welcome. **BG and DP** to co-ordinate on this outreach.

BB: Net Zero Accelerator for Schools has been in touch with RBC, looking for towns with good potential for solar. However, most of Reading's schools already have rooftop solar, so it's unlikely we will be eligible for their support. **BB** will report back in April.

GF: This is a good news story. Can we get stats on school solar coverage for a comms piece please? **GF** to nudge.

7. RCCP Speaking Events (2 min)

- Process for logging and supporting speaking opportunities

GF has started a spreadsheet where people can log RCCP speaking opportunities. She will also develop a master slide deck once we have a draft strategy and action plans available. **GF** will circulate a link to the speaking events spreadsheet.

8. Theme Updates (15 min)

PD (Resources): Green events code of practice pilot project has come to an end. Report not yet released. **PD** and several RBC staff may run a workshop. **PD** will circulate report once it is available.

BB (Energy):

- RBC's local EV infrastructure project, funded by a govt grant and a private sector commission, is moving forward to procurement. This will support at least 1.5 thousand EV charging points across the town, focusing on areas where people would be less able to access EV charging or install their own equipment.
- Reading Community Energy Society is about to launch a share offer for their bus depot project. This complements RBC's solar installation and electric bus charging infrastructure at the depot.

9. RCCP Finance (3 min)

- Overall RCCP spend to date and what's left

BB (RCCP Budget Lead):

- £45,000 has been spent so far (**BB** could you please clarify time period and how this relates to reserve and/or solar panel income please?)
- We are currently predicted to overspend by roughly £4484. This will come out of the climate reserve fund.
- **BB** will confirm what is left in the climate reserve fund asap.
- RCCP receives £30k per year from solar panel / feed-in tariff revenue; some of this money is still owed to us and **BB** will follow that up.
- We've been allocated 10k from RBC's climate reserve fund for Reading Climate Festival for 2025.
- We will implement a new system going forward to make reporting on RCCP finances more straightforward and more consistent.
- **BB** shared a PowerPoint presentation.
- **BB** will circulate a link to the RCCP budget PPP in a shared folder.
- We are above the budget for the first three 3/4 of the financial year, reflecting the extra days **GF** worked in 2024. Now that she has downsized her hours to 1.5 days a week the budget is realigning with expectations, although it looks like we will still be a bit over the original budget for staffing.

- We don't currently have any expenditure against maintenance of the solar panels, so I have put in a budget figure for maintenance on the solar panels. There have been converter failures on some of the systems across Reading.
- BB will let the Board know if any of the converter failures affect the RCCP panels.
- The £1875 against maintenance is primarily a share of the solar surveying budget.
- Subscriptions coming out of the software budget are more or less on budget at the moment. We may be able to lower this number.
- Spend on professional fees (currently just under £10k) relates to work we have commissioned or work to support events delivered by the wider community. This will go up once we have paid for the additional strategy work.

DP asked if we plan our budgets in advance every year. BB agreed to set up a budget planning session with the co-chairs.

GF asked where the spend on Dialogue Matters comes in and where that leaves the climate reserve fund. BB said that the Dialogue Matters work does not affect the RCCP funds but he would confirm what is left of the climate reserve fund.

DP asked RS to update the Board on the Climate Action Fund from the National Lottery.

RS:

- This funding is intended for climate change boards and partnerships.
- They are looking for bids from 500k to 1.5 million over 3 to 5 years.
- The focus is on reaching disadvantaged communities and helping people to take action.
- It cannot be used to give grants.
- The proposed work should have regional influence.
- Expressions of Interest are the first step – and we may need to get something in as early as end of March. Then a second phase for those chosen to progress.
- The Expression of Interest is three chunks of 1000 words each.
- We should try to access this funding to help us enable delivery of the climate emergency strategy.

TRC: Have we determined our eligibility to apply because I know that in previous National Lottery funding rounds you have had to be either a registered charity or a registered community group. Should we consider setting up a formal partnership that is eligible for more funds?

RS: RCCP itself would not be the 'applier'. A local authority or a voluntary organisation can act as our accountable body on behalf of a bid partnership. The bid partnership would need to include organisations engaged in community action as well as the RCCP Board.

BB: Confirmed that RBC is happy to be the formal applicant and he would look into whether any formalisation of the partnership is required for this and other bids. BB felt that Reading has the necessary relationships and partnership to embed regional influence in the bid, as required.

RS: RVA would also be happy to be the applicant / contractual organisation for the bid.

GF asked, if the requirement is to enable disadvantaged communities to take climate action but we can't deploy grants, what sort of bid did you have in mind?

RS suggested we make a bid to resource and staff RCCP itself, e.g. to deliver the Reading Climate Festival (which itself is a vehicle for reaching diverse communities), do climate comms, provide support for

Theme Leads, community engagement to support community groups to activate their own communities, plus work to enable delivery of the new climate emergency strategy, etc.

DP requested a follow-up meeting with RS, HM, DP, BB and GF to discuss next steps. GF will set this up.

RS agreed to oversee the bid and bring an EoI to the next Board meeting for others to consider.

BB agreed to send the final version of the Nature bid to RS, as a reference.

TM: In terms of regional influence, could we help others in the region develop their climate action plans, including Slough and West Berkshire?

10. Innovation & Inspiration Session (10 min)

- Time to share inspiring examples and proposals

HM introduced this new standing agenda item. Board members are invited to bring innovative ideas from the community or invite external people to share ideas.

HM gave examples:

- New funding opportunities
- Specific opportunities such as:
 - RBC does not allow water butts on Council properties, while Thames Water is calling for water sustainability action to store water and to mitigate flooding. What could be done about this? BB agreed to look into RBC's position on water butts. Cllr JE agreed to support these enquiries.
 - Sustain Tarmac has two or three amazing new types of asphalt, porous asphalt, low temperature asphalt and net zero electrified equipment to repave roads. Let's invite people from this company to come and inspire us.

DP announced that UoR would be introducing a new sustainability-focused scholarship scheme, providing funding for about 400 undergraduate students to come to Reading.

- This would supplement their core programme in any topic / discipline with an enhanced programme of opportunities to develop them as sustainability leaders.
- Within this programme there will be opportunities for local work experience. RCCP could think about creating opportunities for students to support Reading Climate Festival, comms, etc, partner projects, etc.

BB provided an update on heat networks, and asked for the support of RCCP partners in advocating to get this over the line:

- Cllr JE's has been on the radio talking about the boreholes at the Hexagon theatre. The borehole has reached the aquifer and we're now awaiting the heat pump. The work is part of the new Studio Theatre.
- The heat network has been fraught with challenges but the idea is that heat for the town will be largely provided through a heat network. The government wants to increase from 3% (current heat provided by heat networks nationally) to 20% nationally. A dense urban setting like Reading could support more than that 20%. We are looking to the River Thames in the north of the town centre and to boreholes for the south area of Reading town centre.
- The boreholes project is really critical strategically, but we are facing barriers:
 - We are limited by Thames Water in how much water we can put down the drain.

- We need a full licence for the testing environment to operate the boreholes, which we may not get.
- Costs keep rising on everything all the time.
- Developers have different views of how things should be done.

Cllr JE: At Policy Committee earlier this week we agreed to move forward with emissions-based street parking permits, which will affect a large part of Reading. This is a mainstream discussion on both national and local media and we're pleased to drive it forward. There will be some vocal opposition so we need to own it as a positive climate action.

SW: Berkshire Prosperity Board now has a borough-wide business plan / economic strategy, which includes a section on getting to net zero. We should refer to this strategy in funding bids. SW will update us on this at the next meeting.

11. AOB

Strategic Environment, Planning and Transport Committee

26 June 2025



Reading
Borough Council
Working better with you

Title	Electric Vehicle (EV) Charging in Reading Tender Award
Purpose of the report	To make a key decision
Report status	Public report
Executive Director/ Statutory Officer Commissioning Report	Emma Gee, Executive Director for Economic Growth and Neighbourhood Services
Report author	Sam Shean, Highways & Traffic Services Manager
Lead Councillor	Councillor John Ennis, Lead Councillor for Climate Strategy & Transport
Corporate priority	Healthy Environment
Recommendations	<ol style="list-style-type: none"> 1. That the Committee note the progress of the tender for a suitably qualified and experienced partner to roll out an on-street Electric Vehicle (EV) Charging programme within Reading 2. That the Strategic Environment, Planning & Transport Committee provide delegated authority to the Assistant Director of Environmental & Commercial Services, in consultation with the Lead Councillor for Strategic Environment Planning & Transport, Assistant Director of Legal & Democratic Services and the Director of Finance to enter into a 15-year (with possible 1-year extension) contract with the successful bidder to deliver on street Electric Vehicle (EV) Charging in Reading.

1. Executive Summary

- 1.1. To update the Strategic Environment Planning & Transport Committee of the progress of the tender for a suitably qualified and experienced partner to roll out an on-street Electric Vehicle (EV) Charging programme within Reading.
- 1.2. That the Committee delegates authority to award a 15-year (with possible 1-year extension) contract for on street Electric Vehicle (EV) charging in Reading to the Assistant Director of Environmental & Commercial Services, in consultation with the Lead Councillor for Strategic Environment Planning & Transport, Assistant Director of Legal & Democratic Services and the Director of Finance.

2. Policy Context

- 2.1 The Department for Transport (DfT) published the Transport Decarbonisation Plan 'Decarbonising Transport: A Better, Greener Britain' in July 2021 to set the pathway and key principles underpinning the approach to delivering net zero transport in the UK by 2050.
- 2.2 This was followed by the publication of 'Taking Charge: The Electric Vehicle Infrastructure Strategy' in March 2022. The Strategy sets out Government's vision and action plan for the rollout of electric vehicle charging infrastructure in the UK, ahead of the dates to end

the sale of new petrol and diesel vehicles by 2035 and for all new cars and vans to be fully zero emission at the tailpipe by 2035.

- 2.3 The transition to electric vehicles will help to achieve a number of Council strategies and objectives including those within the Council Plan, the Climate Emergency Strategy, the Local Transport Plan (LTP) and the Air Quality Action Plan.
- 2.4 The subject of this tender is the provision of a network of EV charging infrastructure across the borough, to support delivery of RBC's EV Charging Infrastructure Strategy. The key objectives of this strategy that the tender supports are:
- Increase public EV charging provision to ensure that a lack of infrastructure is not a constraint to EV take up.
 - Ensure EV charging infrastructure is distributed to ensure equitable access.
- 2.5 RBC's EV Strategy is a core element of the LTP vision of creating a sustainable transport system in Reading that creates an attractive, green and vibrant town with neighbourhoods that promote healthy choices and wellbeing. This vision is detailed in RBC's Reading Transport Strategy 2024.

3 The Proposal

- 3.1 The Council recognises the move to electric vehicles (EVs) will result in the need to charge electric and hybrid vehicles on the public highway and has already installed 15 lamp column and 6 other public 22kW EV charge points Boroughwide.
- 3.2 (Link to previous EV Charging Strategy report June 2023 for information, refers) <https://democracy.reading.gov.uk/documents/s27658/08%20EVCI%20Strategy%20-%20SEPT%20Committee%2029%20June%202023.pdf> and [Agenda for Strategic Environment, Planning and Transport Committee on Wednesday, 13th March, 2024, 6.30 pm - Reading Borough Council](#) (item 29 refers).
- 3.3 The Council has completed stage 1 of a 2-stage open procurement process to shortlist 5 experienced contractors to return tenders. The opportunity offered to contractors is a concession contract, with the successful tenderer initially owning the above and below ground infrastructure and being responsible for its operation and maintenance for the duration of the contract, including 6-monthly electrical testing and repair / replacement throughout the contract term. All assets are then passed to Council ownership at the end of the contract. The Council will be in a position to either have all the units removed by the incumbent contractor at the end of the contract or to seek another suitable contractor via an open procurement process to take over the running and maintenance of these assets.
- 3.4 The tender requires shortlisted contractors to deliver a network of at least 1,500 standard speed on-street EV chargers that utilise the existing on-street lamp column network for power where possible. Where this network is inadequate, unsuited to the requirements of the site selection process, or otherwise inappropriate for use as EV charging infrastructure, the provision of EV chargers via new or alternative electrical supply may be required, as will using kerb build outs should the footpath / pavement be too narrow to comply with access requirements for public use. The Council will aim to reduce street clutter as far as reasonably practicable throughout the installation programme.
- 3.5 Tenderers will be required to secure suitable funding themselves and deliver the installation programme over a 2-year period. The project will not require the Council's own funding but does utilise LEVI Grant funding of £766k. A further £100k of grant funding is being held back to subsidise the deployment of some cross pavement EV charging solutions for residents that may prefer this option.
- 3.6 The successful bidder will be required to enter into a contract with the Council that includes them maintaining at their own cost all apparatus installed, as well as covering all

risks associated with the scheme including any on-street charging units that do not achieve the expected usage.

- 3.7 A long term contract of up to 15-years with an option for a 1-year extension will be entered into to secure financial stability for both the Council and the successful bidder, which is industry standard. The contract includes causal termination clauses such that should, for example, the contractor go out of business, the Council would be able to take control of the assets and seek to award to another suitable CPO provider.
- 3.8 Tenderers will be required to demonstrate social value and a strong commitment to carbon reduction principles within their tender submissions to assist the Council in its Carbon Net Zero pledge.
- 3.9 The Council will agree the delivery programme to ensure that the Council's priorities are being met including enhancing opportunities in socially deprived areas of Reading and to achieve best available price/kwh for residents using the charging points.
- 3.10 Funding for the EV Charging project will be part LEVI Grant funding (£866k) already secured by Reading Borough Council and part partner funded by either their own private funding or through the Charging Infrastructure Investment Fund (CIIF). This is a 50:50 Government / private sector fund of over £400m of investment capital being made available to speed up the deployment of public EV chargers.
- 3.11 It is anticipated that the potential income over the lifetime of this contract falls below the level where Committee approval is required in accordance with the Council's Procurement thresholds. However, Committee approval is required as the potential total value of the concessionary contract with the provider could reach £190M over the lifetime, (15 years with potential 1-year extension) of the contract. This is the estimated value of the Contract for the Concession, the expected benefit to the Council of granting the concession is detailed below (3.12).
- 3.12 In terms of income to RBC, we have mandated a rebate of £65K per annum (to cover a contract manager costs), increasing in accordance with RPI every year. This is due to commence from 1st April 2027 after the LEVI capability (revenue) funding for LEVI project lead runs out. At the point during the contract when the gross margin share (revenue income minus cost of energy) of 3% exceeds £65K plus RPI per annum we will then receive, each year, the greater of the two figures as our rebate for that year. Further details are shown in 10.3 Financial Implications section plus Table 1 of the Finance Implications tables. As a minimum this rebate will cover in full the additional Revenue costs of the contract manager post.
- 3.13 Bidders must detail their approach to tariff pricing within their tender responses, including setting a tariff ceiling. Tender responses will also include a transparent cost model for the contract that will detail how the tariff figure is built up. The successful supplier will be able to request an increase to this tariff ceiling twice a year under the change mechanism in the contract. The tariff increase request must be supported by an up-to-date cost model to evidence why the tariff increase is required, plus benchmarking information to evidence how other prices have similarly increased. It is anticipated that the successful supplier would need to carefully consider any increase rates above industry benchmarking in order to remain competitive and encourage use of their assets.
- 3.14 To provide an indication of the likely tariffs, the current prices for Electric Vehicle charging within the tender returns range between 39p/kWh to 85p/kWh, (depending on time of charging and speed of charging a vehicle), with 39p/kWh being the cheapest overnight rates (midnight to 5am) being offered by Public Charging Networks. Further information on charge point networks and tariffs can be found at: [EV charging networks in the UK: Public car charging networks - Zapmap](#).

- 3.15 The Council has reserved the right to review the gross margin share at years 5, 8, 10 and 12 of the contract, and also reserved the right to decline any additional revenue (i.e. above the £65K per annum) if the additional revenue can be used to reduce tariffs and / or be used to install additional EV Charging assets should demand require. The Council may also decide to accept the additional revenue at that time of review. The review periods are an additional mechanism by which we can fulfil one of the purposes of the funding, as directed by the support body (Energy Savings Trust, CENEX, PA Consulting) to provide residents who cannot charge off-street the benefit of lower energy costs as far as possible. The review points add in important check points for the Council to look at how the gross margin share, tariffs and how the contract in general are working and allows changes to be made where considered appropriate.

4. Contribution to Strategic Aims

- 4.1 Reading Borough Council's vision is:

To help Reading realise its potential – and to ensure that everyone who lives and works here can share the benefits of its success.

- 4.2 The new Council Plan focuses on five priorities over the next three years 2025-2028. These priorities are:

- Promote more equal communities in Reading
- Secure Reading's economic and cultural success
- Deliver a sustainable and healthy environment and reduce Reading's carbon footprint
- Safeguard and support the health and wellbeing of Reading's adults and children
- Ensure Reading Borough Council is fit for the future

- 4.3 These themes are underpinned by Our Principles and Values explaining the ways we work at the Council:

- Putting residents first
- Building on strong foundations
- Recognising, respecting, and nurturing all our diverse communities
- Involving, collaborating, and empowering residents
- Being proudly ambitious for Reading

- 4.4 Full details of the Council's Corporate Plan and the projects which will deliver these priorities are published on the [Council's website](#). These priorities and the Corporate Plan demonstrate how the Council meets its legal obligation to be efficient, effective and economical.

5 Environmental and Climate Implications

- 5.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers). Transport is the biggest greenhouse gas emitting sector in the UK accounting for around 27% of total carbon emissions. As set out in the Reading Climate Emergency Strategy this figure is lower in Reading with transport accounting for around 20% of carbon emissions, however significant investment in sustainable transport solutions is vital in order to respond to the Climate Emergency.

- 5.2 A Climate Impact Assessment has been completed which suggests a 'net medium positive' impact arising from adoption of the EV Charging Programme, in the context of the wider EV Charging Strategy. In order to achieve the Council's sustainable transport vision and meet our climate change goals, we will need to reduce car use both within and through the Borough by providing attractive and viable alternatives through prioritising and promoting public transport and active travel schemes. However, our Transport Strategy recognises that private vehicle use, car and van trips, will remain for many the most appropriate mode of transport. Therefore, by encouraging the adoption of electric vehicles for the trips that still need to be made they can become more sustainable with a

lower impact on the environment as well as reducing the impact of poor air quality in Reading.

- 5.3 A key driver to the successful adoption of electric vehicles is the ability to easily charge vehicles. For some the natural choice will be through home charging in an off-street setting, but this will not be available for many, and Reading has a particularly high proportion of homes that do not have off-street parking. The Council's Electric Vehicle Charging Infrastructure Strategy provides a framework for a network of charging points across the borough and to remove barriers to EV ownership and help achieve our targets from the Reading Climate Emergency Strategy of increasing uptake of zero emission vehicles.
- 5.4 Tenderers are required to submit an Environmental Implications proposal which will form part of the quality element of the tender evaluation. A social value quality submission will also be included to ensure that the least affluent areas in Reading benefit, including but not limited to apprenticeship opportunities, community focused projects, training, sponsorships, environmental improvements and more.
- 5.5 Tenderers will be required to submit Carbon reduction and improved sustainability targets. The intent is to reduce the amount of carbon used to produce the materials at source, using recycled materials, lower temperature materials, reducing the uncontrolled waste in the environment to reduce pollution of the natural environment, use of electric vehicles and plant, use of cold applied materials with lower carbon emission, as well as how they will achieve their carbon reduction targets.
- 5.6 The Reading Climate Emergency Strategy, which was endorsed by the Council in November 2020, highlights the importance of adapting to climate impacts as well as reducing the emissions which are driving climate change. The Council will regularly review design standards, in conjunction with industry bodies, to take into account the extreme weather events (both extreme heat and extreme cold) to ensure sustainability of the public highway network.

6 Community Engagement

- 6.1 As set out in the June 2023 Strategic Environment Planning & Transport Committee report, a public consultation was undertaken to seek feedback on the draft Electric Vehicle Charging Infrastructure Strategy as part of the proposed statutory consultation to be undertaken on the Council's new Local Transport Plan, the Reading Transport Strategy 2040
- 6.2 The chosen supplier must submit a deployment plan with details of the proposals at a street by street level. We will review the information and consult with local residents and ward councillors in advance of any works with details of the proposals.
- 6.3 If valid concerns or issues are identified with the proposals during the consultation process, the EVI deployment process will be paused, reviewed and the plan will be amended accordingly before recommencing. Advance warning signs must be put up to notify residents when the work will start a minimum of 1 week before any works may commence and advance letters to residents delivered to inform them of the installation works.

7 Equality Implications

- 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 The EV Strategy was developed in line with these requirements and the delivery of individual elements of the strategy will be subject to further Equality Impact Assessments (EIA) as they are developed. The EV Charging Tender is the mechanism to deliver key elements of this Strategy.

8 Other Relevant Considerations

- 8.1 There are none.

9 Legal Implications

- 9.1 The Borough Council, as Highway Authority, has a duty under the Highways Act 1980 to ensure, so far as is reasonably practicable, the safe passage along a highway.
- 9.2 This is a concession contract, and compliance is covered under the Concession Contract Regulations 2016. The Regulations require that concession contracts are procured through a competitive tendering process. A long term of 15 years with an optional extension for 1 year is proposed for the award of this contract in order to secure financial stability for both the Council and the successful tenderer.
- 9.3 This is a key decision under Reading Borough Council, Contract Procedure Rules (CPRs). The procurement activities must be conducted in an open and transparent manner, and they must ensure that the Council obtains value for money.
- 9.4 The Council has produced an Electric Vehicle Charging Infrastructure Strategy, Strategic Environment Planning & Transport Committee Report refer: [Agenda for Strategic Environment, Planning and Transport Committee on Wednesday, 13th March, 2024, 6.30 pm - Reading Borough Council.](#)

10. Financial Implications

- 10.1 The delivery of EV Charging will be funded by the successful tenderer using their own capital or Grant funding in addition to £766k of £866k LEVI Grant funding that the Council have been awarded. The Council will reserve £100k from the secured LEVI fund, as mentioned previously, to support resident applications for cross pavement connections.
- 10.2 There are no Direct Capital implications of this scheme for the Council, outside of the initial grant funding, the installation, operations and maintenance of any EV charging apparatus installed within Reading will be carried out by the successful tenderer at their own cost.
- 10.3 The successful tenderer will be required to pay to the Council a minimum rebate of £65k annual fee increasing in accordance with RPI every year. This is due to commence from 1st April 2027. Ahead of this during 2025/26 the LEVI fund will be used to fund the £65k of Revenue costs incurred. The Council has set a gross margin share (revenue minus cost of energy) of 3% rebate to commence when this meets/exceeds the mandatory payment of £65k per annum. The Council will then receive the greater of the two figures. This will mean the Council will as a minimum recover its direct Revenue costs incurred.
- 10.4 Stephen MacDonald (Strategic Finance Business Partner – Economic Growth & Neighbourhood Services) has cleared these Financial Implications.

11. Timetable for Implementation

- 11.1 The tender is due to be awarded during November 2025 with mobilisation expected to take up to 6 months.
- 11.2 It is anticipated that the successful tenderer / partner will commence delivery and installation of on-street EV Charging apparatus during Spring/Summer period 2026 however, it will take more than 2-years to fully roll out the delivery programme.

12. Background Papers

- 12.1 There are none.

FINANCIAL IMPLICATIONS

The financial implications arising from the proposals set out in this report are set out below:

1. Revenue Implications

	2026/27 £000	2027/28 £000	2028/29 £000	2029/30 £000
Employee costs (see note1) Other running costs Capital financings costs	65	65	65	67
Expenditure	65	65	65	67
Income from: Fees and charges (see note2) Grant funding (specify) Other income (EV Supplier)	65			
		65	65*	67*
Total Income	65	65	65*	67*
Net Cost(+)/saving (-)	0	0	0	0

*Denotes minimum income level expected, first year 2026/27 funded from LEVI capability (revenue) fund.

2. Capital Implications

Capital Programme reference from budget book: page line	2026/27 £000	2027/28 £000
Proposed Capital Expenditure	300	466
Funded by Grant (specify) LEVI Fund / Grant Section 106 (specify) Other services Capital Receipts/Borrowing	300	466
Total Funding	300	466

3. Value for Money (VFM)

- This scheme commits no funding from Reading Borough Council, it will utilise Government Grants and Private Capital investment. The process to select a successful Contractor has been thorough and compliant with Procurement procedures in order to deliver a suitably qualified and experienced partner to roll out an on-street Electric Vehicle (EV) Charging programme within Reading

4. Risk Assessment.

This scheme commits no funding from Reading Borough Council, it will utilise Government Grants specifically to deliver the scheme along with Private Capital investment

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Strategic Environment, Planning and Transport Committee

26 June 2025



Reading
Borough Council
Working better with you

Title	Strategic Transport Schemes Update
Purpose of the report	To make a decision
Report status	Public report
Report author	Chris Maddocks, Strategic Transport Manager
Lead Councillor	Cllr John Ennis, Lead Councillor for Climate Strategy and Transport
Corporate priority	Healthy Environment
Recommendations	<p>The Committee is asked to:</p> <ol style="list-style-type: none"> 1. Note the updates with the delivery of the Council's programme of strategic transport schemes and initiatives as summarised in this report. 2. Provide scheme and spend approval for the additional £1.3m grant funding the Council has secured from Government to increase the roll-out of electric buses in Reading by a further 8 electric buses and the associated charging infrastructure.

1. Executive Summary

- 1.1. The purpose of this report is to provide an update on progress with delivery of the Council's programme of strategic transport schemes and initiatives. This programme of approximately £40m over the next 2-3 years includes public transport and active travel enhancements; aimed at encouraging more healthy lifestyles, reducing pollution and carbon emissions and supporting sustainable economic growth in the borough.

2. Policy Context

- 2.1. The Council adopted its new Local Transport Plan (LTP), the Reading Transport Strategy 2040, at the meeting of full Council on 15 October 2024. The Strategy sets out a vision to create healthier, greener and more equal communities through the future provision of travel options in Reading. The Strategy is focused on promoting sustainable transport options as a realistic alternative to the private car, setting out how transport facilities and services will be developed to 2040 to help achieve the Council's wider objectives for the town as set out in the Council Plan. The strategic transport schemes included within this report are fully aligned with the new Strategy, with the delivery of each individual scheme a key component of achieving the overall vision.
- 2.2. The LTP sets the overarching vision for future transport provision in Reading, with sub-strategies providing more detailed implementation plans for specific topics. These include the Bus Service Improvement Plan, Local Cycling & Walking Infrastructure Plan, Electric Vehicle Charging Infrastructure Plan and the Public Rights of Way Improvement Plan.

3. Progress Updates

Public Transport Programme – Electric Buses

Supports LTP Objectives: Creating a Clean and Green Reading, Enabling Sustainable and Inclusive Growth, Connecting People and Places and Embracing Smart Solutions.

Delivery Timeframe: First electric buses due to start use in Summer 2025, then on-going delivery over the next 2 years.

- 3.1. The Council, in partnership with Reading Buses, successfully secured £4.7m grant funding from the DfT through the ZEBRA (Zero Emission Bus Regional Area) fund in March 2024 for the provision of 24 electric buses in Reading, and the associated installation of charging infrastructure.
- 3.2. This initial programme, which includes match funding from Reading Buses, includes the provision of 17 double deck electric buses for Purple Route 17 which runs between Earley and Tilehurst; 7 double deck electric buses for Claret Route 21 which runs between Reading town centre, the University of Reading and Lower Earley; alongside the provision of the required upgraded electricity supply and charging infrastructure at the Great Knollys Street bus depot.
- 3.3. Progress to date includes civils work for the charging infrastructure which is now complete and the first charging points which have been installed. Orders have been placed with the manufacturer of the electric buses and work is on-going with the Distribution Network Operator (DNO) to ensure the required power supply is available for the first buses which are due to start running in Reading from this summer.
- 3.4. The Council has recently secured an additional £1.3m grant funding for a further 8 electric buses and additional chargers from Government through the ZEBRA fund. Reading Buses plan to deploy these buses on the Yellow 26 route, which runs between the town centre, Southcote, Ford's Farm and Calcot.
- 3.5. The Committee is asked to provide scheme and spend approval for this additional £1.3m grant funding the Council has secured from Government to increase the roll-out of electric buses in Reading by a further 8 electric buses and the associated charging infrastructure.

Public Transport Programme – Bus Service Improvement Plan

Supports LTP Objectives: Creating a Clean and Green Reading, Enabling Sustainable and Inclusive Growth, Connecting People and Places and Embracing Smart Solutions.

Delivery Timeframe: On-going over the next 2-3 years.

- 3.6. The Council commenced delivery of its Bus Service Improvement Plan (BSIP) in January 2023, following the award of £26.263m grant funding from the Department for Transport (DfT) for the period until March 2025, which was the third highest funding award (per head of population) in the country. Funding of £2,463,311 has recently been allocated for the continued delivery of this programme during 2025/26.
- 3.7. As required by Government, the Council has developed an Enhanced Partnership (EP) agreement with all local bus operators; and convened an EP Board with the major operators to oversee the development and delivery of the BSIP programme. Essentially the EP agreement sets out our commitment to deliver, in partnership with the operators, the schemes that the Council has been awarded grant funding for from Government.
- 3.8. The BSIP programme includes a range of both capital and revenue measures, including a fares discount scheme; enhancements to Buzz 9 services (between the town centre and Whitley) and Buzz 18 services (between Kenavon Drive and Tilehurst); phase 5 of the South Reading BRT (Bus Rapid Transit) scheme on the A33; improvements to passenger facilities at MereOak Park & Ride site; a package of new bus lanes on key routes; and a programme of at-stop enhancements to passenger facilities.
- 3.9. The latest progress with delivery of this programme includes changes to the Reading All-Bus and park & ride fares discounts which are currently being agreed with operators

following the ending of BSIP funding for this purpose in March 2025; the on-going provision of enhanced Buzz 9 and 18 services; on-going delivery of phase 5 of the South Reading BRT scheme which is due to finish in the summer; and on-going work with Wokingham Borough Council to develop enhancements outside of the borough for the inbound London Road bus lane, with Wokingham planning to undertake a consultation on scheme options later in the year.

Public Transport Programme – Tilehurst Station Accessibility Enhancements

Supports LTP Objectives: Creating a Clean and Green Reading, Enabling Sustainable and Inclusive Growth, and Connecting People and Places.

Delivery Timeframe: Current phase due for completion Summer 2025.

- 3.10. The Council is working with Network Rail and GWR to develop a series of proposals to upgrade passenger facilities at Tilehurst Station, including £4m funding which Network Rail has secured from Government for the first phase of works to deliver accessibility improvements through the installation of lifts within the existing station footbridge.
- 3.11. The lifts have been installed by Network Rail's contractor and the power supply was upgraded in April by the Distribution Network Operator (DNO) to provide sufficient power to accommodate the new lifts. Final works to be undertaken include the installation of a new power meter and testing of the lifts with the new power source, with the lifts due to open for public use in the summer.

Active Travel Programme

Supports LTP Objectives: Creating a Clean and Green Reading, Supporting Healthy Lifestyles, and Connecting People and Places.

Delivery Timeframe: On-going over the next 2-3 years.

- 3.12. Delivery of the Council's adopted Local Cycling and Walking Infrastructure Plan (LCWIP) is being undertaken in phases as external funding is secured. The current programme includes delivery of segregated cycle facilities and pedestrian improvements on key routes through funding secured from Active Travel England; alongside delivery of a comprehensive programme of initiatives aimed at encouraging walking and cycling.
- 3.13. The latest progress with the delivery of this programme includes on-going engagement with local interest groups regarding the redesign of the Bath Road / Castle Hill active travel scheme, which will be subject to further public consultation later in the year; and design work to develop future schemes for Christchurch Green and Sidmouth Street, to develop plans for an enhanced cycle route linking the existing Shinfield Road scheme to the town centre via Christchurch Green, Redlands area and Royal Berkshire Hospital.
- 3.14. Delivery of the active travel initiatives programme continues with revenue grant funding secured from Active Travel England, including the existing school streets schemes; provision of adult cycle training and cycle maintenance courses in addition to the training being provided to children in schools through the Bikeability programme; and the development of a series of 'Wellbeing Walks' to promote different areas and key features of the town, aimed at encouraging regular exercise with the associated health benefits.
- 3.15. In conclusion, this report provides the Committee with an overview of the latest updates with the delivery of the programme of strategic transport schemes in Reading.

4. Contribution to Strategic Aims

- 4.1. The delivery of the programme of strategic transport schemes will help to deliver the five priorities in the Council Plan to promote more equal communities in Reading; secure Reading's economic and cultural success; deliver a sustainable and healthy environment

and reduce Reading's carbon footprint; safeguard and support the health and wellbeing of Reading's adults and children; ensure Reading Borough Council is fit for the future.

- 4.2. Full details of the Council Plan and the projects which will deliver these priorities are published on the [Council's website](#). These priorities and the Council Plan demonstrate how the Council meets its legal obligation to be efficient, effective and economical.

5. Environmental and Climate Implications

- 5.1. The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers). Transport is the biggest greenhouse gas emitting sector in the UK accounting for around one quarter of total carbon emissions, therefore significant investment in sustainable transport solutions is vital in order to respond to the Climate Emergency declared by the Council in February 2019.
- 5.2. The Climate Impact Assessment tool has been used to assess the full programme of works as set out within this report, resulting in an overall Net Medium Positive impact. This is due to the programme being focused on encouraging the use of sustainable transport, walking and cycling as attractive alternatives to the private car. The programme will enhance facilities to encourage more use of sustainable transport and active travel options, therefore reducing the use of the private car and resulting congestion, carbon emissions and other air quality issues. There are inevitably emissions associated with the construction of these major schemes; although we are working to reduce these short-term impacts in order to achieve the longer-term modal switch benefits.
- 5.3. In addition, the delivery of the major transport schemes as set out within this report form a vital part of our overall transport and climate emergency strategies, 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.

6. Community Engagement

- 6.1. The schemes included within the current major transport scheme programme have and will be communicated to the local community through public exhibitions, consultations and Council meetings.
- 6.2. Statutory consultation will be conducted in accordance with appropriate legislation, including Traffic Regulation Orders as appropriate. Notices will be advertised in the local printed newspaper and will be erected on lamp columns within the affected area.

7. Equality Implications

- 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. The Council, and where appropriate partner delivery organisations, have carried out an equality impact assessment scoping exercise for the projects included within the current programme of transport schemes.

8. Other Relevant Considerations

- 8.1. There are none.

9. Legal Implications

- 9.1. No Traffic Regulation Order is required based on the recommendation outlined in this report. However, where schemes are being developed and there is a need to create new and/or change existing Traffic Regulation Orders, this will be done in accordance with the provisions of the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996. These procedures have been and will continue to be completed at the relevant time. A report will be presented to the relevant committee for approval pursuant to our constitutional arrangement where any new or changes to existing traffic regulation orders are proposed.

10. Financial Implications

- 10.1. The capital schemes included within the strategic transport schemes programme are included in the Council's Capital Programme which includes the funding profile for each scheme. This programme of works is funded by external grants and funding contributions which have been secured from various external sources as set out within the report. Both the capital and revenue schemes and initiatives within this programme are monitored regularly as part of the Council's internal budget monitoring processes.
- 10.2. Specific grant conditions are attached to the individual external grants which have been secured to fund the delivery of the programme of schemes and initiatives as set out within this report. These conditions relate to both the type of works that the grants can be used to fund and the timescales within which the funding needs to be spent. Failure to meet these conditions may result in the Council being required to repay the grant funding, either in part or in full.

11. Timetable for Implementation

- 11.1. The latest timetables for implementation are set out within the report.

12. Background Papers

- 12.1. There are none.

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