



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 24 SEPTEMBER 2015 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick'.

Andy Couldrick
Chief Executive
Published on 16 September 2015

This meeting will be filmed for inclusion on the Council's website.

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE EXECUTIVE

Keith Baker	Leader of the Council
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
John Kaiser	Planning and Highways
Philip Mirfin	Regeneration and Communities
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment

ITEM NO.	WARD	SUBJECT	PAGE NO.
48.		APOLOGIES To receive any apologies for absence	
49.		MINUTES OF PREVIOUS MEETINGS To confirm the Minutes of the Executive and the Extraordinary Executive meetings held on 30 July 2015.	7 - 26
50.		DECLARATION OF INTEREST To receive any declarations of interest	
51.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of the Executive Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
52.		MEMBER QUESTION TIME To answer any member questions A period of 20 minutes will be allowed for Members to ask questions submitted under Notice Any questions not dealt with within the allotted time will be dealt with in a written reply.	

- 52.1 None Specific Lindsay Ferris has asked the Executive Member for Regeneration and Communities the following question:

Question

It is now a year since the seven apartments at the Silk Court development on the corner of Market place and Rose Street were put on sale. The Council's press release of 9th September 2014 stated "Income from the sale of the apartments at Peach Place corner will be used to offset the costs of the refurbishment project and potentially fund other schemes within the borough".

One year on, how much funding from these sales will be made available for other schemes within the borough?

MATTERS FOR CONSIDERATION

53.	None Specific	COUNCIL OWNED COMPANIES' BUSINESS	27 - 32
54.	Emmbrook; Evendons; Norreys; Wescott	NORTH WOKINGHAM DISTRIBUTOR ROAD	33 - 46
55.	None Specific	INTRODUCTION OF CIVIL PARKING ENFORCEMENT POWERS	47 - 56
56.	Emmbrook; Evendons; Norreys; Twyford; Wescott	DESIGNATION OF TWO NEW AIR QUALITY MANAGEMENT AREAS	57 - 64
57.	Hillside	APPROPRIATION OF PUBLIC OPEN SPACE AND LEASE TO YELLOW BRICK NURSERY AT CHALFONT PAVILLION	65 - 70
58.	None Specific	CHARGING FOR TECHNICAL APPROVAL OF HIGHWAY STRUCTURES	71 - 78
59.	None Specific	LOCAL DEVELOPMENT SCHEME (LDS)	79 - 92
60.	None Specific	BUS SERVICES - S106 RELEASE	93 - 98
61.	Shinfield North; Shinfield South	SHINFIELD NEIGHBOURHOOD PLAN	99 - 114
62.	Emmbrook; Evendons; Norreys; Wescott	WOKINGHAM TOWN CENTRE ENVIRONMENTAL IMPROVEMENT PROGRAMME - PHASE ONE	115 - 118

63.	None Specific	STREET LIGHTING UPGRADE PROJECT - JOINT CONTRACT WITH SLOUGH, READING AND WOKINGHAM <i>(Part 2 sheet)</i>	119 - 128
64.	Emmbrook	NEW LEASE TO AMERICAN AMUSEMENTS LTD (AAL) WITHIN THE MULTI-STOREY CAR PARK (MSCP) AT CARNIVAL POOL SITE <i>(Part 2 sheet)</i>	129 - 136

EXCLUSION OF THE PUBLIC

The Executive may exclude the public in order to discuss the Part 2 sheets above and to do so it must pass a resolution in the following terms:

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act as appropriate.

A decision sheet will be available for inspection at the Council's offices (in Democratic Services and the General Office) and on the web site no later than two working days after the meeting.

CONTACT OFFICER

Anne Hunter
Tel
Email
Postal Address

Service Manager, Democratic Services
0118 974 6051
democratic.services@wokingham.gov.uk
Civic Offices, Shute End, Wokingham, RG40 1BN

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**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON 30 JULY 2015 FROM 7.30 PM TO 8.40 PM**

Committee Members Present

Councillors: Keith Baker (Chairman), Julian McGhee-Sumner, Charlotte Haitham Taylor, Pauline Jorgensen, John Kaiser, Anthony Pollock and Angus Ross

Other Councillors Present

Mark Ashwell
David Chopping
Lindsay Ferris
Norman Jorgensen

24. APOLOGIES

An apology for absence was submitted from Councillor Philip Mirfin. The Leader confirmed that Councillor Mark Ashwell would be attending the meeting on behalf of Councillor Mirfin however in accordance with legislation he could take part in any discussions but was not entitled to vote.

25. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Executive held on 25 June 2015 were confirmed as a correct record and signed by the Chairman.

26. DECLARATION OF INTEREST

Councillor Anthony Pollock declared a personal interest in Item 31, Council Owned Companies Business, by virtue of the fact that he was an unpaid Non-Executive Director of Optalis. Councillor Pollock remained in the meeting during discussions and voted on the matter.

Councillor Pauline Jorgensen declared a personal interest in Item 31, Council Owned Companies Business, by virtue of the fact that her husband was a paid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

27. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Chairman invited members of the public to submit questions to the appropriate Members.

27.1 Gill Purchase had asked the Executive Member for Children's Services the following question:

Question

Could the Lead for Children's Services please tell parents in the South of Wokingham the names of the preferred Education providers that have been put forward to the DfE to run the secondary school along with the reasons why they were considered to be the best?

In light of Gill Purchase being unable to attend the meeting the following written answer was provided:

Answer

The field of shortlisted providers was strong and the decision by the panel of six was unanimous.

From the initial six expressions of interest, five applications were received and following the withdrawal of Waingels, four trusts were interviewed:

- Bohunt Education Trust;
- Kings Group;
- Maiden Erlegh Trust; and
- GLF Schools.

The interview panel consisted of two senior Officers from WBC's Learning and Achievement Service, two councillors (Executive and Deputy Executive Members for Children's Services) and two parents. It was chaired by WBC's Head of Strategic Commissioning, Brian Grady.

All four Trusts gave very strong presentations and interviews. However, Bohunt's submission and vision was truly inspiring and included the following features:

- The early appointment of leadership in advance of the selection of the provider;
- Secondly being prepared to challenge pupil performance and setting stretching targets;
- Innovative and exciting approaches to pedagogy and curriculum;
- Analysis of local data and understanding of community needs;
- As well as a detailed and comprehensive application.

Bohunt Education Trust was also particularly strong in business management and they had considered all the issues and views raised by parents well.

Bohunt Education Trust clearly understood the timetable for the delivery of our new school and demonstrated how they would 'hit the ground running' and provide dedicated leadership from the outset".

27.2 Sam Dredger had asked the Executive Member for Children's Services the following question:**Question**

It has been reported on the Project 16 Facebook page there is a delay in the start of building work for the South of Wokingham school. Could she offer an explanation as to why and will this delay have an impact on the delivery of the school for September 2016.

In light of Sam Dredger being unable to attend the meeting the following written answer was provided:

Answer

The Facebook site reported and I quote: "To date the Project is progressing albeit with some delays on site handover. This is due to need to clear topsoil from the site before the builders can take over the site and commence groundworks. Whilst this early delay is unhelpful, it is not critical at this time".

This is correct. There have been some delays associated with the remediation of the school site which is not unusual when working on brownfield sites such as this. As with

any construction project the programme is monitored weekly and the timetable is under continuous review. As work progresses there will, I suspect, be a variety of issues that might arise, the impact of each will be considered within the overall project timetable. However the Council and the provider, the Bohunt Trust remain committed to and confident of the opening of this new secondary school in September 2016. It will be the first new secondary school that this Borough has built for over 40 years.

27.3 Philip Meadowcroft had asked the Executive Member for Planning and Highways the following question:

Question

Will the Executive please tonight defer the adoption of the revised LPEP until after the next Corporate Services Overview & Scrutiny Committee meeting in September?

Why?

The officers' response, and their consequent revisions, to the LPEP arising from measured comments in the public consultation require a diligent review and assessment by the Corporate Services Overview & Scrutiny Committee. Since the public consultation the Committee has not had any further discussion on the LPEP.

There are a number of material and serious omissions; here are two examples. Firstly, nowhere in the revised LPEP is there any reference to Green Belt. This is an extraordinary omission given the impact of Green Belt on planning issues especially in the northern parishes of the Borough. Secondly, in seeking to clarify "planning harm", the revised LPEP incorporates some, but not all, of the framework developed by Tendring Borough Council (which was suggested in consultation responses). Specifically, the omissions are "irreversible harm" and "special exercises". The revised document, as well as the omissions I have mentioned, need to be appropriately overviewed and scrutinised and that is not the purpose or function of an Executive meeting like tonight's with a very full agenda.

It would thus be a material failure of sound and proper governance by the Executive to adopt the revised LPEP tonight. The Executive needs the assurance – which it presently does not have - that the revised LPEP has passed through a proper assessment procedure by the Corporate Services Overview & Scrutiny Committee prior to the LPEP being formally submitted to the Executive for adoption.

In light of Mr Meadowcroft being unable to attend the meeting the following written answer was provided:

Answer

The Council is keen to adopt the LPEP in its current state to be able to set out to local residents the level of service that can expect from the planning enforcement service. The LPEP has been 18 months in preparation and considered by the Overview and Scrutiny Committee on four separate occasions. The OSC has influenced the content of the document which has received wide support from elected members and should be implemented as soon as possible.

There is no reference to the Greenbelt in the LPEP because the LPEP sets out procedures for planning enforcement and the level of service that will be provided. Greenbelt designation is a specific planning policy and it is not appropriate to refer to specific planning policies in the plan. Planning policy is assessed as part of the tool to assist with assessing harm (appendix 1 of the LPEP). This tool has been adopted from the model

used by Tendring District Council and adapted to meet circumstances within Wokingham Borough.

As a result of the enforcement review, the planning enforcement service has received a greater level of resource at a time when many councils have reduced the enforcement activity considerably. However, there are still limited resources to deal with the 700 cases that the authority receives each year and the LPEP sets out how these resources will be allocated.

27.4 Tom Berman had asked the Executive Member for Highways and Planning the following question:

Question

In the revised LPEP officers have not addressed the issue of ward members being given a deadline of only 48 hours to challenge an expediency report proposing that an identified breach not be pursued and the case (concerning enforcement) be closed.

Will the Executive please agree that this matter should be revisited by the Director of Environment and the LPEP further amended to allow ward members a more reasonable deadline in such cases?

In light of Mr Berman being unable to attend the meeting the following written answer was provided:

Answer

48 hours notification is given to ward members about the closure of enforcement cases and this issue is addressed in both the report to Executive and summary of consultation responses attached to this report. The majority of the closures of cases are due to there is no breach of planning legislation or due to voluntary compliance. In less than 0.1% of cases is the closure due to it not being expedient to take action.

The majority of ward members feel that the 48 hour timescale is adequate as there are opportunities through the whole investigation process forward members to become involved in enforcement cases. There has been wide support from ward members for the LPEP which has been 18 months in preparation. It is important that this document is adopted as soon as possible to set out the level of service and the process for planning enforcement in the Borough.

27.5 Ian Clarke asked the Executive Member for Environment the following question:

Question

Agenda Item 41: Will Wokingham Borough Council consider broader options for the proposed new pavilion, to provide additional streams of income, such as a hireable space for social events, in order to give the site a better chance of being self-financing?

Answer

Just to confirm that we are talking about the Ryeish Green Pavilion as opposed to any other ventures that we are progressing.

Ensuring the long-term viability of a local community asset is a key consideration when delivering new facilities within the Borough, which includes opportunities to generate

income in different ways over time. The type of pavilion we would expect to deliver within the Shinfield Sports Hub will be built to conform to Sport England guidelines and would include a club room which would be able to accommodate a variety of other uses, in addition to the primary purpose of supporting outdoor sports.

We would be very open to ideas of how best we can provide a facility to meet local needs within the context of overall financial considerations. We will of course look closely at any ideas put forward. When assessing whether to introduce new ways to generate income, the Council will always want to understand the views of local residents and service users alongside the potential income or profits which can be achieved.

Supplementary Question

You know the pavilion at Charvil Farm Park are you talking about that sort of size because they have a meeting room there with changing rooms etc?

Supplementary Answer

We have not determined the size of that yet so that will be part of what we will be considering.

Councillor Keith Baker commented as follows:

I think the basic principle of any community facility, whether it is sporting or otherwise, being self-financing is absolutely essential. It has to be that way because we cannot go to our tax payers, being it parish or Borough, to continue to subsidise some of these facilities.

27.6 Andrew Grimes asked the Executive Member for Planning and Highways the following question:

Agenda Item 42: Shinfield Parish Council understands that the outline specification of this community centre was:

- originally determined by Wokingham Borough Council;
- approved on appeal for the West of Shinfield development;
- and that Wokingham Borough Council entered into a S106 variation agreement with the University of Reading last year.

It is, therefore, with some concern, we note that, only after the questioning by Shinfield Parish Council, that a funding gap has only recently been recognised. Please could you explain the details concerning how the level of funding was originally obtained and agreed, and why does it not appear to cover present day costs?"

Answer

The mechanism for funding and the process for going forward in partnership with the Borough Council has been discussed between the two Councils over the past few months.

In summary the legal agreement for Shinfield West facilitates the option for us to take a cash alternative to the new community building proposed near to the existing village hall by the applicant so that we can enable the Parish Council's preference for an extended Parish Hall on the Royal British Legion site.

The scope of the project is now greater than the originally secured on-site provision which was to serve the new development proposed. In acknowledgement that the extension to the existing Village Hall would be more valuable to both existing and future residents, in addition to the dedicated sum secured, flexibility was built into the agreement which

enables us to use our discretion over the commuted sums to deliver the SDL related infrastructure where the need arises. This together with the commitment the Parish Council was originally intending to make in purchasing the British Legion site will enable us together to provide what I hope will be a superb facility.

What I am basically saying here is that the original S106 was based around the development of the community centre on the SDL upon the request of the Parish Council. Now the shortfall is in your hands because we are not designing it; it is your design. If you wish to design a smaller building or a larger building that is the situation.

Supplementary Question

Does that imply that we can come to an agreement on the total budget of the scheme and the funding of it over the next couple of months?

Supplementary Answer

There are no estimates yet and so talking about overspends and underspends is a bit premature because until we see the plan and the business case that you are putting forward we will not know those details. But this is very much in your hands.

Keith Baker commented as follows:

There is no extra money other than the SDL money so whatever is designed has to fit in within that budget. If you want to go over that budget then there has to be alternative methods. But unfortunately the Borough does not have cash that we can add anywhere in the Borough I am afraid.

27.7 Dawn Peer asked the Executive Member for Planning and Highways the following question:

Question

Agenda Item 42: Shinfield Parish received 73% of all new homes in the borough between 2001 and 2011 (Source: Census data) without any material infrastructure improvements. Please could you explain and justify the reasons why Wokingham Borough Council considers that the ratepayers of Shinfield Parish should contribute to the shortfall of construction costs of this centre, when it is intended that this building is part of the mitigation of the development of some 2,500 new homes in the parish?

Answer

I don't think that anyone would disagree that Shinfield has been subject to historic under investment in infrastructure and this was very much due to the policies during the time prior to the current Local Plan. The current SDL developments are based on our new policies and they are designed to wash their own face. This is the basis on which planning applications must be determined; they cannot make up for historic deficit, though they do prevent the impact being compounded through ongoing, unplanned incremental growth. As such all SDL developments have achieved about £28k per dwelling payment towards the provision of local infrastructure and 35% affordable housing.

In the case of Shinfield, the Parish Council wished to secure a different means of delivering their Community Building than that anticipated when the planning consent was approved. The Parish has been working with the Borough to deliver this enhanced alternative. The Parish was proposing to acquire the Royal British Legion site to do this. This Council has however secured a route by which the acquisition cost is covered by the University of Reading and it is therefore only fair that the original investment continues to

be committed to the scheme by the Parish. Flexibility does exist within the legal agreement and developer contributions to deliver a new and extended community provision in Shinfield Village Centre in partnership with the Borough. I would say again, as I have just said to Andrew, that it is in your hands. It will be your community centre. You will decide what design you want. So if you want to build the Taj Mahal then obviously you will be paying a lot more money. So it is very much in your hands.

Supplementary Question

I think basically your response and Keith's response has overwritten my supplementary question but I would assume that we can still talk to the Officers and carry on negotiating the best we can?

Supplementary Answer

I put a paper to our Group just the other day which actually talked about negotiation and business plans.

28. MEMBER QUESTION TIME

There were no Members' questions received.

29. REVENUE MONITORING 2015/16 - END OF JUNE 2015

The Executive considered a report setting out the forecast outturn position of the revenue budget and the level of forecast balances in respect of the General Fund, Housing Revenue Account, Schools Block and the Authority's investment portfolio.

The Executive Member for Economic Development and Finance went through the report and highlighted that although current estimates showed an overspend at the end of the year of £450k work would be carried out throughout the year to ensure a balanced budget. In addition it was noted that the Council had significant reserves to cover unforeseen items.

Members' attention was drawn to the budget pressures included in the report including the fact that the DoE had withdrawn a grant after the budget had been approved. It was also noted that the Housing Revenue Account was predicting a net underspend of £115k and there was a net planned deficit this year on the schools budget of just under £700k and this would cause a reduction in the Council's reserves next year. Councillor Pollock advised that given the rise in birth rate in the area and austerity measures this was an area that needed to be reviewed on a regular basis as it would impact on all budgets.

RESOLVED: That the forecast outturn position of the revenue budget and the level of forecast balances in respect of the General Fund, Housing Revenue Account, Schools Block and the Authority's investment portfolio be noted.

30. CAPITAL MONITORING 2015/16 - END OF JUNE 2015

The Executive considered a report setting out the Capital Monitoring report to the end of June 2015.

The Executive Member for Economic Development and Finance informed the meeting the end of the first quarter forecast a small overspend of £4,000, which given that the Capital Budget was in excess of £106m was a very small percentage. It was noted that a significant amount of the Capital Budget was being spent on schools, roads and the infrastructure for the Strategic Development Locations.

Councillor Pollock clarified why the spend profile was split between year 1 and 2 which was due to the fact that often a lot of preparatory work was required after a project was approved but before it actually started.

RESOLVED: That the Capital Monitoring report for the first quarter of 2015/16 be noted.

31. COUNCIL OWNED COMPANIES' BUSINESS

(Councillors Pauline Jorgensen and Anthony Pollock declared personal interests in this item)

The Executive considered a report relating to an update on the operational and budget monitoring position for the month ending 30 April 2015.

The Leader of Council highlighted the changes in directorships of Wokingham Housing Ltd (WHL) and Loddon Homes which included Councillor John Jarvis, who had a strong background as a chartered surveyor, being made a director of WHL and Councillor Gary Cowan, who had previously been a director of WHL, being appointed as a director and chairman of Loddon Homes Ltd.

RESOLVED that:

- 1) the budget monitoring position for the month ending 30 April 2015 be noted;
- 2) the operational update for the period to mid June 2015 be noted.

32. HEALTH AND SAFETY ANNUAL REPORT 2014/15

The Executive considered the Health and Safety Annual Report for 2014/15 which relates to occupational health and safety in respect of the Council's services and schools.

The Executive Member for Resident Services informed the meeting that although the number of incidents reported had increased significantly this was mainly due to a new recording system which made it easier to report health and safety incidents. Also one special school, who always reported a high number of incidents, had reported even more incidents in 14/15 which again it was felt was due more incidents being reported rather than an increase in incidents.

Councillor Jorgensen also highlighted that the Council had been supporting local schools with the provision of external defibrillators, following the tragic death of young person in Woodley, by providing advice and encouraging the purchase of them. In relation to next years' priorities it was noted that the intention was: to revise procedures and health and safety manuals to make them easier to use; to continue to develop the reporting system; to add extra training for management contractors; and to improve health and safety induction for service managers and elected Members.

The Executive Member for Children's Services advised that although the amount of reported school incidents had nearly doubled from the previous year this was due to better report and she hoped that there would be more continuity throughout all the schools. With regards to the provision of external defibrillators Councillor Haitham Taylor reported that work was being carried out to support schools which included looking at working with different charities that could provide the equipment.

RESOLVED that:

- 1) the corporate health and safety performance for 2014/15 be noted; and
- 2) the approach described and the health and safety priorities for the current municipal year be endorsed.

33. LOCAL PLANNING ENFORCEMENT PLAN

The Executive considered a report relating to a proposed Local Planning Enforcement Plan (LPEP) which sets out the Council's policy and procedures in respect of planning enforcement in order to preserve and enhance the built and natural environment and protect public amenities.

The Executive Member for Planning and Highways advised the meeting that the focus in the first instance would be on negotiations to resolve breaches of planning control; to encourage local residents to talk to each other and developers to resolve issues. The Council also recognised that town and parish councils had an important part to play as the eyes and ears on the ground.

It was recognised that it was not always possible to resolve issues informally and the Council would monitor development and investigate reported breaches and when these gave rise to planning harm the Council would look to enforce using all legal powers at its disposal. This would include prosecution via the courts whilst at the same time looking to recover the cost incurred in pursuing such cases. It was noted that there were around 700 breaches reported per year; there was normally a workload of around 120 cases; and that approximately 1 in 8 of those reported actually ended up as breaches.

Councillor Kaiser further advised that the LPEP was a living document and it would be updated if issues arose that required it to be modified.

Councillor Jorgensen praised the Planning Enforcement Team for the work they had recently undertaken on developments in her ward.

RESOLVED: That the Local Planning Enforcement Plan (LPEP) be approved for adoption.

34. TREASURY MANAGEMENT ANNUAL REPORT 2014/15

The Executive considered the Treasury Management Annual Report which covered the treasury activity during 2014/15 and the actual Prudential Indicators for 2014/15.

The Executive Member for Economic Development and Finance went through the report and highlighted a number of areas including: the fact that the low borrowing rates had enabled the Council to finance projects at a reasonable rate; there were some capital schemes that the Council was unable to fund due to the large number of high priority schemes and the finite amount of budget; the Council's debt and investment position and the fact that the in-house investment team had continued to outperform the external fund managers.

RESOLVED that:

- 1) it be noted that the report was presented to the Audit Committee on 23 June 2015;
- 2) Council be recommended to approve:
 - a) the Treasury Management Annual Report for 2014/2015; and

- b) the actual 2014/2015 Prudential Indications within the report.

35. TRAVEL PLANNING FOR MAJOR DEVELOPMENT SITES (SDLs)

The Executive considered a report relating to Travel Planning for Major Development Sites (SDLs) which will provide effective planning on these sites enabling residents to make informed, safe and sustainable travel decisions from a range of transport options and help to manage the impact of congestion.

The Executive Member for Planning and Highways explained that as part of any planning application developers were required to detail how they would promote sustainable travel to new residents. Generally these travel plans were limited by time, content and the area of influence and the developer had little interest in the success of the plan therefore they were often considered amongst other things to be ineffective and expensive and do little to promote sustainable travel. The Council was proposing an alternative approach whereby a charge of £450 would be taken for every new SDL house build and this would be used to undertake the management of residential travel plans on behalf of the developers and provide travel planning initiatives.

Councillor Kaiser further advised that this initiative would also provide revenue of £5.6m for the period of the Core Strategy up to 2026.

Councillor Haitham Taylor welcomed this proposal and asked if during the planned workshops an understanding of the profile of the new residents could be ascertained including where they worked and why they were moving to the Borough in order that this information could inform the new travel plans. In addition Councillor Jorgensen asked that information on where people were starting their journey from and where they would be going to within the Borough or outside the Borough be collected to ensure that the wider affects, and not just those of the particular development, were considered. Councillor Kaiser confirmed that this was the intention.

Following a query by the Leader on the recommendation and whether it meant that periodically additional reports would come forward requesting the release of S106 funds Councillor Kaiser clarified that the Council had already been collecting a charge on new homes in the SDLs and the purpose of the request was to use these funds. He asked that consideration be given to allowing future charges on new homes to be used without the need to come back to the Executive. The Executive Member for Economic Development and Finance believed that in future years spending of this money would be part of the Medium Term Financial Plan but for this year the Executive would need to agree any further release of funds for the project. To clarify the process that would be adopted for further release of funds the Leader of Council asked that the Executive Member and the lead Officers consider a workable proposal and provide the Executive with a report on how the Council would approve the release and utilisation of these funds.

Members asked if there was any intention to get contributions from Bracknell Forest to mitigate the effects of developments on the boundary of the two Boroughs? Councillor Kaiser agreed to include discussions on this matter in the regular meetings that were held with Bracknell Forest.

RESOLVED: That the release of appropriate S106 funding totalling £263,000 to support an annual programme of sustainable transport initiatives within the Strategic Development Locations be approved.

36. LIBRARY SERVICE MANAGEMENT SYSTEM

The Executive considered a report relating to the extension for up to two years of the Civica IT management system used by the Library Service.

The Executive Member for Resident Services informed the meeting that the current IT system managed book stock, hire charges, wi-fi, etc. A review was being undertaken on how the libraries would be managed in the future eg scope and products provided and therefore it was proposed to extend the current management system rather than tender for a replacement until the Council was clear what scope any replacement was required to cover. Also following an internal benchmarking exercise the current system was found to be 25% cheaper than the available alternatives.

Councillor Haitham Taylor brought to the meeting's attention that the summer reading scheme had started and the theme was "record breakers" and asked that everyone encourage children and young people to get involved in the scheme.

In response Councillor Jorgensen highlighted that Wokingham was one of the few areas in the country where the libraries have increased in usage and not only had the footfall increased but they had become more cost effective.

RESOLVED: That the current provision of the library service management system be extended for up to two years.

37. FUTURE DELIVERY OPTIONS FOR OPERATIONAL PROPERTY

The Executive considered a report relating to the Future Delivery Options for Operational Property which proposed the establishment of a shared Building Service/Operational Property Service with the Royal Borough of Windsor and Maidenhead to be hosted by Wokingham Borough Council.

The Deputy Executive Member for Regeneration and Communities highlighted the benefits of the proposed shared service which included a substantial saving per annum and a future profit share. Councillor Ashwell confirmed that the proposed shared service would be responsible for a number of areas including: reactive maintenance; repairs to make good unplanned issues; planned maintenance; proactive repairs and maintenance of the Council's estate; letting management of contracts etc. It was noted that the proposed structure would allow other bodies to join in the future.

Councillor Ross asked that "blue light services" be added to recommendation 2 as there was a lot of synergy with these services. This amendment was agreed.

RESOLVED that:

- 1) a formal arrangement be sought with Royal Borough of Windsor and Maidenhead (RBWM) Council for the establishment of a shared Building Service / Operational Property Service;
- 2) the shared service be structured in such a way that it can form the basis for a wider, technical shared service with other Berkshire authorities or with other neighbouring authorities or the blue light services;
- 3) authority be delegated to the Director of Finance and Resources and Executive Member for Regeneration and Communities, to enter into discussions required to

finalise the business case and to establish the shared service, with a view to the new service being established as soon as practicable.

38. SHINFIELD NEIGHBOURHOOD PLAN

The Executive Member for Planning and Highways advised that following a request from Shinfield Parish Council he intended to defer consideration of this item until the September Executive. This deferment was agreed.

RESOLVED: That consideration of the Shinfield Neighbourhood Plan be deferred to the September Executive.

39. GROUND LEASE TO THE SOUTH EAST RESERVE FORCES AND CADET ASSOCIATION (SERFCA) ON LAND AT ELIZABETH PARK, WOKINGHAM

The Executive considered a report relating to the granting of a new 25 year ground lease to the South East Reserve Forces and Cadet Association (SERFCA) on land at Elizabeth Park, Wokingham which would replace their existing facilities on the Carnival Pool site.

The Deputy Executive Member for Regeneration and Communities advised that following approval of the planning application for the carnival Pool site redevelopment as a leisure quarter for Wokingham Town, which included the introduction of a new multi-storey car park, there was a need to find an alternative location for the Army Cadet Force and Air Training Corps who currently occupy the cadet compound on Carnival Field.

Following work carried out with SERFCA, the MODs managing body, a new site had been found at Elizabeth Park which would be a co-location with the existing football club. Both the Cadets and the football club were happy with the proposal. In response to a query Councillor Ashwell confirmed that the lease would be provided on a peppercorn rent and it would be the responsibility of the Cadets to pay for any building on the site. In addition if the lease came to an end then the site would be put back to its original state or the Council would take over the building.

RESOLVED: That a new 25 year ground lease be granted to The South East Reserve Forces and Cadet Association (SERFCA) on Land at Elizabeth Park, Wokingham which will replace their existing facilities on the Carnival Pool site.

40. REGENERATION OF PEACH PLACE COMPULSORY PURCHASE

The Executive considered a report relating to the regeneration of Peach Place compulsory purchase order (CPO) which would enable the compulsory acquisition of all necessary land interests to deliver the regeneration of Peach Place.

Members were advised by the Deputy Executive Member for Regeneration and Communities that a CPO was a legal function available to local authorities to obtain land, property or associated rights and was often used in regeneration projects where land ownership and rights were complex. Final approval of any CPO would be made by the Secretary of State and the process consisted of a series of stages that could potentially last up to a year. Ahead of the process it would be necessary for the acquiring authority to demonstrate that they had attempted to acquire all property and rights by private treaty. It was noted that the Council had been successful in acquiring property and rights over recent years.

Councillor Ashwell also confirmed that the proposal also included the appropriation of all of the land that the Council owned for planning purposes.

RESOLVED that:

- 1) the Council should make a compulsory purchase order ("CPO") to include the land required to deliver the proposed regeneration of land known as Peach Place, Peach Street, Wokingham as shown indicatively edged red on the draft plan at Appendix 1 of the report ("the Site") pursuant to section 226(1)(a) of the Town and Country Planning Act 1990 (as amended) because it considers that:
 - (a) the acquisition of the land will facilitate the carrying out of the development, redevelopment or improvement of the Site; and
 - (b) the development, redevelopment or improvement of the Site is likely to contribute to the achievement of any one or more of the promotion or improvement of the economic, social and environmental well-being of the borough of Wokingham;
- 2) the Council should include within the CPO the acquisition of new rights within the Site as necessary under section 13 of the Local Government (Miscellaneous Provisions) Act 1976 to facilitate the development, redevelopment or improvement on or in relation to the Site;
- 3) the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration, be authorised to:
 - (a) take all necessary steps in relation to the Site to secure the making, the confirmation and, in accordance with a programme approved by the Executive, the implementation of the CPO including publication and service of all relative notices and the presentation of the Council's case at any Public Inquiry; and
 - (b) approve terms for the acquisition of legal interests (including rights) by agreement including for the purposes of resolving any objections to the CPO;
- 4) if the CPO is confirmed, to the extent that it is not already held for such purposes, that that part of the Site already within the Council's ownership as shown shaded green on the plan at Appendix 2 of the report be appropriated for planning purposes as described in section 226 of the Town and Country Planning Act 1990 (as amended) on the date immediately before the Council implements the confirmed CPO by the making of a vesting declaration or service of notice to treat/notice of entry, such land being then no longer required for the purpose for which it is currently held.

41. RYEISH GREEN AND GRAY'S FRUIT FARM SPORTS HUB PROJECTS

The Executive considered a report relating to the proposed Ryeish Green and Grays Fruit Farm Sports Hub projects which would provide a much improved outdoor sports offer for both existing and new residents of Wokingham and Shinfield.

Members were advised by the Executive Member for Environment that S106 funding would cover the cost of the work. In relation to Grays Fruit Farm although the Council would not take control of the site until September 2017 it was important to start the process of consultation on the project including what facilities and sports would be provided.

With regard to Ryeish Green Councillor Ross advised that a lot of the consultation process had already been undertaken over the last few years and contributions had already been received from the Strategic Development Locations (SDLs) and the most important thing was the phasing of the project. It was noted that the phasing would require taking up some existing sports facilities at Ryeish Green to undertake drainage work and some of this work may require forward funding.

Councillor Ross also confirmed that in addition to the proposals for Grays Farm and Ryeish Green there were outdoor and indoor facilities being developed for all of the SDL developments and an internal working group was currently considering what specific types of provision should be offered in all these areas and these would be matched to the needs of each area and the communities therein.

RESOLVED That:

- 1) the release of S106 funding be agreed to progress a planning application for the co-located Wokingham Sports Hub facility at Grays Fruit Farm in South Wokingham to serve the North and South Wokingham Strategic Development Locations (SDLs);
- 2) the release of S106 funding be agreed to progress a planning application for the Sports Hub to serve the South of the M4 SDL and implement any proposals which may be authorised within the budget identified in the “Financial Implications” table within the report;
- 3) authority be delegated to the Director of Finance and Resources to forward fund the Ryeish Green Sports Hub scheme through short term borrowing where needed.

42. COMMUNITY FACILITY AT SM4 STRATEGIC DEVELOPMENT LOCATION

The Executive considered a report relating to proposed community facilities in Shinfield Village Centre.

Councillor Haitham Taylor highlighted that the proposed timescale of completion by 31 December 2015 was very tight and wanted to ensure that Shinfield Parish Council would be supported in order to meet this deadline and bring forward the proposals that would meet the community and leisure needs for both the current community in Shinfield and the wider area and also the future community that would be moving into the area. The Executive Member for Planning and Highways stated that there would be an element of flexibility as there was with all negotiations.

RESOLVED that:

- 1) the University of Reading be advised that WBC elect to accept a cash contribution in lieu of direct provision of a community building for Shinfield Village Centre, pursuant to the Shinfield West S106 agreement;
- 2) agreement in principle be given to develop the new community facilities to serve the South of the M4 SDL on the Royal British Legion site in Shinfield Village Centre subject to the Director of the Environment and Executive Member for Planning and Highways receiving from Shinfield Parish Council (SPC) a satisfactory form of
 - a) business case for erection of a community facility and its ongoing operation;
 - b) agreement to contribute funds towards the project (to be determined);

- c) agreement to suitable governance arrangements with WBC to enable provision of services which are consistent with 'Shaping Our New Communities' principles;
 - d) evidence of wider community support for the community facility
- 3) subject to 2) being satisfactorily concluded, initial feasibility, costings and other details to be worked up and reported back to the Executive to enable a planning application to be progressed;
- 4) in the event that resolution 2 is not met by 31 December 2015 that the community S106 will be released to WBC to implement community/leisure projects to support the South of the M4 SDL.

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MINUTES OF A MEETING OF THE EXECUTIVE HELD ON 30 JULY 2015 FROM 8.42 PM TO 8.50 PM

Committee Members Present

Councillors: Keith Baker (Chairman), Julian McGhee-Sumner, Charlotte Haitham Taylor, Pauline Jorgensen, John Kaiser, Anthony Pollock and Angus Ross

Other Councillors Present

Mark Ashwell
David Chopping
Lindsay Ferris
Norman Jorgensen

43. APOLOGIES

An apology for absence was submitted from Councillor Philip Mirfin. The Leader confirmed that Councillor Mark Ashwell would be attending the meeting on behalf of Councillor Mirfin however in accordance with legislation he could take part in any discussions but was not entitled to vote.

44. DECLARATION OF INTEREST

Councillor Pauline Jorgensen declared a personal interest in Item 47, Council Owned Companies Business – Phoenix Avenue and Fosters, by virtue of the fact that her husband was a paid Non-Executive Director of WBC Holdings Ltd. Councillor Jorgensen remained in the meeting during discussions and voted on the matter.

45. PUBLIC QUESTION TIME

There were no public questions received.

46. MEMBER QUESTION TIME

In accordance with the agreed procedure the Chairman invited Members to submit questions to the appropriate Members

46.1 Lindsay Ferris asked the Leader of Council the following question:

Question

Why has the cost for Phoenix Avenue (excluding the recommended £350,000 contingency) risen by 15% in just over 1 year?

Answer

First of all can I point out that this audited tender response has occurred nearly 18 months after the original estimate which is a bit more than “just over a year”. Officers and I have struggled to see how you have managed to get to a 15% increase where we have only managed 10%.

However I believe whether it is 10% or 15% is not really the thrust of your question it is that the increase appears to be large.

Now the original estimate was based on work approved at the January 2014 Executive Meeting. So any building estimate is always going to be higher after the passage of 18 months of time.

This is for multiple reasons such as: refinement of the specification which has certainly been the case here; materials costs generally rise with passage of time; such material costs rise even faster when individual items face shortages, for example bricks which are having to be imported; labour costs generally rise with the passage of time; and again as with materials if there is a shortage of certain types of skills the costs rise even faster; eg bricklayers.

This is not just us saying this as the Council owes a duty of care with respect to spending money and therefore its company, WHL naturally asked reputable "Property and Construction Consultants" called Ridge to review this tender response. Their report reinforced the comments I have just made saying, and this is a direct quote from the report:

"Labour shortages have become an increasing concern as the market continues to rise. Bricklayers are particularly scarce due to the sharp increase in house building, and we are seeing shortages across all of the main trades and professions due to the amount of work within the industry. In addition materials shortages have become more of a constraint especially bricks and blocks, however we have started to see this trend in other areas as supply chains struggle to cope with the acceleration in activity levels. The result of both these trends means that lead times, delivery times and programmes are all starting to lengthen, which is having a negative effect on prices."

Therefore it is totally unrealistic to expect an estimated cost set in January 2014 to remain the same some 18 months later.

Supplementary Question

My comment that I would make about the 15% is that the paper talks about a 10%, or just over 10% increase, but it is spread across two projects and when you go into the individual projects you will find that the one I asked about is 15% and the other one is lower - so that is why it is 15%.

Is there likely to be any further increases and could this have any implications for the viability of the project?

Supplementary Answer

Not as far as we are aware but clearly it is a moving feast. We don't expect any.

47. COUNCIL OWNED COMPANIES BUSINESS - PHOENIX AVENUE AND FOSTERS

(Councillor Jorgensen declared a personal interest in this item)

The Executive considered a report relating to a request for further funding for the development of Phoenix Avenue and Fosters Extra Care Home.

The Leader of Council explained the necessity for the additional funding to that previously assigned by the Executive, at its meeting in January 2014, to WHL for both Phoenix Avenue and Fosters Extra Care Home projects. At the same meeting a further sum of £18m was agreed to be made available for future developments subject to agreement by the Executive. Now that a further quote had been received, plus anticipated increases to the Fosters project, there was a need for £2.141m to be made available from the

previously agreed £18m. By way of clarification Councillor Baker confirmed that it was not new money that was being requested but funds that had already been allocated by the Executive to WHL for development projects.

Councillor Baker also clarified that the £2.141m was only required in the current financial year and not future years as was suggested in the financial implications table in the report.

RESOLVED that:

- 1) the resolution of WBC (Holdings) Limited to approve further funding for the build of Phoenix Avenue and Fosters be noted;
- 2) further funding of up to £2.141million for the development of Phoenix Avenue and Fosters Extra Care from Council capital resources and to on-lend to WBC (Holdings) Limited at interest rate of 6% be approved.

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Agenda Item 53.

TITLE	Council Owned Companies Business
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	None specific
DIRECTOR	Graham Ebers, Director of Finance and Resources
LEAD MEMBER	Keith Baker, Leader of The Council

OUTCOME / BENEFITS TO THE COMMUNITY

Transparency in respect of Council Owned Companies

RECOMMENDATION

The Executive is asked to:

- 1) note the budget monitoring position for the month ending 31 July 2015;
- 2) note the operational update for the period to 31 July 2015.

SUMMARY OF REPORT

Strategy and Objectives of the Council's Subsidiary Companies

There has been no change to the Strategy and Objectives of the Council's Subsidiary Companies since the last report to Executive in July 2015.

Operational Update

An operational update is provided from each of the companies as at 31 July 2015 in paragraph 2 below.

Financial Report

A budget monitoring report is provided for each of the companies for July 2015, which confirms that overall the group has incurred a deficit as forecast. This again reflects the high level of WHL capital works being undertaken which has previously been reported, and which will be followed in later years by income flows from the investments. This together with the management costs of WBC (Holdings) Ltd, offset the profit earned by Optalis. The position for each of the companies is explained in paragraph 3 below.

REPORT

1. Directorship Report

There have been no changes to any directorships since the report to Executive Committee in July.

2. Operational Update to 31 July 2015

2.1 WBC (Holdings) Ltd

WBC (Holdings) Ltd does not undertake any operations as it is a holding company.

2.2 Optalis

- Recruitment continues to be the main priority and the main challenge, however some success is present across all services. Recruitment open days are being held on average twice a month in community locations close to service delivery sites in order to attract local candidates; this approach is proving moderately successful.
- Agency spend has continued to rise through July, but reductions are expected through August with recruitment to care roles beginning to make an impact.
- The post of MD was successfully recruited to on 20 August. Mette Le Jakobsen took up post with immediate effect

2.3 Wokingham Housing Ltd (WHL)

2.3.1 WHL Completed schemes:

WHL are in the process of signing off the 12 months defects at Hillside and settling the final account (including retention). WHL has also agreed compensation with WBC over the latent defects WHL inherited in the management of Vauxhall Drive. WHL are also working closely with Tenant Services on rent collection and ensuring the income stream from Hillside is managed effectively.

2.3.2 WHL Schemes in Progress and/or Development:

Phoenix Avenue (formally Eustace Crescent): The Phoenix design and build contract has now been agreed, and WHL are working with the successful contractor to formalise the programme and contract, and as part of this process will also undertake value engineering exercises and discuss phased handover contractual arrangements. Anticipated programme completion is March 2017.

Fosters Extra Care Home: Following the lack of expressions of interest through the HCA Procurement Framework, the Holding Company and Executive have agreed with WHL's Recommendation to re-tender the works through an OJEU restricted tender procedure. The extended procurement process means the anticipated revised timescales are; Contract award – January 2016, Start on site – March 2016. Works in terms of the detailed design and specifications are near completion.

Pipe-line sites: A pipe-line of around 9 smaller sites (38 properties) are at various stages of development and will go before the Planning Committee during the summer and autumn period. 3 of these sites have received planning consent (Barrett, Grovelands and Anson). A further 18 sites are being considered for future development. WHL is also working with WBC on bringing forward proposals for the regeneration of Gorse Ride and a number of other significant opportunities on WBC sites and other locations.

Loddon Homes: The Registered Provider (RP) work is nearing completion and the RP application is due to be finished and submitted to the HCA by end of September 2015. The registration application has been considered by the LHL and WHL Boards, followed

by WBC (Holdings) Ltd and agreement to proceed subject to final elements of the submission being checked and appropriate consent given to submit. The HCA will then consider the application and submit it to their Regulation Committee for approval, a process which is expected to take between 3 and 6 months. This is understood to be the first registration of a local authority housing company sponsored registered provider. A total of £1.75m of grant funding has been secured to date for the Hillside and Fosters schemes.

Staffing Update: A Business Support Manager has been recruited to further strengthen the team and succession arrangements for replacing with current temporary Finance Director in the autumn are well advanced. Work is on-going in updating WHL business plan to be circulated to clarify WHL's key objectives and targets in supporting the Council's agenda's.

3. Financial Report

Budget Monitoring for 2015-16 financial year (To 31st July 2015)

3.1 WBC Group Consolidated, (i.e. comprising WBC (Holdings) Ltd, Wokingham Housing Ltd, and Optalis Ltd).

The figures shown below represent the overall expenditure and income of the Council's subsidiary companies. Budget figures are being reviewed by WHL and therefore an overall comparison of spend against budget is not possible for WHL at present:

At the operational level, the net deficit was £69k.

3.2 WBC (Holdings) Ltd

A loss of £62k is reported compared to a budgeted loss of £110k. This is largely due to a saving on interest as anticipated works on Eustace Crescent are being rephased, and the budget is currently being reviewed .

3.3 Optalis

- The YTD pre-tax result is a loss of £12k - unfavourable to budget by £17k (budget £5k)
- The key favourable variances to budget relate to income from work undertaken in Bury, and cost savings from the deferral of appointments to both the Chairperson and Managing Director roles respectively.
- These were mitigated by unfavourable variances in agency spend, and a lack of private homecare growth.
- The YTD July result assumes a drawdown of £8k per month against the budgeted underwriting of £100k made by WBC against the impact of implementing the National Pay Agreement in January 2015.
- The full year pre-tax result is forecast at £50k as budgeted.
- Net assets at 31 July are £172k (budget £167k).
- Cash at 31 July was £388k (budget £573k).
- The YTD July results are summarised in the table below

Total Company Jul	Jul Actual (£000)	Jul Budget (£000)	Budget Variance (£000)	Jun Actual (£000)	Prior Month Variance (£'000)
Turnover	974	913	61	980	(6)
Costs	(959)	(901)	(58)	(957)	(2)
Operating Profit	15	12	3	23	(8)
Non trading costs	(20)	-	(20)	-	(20)
Depreciation	(7)	(7)	(0)	(8)	1
Profit before tax	(12)	5	(17)	15	(27)
Taxation	(1)	(1)	-	(1)	-
Net Profit	(13)	4	(17)	14	(27)

3.4 Wokingham Housing (Including Wokingham Housing Ltd & Loddon Homes Ltd)

Total sub group	July Actual (£000)	July Budget (£000)	Budget Variance (£000)
Income	9	Note (a)	Note (a)
Costs	(37)	Note (a)	Note (a)
Operating Loss	(28)	-	-
Non Trading Costs	-	Note (a)	Note (a)
Depreciation	(2)	Note (a)	Note (a)
Loss before Tax	(30)	-	-
Taxation	-	Note (a)	Note (a)
Net Loss	(30)	-	-

Wokingham Housing Limited (Consolidated)

July Year To Date

Profit and Loss Account for the period to 31st July 2015	Actual £	Budget £	Variance £
Income	31,004	Note (a)	
Operating Expenditure	(191,417)	Note (a)	
Operating Loss	(160,413)	Note (a)	

Note (a) - Budget for the Group is under review, approval is being sought to reflect the current operational plan.

Income for July 2015 is £8k (Year to date £31k). A draft budget for 2015/16 has been prepared and is currently being put under review to determine appropriate financial targets. This budget includes the costs associated with setting up framework agreements for contract tendering (WHL) and professional advice for HCA Registered Provider application (LHL). The financial budget for development of Phoenix (imminent) and Fosters remain as estimate until detailed negotiations with the appointed contractor determine the cost profile for each scheme. This work will provide an appropriate budget for approval by all appropriate boards.

Operating expenditure for the month was £37k and year to date is £191k

Balance Sheet

Net assets total £847k at 31st July 2015. In total there are 1,900,000 issued and fully paid Ordinary £1 shares held by WBC (Holdings) Ltd. The share capital remains at £1.9m.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See other financial implications below	Yes	Revenue
Next Financial Year (Year 2)	See other financial implications below	Yes	Revenue
Following Financial Year (Year 3)	See other financial implications below	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

The Council will benefit from reduced costs in commissioning services, the interest and management charges to WBC (Holdings) Ltd and future profits paid out as dividend. These will be factored into the Medium Term Financial Plan under the appropriate service.

Cross-Council Implications

No Cross-Council Implications

List of Background Papers

None

Contact Stephen McGrail	Service Resources
Telephone No 0118 974 6560	Email Stephen.McGrail@wokingham.gov.uk
Date 15 September 2015	Version No. 2

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TITLE	North Wokingham Distributor Road
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	Emmbrook, Evendons, Norreys and Wescott
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

Enables development in the North Wokingham Strategic Development Location.

Ensures appropriate mitigation of traffic impacts from the development of North Wokingham Strategic Development Location on existing residential areas.

Allows the Strategic Development Location to be developed as envisaged by the Core Strategy.

RECOMMENDATION

That the Executive:

- 1) agrees to the deliverable route option to provide the alignment for the North Wokingham Distributor Road and to progress it through detailed design to a full planning application and the funding necessary for this.
- 2) agrees that officers will continue the process of securing land required to deliver the deliverable route option.
- 3) agrees the expenditure of £1.25m with a profile of £250,000 in year 1 and £500,000 in both years 2 and 3.

SUMMARY OF REPORT

WBC has completed the refinement of North Wokingham Distributor Road following a public consultation in 2013.

Affected land owners have expressed a willingness to engage in negotiations relating to acquisition of their land for building the road.

The total scheme package is as follows:

- A generally 30mph, 6.1m wide single carriageway road with a provision for pedestrians and cyclists separated from the road by a tree-lined verge. The road would run through the North Wokingham SDL as a through-route linking all new development areas and connecting to the A329 at new junctions with Reading Road and London Road.
- A new junction would be formed with Old Forest Road south of the Emm Brook.
- The route will incorporate an existing sections of Old Forest Road, Toutley Road, and

Bell Foundry Lane.

- The road will be provided in partnership with SDL developers.
- The council recognises the potential for noise and visual impacts to residents living on and close to Old Forest Road, Toutley Road and Bell Foundry Lane.

The next stage of the project would be to prepare a planning application and would take approximately 12 months.

Background

Policy CP20 of the Council's Core Strategy identifies a requirement to improve transport capacity along the A321 and A329 to appropriately mitigate and enable the development of the North Wokingham Strategic Development Location (SDL), as envisaged by the Core Strategy

The Council indicated that a distributor road would provide the most effective form of mitigation against the impacts arising from the development of the SDL.

In 2013 WSP was appointed to undertake a study to identify the most appropriate highway scheme. The study identified three alternative alignments for a North Wokingham Distributor Road in the vicinity of Old Forest Road and Toutley Road, and a single alignment east of Twyford Road based on traffic impacts, environment and property impacts, land requirements, engineering design and deliverability. The routes are shown in Figure 1.

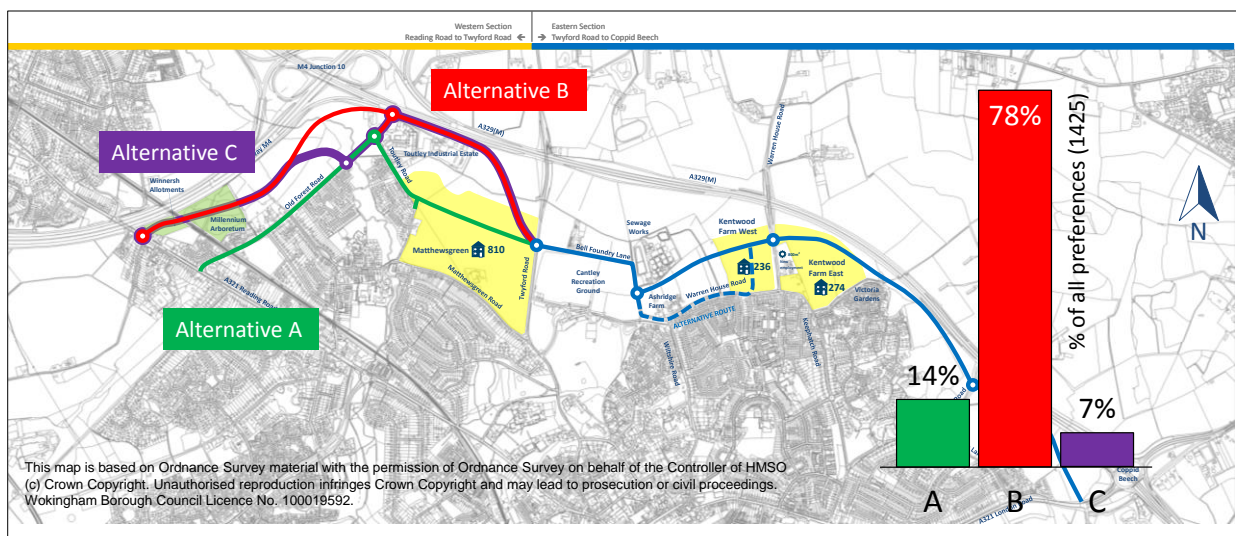


Figure 1 Public Consultation Alignments

Public consultation was completed during September and October 2013. Around 1,450 questionnaires were returned to the Council with approximately 80 additional emails, letters and other correspondence. Of those that responded, 78% of the stated public preference was for Alternative B. The second public preference was for Alternative A that retained use of Old Forest Road and which was supported by 14% of respondents. Alternative C was the preference of 7% of respondents. A report of consultation responses was issued in spring 2014.

The consultation resulted in a number of route variations that required further more detailed investigation before the identification of a deliverable route alignment. In addition, the council was already aware that providing Alternative B would affect the operation of Toutley Industrial Estate and have a significant environmental impact on the Emm Brook flood plain close to M4 J10 which is also allocated as SANG to mitigate development at the Matthews Green site.

In March 2014 Executive approved additional funding to progress with the refinement of the distributor road options to gain greater confidence in scheme delivery. This report

summarises the findings of that refinement process.

The scheme is contained in the 10 year capital vision of the Medium Term Financial Plan 2015/2016 at an estimated £19.25m for construction. Costings will be refined as the design progresses. Responsibility for delivering some sections of the distributor road lies with the respective developers. These developers would still make a financial contribution to those sections of the distributor road outside of their development parcels.

Liaison since March 2014

The Council has undertaken a number of liaison meetings with local councillors and with landowners whose land is required for the road.

Deliverable Route Option

Following investigation of a number of route options, the refinement study recommends a single route for the distributor road termed the Deliverable Route Option. The route is a combination of Alternatives A and C, optimised to minimise land requirements, environmental and ecological impacts, and impacts to businesses and residents. The council recognises that there will be noise and visual impacts to some properties close to the suggested road alignment.

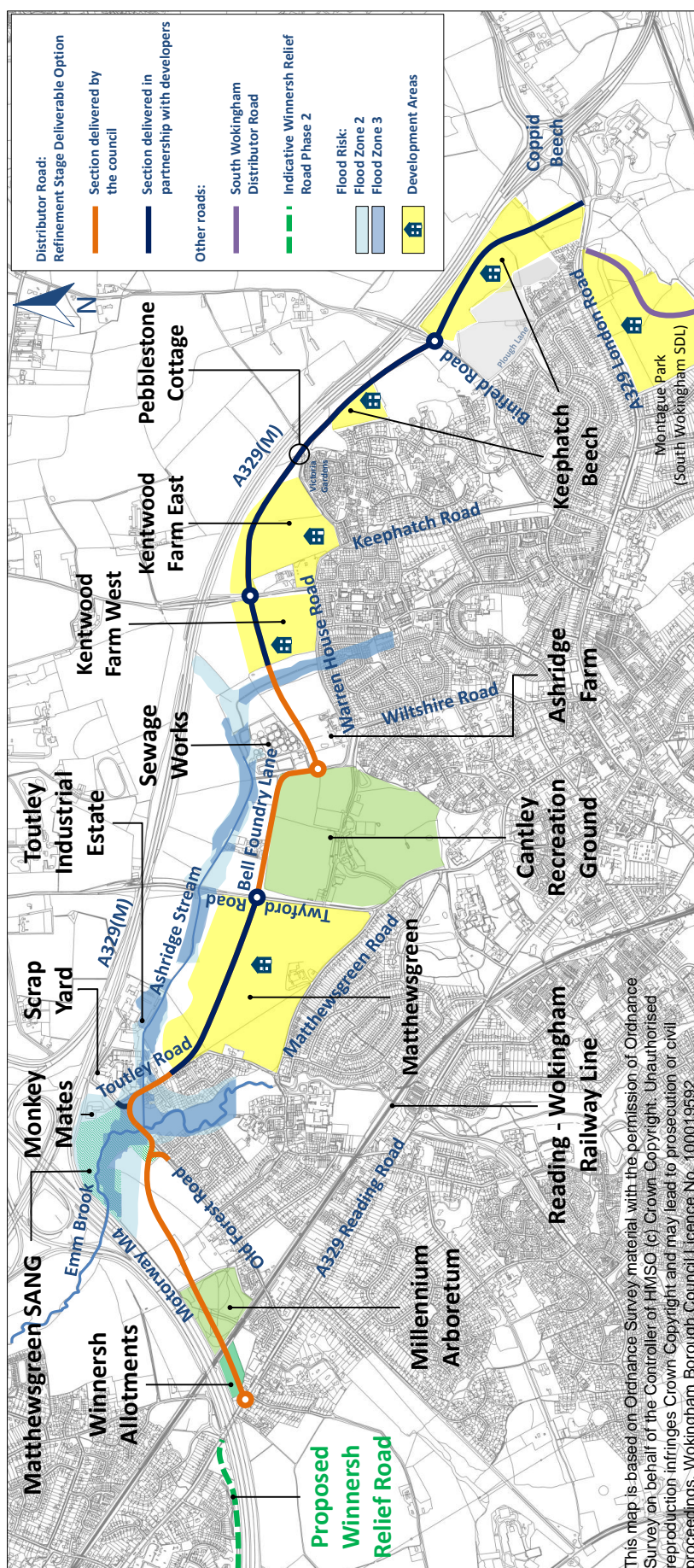
Excepting the need to mitigate noise and visual impacts on residential properties, there are few specific physical constraints along the route alignment.

The proposed route is shown schematically in Figure 2. The full technical appraisal of the route is available on request.

The proposed cross section for the distributor road is shown in Figure 3. The road carriageway would be 6.1m wide east of Old Forest Road with a 30mph speed limit. The speed limit would be increased to 40mph between Old Forest Road and Reading Road and the road width increased to 7.3m. The distributor road will be generally tree lined to provide a landscaped verge between road traffic and pedestrian and cyclist paths provided on both sides of the carriageway. Cyclist priority will be provided at minor junctions.



Figure 3 Proposed Cross-Section of the Distributor Road



The distributor road will have street lighting and illuminated signs and bollards as appropriate. Road markings will have high reflectivity and high quality road studs.

The road has been designed using the Design Manual for Roads and Bridges (DMRB) that provides standards, advice notes and other documents relating to the design, assessment and operation of roads in the UK. The road engineering has also taken account of current Environment Agency standards for a road close to water and crossing flood plains. Loss of flood water storage on the flood plain arising from a new road may need to be compensated in the vicinity of the road scheme requiring additional land purchase.

Reading Road to Old Forest Road

From west to east, the distributor road would form a new roundabout with A329 Reading Road. The roundabout would be constructed off-line to Reading Road with the remnant section of highway in front of the houses retained for resident's access and servicing. The junction has been sized and located to minimise the impact to existing residents of who will live opposite the new junction. Through traffic on Reading Road would use the new roundabout.

The approach lanes and the size of the roundabout have been designed to accommodate forecast traffic flows in 2026. This includes consideration for and traffic arising from full SDL development and a connection to the proposed Winnersh Relief Road that would join Reading Road to the west of the M4 motorway overbridge.

Land to provide the junction would be taken from the Winnersh Parish Council allotments and an existing parking area for the Bulldog Service Station. Both land parcels are in the ownership of Wokingham Borough Council and leased to the respective parties. The allotments would be reprovided elsewhere in the locality, although a new location has not yet been agreed. The council will establish a working group to progress with the identification and specification of a new site.

The junction would have an impact on the existing car wash facility at the Bulldog Service Station such that the car wash might need to be relocated. The council will discuss detailed options with the service station owner in the next stage of the project.

The distributor road would continue north across the existing Winnersh allotments and over the Reading-Wokingham railway line on a new road-over-rail bridge. It then continues across agricultural land to join Old Forest Road at a new junction north of Ashton Road and immediately south of the Emm Brook.

This route would affect the Millennium Arboretum. It is proposed that the amenity will be reprovided as an enhanced landscaping strip between the distributor road and M4 motorway. There is also an opportunity to reprovide the allotment in the same area, but this would be subject to further consultation with the parish council and existing allotment holders.

Affected land owners have been consulted and in principle have agreed to negotiate with the council for the acquisition of their land.

A new junction with Old Forest Road would positively direct through traffic to use the new section of highway. Old Forest Road to the south would form the minor arm and

northbound traffic from Old Forest Road would give way to through traffic.

The Emm Brook bridge on Old Forest Road would be replaced with a wider structure to accommodate the highway and improved pedestrian and cyclist provision.

The distributor road would then join Toutley Road at a realigned junction with Old Forest Road. Traffic to and from Monkey Mates, the scrap yard and council maintenance depot would give way. A new junction would also be formed with the Metro Centre.

Toutley Road

Toutley Road would form the route between Old Forest Road and the Matthewsgreen development. This would result in an intensification of traffic on Toutley Road. The existing bridge over the Ashridge Stream would be improved, as would pedestrian and cyclist provision in the locality.

The developer would provide the route section between Toutley Road and Twyford Road as it provides the main road through the Matthewsgreen development.

The council will work with the developer and local residents to provide the best possible solution for the stretch of the road east of Toutley Cottages.

Bell Foundry Lane

The junction of Twyford Road and Bell Foundry Lane would be improved to form a roundabout that also provides access to the Matthewsgreen development. Bell Foundry Lane itself would be widened to the north and within highway land to provide a minimum 6.1m carriageway. The 90° bend would be replaced with one of larger radius; this would impact Cantley Recreation Ground, requiring the corner of an existing playing field.

A new roundabout would be formed on Bell Foundry Lane immediately south of the existing sewage works access road. The distributor road would continue east on a new alignment between the sewage works and Ashridge Farm and connect to the Kentwood Farm West development. The existing access road to the sewage works would be stopped up and a new access provided from the new section of distributor road.

East of Warren House Road

The road continues as the development spine road through the Kentwood Farm West and East development sites and Keephatch Beech. New roundabout junctions would be provided at Warren House Road and Binfield Road.

The A329 London Road junction would be provided as traffic signals. It has been sized and tested to work with the improved Coppid Beech Roundabout and Montague Park traffic signal controlled junctions.

Visual Impact and Noise Mitigation to affected Residents

The environmental report to the refinement study is available on request.

The visual impacts of the relief road will be reduced in part by the road alignment itself. This would include constructing the road level as close to and below the existing ground

level where this is achievable. Elsewhere extensive tree and shrub planting will be provided, and, at the more sensitive noise and visual receptors, landscaped earth bunds will be provided. The landscape design and land requirements to achieve this will be detailed for the planning application.

Air Quality

Air quality in the study area is mainly influenced by operational emissions from road transport using the M4, A329(M), A329 Reading Road, Twyford Road and a number of local residential roads. The council has declared the area around M4 J10 (the junction with the A329(M)) as an Air Quality Management Area (AQMA). The results of air quality modelling undertaken by the council indicates that the Air Quality Strategy AQS objectives for nitrogen dioxide and particulates are being met within the general vicinity of the monitoring sites and it is considered unlikely that the distributor road will result in any exceedances of the AQS objectives.

Detailed investigations for impacts on buildings are required for the construction phase and will be reported in the planning application. Before undertaking this work, it is difficult to comment stage on dust and particulate deposition to nearby properties. However, in accordance with the Institute of Air Quality Management (IAQM) Guidance on the Assessment of Construction Phase Effects, with appropriate mitigation measures in place, the effect of dust and particulate emissions arising from the distributor road is anticipated to be negligible.

Noise

The overall impact of noise on existing residents will be considered in detail as part of the planning application. Where existing roads are used to form the distributor road, operational background noise level changes are anticipated, especially on Toutley Road. The use of bunds, noise barriers and surfacing that produces less noise will all be considered as part of the design.

More detailed studies will ultimately be required to determine the significance of noise and vibration effects, and also any regulatory duty to discharge the obligations under the Noise Insulation Regulations (NIR) 1975, as amended.

Water Quality

Sections of the distributor road will run on or close to areas designated as Flood Risk Zones 2 and 3, and the scheme would affect a number of culverts and drainage ditches. The Environment Agency has general policy regarding culverts and states that no watercourse should be culverted unless there is an overriding need to do so. The alteration of drainage patterns and the creation of extensive areas of impermeable surface through new areas of hard standing also has the potential to alter the level and rate of surface water run-off. Bridges will be provided over water courses at Old Forest Road, Toutley Road and the new highway section connecting to Kentwood Farm West. A need to culvert an existing drainage ditch has been identified on Bell Foundry Lane to keep the improvement scheme within the existing highway corridor. However culverting can change and reduce the ecological status of water bodies as well as increasing the risk of blockage.

Further engineering design will be undertaken in consultation with the Environment

Agency during preparation of the planning application.

Traffic Effects

Traffic modelling indicates that the distributor road will enable new development in the North Wokingham SDL and mitigate its traffic impacts on existing residential areas to the south. In this respect the Deliverable Route Option fully mitigates the impacts of development. Traffic flows for the Forecast Year 2026 are summarised in Figure 3.

The council's WSTM3 (Wokingham Strategic Transport Model, version 3) has been used to model the traffic effects of the distributor road. It models traffic volumes and behaviour using pcus, or passenger car units. These units are frequently used in traffic assessment work and are based on the principle of translating all vehicles into one common traffic 'currency'. This is achieved by apportioning different pcu values to different types of traffic. A car is equivalent to one pcu. An articulated lorry is 2.9 pcus and a bus 2.5 pcus.

WSTM3 models traffic conditions in 2010 and for a Forecast Year 2026. The 2026 model assumes completion and occupation of all 1,800 new homes located in the North Wokingham SDL, and provision of the full distributor road connecting to A329 Reading Road and London Road and linking all the new development areas.

The traffic model reports traffic flows for the weekday AM and PM peak hours. The morning or AM peak hour represents the time period 0800-0900hrs and the evening or PM peak hour 1700-1800hrs.

In the 2026 AM peak hour the new section of distributor road west of Old Forest Road would be used by a two-way flow of around 1,125 pcus/hr. The flow on Toutley Road is forecast to be 1,400 pcus/hr. Through the Matthewsgreen development the two-way flow is shown as 1,275 pcus/hr and 1,325 pcus/hr on Bell Foundry Lane.

The new section of highway between the sewage works and Ashridge Farm and leading into Kentwood Farm West has an AM 2026 peak hour flow of 1,050 pcus/hr. Through Kentwood Farm East and into Keephatch Beech the distributor road would carry 1,025 pcus/hr, and on the approaches to and from A329 London Road the two-way flow is shown as 1,125 pcus/hr.

In the 2026 PM peak hour the distributor road's two-way flow north of A329 London Road and south of Binfield Road is forecast to be 825 pcus/hr. On the section north through Keephatch Beech and into Kentwood Farm East the indicated flow is 975 pcus/hr, and a flow of 875 pcus/hr is shown on the new section north of Ashridge Farm.

Bell Foundry Lane is shown with a forecast two-way flow of 1,225 pcus/hr and 1,300 pcus/hr through the Matthewsgreen development. The flow on Toutley Road is shown as 1,150 pcus/hr and on the new road section west of Old Forest Road the forecast flow is 970 pcus/hr.

Derived from TA 79/99 Table 2, the design capacity of a 6.1m wide of this type road is 1,500 vehs/hr two-way total. On this basis the distributor road sections operate at between 68% and 93% of design capacity in the 2026 AM peak hour (from 1,025 pcus/hr to 1,400 pcus/hr), and between 55% and 87% of design capacity in the 2026

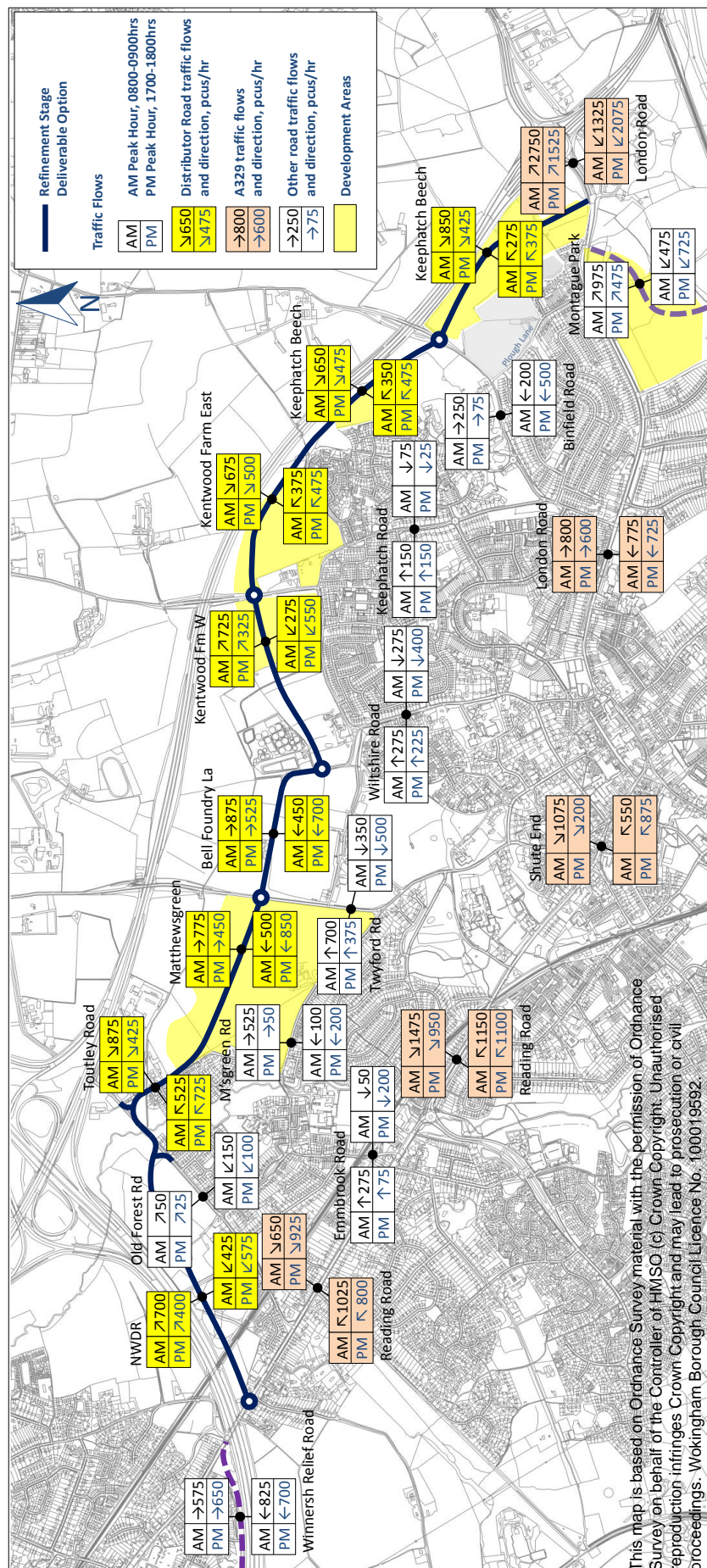


Figure 3 Traffic Flow Summary

All alternatives to using Toutley Road could only be provided at significant cost and would provide no additional traffic benefit. Options would have required the acquisition PM peak hour (from 825 pcus/hr and 1,300 pcus/hr). On all sections, the forecast flow is within the design capacity of a road of this type and indicates a good to satisfactory level of service during peak periods. Traffic flows during the inter-peak, evening periods (after 1900hrs) and at weekends will be significantly lower than those forecast for the weekday peak hours.

Other Options Considered

A number of alternative alignments for the distributor road were considered and these are detailed in the Refinement Report, available on request. The options included: retaining use of Old Forest Road (Alternative A); four alternatives to using Toutley Road to form the distributor road; and two alternative routes to the new section proposed between Bell Foundry Lane and the Kentwood Farm West development.

Delivery Implications

Environmental Impacts and Compensation: At this stage of the project, findings presented in the Environmental Appraisal Report must be considered both generic and preliminary and will require updating when a single route for the distributor road is agreed by Executive. This will be reported in the planning application.

Flood Risk: Proposed new sections of highway at the junction of Old Forest Road and Toutley Road, and the crossing on the stream between Bell Foundry Land and Kentwood Farm West are both located in flood risk zones. The Toutley Road scheme is located in a Flood Risk 3 zone. Consultation and agreement on any mitigation will be required with the Environment Agency.

Reading-Wokingham Line Railway Bridge: Discussions with Network Rail to enable the road-over-rail bridge crossing of the Reading-Wokingham railway line are at an early stage.

Landowner Meetings: Although meetings have been held with most affected land owners, the council only has in principle agreement to negotiate the acquisition of land to enable the highway. When planning permission is secured the council will then engage in detailed land acquisition talks. It has not been possible to identify the land owner for land at the junction of Old Forest Road and Toutley Road. It appears that the registered land owner is no longer in business and correspondence to date has been returned undelivered. The council is continuing to pursue options to identify the land owner, initially under section 16 of the Local Government Miscellaneous Provisions Act 1976.

Allotments: In-principle agreement has been secured from Winnersh Parish Council to reprovide the allotments at least to an equivalent area/number of pitches to the existing site. The requirements for and facilities at a new site are understood, however a location has not been agreed or secured. Discussions will continue and a site identified ahead of submission of a planning application for the distributor road.

Developer-Provided Sections of Distributor Road: The council is working with developers to secure the earliest delivery of the distributor road in its entirety. Discussions with developers have gained in principle support for this delivery approach.

Transport Business Case: To secure government funding for all or part of a road scheme, a road project must demonstrate value-for-money. This is presented in a Transport Business Case (TBC). The TBC has at its centre a cost-benefit analysis (CBA) and is the method of choice for establishing both value-for-money and priorities at all levels of planning. It will be very difficult to make a business case for any option other than the Deliverable Route Option, with the exception of Alternative A. If any other option in the Toutley area is included in the TBC it may undermine the business case for the whole distributor road. Any failure to secure government funding for the road would at best delay the timing of its full completion.

Road sections east of Toutley Road and within development boundaries would be delivered in line with development phasing, but the improvement of Bell Foundry Lane and especially the new section west of Old Forest Road could not be provided until developer contributions received by the council or CIL funds were sufficient to allow construction to start. Any delay to the distributor road being provided in full would not delay housing deliveries and would result in additional traffic loadings on residential roads towards Reading Road junctions at Old Forest Road, Emmbrook Road and Holt Lane. Government funding secured on a successful TBC would ensure the early delivery of the route in full.

Next Steps

If the route is approved then the next key milestone is to develop a planning application and seek approval for this. The planning application will require detailed design and a full environmental impact assessment. In parallel, work will be done on the business case that is required to secure the funding that has been identified by the Department for Transport for the scheme. The earliest an application could be brought to planning committee would be summer 2016. Procurement would follow approval and construction could possibly start in 2018/2019.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

Funding has already been allocated through the Medium Term Financial Plan 2015/2016 to progress the scheme.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£250,000	Yes	Capital
Next Financial Year (Year 2)	£500,000	Yes	Capital
Following Financial Year (Year 3)	£500,000	Yes	Capital

Other financial information relevant to the Recommendation/Decision
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See Cross-Council Implications below.

The figures shown above are taken from the Council's capital vision from the Medium Term Financial Plan.
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Cross-Council Implications

The Council's intention is that the scheme will be partially developer-funded, and will depend on the Council obtaining the full build cost of the scheme through relevant S106 agreements and (once operational) CIL and that enough developments come forward (or come forward early enough) to fund the scheme. There is therefore the risk that the Council will be required to fund (or forward fund) a proportion of the scheme. There will also be financial and timescale implications for the Council should a CPO inquiry be ordered by the Secretary of State. Accordingly, unless the Council is able to acquire funding through some alternative streams, there is a possibility that the Council will need to redirect funding for other infrastructure into this scheme, should the need arise.
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List of Background Papers

North Wokingham Distributor Road: Refinement Report

Contact Matt Davey	Service Highways and Transport
Telephone No 0118 908 8304	Email matt.davey@wokingham.gov.uk
Date 15 September 2015	Version No. 02

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TITLE	Introduction of Civil Parking Enforcement Powers
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

Improved and more consistent management of on-street parking, resulting in a reduction in traffic disruption, improved road safety, reduced parking contraventions and generally improve environmental impacts related to road traffic. It is expected to increase utilisation of car parks and, possibly, sustainable transport. It will also improve the Council's ability to respond to parking issues and customer demands for new restrictions and regulation.

RECOMMENDATION

The Executive is asked to approve:

- 1) the preparation and submission of an application to the Department for Transport (DfT) for the introduction of Civil Parking Enforcement powers within the Borough;
- 2) the capital expenditure of £34,000 in the current year and £34,000 in year 2.

SUMMARY OF REPORT

Civil Parking Enforcement (CPE) gives powers to a Local Authority to enforce parking restrictions within their area of responsibility. Within Wokingham Borough parking restrictions are currently enforced by the Thames Valley Police, however this is considered as a low priority for them and they apply little resource to it. This is partly due to the fact that Wokingham is the only Borough in the Thames Valley police area that has not taken on these powers. This results in a large number of complaints to the Council about illegal parking and the abuse of parking restrictions as drivers feel they will not be caught.

The powers will give the authority the opportunity to manage parking better across the Borough. The authority can enforce flexibly and apply resources to those areas known to currently generate problems such as outside schools and railway stations.

Enforcement will be managed in co-operation with local members and parish and town councils with resources applied where required. The Council will retain control of when, where and how enforcement is carried out. This will allow it to respond to specific problem areas and to work closely with Town and Parish Councils to determine local need and moderate enforcement where it is deemed unnecessary or undesirable.

From agreement to proceed with the application to service delivery on the ground will take between 18 months and 2 years. There only two windows per year to submit

applications to DfT.

The anticipated cost of making the application to the DfT is estimated at £68k which is a combination of consultancy and project management costs.

Background

1. The current enforcement of on-street parking restrictions is the responsibility of the Thames Valley Police. Police policy presently awards the enforcement of on street parking restrictions a low priority with limited resources being deployed to fulfil this function. Consequently motorists and residents are often left frustrated when parking issues are not resolved and the Council is powerless to help in these cases. The Chief Constable of Thames Valley Police recently recommended that Wokingham consider civil parking enforcement, alongside all the other Berkshire Unitary Authorities, as a solution to the problems of illegal and unsafe parking. Wokingham is the only Berkshire Unitary Authority not to apply for CPE.
2. A local authority may take over the responsibility for enforcement of on-street parking restrictions (residents parking bays, disabled bays, single and double yellow lines, etc.) through a process called Civil Parking Enforcement. This will be based upon the "Objectives of civil enforcement" as published by the Secretary of State, supported by the DfT's "Operational Guidance to Local Authorities: Parking Policy and Enforcement" – these are set out in Appendix A.
3. Para 12.4 of the guidance states that *"When an authority applies to the Secretary of State for the power to enforce parking under part 6 of the Traffic Management Act 2004 the Secretary of State expects them also to apply for the power to enforce bus lanes under the Transport Act 2000."* This paragraph also includes *"The Secretary of State recommends that an authority new to civil enforcement familiarise itself with the concepts by enforcing parking before undertaking the enforcement of bus lanes..."* To this end it is proposed to include bus lane enforcement in our application but implementation of bus lane enforcement would not be undertaken without further executive approval.

Issues to be Considered

4. Three options exist for service delivery; "Externalised to an existing parking enforcement company", "Externalised to another Local Authority" or "Provided by a new Council company". The current cost profiling indicates that the first two options are the most cost effective, however, all of these can be managed to be revenue neutral, as contained in the Statutory Guidance objectives for CPE, dependent upon the level of enforcement introduced. A unitary authority is required to link their off and on street parking operational costs and income and, as such, the combined service (off street parking and on street enforcement) will continue to provide a net income to the Council. Levels of enforcement, income and operational costs will vary from authority to authority, depending on local circumstances.
5. At the current time over 94% of Local Authorities in England and Wales have introduced or are introducing CPE, including all of the other Berkshire unitary authorities. The Secretary of State does have powers to require authorities to introduce CPE and, although this is not anticipated in the short term, there is a possibility that these powers will be invoked at some time.
6. Were the Council to take on these powers they would have to be applied across the whole of the Borough. Although introducing CPE in specific areas is

allowable under the Traffic Management Act 2004, the Secretary of State has stated that “cherry picking” CPE areas within an Authority is not acceptable and must be introduced for an entire Authority or the application will be rejected. Due to confusion as to where CPE exists and where it does not, the Police and possibly some residents are also likely to object to this approach. It is also the case that, if the Council wanted to adopt a further area for CPE powers, the DfT application and associated processes would need to be repeated in full, at a similar capital cost. It will, however, exclude the M4 which is managed by Highways England and, if agreed with the Police, other roads such as the A329(M). The Council will retain control of when, where and how enforcement is carried out. This will allow it to respond to specific problem areas, work closely with Town and Parish Councils to determine local need and moderate enforcement where it is deemed unnecessary or undesirable. An On-Street Compliance Survey was undertaken in March 2015 covering the town centres of Wokingham, Twyford and Woodley. The surveys took place on a weekday and on a Saturday in all three areas. The level of non-compliance in Wokingham was 18.7% on a weekday and 17.8% on the Saturday; in Twyford 34.7% on a weekday and 38.7% on the Saturday; in Woodley 16.3% on a weekday and 12.6% on the Saturday. Over the 6 days of the surveys this amounts to approximately 1 in 4 vehicles parking illegally in and around these town centres. (The full survey results are available in the background papers).

7. Implementing CPE can typically take between eighteen months and two years from the decision to proceed with the application. There are only two windows per year to submit applications to DfT. For the application to be accepted by the DfT, the Council will need to make sure the current Traffic Regulation Orders (TRO's) are consolidated and updated to be CPE compliant and that the necessary remedial works and general maintenance are carried out to signing and lining to match the consolidated TRO. As these are required, even if CPE was not to be introduced, to provide a robust regime for enforcement by the Police, this work is already progressing. There is also a requirement to undertake a Consultation process and evidence will need to be provided with the application that the following were consulted and are in agreement in respect of introducing CPE Powers:
 - The Police
 - Neighbouring local authorities
 - Highways Agency
 - DVLA and Traffic Enforcement Centre (TEC)
 - Government Office
 - Traffic Penalty Tribunal (TPT)
8. The Secretary of State also recommends consultation with wider stakeholders and those who will be affected including residents, motorists, the general public and socially excluded groups. It should be noted that once the application for CPE is accepted, and laid before Parliament the enforcement of on-street parking restrictions becomes a statutory duty.
9. The Council will need to enter into an agreement with an independent adjudication service as part of the application process. A national service is provided by the Traffic Penalty Tribunal (TPT) (S.101 Joint Committee Agreement (Local Government Act 1972)). As there is no alternative to the

service provided by the TPT, the DfT will not approve the Designation Order unless the agreement is in place. By having a wholly independent adjudication service Members will not be required to involve themselves with any representations made by motorists as they will be referred to the TPT who are there to deal with such appeals on the merits of the specific circumstances.

10. The Council will also need to confirm their nomination of a Representative and substitute Representative (who must both be elected Members of the Council) to serve on the TPT Joint Committee; this is a requirement of the legislation for joint committees with meetings being held twice a year but attendance by the elected Members is considered to be "less than essential".

Impact on Equality and Sustainability

11. The proposals do not unfairly impact on any group of individuals in particular as parking restrictions apply to all citizens. The current rights held for disabled badge holders still apply under CPE and, additionally, improved enforcement under CPE will reduce the abuse of disabled bays. CPE will help to improve the flow of traffic through the Borough. As traffic flows more easily vehicles are able to drive more efficiently which will have a positive impact on the environment and assist trade and business productivity.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£34k	YES	Capital
Next Financial Year (Year 2)	£34k	YES	Capital
Following Financial Year (Year 3)	N/A		

Other financial information relevant to the Recommendation/Decision

Where an authority makes a surplus on its on-street parking charges and on-street and off-street enforcement activities, it must use the surplus in accordance with the legislative restrictions in section 55 of the RTRA 1984 (as amended)(S.I. 2007/3483, regulation 25). In general terms any surplus can be used for maintenance of car parks, costs associated with providing public transport, highway improvements and projects and environmental improvements.

Capital costs are estimated at £68K, which is largely the cost of a specialist consultant.

Cross-Council Implications

When considering the introduction of CPE care was given to aligning our objectives with the 5 Key Priorities of the Council, in particular - Tackle traffic congestion in specific areas of the Borough and Invest in Regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth. The Council's Local Transport Plan and the Parking Plan were also considered in framing this proposal as CPE can help deliver their objectives - Transport Plan commitment under "Policy SCDM9: Car Parking: *"The Council will work to suitably locate, price and enforce car parking to improve traffic management, promote more sustainable travel and enhance the viability of town centres."* CPE will give the authority greater control over parking at particular hot spots such as illegal and unsafe parking near schools and traffic sensitive roads.

List of Background Papers

DfT Operational Guidance to Local Authorities: Parking Policy and Enforcement
Compliance Study
Local Transport Plan

Contact Helen Allen	Service Highways & Transport
Telephone No 0118 974 6637	Email helen.allen@wokingham.gov.uk
Date 15 September 2015	Version No. 1

Extract from “Operational Guidance to Local Authorities: Parking Policy and Enforcement” published by DfT

Policy objectives

3.1 CPE should contribute to the authority’s transport objectives. A good CPE regime is one that uses quality-based standards that the public understands, and which are enforced fairly, accurately and expeditiously.

3.2 Enforcement authorities should aim to increase compliance with parking restrictions through clear, well designed, legal and enforced parking controls. CPE provides a means by which an authority can effectively deliver wider transport strategies and objectives. Enforcement authorities should not view CPE in isolation or as a way of raising revenue.

3.3 Local authorities should ensure that parking in town centres and other shopping areas is convenient, safe and secure, including appropriate provision for motorcycles and deliveries. Parking policies including enforcement should be proportionate and should not undermine the vitality of town centres.

3.4 Enforcement authorities should design their parking policies with particular regard to:

- managing the traffic network to ensure expeditious movement of traffic, (including pedestrians and cyclists), as required under the TMA Network Management Duty;
- improving road safety;
- improving the local environment;
- improving the quality and accessibility of public transport;
- meeting the needs of disabled people, some of whom will be unable to use public transport systems and depend entirely on the use of a car; and
- managing and reconciling the competing demands for kerb space of:
 - residents;
 - shops;
 - businesses;
 - visitors, especially where there are many tourist attractions and hotels;
 - pedestrians;
 - delivery vehicles;
 - buses, taxis, private hire vehicles and coaches;
 - cars;
 - bicycles; and
 - motorcycles.

3.5 Authorities should appraise their parking policies, CPE regimes and associated regulatory framework (including penalty charge levels) when reviewing their Local Transport Plans (LTP). In London these are known as Local Implementation Plans (LIP). Authorities that do not have an LTP or LIP should appraise their parking policies when reviewing their local development framework or community strategy. They should take account of the information they collect as part of the parking enforcement process. It is also worth interviewing CEOs, who are in a unique position to identify changes to

parking patterns, as well as office staff who see the challenges and representations and the reasons behind them.

3.6 Chapter 4 gives advice on appraisal.

CPE financial objectives

3.7 CPE is a means of achieving transport policy objectives. For good governance, enforcement authorities need to forecast revenue and expenditure in advance. But raising revenue should not be an objective of CPE, nor should authorities set targets for revenue or the number of Penalty Charge Notices (PCNs) they issue.

3.8 The judgement in *R v LB Camden (ex parte Cran)* made clear that the Road Traffic Regulation Act 1984 is not a revenue raising Act.

3.9 Enforcement authorities should run their CPE operations (both on- and off-street) efficiently, effectively and economically. The purpose of penalty charges is to dissuade motorists from breaking parking restrictions. The objective of CPE should be for 100 per cent compliance, with no penalty charges. Parking charges and penalty charges should be proportionate, so authorities should not set them at unreasonable levels. The income from on-street charging and any penalty charge payments received (whether for on-street or off-street enforcement) must only be used in accordance with section 55 of the Road Traffic Regulation Act 1984 (as amended).

3.10 London authorities must keep an account of all income and expenditure in respect of designated (i.e. on-street) parking places and their functions as enforcement authorities, within paragraphs 2 and 3 of Schedule 7 to the TMA. English authorities outside London must keep an account of all income and expenditure in respect of designated (i.e. on-street) parking places which are not in a Civil Enforcement Area, designated (i.e. on-street) parking spaces which are in a Civil Enforcement Area and their functions as an enforcement authority. London authorities must send a copy of the account to the Mayor of London. All authorities must comply with Part 2 of the Local Government Transparency Code 2014 (<http://tinyurl.com/l4jpoef>) which sets out the minimum data that local authorities should be publishing, including on parking. If an authority makes a surplus on its on-street parking charges and on-street and off-street enforcement activities, it must use the surplus in accordance with the legislative restrictions in Section 55 of the RTRA 1984 (as amended).

3.11 Previous guidance said that local authority parking enforcement should be self-financing as soon as practicable. This is still a sensible aim, but compliant applications for CPE (see Chapters 12 to 15) will be granted without the scheme being self-financing. However, authorities will need to bear in mind that if their scheme is not self-financing, then they need to be certain that they can afford to pay for it from within existing funding. The Secretary of State will not expect either national or local taxpayers to meet any deficit. Any application to the Secretary of State for a scheme that is not self-financing should be supported by a resolution of the full Council.

3.12 Applying for CPE powers in conjunction with neighbouring authorities may be one way of tackling a potential financial shortfall. But a robust agreement on cost sharing will be needed if the partnership is to last.

Full guidance at <https://www.gov.uk/government/publications/operational-guidance-to-local-authorities-parking-policy-and-enforcement>

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TITLE	Designation of Two New Air Quality Management Areas
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	Emmbrook, Evendons, Norreys, Twyford and Wescott
LEAD OFFICER	Heather Thwaites, Director of Environment
LEAD MEMBER	Pauline Jorgenson Executive Member for Resident Services

OUTCOME / BENEFITS TO THE COMMUNITY

The Council is committed to improving air quality in the borough. The designation of two areas as Air Quality Management Areas allows the Council to develop and implement a mitigation strategy (Action Plan) to improve air quality in these areas and to contribute to the health and wellbeing of people who live and work in the borough.

RECOMMENDATION

The Executive is asked to:

- 1) designate the areas in Wokingham Town Centre and Twyford Town Centre as identified on Plans 1 and 2 (attached) as Air Quality Management Areas (AQMAs) under Section 83(1) of the Environmental Act 1995;
- 2) agree the spend as profiled in the financial information section below;
- 3) agree that an Action Plan is developed to manage the Air Quality Management Area within 12-18 months of the designation.

SUMMARY OF REPORT

Two areas of the Borough in Wokingham and Twyford Town Centres have been identified as having elevated levels of nitrogen dioxide (NO₂) slightly over the maximum requirement set out by the Environment Act 1995 (Annual mean of 40 micrograms per cubic metre of air which is one-millionth of a gram. (µg/m³)). This has triggered a Detailed Assessment and there is now a statutory requirement for the designation of these areas as Air Quality Management Areas. This allows the Council to develop and implement a mitigation strategy (Action Plan) to improve air quality in these areas.

Background

The Environment Act 1995 introduced a system of Local Air Quality Management which requires local authorities to regularly review and assess air quality within their areas. If monitoring indicates that levels of nitrogen dioxide (NO₂) are at or near specified levels, a detailed assessment must take place.

Monitoring that has taken place in 2012 and 2013 identified two areas in Wokingham Borough with slightly elevated levels of nitrogen dioxide. A Detailed Assessment of these areas was undertaken (this included modelling based on traffic data and taking into account known planning developments such as new Station Link Road) and identified a small number of properties within Wokingham Town Centre and Twyford Town Centre where the annual average nitrogen dioxide objective is likely to be exceeded. Monitoring in 2014, and to date in 2015, has confirmed levels have continued to exceed the level of 40µg/m³ (with an annual average for Wokingham between 40 and 52 µg/m³ and for Twyford 54µg/m³).

The Council takes its responsibilities very seriously, and is therefore declaring an AQMA to ensure that we can monitor and seek to improve the situation. This ensures that we comply with legislation that requires us to take appropriate action.

We currently monitor using diffusion tubes in a number of suitable locations. These are analysed monthly and provide an average level. We have installed a continuous monitoring unit in Peach Street which will enable hourly levels to be assessed and help identify any patterns in the levels which will inform our Action Plan.

Implications

Once the declarations have been made the Council must prepare an Action Plan for each location, and this must be submitted to DEFRA within 12-18 months of declaring the AQMA. The action plan will address how the Council will work towards reducing the levels of nitrogen dioxide within the AQMA and will be prepared for consideration by the Council's Executive before its submission in Spring 2017. This should also ensure that decisions made by Wokingham Borough Council do not result in an increase in levels in these areas.

Action Plan

This Action Plan is required to manage and reduce air quality in the identified area and will require multi-disciplinary input from a range of Council departments and stakeholders. Action plans could include improved traffic signalling or infrastructure projects and as the main reason for the air quality issues is transport related pollution. Over the next 12 -18 months the Environmental Health Shared Service as part of the Environment Directorate will lead in the development of this Action Plan. Throughout this period, the Council will continue to assess the air quality in the declared AQMA.

Conclusion

The designation of the AQMA is a statutory requirement and provides the opportunity for a multi-agency approach to deliver an action plan to improve air quality within Wokingham and Twyford Town Centres.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£5,000	Yes	Revenue
Next Financial Year (Year 2)	£6,000	Yes	Revenue
Following Financial Year (Year 3)	£3,000	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

£10,000 capital per year for 3 years identified in Medium Term Financial Plan and Year 1 secured.

Cross-Council Implications

Land Charges will need to be notified of any properties within the declared areas.

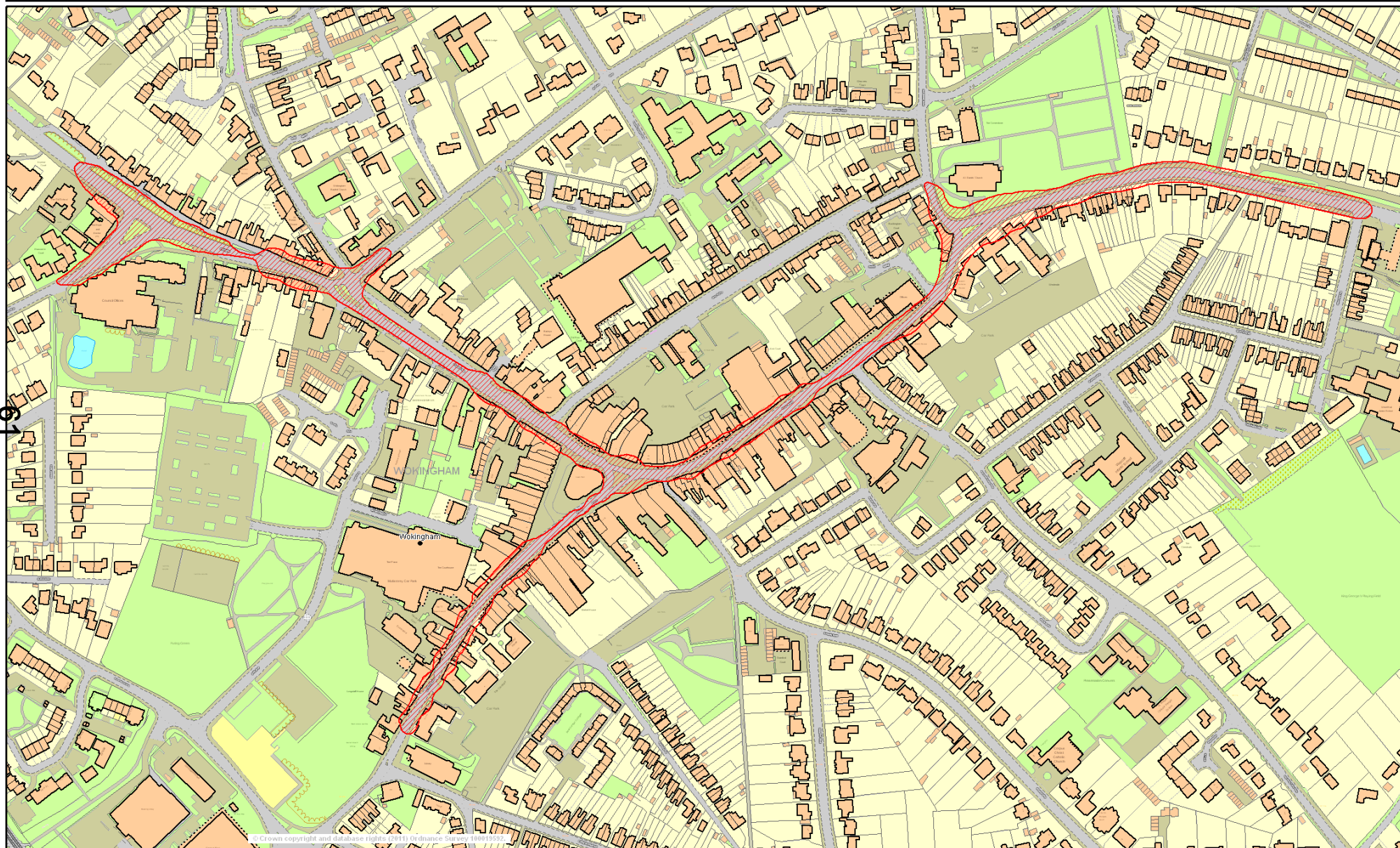
List of Background Papers

The Environmental Act 1995
Detailed Assessment: Wokingham and Twyford - Local Air Quality Management Progress Reports 2013 and 2014
The Air Quality Standards Regulations (2007), Statutory Instrument 2007 No 64

Contact Clare Lawrence	Service Development Management and Regulatory Services/ Commercial Services
Telephone No 01189 746444	Email clare.lawrence@wokingham.gov.uk
Date 15 September 2015	Version No. 2.0

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Wokingham AQMA



WOKINGHAM
BOROUGH COUNCIL

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Erica Taylor

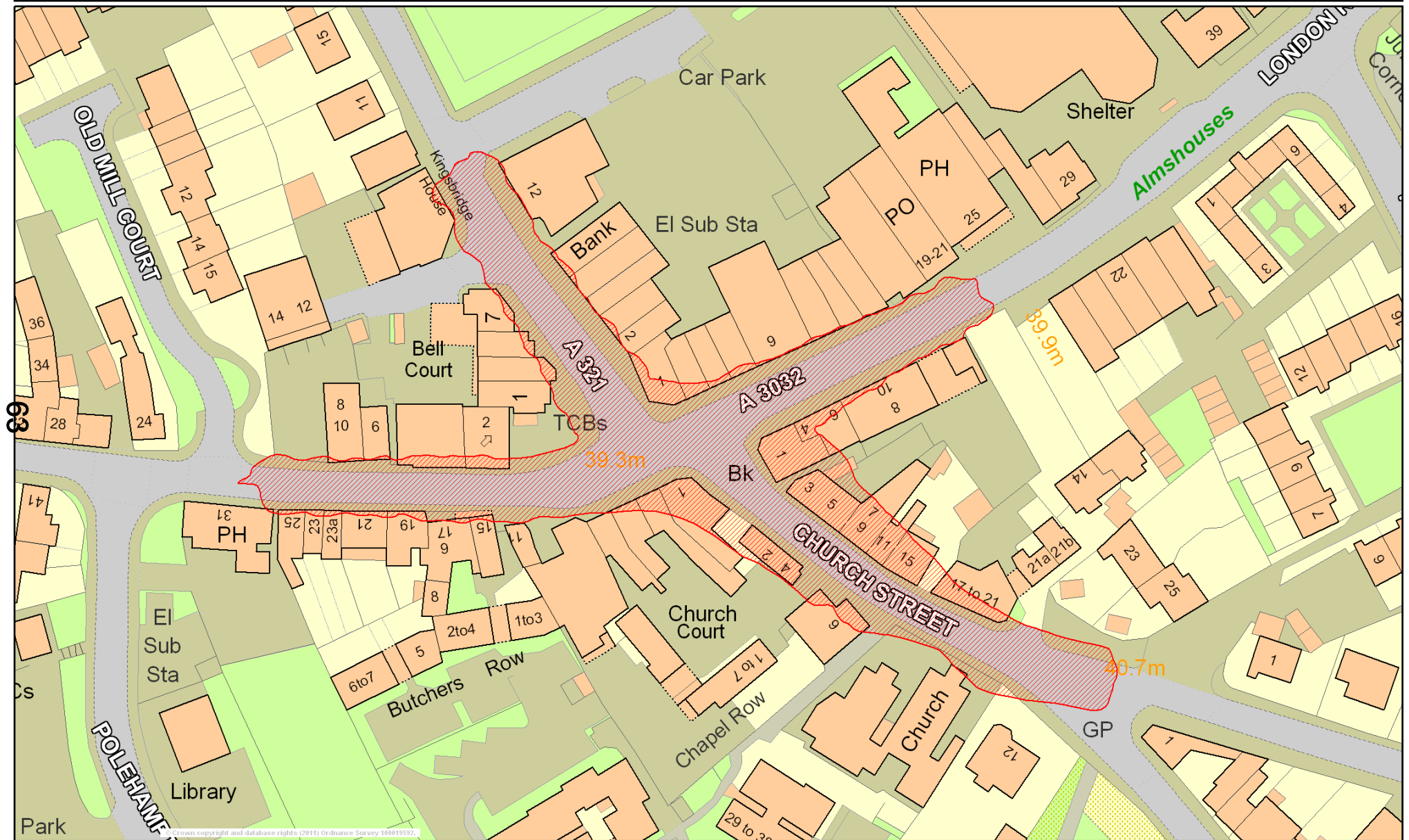
Date 3/3/2015

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Twyford AQMA



WOKINGHAM
BOROUGH COUNCIL

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Erica Taylor

Date 10/11/2014

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TITLE	Appropriation of Public Open Space and Lease to Yellow Brick Nursery at Chalfont Pavilion
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	Hillside
DIRECTOR	Graham Ebers, Director of Finance and Resources
LEAD MEMBER	Philip Mirfin, Executive Member for Regeneration and Communities

OUTCOME / BENEFITS TO THE COMMUNITY

Appropriating the Public Open Space will permit completion of the lease without in any way hampering public access to the recreation ground as the land enclosed was scrub land to the rear of the former pavilion building.

Granting a 20 year lease will secure the continued operation of a valued nursery care provider on the site.

RECOMMENDATION

The Executive consents to the appropriation of the public open space including the building shown hatched on the attached plan and to the granting of a 20 year lease of Chalfont Pavilion to Yellow Brick Nursery on a full repairing & insuring lease, at a commencing rent of £6,500 per annum.

SUMMARY OF REPORT

The prospective tenant has occupied the property since the early 1990s under a licence agreement whereby they pay a hire charge and the Council maintains the building in full. The licensee now wishes to take a 20 year lease of the property as they secured SureStart funding and invested privately to extend and enhance the building. The proposed lease will give the tenants full responsibility for the repair and maintenance of the building and are also required to carry out approximately £50k of enhancements to the property. The tenants will also pay the Council a rent of £6,500 per annum, subject to upward only review every 5 years.

The tenant has raised the possibility of moving the existing footpath (shown crosshatched on the plan) approximately one meter to the west and erecting a secure fence around the access to the nursery. This footpath forms part of the open space so consent is sought to appropriate this area as well.

Background

An area of open space was initially enclosed when the nursery opened in the building in the early 1990s, but the building and the area of open space from which the public was denied access was extended in 2012. It was not immediately apparent that the area was part of the public open space but now that it has been confirmed that it is, Executive consent is required to regularise the matter, and the lack of consent is an impediment to the grant of the lease.

The land in question is no longer required for open space purposes.

The prospective tenants currently hire the building on an all-inclusive basis with the Council responsible for carrying out all repairs, paying the business rates, cleaning and maintaining the building. However, there is an element of obsolescence apparent due to lack of maintenance, albeit that the building is fit for purpose and Ofsted approved, but one must bear in mind that it was designed as a sports pavilion rather than a nursery, and considerable amounts of work are now required to the older part of the building to take it up to a standard whereby it will be of beneficial use to the tenant for the next 20 years.

The tenant also wishes to enter into a shorter term agreement for use of a terrapin for early years children at Hillside primary school, but is unwilling to complete legal formalities at Hillside until they have consent for their lease at Chalfont, as they advise that the Hillside unit is not feasible as a standalone nursery. The grant of this lease within the grounds of Hillside Primary School is within delegated authority.

Analysis of Issues

The appropriation of the public open space is established on the ground and there have been no objections. Once Executive consent to the appropriation has been given, the appropriation of the land will be advertised locally for two consecutive weeks, explaining why the land is being appropriated and inviting objections. Whether WBC proceeds to appropriation has to then be decided by a third party not related to the Directorates seeking consent. The third party has to be mindful of but not bound by any objections received.

The Property is the former sports pavilion at Chalfont Way which has been used exclusively daily on a hire charge rate under licence by the proposed tenant, Yellow Brick Nursery, for some 15 years. The building was recently extended with the extension being funded partly by the tenant and partly via a SureStart grant. Following said investment, the tenant has asked for a 20 year lease to give security of tenure and reflect the investment made in the building. The property is under-used as a pavilion, and a separate WC has been provided for users of the sports fields and tennis courts, and which will continue to be available to sports users.

Terms have provisionally been agreed for a new lease to Yellow Brick Nursery for 20 years on a full repairing and insuring lease and at a rent of £6,500 per annum.

The prospective tenant has agreed to carry out works to the building to enhance its use as a day nursery including upgrading the heating system at a cost of £27,000, and general works to upgrade the building such as the provision of new rainwater goods, at £16,000. Should the tenant so require, the additional security fencing will also be paid

for by the tenant as currently the building is accessed via a public path which is apparently unsuitable from a safeguarding perspective.

The tenant's contribution towards the building works was some £68,000 of own funds; the remainder of the cost of completing the works was a SureStart grant secured by the tenant and for which the Council was ineligible.

The Council currently spends in the region of £15,000-£20,000 per annum maintaining the building under the hire agreement with the provision of heating and hot water being a particular issue given the tenant's use of the building and bearing in mind the fact that the building was built for use as a sports pavilion. There has also been an on-going issue with low level vandalism which is an on-going financial drain. As landlord, the Council is responsible for the business rates at some £3,000 per annum. All of these costs and obligations will pass to the tenant on completion of the lease.

The net benefit to the Council of granting the lease will be in the region of £30,000 per annum.

The nursery also provides free childcare places for children from ages 3 upwards though legislation regarding the provision of 'free' nursery places is currently under review nationally and is discretionary.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£30,000)	Yes	Revenue
Next Financial Year (Year 2)	(£30,000)	Yes	Revenue
Following Financial Year (Year 3)	(£30,000)	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

WBC will no longer be liable for the repair and maintenance of the building.

Cross-Council Implications

The provision of childcare has implications for Children's Services.

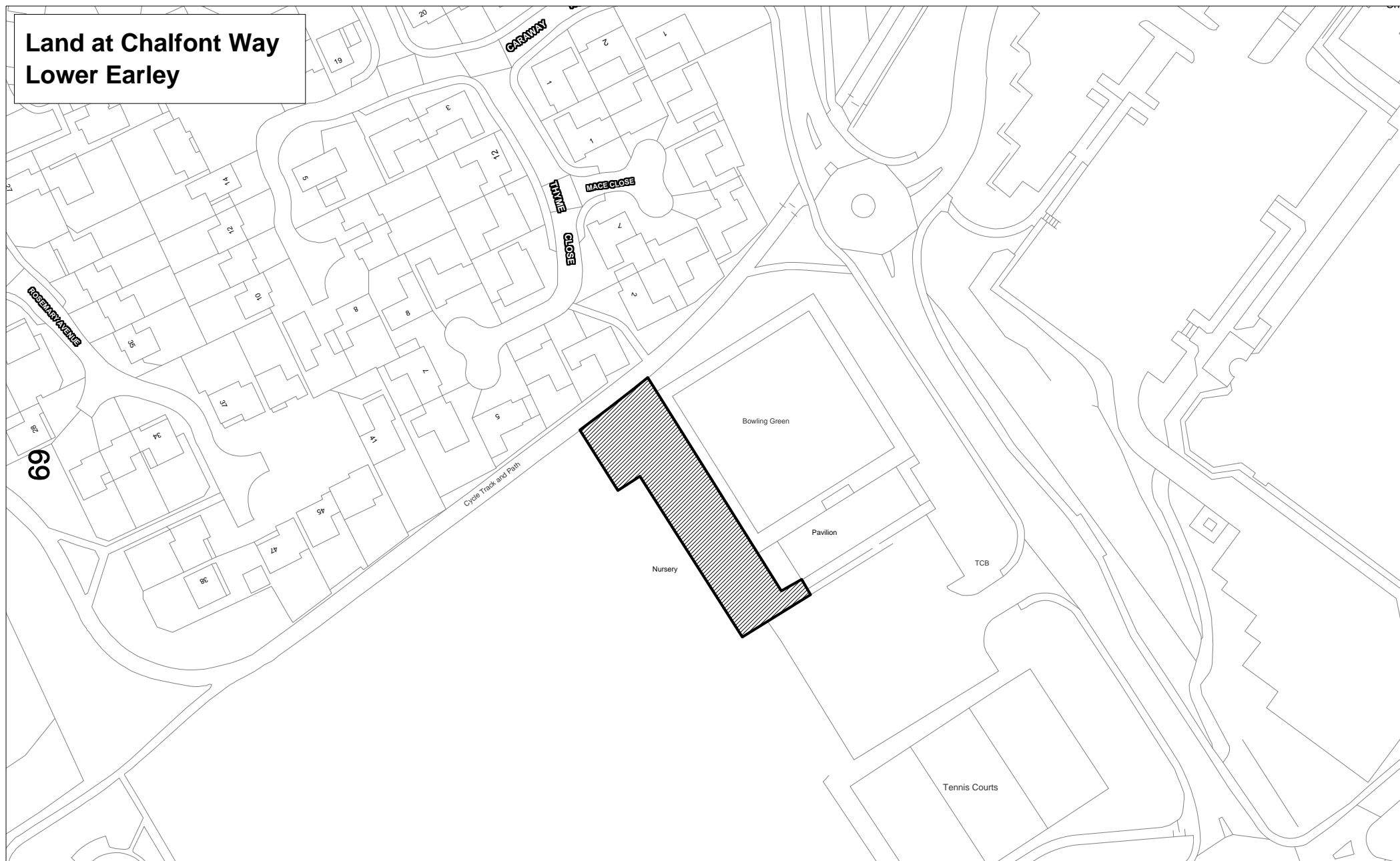
List of Background Papers

None

Contact Irene Kearns	Service Estates
Telephone No 0118 974 6730	Email irene.kearns@wokingham.gov.uk
Date 8 September 2015	Version No.

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**Land at Chalfont Way
Lower Earley**



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Agenda Item 58.

TITLE	Charging for Technical Approval of Highway Structures
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY
--

Reducing the cost of service delivery. Making the process of charging for technical approval of highway structures clear and transparent.

RECOMMENDATION

To approve the proposal for charges for technical approval of highway structures and for those charges to come into effect immediately following the Executive decision.
--

SUMMARY OF REPORT

When third parties (primarily developers) come forward with plans for highway structures these need to be checked to ensure they comply with standards and are safe. At present the cost of this is borne by the Council. These charges will allow the authority to recover the full cost of this process.
--

Background

Developers who propose to build a new structure or undertake work that could affect the highway or an existing highway structure have to ensure that the statutory duties are followed. Highway structures include bridges, retaining walls and gantries amongst others.

Technical Approval is a nationally recognised approach to determining suitability of structures and the process is set out in some detail in the Design Manual for Roads and Bridges BD2/12.

The charge for the Technical Approval is justifiable and covers the costs incurred by the Council for these services.

Analysis of Issues

At present the fee is not included in the planning or adoption process. The service is currently provided by WSP (the Council's term highways consultant). The fee has been calculated based upon the rates charged by WSP and will change in line with any changes in these rates. Charging will vary according to the category of the structure being proposed. Structure categories are set out in BD2/12.

Many local authorities have introduced a charge to cover the total cost of this service.

The proposed schedule of fees is attached as Appendix A.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	(£3,000)	N/A	Revenue
Next Financial Year (Year 2)	(£6,000)	N/A	Revenue
Following Financial Year (Year 3)	(£6,000)	N/A	Revenue

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

List of Background Papers

Procedures for the technical approval of highway structures guidance document – available on request

Contact Suppiah T Nesan	Service Highway Structures
Telephone No 01189088316	Email suppiah.thiruppugalnesan@wokingham.gov.uk
Date 15 September 2015	Version No. 1

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TECHNICAL APPROVAL OF HIGHWAY STRUCTURES

SCHEDULE OF FEES (April 2015 to March 2016)



WOKINGHAM
BOROUGH COUNCIL

BD 2/12	Application Fee	Technical Approval Fee	Site Visit	Total
DESIGN & CHECK CATEGORY				
CAT. 0	Included	£500	£300	£800 + VAT
CAT. 1	Included	£600	£300	£900 + VAT
CAT. 2	£250	£1000	£300	£1,550 + VAT
CAT. 3	TBA* (See note)	TBA*+ £/hr	TBA*+ £/hr	TBA*+ £/hr + VAT

The above illustrated fee is chargeable once the category of the structure is agreed. The total fee (for all stages) + VAT shall be paid upfront to Wokingham Borough Council, prior to commencement of Technical Approval Application Process.

- Approval in Principal is required for all structures, except for CAT 0 structures (refer to General Requirements).
- Periodic site visits will be required throughout the duration of the works. These fees are payable regardless of the number of inspections undertaken. Operations requiring inspection shall be agreed prior to commencement on site.

Note:

- * Fee for Category 3 structures will be calculated on an individual basis and take account of complexity of the submission. Applicants will be notified of the proposed fee following an initial assessment of the application.

TECHNICAL APPROVAL OF HIGHWAY STRUCTURES

EXPLANATORY NOTES

General Requirements

1. All highway structures require technical approval in accordance with the Design Manual for Roads and Bridges BD 2/12. Wokingham Borough Council (WBC) will be the Technical Approval Authority (TAA). The application for any technical approval is to be made in the following address:

Phil Milburn
Highways and Transport
Wokingham Borough Council
PO Box 153, Shute End
Wokingham, RG40 1WL

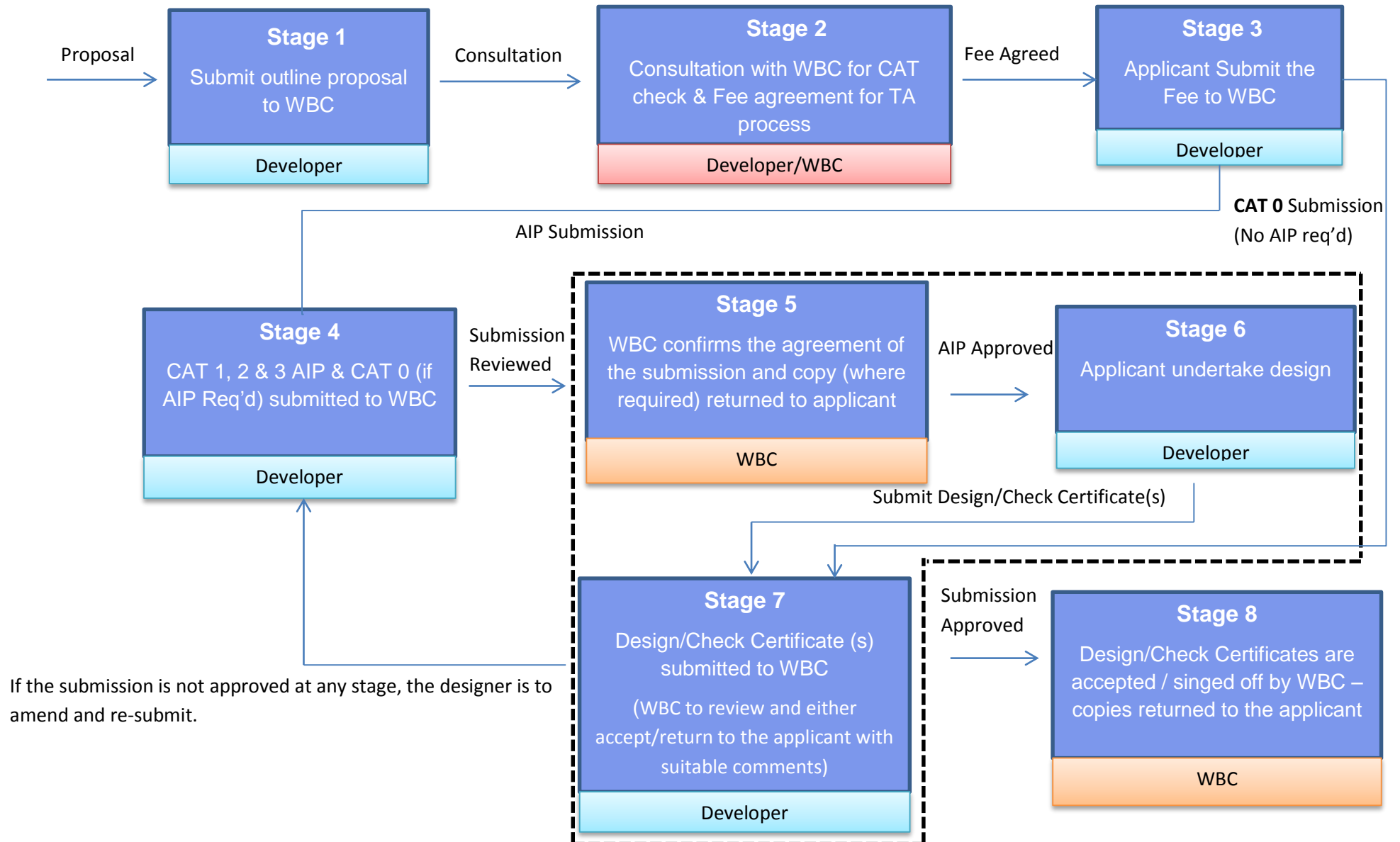
Mobile: 07880 178306

Email: phil.milburn@wokingham.gov.uk

2. These requirements apply to the design of all structures (including those privately owned) over, under or adjacent to the public highway. The term “design” shall include the assessment, strengthening, alteration or repair of existing structures.
3. The structural design and checking procedure shall be carried out by a Chartered Engineer familiar with highway structures, who will specify the proposed documents to be adopted.
4. Prior to the commencement of the relevant parts of the Works, Design and Check certificates related to the proposals shall be submitted to the Technical Approval Authority (TAA).
5. The design of temporary structures and those containing departures from established standards and criteria will be classified as either Category 2 or 3.
6. All AIPs shall be in the format as shown BD 2/12 Annex A1a. All certificates shall be in the format as shown BD 2/12 Annex C.
7. As the TAA Wokingham Borough Council reserves the right to request an AIP for Cat 0 structures, where deemed necessary. The cost and process shall remain as per Cat 0 as described elsewhere in this document.
8. All new structures shall be designed in accordance with the Eurocodes unless prior agreement with the TAA approving Engineer has been obtained.
9. Please note that these procedures only grant approval under the Highways Act. Additional approvals may be required in accordance with all relevant legislation such as the Town and Country Planning Act and the Building Regulations Act

TECHNICAL APPROVAL OF HIGHWAY STRUCTURES

Process Map



TITLE	Local Development Scheme (LDS)
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	None Specific
DIRECTOR	Heather Thwaites, Director for Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

The community will be informed of the timetable for producing Local Plans within the borough which will guide development through to 2036.

RECOMMENDATION

The Executive is asked to:

- 1) approve the updated Local Development Scheme to be effective from 25 September 2015;
- 2) approve spend of up to £800,000 for the Local Plan Update, £300,000 for the Minerals & Waste Local Plan and note that the budget is already approved for the Gypsy & Traveller Local Plan;
- 3) note that funding for Year 1 has already been approved through the Medium Term Financial Plan and that approval is given for Years 2 & 3.

SUMMARY OF REPORT

The Council has to maintain a programme (timetable) showing what Local Plan documents are to be produced over a three year period. Local Plan documents are very important when deciding planning applications. As the current programme covers 13 May 2013 to 12 May 2016, it requires updating.

The main changes to the Local Development Scheme (LDS) are due to:

- The Council will be producing a Local Plan Update, which will include setting a refined housing target for the Borough through to 2036 taking account of the conclusion of the Strategic Housing Market Assessment for the Berkshire area. The Council's approach to delivering growth has been through a number of strategic development locations. It is intended that this approach continues. The timescales for producing the Gypsy and Traveller Local Plan have changed, mainly due to the time taken to complete the Gypsy and Traveller Accommodation Assessment (GTAA), which considers what need there is for gypsy pitches
- The timescales for producing the Minerals and Waste Local Plan have changed, mainly due to the need to refine the evidence base and continued discussions with other Berkshire authorities on potential joint working.

Therefore, there is a need to update the Local Development Scheme to reflect these.

Background

The current LDS needs updating to reflect the following:

- Adoption of the Managing Development Delivery (MDD) Local Plan
- Revisions in the timetable for the Gypsy & Traveller Local Plan
- Revisions in the timetable for the Minerals & Waste Local Plan
- To establish a timetable for the Local Plan Update

Analysis of Issues

The Council needs to maintain an up to date 3 year programme for Local Plans in its Local Development Scheme. The timetable for Local Plans within the current Local Development Scheme need changing because:

Managing Development Delivery Local Plan

This plan was adopted on 21 February 2014 and consequently can be omitted from the LDS.

Gypsy and Traveller Local Plan

The current LDS envisaged that the authority would progress a Gypsy and Traveller Local Plan once the assessment of need through a Gypsy and Traveller Accommodation Assessment (GTAA) was finalised. Whilst an Initial GTAA was available in summer 2014, the finalised version was not available until Spring 2015. Following receipt of the Final GTAA, the Council from 4 June to 31 July 2015 consulted on the Preferred Options for the Plan. It is therefore necessary to establish the timetable for the remaining stages of the Gypsy and Traveller Local Plan through to its eventual adoption (envisaged March 2017).

Minerals and Waste Local Plan

The current Local Development Scheme recognised that the authority was considering the potential to produce a joint Local Plan with at least one other Berkshire local authority. This joint work could follow the existing Joint approach on waste with Bracknell Forest and Reading Councils through re3. Although discussions on potential joint work are underway, it is nevertheless important to establish a timetable for a Minerals and Waste Plan for the Borough. Any evidence collected for a Wokingham Borough plan can be collated with that of other authorities to inform any eventual Joint Plan. To allow discussions to continue, the Scheme does not envisage an initial draft plan until late 2017.

Local Plan Update

An update of the Core Strategy and/or Managing Development Delivery Local Plans is not included within the current scheme. A focused update of these documents is needed to ensure the authority has a robust strategy for addressing the implications of the Strategic Housing Market Assessment currently underway for Berkshire and South Buckinghamshire. The Strategic Housing Market Assessment (expected late summer/autumn 2015) will detail the level of housing need required in each of the authorities from April 2013 to March 2036. A Local Plan Update will also ensure that the Council can maintain its 5 year housing land supply through to 2036. The update is likely to continue the current successful approach to delivery through Strategic Development Locations. The scheme envisages adoption in March 2018.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	LPU circa £100,000 M&W circa £10,000 GTLP circa £20,000	Yes	Revenue
Next Financial Year (Year 2)	LPU circa £375,000 M&W £100,000 GTLP circa £95,000	Yes	Revenue
Following Financial Year (Year 3)	LPU circa £325,000 M&W circa £190,000 GTLP £0	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

The agreement of the Local Development Scheme does not commit the Council to the production of the documents.

There is sufficient budget committed to allow adoption of the Gypsy and Traveller Local Plan. The discussions on Joint work for the Minerals and Waste Local Plan (MWLP) will affect the cost of the plan since there will be opportunities for economies of scale i.e. sharing the cost of the necessary examination between several authorities. The timescale for the MWLP is in the process of being finalised so some spending may take place beyond Year 3.

A special item of up to £800,000 has been included in the Medium Term Financial Plan for the period from 2015 – 2018 for the Local Plan Update

Cross-Council Implications

Whilst the Scheme itself does not impact upon Council Services, the Local Plans which the authority subsequently produces in line with the timetable will. This is because the Local Plans will ensure the Council has a robust strategy for well-designed development which will regenerate the borough's towns and villages, support social and economic

prosperity, whilst encouraging business growth.

List of Background Papers

Draft Local Development Scheme for 25 September 2015 to 24 September 2018.
--

Contact John Spurling	Service Development Planning & Policy
Telephone No 0118 9746455	Email john.spurling@wokingham.gov.uk
Date 15 September 2015	Version No. 3



WOKINGHAM
BOROUGH COUNCIL

Local Development Scheme September 2015

September 2015



**WOKINGHAM
BOROUGH COUNCIL**

**TIMETABLE (LOCAL DEVELOPMENT SCHEME) SETTING OUT WHAT
LOCAL PLANS ARE BEING PRODUCED BY THE AUTHORITY**

25 September 2015 to 24 September 2018

WOKINGHAM BOROUGH COUNCIL

LOCAL DEVELOPMENT SCHEME

CONTENTS

Executive Summary of the Local Development Scheme (LDS)	1
1. INTRODUCTION.....	2
What is a Local Development Scheme (LDS)?.....	2
Where can the LDS be viewed?	2
Why is the LDS being amended?	2
If I need further information about the LDS, who should I contact?	2
2. PROPOSED LOCAL PLANS	3
What Local Plans are to be produced?.....	3
What process do Local Plans have to go through?	3
3. NEIGHBOURHOOD PLANNING	7
What is meant by Neighbourhood Planning?.....	7

Executive Summary of the Local Development Scheme (LDS)

There are a number of Local Plans already produced by Wokingham Borough Council (WBC). Local Plans set out a plan for how an area will develop over time to guide future development. They are the starting point when considering whether to grant planning permission. The Local Plans already produced are:

- Core Strategy
- Managing Development Delivery
- Minerals and Waste Local Plan (saved policies)

From 25 September 2015 to 24 September 2018 the production of the following plans will be underway:

- Gypsy and Traveller Local Plan
- Local Plan Update
- Minerals and Waste Local Plan

The **purpose** of the **Gypsy and Traveller Local Plan** is:

- To identify and allocate sufficient land for sites to cover the period to 2029.
- To provide additional policies against which development proposals will be assessed.

Preparation of document has started. It is expected to be completed ('adopted') in March 2017.

The **purpose** of the **Local Plan Update** is:

- To refine the housing target for Wokingham Borough to 2036
- To identify and allocate sufficient land for housing as well as other uses to cover the period to 2036
- To set boundaries, such as around settlements
- To update (where necessary) planning policies against which development proposals will be assessed

Preparation of evidence to inform the document is underway. It is expected to be completed ('adopted') in March 2018.

The **purpose** of the **Minerals and Waste Local Plan** is

- To identify the approach to the delivery of minerals and the treatment of waste and to allocate sites for such uses. This may be a joint plan produced by some or all of the Berkshire Unitary Authorities.
- To provide policies against which development proposals will be assessed

All Local Plans are produced through a similar process. This will include asking different people and organisations for their views to help to inform the content of the Local Plans.

The LDS focuses on the Local Plans but also sets out that **Parish/Town Councils can produce Neighbourhood Development Plans.**

1. INTRODUCTION

What is a Local Development Scheme (LDS)?

- 1.1 A Local Development Scheme sets out which Local Plan (LP) documents are to be produced. Local Plan documents are very important as they are the starting point when making decisions on planning applications.
- 1.2 This Local Development Scheme will cover the period 25 September 2015 to 24 September 2018 and will come into effect on 25 September 2015. This will replace the existing LDS (May 2013) and will be kept under review.
- 1.3 Wokingham Borough Council is preparing various Local Plans. The Local Development Scheme (LDS) explains:
 - The purpose of the Local Plans
 - Timescales for producing LPs, including when public consultation is likely to take place

Where can the LDS be viewed?

- 1.4 Copies of the LDS can be viewed:
 - Via <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/key-planning-documents/>
 - At the Council's office at Shute End, Wokingham.

Why is the LDS being amended?

- 1.5 The main changes are being made as:
 - The Council will be producing a Local Plan Update, which will include setting a refined housing target for the Borough through to 2036 taking account of the conclusion of the Strategic Housing Market Assessment for the Berkshire area
 - The timescales for producing the Gypsy and Traveller Local Plan have changed, mainly due to the time taken to complete the Gypsy and Traveller Accommodation Assessment (GTAA), which considers what need there is for gypsy pitches
 - The timescales for producing the Minerals and Waste Local Plan have changed, mainly due to the need to refine the evidence base and continued discussions with other Berkshire authorities on potential joint working.

If I need further information about the LDS, who should I contact?

- 1.6 Further advice on this LDS or other planning policy documents can be obtained from the Council's Land Use and Transport team on (0118) 974 6478 or email policyandplans@wokingham.gov.uk. You can find more out about the Local Plans by going to <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/>

2. PROPOSED LOCAL PLANS

What Local Plans are to be produced?

- 2.1 Various Local Plans are proposed to be produced by Wokingham Borough Council, covering its administrative area.

Local Plan Update

This document will refine the current Core Strategy from 2006 to 2026 to provide the strategy for the Borough from April 2013 – March 2036. It will therefore set a refined housing target for the Borough from 2013 to 2036, having regard to the results of an objective assessment of housing needs (set out in a Strategic Housing Market Assessment) and allocate additional sites for housing in order to maintain a rolling 5 year supply of sites having regard to any phased targets in the Plan. The current successful approach to delivery is through Strategic Development Locations and it is therefore likely that the Council will continue with this approach.

Gypsy and Traveller Local Plan

This document will identify and allocate sufficient land for sites to cover the period to 2029. Will also provide additional policies against which development proposals will be assessed.

Minerals and Waste Local Plan

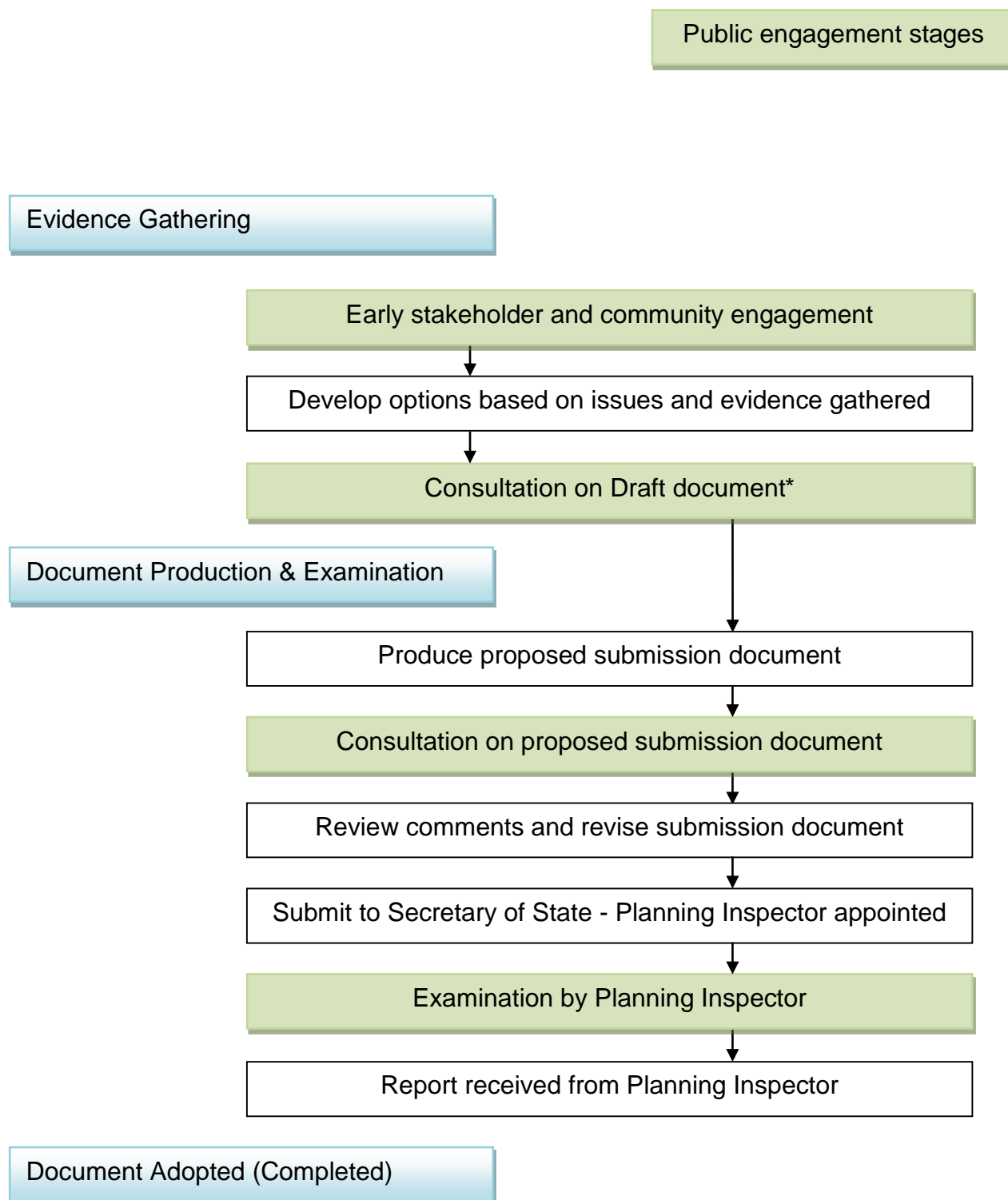
This document will identify the approach to the delivery of minerals and the treatment of waste and may allocate sites for such uses. It may be a joint plan produced by central and east Berkshire authorities. The plan will provide policies against which development proposals will be assessed. It is likely to replace (for Wokingham Borough) all the saved^ policies in the Replacement Minerals Local Plan and Waste Local Plan for Berkshire.

- 2.2 Each time a new Local Plan is produced and adopted (completed), the Policies Map will be updated. The Policies Map shows:
- local development constraints, e.g. green belt;
 - designations, e.g. development limits (outside of which it would be difficult for example to get planning permission for a new housing site)
 - site allocations, e.g. sites may be allocated for housing, employment, etc.

What process do Local Plans have to go through?

- 2.3 When producing Local Plans, WBC has to make sure that it follows certain processes and procedures set out in legislation and any accompanying regulations. All three Local Plans are produced through a similar process, as set out in **Figure 1**. This will include consultation with different people and organisations (stakeholders) to help shape the Local Plans. The Statement of Community Involvement was adopted in July 2014 and outlines in detail how the Council will involve people within the planning process.
- 2.4 Further details about the purpose, stages and dates for producing these Local Plans can be found in **Figure 2**.

Figure 1 Local Plan Process



* These stages can be combined into one or undertaken as two separate stages (Draft Options and then Preferred Options)

Figure 2 Purpose, stages and dates for producing Local Plans (25 September 2015 to 24 September 2018)

Stage	Purpose of Stage	Gypsy and Traveller Local Plan	Minerals and Waste Local Plan	Local Plan Update
Early Stakeholder & Community Engagement	Early evidence gathering stage, which may include the public and relevant stakeholders. This produces an evidence base from which to form policies	Mar 2013	Apr 2016 (start)	Oct 2015 (start)
Scoping Report consultation	Consultation on what sustainability objectives (social, economic and environmental) should be used to assess whether the Local Plan is sustainable	Jul – Aug 2013	Nov – Dec 2016	Nov – Dec 2015
Consultation Draft Options +	Consultation stage (if required) giving the public/stakeholders a first opportunity to shape proposed options and identify issues.	Aug 2014	Oct – Nov 2017	
Preferred Options +	Further consultation stage, taking account of comments made at earlier (Draft Options stage) (if required), which will set out the preferred options	Jun - Jul 2015	TBC (after 24 Sep 2018)	Jul – Aug 2016
Consultation on Proposed Submission Document	Consultation on proposed submission document; allowing the public/stakeholders to review and comment on its justification, effectiveness, consistency with national policy and whether it meets its development and infrastructure requirements.	Mar – Apr 2016	TBC (after 24 Sep 2018)	Jan – Feb 2017
Submit to Secretary of State#	Document submitted to the Secretary of State who appoints Planning	Jun – Jul 2016	TBC (after 24 Sep 2018)	Jun 2017

Stage	Purpose of Stage	Gypsy and Traveller Local Plan	Minerals and Waste Local Plan	Local Plan Update
	Inspector to oversee public examination.			
Pre Hearing Meeting*	Planning Inspector decides whether a pre hearing meeting is required.	Aug 2016	TBC (after 24 Sep 2018)	Aug 2017
Examination	Planning Inspector holds public hearings to examine whether the document is “sound” (see paragraph 182 of National Planning Policy Framework .) There is an opportunity for those who commented at the proposed submission stage to present their views/suggested changes at the hearings. Date depends on whether Planning Inspectorate consider that a pre hearing meeting is necessary	Oct 2016	TBC (after 24 Sep 2018)	Oct 2017
Inspector’s Report received~	Report received stating whether document is “sound.”	Feb 2017	TBC (after 24 Sep 2018)	Feb 2018
Adoption	Document is officially adopted and becomes policy.	Mar 2017	TBC (after 24 Sep 2018)	Mar 2018

^ Saved policies are those which are still used to determine planning applications following the decision of the Secretary of State on 24/9/07

Assumes that only minor changes, i.e. typographical changes are needed following consultation on the Proposed Submission document

*The Planning Inspectorate usually decides whether a Pre-Hearing meeting is needed. This could affect timing of subsequent stages.

~Assumes no further consultation on main modifications necessary following examination hearings

+These stages can be combined into one or undertaken as two separate stages (Draft Options and then Preferred Options)

3. NEIGHBOURHOOD PLANNING

What is meant by Neighbourhood Planning?

- 3.1 Parish and Town Councils can now prepare Neighbourhood Development Plans (NDPs) putting in place policies to guide the future development of the area. WBC has a legal duty to support the preparation of any NDP. This includes the provision of information and evidence, advice on sustainability assessment, appointing a suitable person who will publicly examine the NDP and holding a referendum within the area covered by the NDP, i.e. this might be the whole Parish.
- 3.2 Wokingham Borough is made up in its entirety of 17 Town and Parish Councils. Towns and Parishes can work on their own or in conjunction with one another to produce Neighbourhood Plans. Wokingham Borough currently has three Designated Neighbourhood Areas. These are Shinfield, Remenham and Arborfield & Newland and Barkham parishes.
- 3.3 Any NDP must be in general conformity with 'strategic policies' in the Local Plan and with national policy. NDPs would not be able to propose lower levels of development than those set out in up to date Local Plans but could propose higher levels. Before an NDP is adopted it must be subject to a referendum. If over 50% of the votes are in favour the local planning authority would have a duty to adopt the NDP unless it does not meet regulations. Further information on neighbourhood planning can be found via <http://www.wokingham.gov.uk/planning-and-building-control/planning-policy/key-planning-documents/neighbourhood-planning/>

TITLE	Bus Services - s106 Release
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

Release of s106 money will aid in the promotion of sustainable travel for both new development and existing communities.

RECOMMENDATION

The Executive are asked to approve:

- 1) the release of £154,500 of s106 money to improve bus services serving Mulberry Grove (Kentwood East) and £252,187 to support buses serving the Johnson & Johnson site in Wokingham Without; and
- 2) the expenditure of £406,687 with a profile of £45,846 in year 1, £66,446 in year 2,3 and 4, £35,546 in year 5 and £25,246 in years 6 to 10.

SUMMARY OF REPORT

Mulberry Grove (Kentwood East)

Within the North Wokingham Strategic Development Location, at the development site at Mulberry Grove (Kentwood East) the Council have secured S106 contributions specifically for "Improvement of bus services which serve the development".

The Executive are asked to approve the release of that S106 money. This enhancement will allow new residents at Mulberry Grove and existing residents in Norreys to use the bus to access peak time rail services (the 121 service currently only operates in the off peak) and increase the number of buses from 17 to 25 a day.

Johnson & Johnson

The Executive are asked to approve the release of s106 money to support the annual cost of running the revised 122 bus service which was altered to provide peak hour extension services to the Johnson and Johnson (Pinewood) Offices on Nine Mile Ride. This request follows the "Supported Bus Service" Exec Report in March 2014 which outlined the costs of running the service. This will increase the number of buses from 3 to 7 a day.

The s106 identified to fund this has been received and is ring-fenced "Towards the improvement of bus services in the vicinity of the site". First year funding was approved

in 2014/15 under the delegated s106 approval, Exec approval will cover approximately an additional 10 years funding support.

Neither service would be supported from other funding sources without specific agreement of the Council's executive.

Background

Mulberry Grove (Kentwood East)

Within the North Wokingham SDL, at the development site at Mulberry Grove (Kentwood East) the Council have secured s106 Contributions specifically for "Improvement of bus services which serve the development" totalling £300,000 plus indexation.

It is proposed to use £154,500 of the £300,000 towards enhancing the existing 121 bus service from Autumn 2015 for 3 years and 9 months to Summer 2019 to coincide with the remaining term of the existing Courtney Buses contract. The existing 121 service runs from 8.50am to 5.20pm. This enhancement will extend the service into Mulberry Grove and the time the service runs from 6.40am to 7.00pm. Currently the service provides 17 buses a day and this enhancement will extend this to 25 buses a day. This in turn will allow new residents at Mulberry Grove and existing residents in Norreys to use the bus to access peak time rail services.

Enhancing this service provides greater opportunities for residents to use the bus to access education, employment and local facilities. A map of the proposed route is shown in Appendix A.

Johnson & Johnson

It is proposed to use £252,187 of S106 funding to support the annual cost of running the revised 122 bus service which was altered to provide peak hour extension services to the Johnson and Johnson (Pinewood) Offices on Nine Mile Ride. This request follows the "Supported Bus Service" Exec Report in March 2014 which outlined the costs of running the service.

The 122 bus serves a wide range of communities running between Sandhurst, Crowthorne and Wokingham town. A bus route map is attached as Appendix B.

The s106 identified to fund this has been received and is ring-fenced "Towards the improvement of bus services in the vicinity of the site". £25,246 was approved in 2014/15 under the delegated s106 approval, Exec approval will cover approximately an additional 10 years funding support. Currently the service provides for 3 buses a day and this will increase to 7 buses a day in future.

Analysis of Issues

For both locations s106 money for improving bus services has been "ring-fenced". Both are extensions to existing services rather than new services, which mean both the new developments and existing communities benefit from the improvements.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

The funding for this support will be taken directly from S106 contributions directly related to providing public transport to the related sites. No further funding will be allocated to the services without specific further approval from the Council's executive.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£45,846 (£20,600 + £25,246)	Yes – S106	Revenue
Next Financial Year (Year 2)	£66,446 (£41,200 + £25,246)	Yes – S106	Revenue
Following Financial Year (Year 3)	£66,446 (£41,200 + £25,246)	Yes – S106	Revenue
Following Financial Year (Year 4)	£66,446 (£41,200 + £25,246)	Yes – S106	Revenue
Following Financial Year (Year 5)	£35,546 (£10,300 + £25,246)	Yes – S106	Revenue
Subsequent Financial Years (Years 6 – 10)	£126,230 (£25,246 x 5)	Yes – S106	Revenue

Other financial information relevant to the Recommendation/Decision
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The contributions will be drawn down over the period of the contracts.
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Cross-Council Implications

Supporting improved bus services like this offers more opportunities for travel to work and education potentially reducing pressure on other budgets that support these journeys.

List of Background Papers

None

Contact Matt Davey	Service Highways and Transport
Telephone No 01189088304	Email matt.davey@wokingham.gov.uk
Date 4 September 2015	Version No. 1

Service 121



Service 122



TITLE	Shinfield Neighbourhood Plan
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	Shinfield South and Shinfield North
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	Councillor John Kaiser, Executive Member Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

To continue to support Shinfield Parish Council in their neighbourhood planning efforts.

RECOMMENDATION

The Executive:

- 1) approve the comments outlined in this report; and
- 2) that they be submitted to Shinfield Parish Council as a formal objection to their consultation on the Pre-Submission Shinfield Neighbourhood Plan.

SUMMARY OF REPORT

The Shinfield Neighbourhood Plan once adopted will be part of the Development Plan and therefore carry significant weight in the determination of planning applications in or affecting Shinfield Parish. The plan contains policies on housing, transport and access, the natural environment, community and recreation, and business and commercial development. Most of the policies are in general conformity with the strategic policies contained in Wokingham Borough's Development Plan and have had regard to national policies, with the exception of those outlined here.

The key issues the Council is objecting to are :

Supporting Text Policy 4

The supporting text for Policy 4 contains assumptions and statistics which are not supported by robust evidence and provide a misleading context for Policy 5: Parking Provision.

Policy 5

Parking Provision is not considered to be in general conformity with Wokingham Borough's strategic borough-wide parking policy. In addition, some of the evidence used in the Neighbourhood Plan's transport and access and parking sections of the plan is not considered robust.

The Council therefore considers that the Pre-Submission document does not meet the basic conditions set out in [Paragraph 8 \(1\) \(a\) \(2\) of Schedule 4B to the Town and Country Planning Act 1990 \(inserted by the Localism Act 2011\)](#) which require general conformity with the strategic policies in the Development Plan.

Background

Neighbourhood Planning

The Localism Act 2011 and associated regulations introduced neighbourhood planning, which gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area through the production of Neighbourhood Development Plans. The key stages in producing a neighbourhood plan are:

- 1) Designating a neighbourhood area
- 2) Preparing a draft neighbourhood plan
- 3) Pre-submission publicity & consultation
- 4) Submission of a neighbourhood plan to the local planning authority
- 5) Local Planning Authority consultation on draft neighbourhood plan
- 6) Independent examination
- 7) Referendum
- 8) Bringing the neighbourhood plan into force

Shinfield Parish Neighbourhood Plan

Shinfield Parish began work on producing a neighbourhood plan shortly after being designated a neighbourhood area by the Council in October 2012. The parish council have since prepared a draft neighbourhood plan and are now undertaking the regulatory consultation on their pre-submission draft plan.

Next Steps

Following the pre-submission consultation, the Parish Council will consider the consultation responses and amend the plan if appropriate. The next step will be to submit the plan to the Council. If approved by the Executive, the Council will then publicise the draft plan and invite representations for a minimum regulatory six weeks and appoint an independent examiner. The Council will send the draft plan and all representations to the examiner who will issue a report to WBC and Shinfield Parish Council. At this point, the Council will consider the recommendations in the report and decide what actions to take in response to each. The Council must also come to a formal view about whether the draft plan meets the basic conditions set out in [paragraph 8\(2\) of Schedule 4B to the Town and Country Planning Act 1990 as applied to neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004.](#)

The basic conditions are:

- a. That it has regard to national policies and advice;
- b. That it contributes to the achievement of sustainable development;
- c. That it is in general conformity with the strategic policies in the local Development Plan;
- d. That it is compatible with EU obligations; and
- e. That it is not likely to have a significant effect on a European site or a European offshore marine site.

If the Council is satisfied that the draft plan satisfies the criteria below, a referendum on the plan must be held where this reflects the advice of the Examiner.

- That it meets the basic conditions;

- That it is compatible with EU obligations; and
- That it complies with the definition of a neighbourhood development plan and the provisions that can be made by a neighbourhood development plan.

Council Review of Shinfield Neighbourhood Plan

The Council's officers have provided support to the neighbourhood plan steering committee throughout this process. The steering committee informally submitted a draft of the plan to the Council for review earlier this year. The plan was reviewed by officers from Land Use and Transport, Development Management, Development Delivery, Highways, Flooding, Countryside, Biodiversity, Leisure, Community Facilities, and Sustainability and Economic Development. Comments were then provided to the neighbourhood plan steering committee, most of which were addressed. At this time, the objections to the transport section and the parking policies were given to the Parish Council and support was offered to work on revisions that would be in general conformity with Wokingham Borough Council policies.

The Council then arranged and paid for (with Department for Communities and Local Government neighbourhood planning grant funds) the plan to undergo a 'healthcheck', which is essentially a light touch review to determine whether a draft plan would pass examination. The [examiner's report](#) (provided as part of the 'healthcheck') contained a number of relatively minor recommendations, which are now reflected in the plan. The report included one major recommendation which was to "*delete the new parking policy in preference for a statement that the Neighbourhood Plan complies with the development plan in this respect*". The steering committee decided not to remove the parking policy as they consider the local context provides justification for the policy.

Analysis of Issues

The Shinfield Parish Draft Neighbourhood Plan contains a range of policies designed to address issues within Shinfield Parish. The plan contains background information and policies on housing, transport and access, the natural environment, community and recreation, and business and commercial development. The policies should be in general conformity with the strategic policies in the Wokingham Borough Development Plan but may add more locally specific detail.

It is important for Wokingham Borough Council to provide comments to Shinfield Parish Council at this stage as it is the last opportunity for the Parish to make changes to the plan prior to submission to the Council and the plan's final formal consultation. The Council's response is a formal objection to the plan, with recommended changes contained within appendix 1 to this report. The objection and recommended changes will be forwarded to the Parish Council by 30 September 2015, if approved. Most of the changes are minor, with the exception of those in the Transport and Access section.

The supporting text for *Policy 4: Accessibility and Highways Safety* and the parking provision and wording of *Policy 5: Parking Provision* is not considered to be in general conformity with the Council's policies and guidance and therefore does not meet the regulatory basic conditions for a neighbourhood plan. The Council considers that the proposed neighbourhood plan would undermine the Council's adopted parking policies and guidance should the neighbourhood plan be adopted. Specifically:

- The proposed parking policy would calculate parking provision differently than

WBC policy which would sometimes result in a higher parking provision and other times a lower parking provision. The Council's parking policies are contained within the MDD and are based on the evidence and research presented in the Parking Standards Study Report 2011. The Council considers the standards to be strategic and based on robust evidence. It is considered that the proposed parking standards in the neighbourhood plan would undermine the borough-wide standards and that they are not based on robust evidence.

- It is considered that the supporting text for Policy 4 contains misleading statistics and evidence that is not robust. Paragraph 13.6 states that the 2011 Census car ownership rate is 1.6 vehicles per household in Wokingham Borough and 1.637 in Shinfield Parish. Paragraph 14.5 then states that the parking provision for Shinfield Parish should be higher than the Borough-wide standards due to the higher car ownership rate in the parish. A difference of 0.037 is not considered significant enough to justify a higher parking provision. Additionally, paragraph 13.9 discusses research undertaken by the Arborfield Residents' Association measuring peak hour residential trip rates in Arborfield, which the Council does not consider to be robust.

The recommended changes therefore seek to align the proposed policies in the draft neighbourhood plan with the Council's adopted policies and guidance.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	nil	nil	nil
Next Financial Year (Year 2)	nil	nil	nil
Following Financial Year (Year 3)	nil	nil	nil

Other financial information relevant to the Recommendation/Decision

None anticipated.

Cross-Council Implications

The Shinfield Parish Neighbourhood Plan, if adopted, will be used to determine planning applications within Shinfield Parish.

Reasons for considering the report in Part 2

N/A

List of Background Papers

[Shinfield Parish Draft Neighbourhood Plan](#)

[Final Determination Statement that Shinfield Neighbourhood Plan does not need a Strategic Environment Assessment](#)
[Shinfield Neighbourhood Plan Healthcheck Report](#)

Contact Rebecca Bird	Service Land Use and Transport
Telephone No 0118 974 6456	Email Rebecca.bird@wokingham.gov.uk
Date 15 September 2015	Version No. 2

Appendix 1: Specific amendments to Pre-Submission Shinfield Parish Draft Neighbourhood Plan recommended:

Details of additions in **bold** and deletions from text shown in ~~strikethrough~~.

Paragraph 8.5 (page 7)

The evidence for these statistics should be included within the document (i.e. as an appendix).

Paragraph 9.15 (page 9)

The information about Clares Green Field SANG is not accurate. As the other SANG descriptions list only the location, it would be more appropriate to only include the location for this SANG.

Paragraph 10.5 (page 10)

This paragraph should be removed in its entirety as it has been superseded by other documents and events, i.e. the South East Plan has been revoked and the Core Strategy has been adopted. This paragraph is likely to be challenged during examination.

Policy 1: Location of Development (page 11)

Include **and** between 1) and 2):

- 1) It does not erode the separation between existing settlement boundaries; **and**

Following the bullet list under 3), include **and** after the third bullet:

- *Significantly enhance its immediate setting; **and***

Section 11. General Design Principles

It would be useful if this section provided a detailed description of the character of the existing parish and then the policy would state that new developments should be designed to contribute positively towards the character of the local area.

Paragraph 11.3 (page 12)

This paragraph should be removed as it is too prescriptive and therefore contrary to national policy. In addition, there is no justification as to why terraces should be short nor an explanation of what this means (i.e. short in height or length).

Policy 2: General Design Principles (page 13)

6) *Where appropriate, provision of suitable and unobtrusive storage facilities for refuse and recycling; **and***

7) *Design of road and service layouts to ensure the sustainable retention, where appropriate, of existing landscape features, including trees **and historic landscape features**, and to allow space for new sustainable landscape works without the need for maintenance and upgrades to services damaging landscape works, as they mature.*

In new residential developments, provision of an appropriate mix of size, built form and garden size, including style, design and character, will be supported in order to provide variation within a scheme, as long as this respects local distinctiveness. This can be achieved through the use of distinctive materials, differing layouts and positioning of dwellings, ~~and the retention of existing trees,~~ and provision of new trees, within new gardens and in the public realm.

*Developments designed to aid independent living for older residents **such as extra care housing** will generally be supported.*

Policy 3: Sustainable Development (page 14)

The Government has created a new approach for the setting of technical standards for new housing which includes sustainability standards. The Code for Sustainable Homes has been withdrawn, which renders MDD policy CC04 1.a) out of date. Building Regulations part L is the new standard for energy use in residential development, which is very similar to Level 4 of the Code for Sustainable Homes. This policy should be re-worded to reflect this, in particular point 1).

Section 13: Transport and access (page 15)

Bullet 11 in paragraph 17 of the NPPF identifies the core planning principles which should underpin both plan-making and decision-taking. The 11th principle is to '*actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable*'. The proposed transport policies do not sufficiently encourage active transport. The policies should be reconsidered with a greater focus on public transport, walking and cycling.

The supporting text in Section 13 does not include reference to committed transport interventions which include the Eastern Relief Road (under construction), the MereOak Park & Ride (opening in September 2015), the approved South of the M4 Public Transport Strategy (fully funded and secured by Section 106), and also the Arborfield Relief Road (funding secured by Section 106 from major applications within Arborfield, with detail design underway for the roads delivery).

The policies in Section 13 focus exclusively on residential development, missing key land uses such as the new Shinfield Neighbourhood Centre (including a public transport interchange), the Science Park and new schools.

Paragraph 13.1 (page15)

*With the M4 motorway running through the northern portion of the parish, the A33 running along the western fringe, and the A327 running through Shinfield village, the parish is well connected and well served by major routes. **In addition, the Shinfield Eastern Relief Road and the Park and Ride on the A33 are currently under construction.***

Paragraph 13.3 (page 15)

*Throughout the development of this Neighbourhood Development Plan, residents have continually raised concerns about the levels of traffic congestion, both current and anticipated. Whilst the A33 relief road is dual carriageway, many of the local roads crossing the parish are narrow country or residential roads, and main junctions regularly see congestion at peak times. **Although the Borough Council have secured a good level of infrastructure through Section 106 contributions for the major developments that have been approved for the parish,** ~~t~~The parish council anticipates that this congestion will further increase.*

Paragraph 13.4 (page 15)

*It is expected that ~~many the major proportion of~~ new residents will be travelling, generally by private vehicle, out of the parish to their workplaces, all of which will add to pressure on surrounding areas. In addition to this, the proposed development of some 3,500 new homes at Arborfield, **although they will include a suitable package of mitigation and funding to deliver identified transport interventions**, will affect all parts of our parish and beyond, as many of these new residents will travel through the parish to Reading, the M4 motorway and beyond. [Reason for change: There is good evidence within Shinfield that there are increased resident numbers using the recently improved public transit facilities. Further sustainability improvements have been identified and secured, in particular My Journey which is a significant improvement over typical Travel Plans.]*

Paragraph 13.5 (page 15)

*Many of our local primary routes were designed and constructed many years ago and were not built to cope with volumes of traffic or the size of modern vehicles. For example, Hyde End Road, a key access road connecting Shinfield to Spencers Wood, has barely sufficient width for two commercial vehicles to pass at key bends. Local residents have for some time been campaigning for lower consistent speed limits throughout the parish where roads vary from 30 mph to 40 mph without any specific thought to level of traffic or needs of pedestrians or other road users. **However, Wokingham Borough Council has secured traffic management improvements, including speed reductions within Shinfield parish.***

Paragraph 13.6 (page 15)

Vehicle ownership within Wokingham Borough is one of the highest in the UK. The 2011 Census showed that car ownership rates were 1.6 vehicles per household in Wokingham Borough, compared to an average of 1.1 per household across England. Shinfield Parish however has a car ownership rate of 1.637 vehicles per household. [The car ownership rate for Shinfield Parish is essentially the same as for Wokingham Borough.] An average of 1.6 car parking spaces per dwelling was the Council's previous parking guidance. Whilst car ownership is in line with this old guidance, the adopted MDD parking policy is substantially increased.

Paragraph 13.7 (page 15)

~~The 2011 Census indicated that the 4,403 dwellings in Shinfield used 7,211 vehicles,~~ [This equals 1.637, as expected from the previous paragraph. However, the text states that '4,403 dwellings in Shinfield used 7,211 vehicles'. Car usage is not the same as car ownership. Car ownership can be high, but it is the usage that impacts on the local highway network. This text should be re-worded or deleted.]

Paragraph 13.8 (page 15)

54% of these dwellings have two or more cars and only 8.2% have no vehicle at all. [Is this evidence provided within the appendices of the plan?]

Paragraph 13.9 (page 16)

~~Analysis carried out in 2013 in Arborfield by the Arborfield Resident's Association, that measured peak hour residential trip rates, indicated an average trip rate of 0.766 per household. This is 45% more than the rates used for the WBC Local Transport Plan. This indicates that any planned improvements to the road network to mitigate the impact of the new development will fall short of the necessary additional capacity required.~~

~~With the Central Government predicted increases in private vehicle ownership of 20% by 2026 and 46% by 2040, the future for traffic congestion in the Thames Valley is bleak, unless more progressive transport solutions are found.~~ [This information is not correct. The issue has been raised previously at Planning Committee meetings and Community Forums. The data referred to here is not robust and nor is it included for review within the appendices of the plan. WBC has very robust data on trip generation and car usage by households which has been used and entered into a traffic model to forecast impacts and model the effects of infrastructure improvements such as the Shinfield Eastern Relief Road. The data cited here is not robust and is not even in Shinfield Parish. This section should be deleted.]

Policy 4: Accessibility and Highways Safety (page 16)

Traffic speeds and volumes are two separate issues that require very different measures to address. Including a separate policy on traffic volumes is recommended. Such a policy should include encouragement and infrastructure for bicycle, pedestrian and public transport.

In point 1), it might be useful to say that 'signage should be consistent and appropriate in scale to the context' rather than 'suitable signage', to ensure prevention of sign pollution but provide sufficient signage.

Insert '**and**' between 2) and 3) in Policy 4.

Section 14. Parking (page 17)

The Wokingham Borough Managing Delivery Development Local Plan (MDD) policy CC07 states that planning permission will only be granted where the proposal demonstrates how the proposed parking provision meets the standards set out in Appendix 2 of the MDD and that the new scheme retains an appropriate overall level of off-street parking. It further explains that the parking requirements are designed to acknowledge differences between development proposals and the transport facilities and infrastructure serving different areas, as well as the role of smarter choices and demand management measures in promoting sustainable travel patterns. The parking requirements for dwelling houses found in Appendix 2 of the MDD are based on accessibility and the character of the area and are divided into three categories: urban, town, and fringe and village. Shinfield Parish contains both town and fringe and village classifications. Paragraph 2.3.4 in the Parking Standards Study Report which underpins Wokingham's borough-wide parking policy states that most new housing in the borough is located in identified Strategic Development Locations (SDLs) which will be supported by improvements in transport infrastructure and services which will be designed to encourage more sustainable travel patterns. *'The provision of parking is an important element in the overall design of these SDLs, as parking is a major factor in influencing travel. A careful balance needs to be achieved between allowing Wokingham residents to own cars, whilst encouraging use of alternative modes of travel and not allowing car parking to dominate the urban landscape.'* The proposed parking policy in the neighbourhood plan would both undermine this policy and is not in general conformity with the borough's strategic policy. Therefore, the draft neighbourhood plan does not meet the regulatory basic conditions for neighbourhood plans.

What is the justification for not following the healthcheck recommendation to remove the parking policy? Shinfield Neighbourhood Plan Healthcheck

Recommendation 7: The Neighbourhood Plan should be re-drafted to delete the new parking policy in preference for a statement that the Neighbourhood Plan complies with the development plan in this respect, and all necessary consequential changes to the plan should be made to reflect this development plan compliance.

Paragraph 184 of the NPPF states that '*Neighbourhood plans and orders should not promote less development than set out in the Local Plan or undermine its strategic policies.*' The proposed parking policy could undermine the strategic borough-wide policy. The policies in this section should be consistent with and build on existing WBC policies.

Paragraph 14.1 (page 17)

As stated in paragraph 13.6 and 13.7 in this document, 0.037% is not a significant increase in car ownership for Shinfield Parish compared to the Borough-wide rate. Therefore, the evidence to support the last sentence in this paragraph is not robust.

Paragraph 14.3 (page 17)

It is unlikely that garages are used as car parking spaces, which explains why there appear to be more than 130 vehicles regularly parked on the street.

Paragraph 14.4 (page 17)

Looking at the data in the Car Parking Survey, how the current WBC parking standards apply to this development is not included and therefore it is not clear how the figure of 72% has been arrived at or whether it is accurate.

Paragraph 14.5 (page 17)

Bullet 2 – As discussed in paragraph 13.6 and 13.7 in this document, the rate of car ownership in Shinfield Parish is 0.037% higher than the average across the Borough. This slight increase does not justify deviating from the Borough-wide parking strategy.

Bullet 3 – Is there any evidence to suggest that tandem parking is not sufficient?

Bullet 5 (page 18) – Deardon Way was never intended as a bus route as it is a cul-de-sac. For the Mitford Fields development, a bus could be contracted to do this route as the roads have been designed adequately. Whilst parking was based on old standards and increased parking has occurred on street, this was not the deciding factor preventing a bus travelling through the site. Rather the decision was related to viability and longevity of a good public transit strategy serving the local area and the wider Strategic Development Location. Regarding the Shinfield Park development, a bus can make the route and could be contracted to serve this route if it were deemed viable.

Paragraph 14.6 (page 18)

The Manual for Streets, which is the national standard published by the Department for Transport for road infrastructure, advises that 6.1 metres is an adequate width and has a minimum required width of 5.5 metres. The approved applications for the South of the M4 SDL include provisions for buses to run through the site. In addition, funding has been secured for traffic management which can be used for any necessary parking restrictions.

Policy 5: Parking (page 19)

To understand the impact of the proposed parking provisions in Policy 5, WBC Highways officers looked at a current pre-application that has been received for Shinfield Parish and calculated the required parking under the Shinfield standards and under the WBC standards, as can be seen in the table below.

	Current WBC adopted parking	Proposed Shinfield NP parking
	18 allocated parking spaces	22 parking spaces
	7 unallocated/visitor parking spaces	2 visitor spaces
Total required	25	24

As can be seen in the table, the current WBC adopted parking standards would require a higher level of parking provision than the proposed Shinfield parking standards. As the text in the plan indicates, this is not the intention of this policy. The WBC standards are based on a robust and extensive study by WSP. The proposed Shinfield standards do not have a clear evidence base upon which they are formulated. The parking policy as found on page 19 in the pre-submission plan should be removed and recommendation 7 from the Healthcheck report should be complied with:

Recommendation 7: The Neighbourhood Plan should be re-drafted to delete the new parking policy in preference for a statement that the Neighbourhood Plan complies with the development plan in this respect, and all necessary consequential changes to the plan should be made to reflect this development plan compliance.

It is not clear in the policy whether garages should count as part of the car parking provision. The existing WBC policy of assuming usage of 50% of garages as part of the car parking provision and having garages with a minimum length of 6 metres are an established and practical approach.

What is the evidence that tandem parking is not sufficient/appropriate? WBC are not aware of any evidence that shows this. Without robust evidence, the following sentence should be deleted: *'Tandem drives should not be constructed on primary roads, particularly those identified as bus routes or potential bus routes, as these lead to additional on-street parking.'*

Small parking areas usually indicate limited parking which will cause additional on street parking. Current WBC standards seek unallocated parking spaces and visitor spaces within these areas to assist with parking requirements. Evidence to support this is contained within the adopted parking standards study report. The following sentence should be deleted: *'Communal car parking areas in residential schemes should be small and close to buildings where there is appropriate natural surveillance.'*

Bollards and railings are generally discouraged and conflict with design guidance in the Borough Design Guide limiting street furniture. WBC parking policy, which is being delivered throughout new developments, aims to reduce this happening. Therefore, the following sentence should be deleted: *'Applicants will be required to demonstrate measures which will discourage parking on pavements and verges.'*

How will developers be encouraged to introduce and enforce parking management? Who will provide the enforcement? It is not clear how the following sentence would work in practice and therefore should be deleted: *'Developers will be encouraged to introduce and enforce parking management from occupation of houses until such times as roads are adopted by the local highways authority.'*

Policy 5: Parking (continued) (page 20)

Houses in Multiple Occupation (HMOs) and Sub-Divisions

*Conversions of dwellings to multiple occupation and sub-divisions generally intensify the use of the property and can increase demand for parking because of the greater number of adult occupants living in the property. There may also be a greater demand for visitor parking than if it were in single family occupation. **Converting a dwelling into an HMO for between three and six unrelated residents is permitted development, and therefore an application for planning permission is not required for this use. Converting a dwelling to a larger HMO, for seven or more unrelated residents, requires an application for planning permission and therefore the parking provision standards below will apply.***

*The required level of parking provision may vary depending on the location and the specifics of the proposal. However, the minimum should be for the provision of one parking space per bedroom ~~either on-site. or on-street depending on the parking capacity available in the area, unless otherwise justified by providing details, for example, as to what measures will be taken to deal with anticipated traffic impacts of the scheme. Applications will normally be expected to include a parking survey.~~ **On-street parking may be considered depending on the location of the proposed HMO in relation to the highway network (i.e. fronting a main road or located within a cul-de-sac or development estate). Should on-site parking not be achievable applications will be expected to include an independent parking survey.***

*For sub-divisions of houses or conversions of office or other non-residential accommodation into apartments **which require planning permission**, the standards will be as per the Residential Parking Standards set out ~~above~~ **within the Council's MDD**. Planning applications will normally be expected to include a parking survey **should on-street parking be considered.***

~~Inconsiderate parking can also lead to harm and adverse impact on highway safety. In order to minimise any potential impact of new developments with less than optimum parking on-site and competition for existing on-street parking a Parking Survey and Assessment will be required to be submitted with an application where the use of off-site parking facilities is proposed to meet the needs of the development. [This paragraph repeats information in the first three paragraphs of this policy and so is not necessary.]~~

Parking Surveys

*The Parking Survey shall be accompanied by a scaled plan (in the form of a dimensioned sketch) annotated to indicate private accesses, on-street parking bays, unmarked roadside parking, waiting restrictions (single yellow lines **etc.**), provision of suitable barriers to prevent parking on pavements or green verges and public car parks up to 100 metres distance from the development. The plan should also indicate areas unsuitable for parking within this distance.*

The information submitted with the parking survey will also need to include:

- 1) The likely levels of car ownership amongst occupants;*
- 2) An assessment of parking activity in an identified vicinity of the application site. The parking activity would need to be recorded regularly and typically between 6 am and 11pm ~~on one weekday and one weekend day~~ **for up to one week (including a Tuesday, Wednesday and Thursday), and including one weekend day** by an independent assessor;*
- 3) The results of the survey would be required to provide mapped records of the parked vehicle locations at each regular count interval and vehicle identities and would need to be at a time unaffected by seasonal variation (not in school holidays, or leading up to Christmas, for example);*
- 4) Proximity to public transport.*

Section 15. Natural Environment (page 21)

Paragraph 15.4 (page 21)

Regarding the field in Spencers Wood known as “The Common”, WBC has no evidence that this is a semi-natural unimproved grassland.

Policy 6: Trees, Hedgerows and Woodland (page 23)

*3) Habitats of Principal Importance in England (Section 41 Habitats under the Natural Environmental and Rural Communities Act (2006) **which are appropriate for retention** will have a minimum 15 metre wide buffer zone of soft landscaping that excludes any residential curtilage;*

*4) Ancient Woodlands, Local Wildlife Sites and ponds which are appropriate for retention will have a **15** - 30 metre wide buffer zone of native woodland planning that excludes any residential curtilage;*

Policy 8: Flooding (page 24)

SuDS is Sustainable Drainage Systems—the ‘Urban’ has been dropped. Please make this change in the third paragraph of this policy.

Section 16. Community and Recreation (page 25)

Policy 9: Assets of Community Value (page 26)

Only the first paragraph in this policy is actual policy; the second and third paragraphs are supporting text and so should not be within the green policy box.

*Assets of community value are defined as buildings and pieces of land that are essential to the social foundation of the area. **There is a formal designation process. Applicants can apply to Wokingham Borough Council to designate assets of community value.***

*The parish council will seek to ~~have~~ register identified assets **of community value designated by** ~~with~~ Wokingham Borough Council and retain a working list of sites identified as valuable to the community.*

Policy 10: Community and Sports Facilities (page 26)

All developments shall contribute towards formal and informal sport and leisure activities and recreation and social facilities within the parish, **in line with Wokingham Borough Council Community Infrastructure Levy Charging Schedule and/or negotiated through Section 106 agreements** ~~either through the provision of facilities or through financial contributions towards sports, leisure and recreation projects.~~

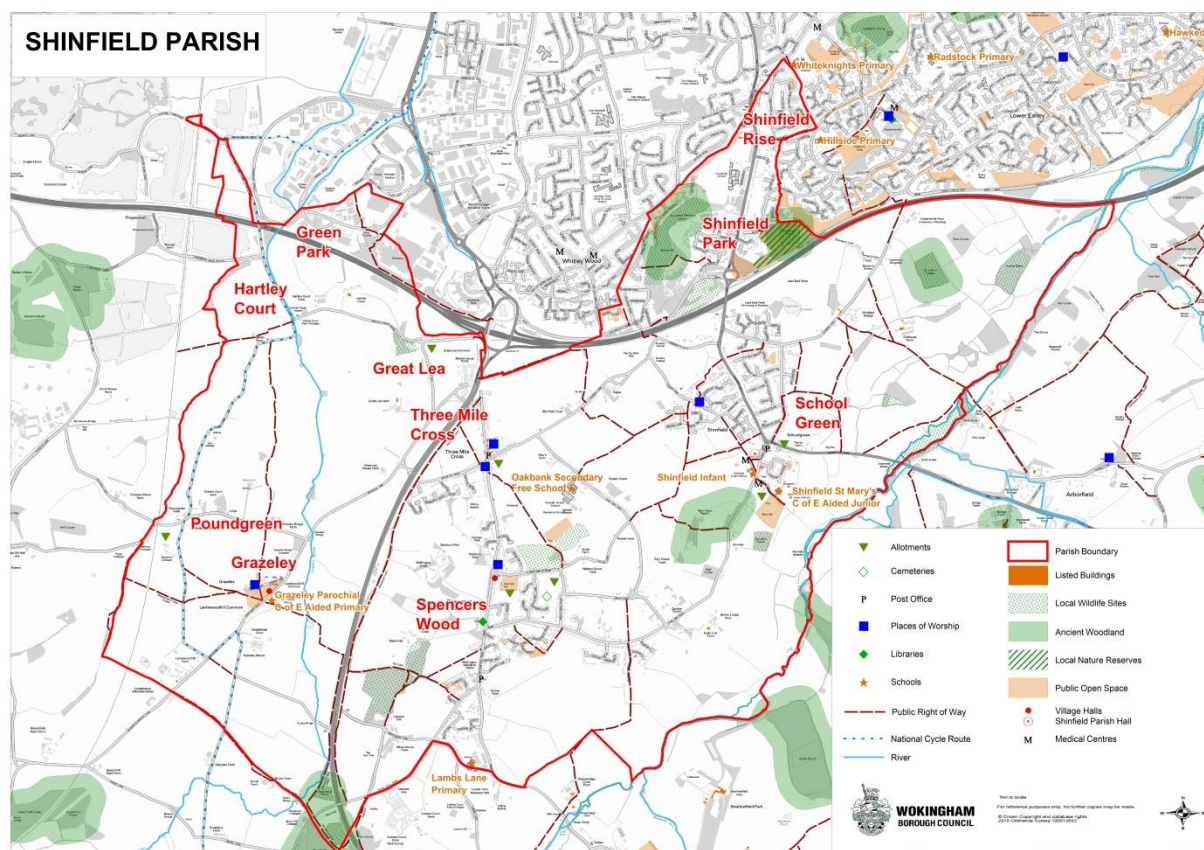
Section 17: Business and Commercial Development

Policy 11: Commercial Development

2) The scale of the development would complement the local area
What does this mean? Please provide clarification.

Appendix 2: Shinfield Parish Map

Please replace the existing map of Shinfield Parish on the back cover of the draft plan with the map below. The existing map includes a layer for Tree Preservation Orders, which is out of date and has been removed in the map below. For a high resolution copy of this map, please contact Rebecca Bird.



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TITLE	Wokingham Town Centre Environmental Improvement Programme – Phase One
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	Emmbrook, Evendons, Norreys and Wescott
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser – Executive Member for Planning and Transport

OUTCOME / BENEFITS TO THE COMMUNITY

Phase one of an Environmental Improvement Programme for Wokingham town centre.

RECOMMENDATION

Executive is asked to agree:

- 1) the release of s106 funding and funding from the Wokingham Town Centre Regeneration Project up to a maximum of £1.5m and subject to the receipt of at least an equivalent match funding sum from Wokingham Town Council; and
- 2) that all decisions necessary to implement the scheme are delegated to the Director of Environment in consultation with the Executive Member for Planning and Transport and the Executive Member for Regeneration.

SUMMARY OF REPORT

The Town and Borough Councils are working together to develop a proposal for environmental improvements to Wokingham town centre; phase one of a wider programme would be commenced focussing on the main public space around the market place/Old Town Hall.

Funding is required to progress the project through feasibility, consultation and implementation.

This project is being developed by a joint officer working group comprising representatives of both Councils. From this Council's perspective the project will be overseen by the Wokingham Town Centre Coordination Board.

Background

In June 2010 the Council adopted the Wokingham Town Centre Masterplan Supplementary Planning Document (The SPD) and this envisioned certain development opportunity sites as well as establishing the concept of a more welcoming and friendly destination for people by creating an environment of streets and spaces that are great to shop in or visit. Section 8 of the SPD pictures a quality town centre environment and set the basis for further work which was initiated at the time though paused until now to enable the allocation of resource to the proposals.

There has long been a desire to improve the environment of Wokingham town's market place and it is sensible as this is the main public space in the town to identify this as phase 1 so as to set the scene for future environmental improvement projects in the town. As other elements of the town centre regeneration proceed it is also timely to try to deliver this first phase of the environmental improvements.

Analysis of Issues

Wokingham town centre is currently undergoing considerable regeneration through private investment and the Borough's own proposals. To capitalise on these improvements and to ensure a quality refurbishment of the environment befitting of the town, it is appropriate to consider a concurrent environmental improvement programme. This would provide a focus for future similar works elsewhere in the town.

Joint working between the Borough and Town Councils has highlighted the Market Place as an appropriate area for the phase 1 of the works. There is scope to significantly change the area and make it an improved facility opening up opportunity for greater use of the public spaces in the future.

Primarily the project will look at surfacing materials and street furniture along with access arrangements.

The feasibility work will look at options for the area, materials, services and access arrangements. Options for removing the bus lane around the town hall will be investigated but no other major changes to traffic or parking are envisaged. Access to properties on the market place will be maintained in line with occupiers' needs.

As this would be a highway scheme, the works would be permitted development not requiring planning permission and accordingly, a suitable level of consultation will be carried out for any proposals in partnership with the Town Council.

Whilst phase 1 will be the Market Place and this will be worked up in detail, the further phases will be identified so that they can be programmed in the future as and when resource becomes available.

Funding

The town council has committed to funding at least half of the cost of the work. The Borough's contribution will be funded from the town centre regeneration project and existing s106 funds. S106 funds utilised will be those collected for town centre projects, including contributions towards leisure facilities.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£250,000	Yes	Capital / s106
Next Financial Year (Year 2)	£1,250,000	Yes	Capital / s106
Following Financial Year (Year 3)	0	N/A	Revenue

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

List of Background Papers

None

Contact Matt Davey	Service Highways and Transport
Telephone No 01189088304	Email matt.davey@wokingham.gov.uk
Date 15 September 2015	Version No. 1

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TITLE	Street Lighting Upgrade Project – Joint Contract with Slough, Reading and Wokingham
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

This project will result in more than £500,000 of revenue savings in its first four years through significantly reduced energy and maintenance costs within the street lighting service. In addition it will reduce CO2 emissions, reduce the risk to the public of column failures and provide for better asset management. It will reduce general light pollution whilst providing a better quality of light giving better colour rendition and facial recognition.

RECOMMENDATION

The Executive is advised to:

- 1) note the outcome of the joint tender process, which has been subject to EU regulations and has been advertised accordingly;
- 2) note the successful joint bid to the Department of Transport's (DfT's) Challenge Fund and the resultant contribution to the project costs; and,
- 3) give approval for the joint project to proceed;
- 4) approve the capital budget of £4m, plus the £8.12m ring fenced government grant. The expected profile for this spend is £80,000 current year, £1.825m in year 2, £1.825m in year 3 and £0.27m in year 4..

SUMMARY OF REPORT

The street lighting upgrade programme will save the Council money and provide modern and better lighting across the entire Borough. It will allow us to replace aging assets that have exceeded their end of life and are becoming a liability – evidenced by two column collapses in the last 4 years. The new management system will provide better control and information about the asset reducing our ongoing maintenance costs and improving the quality of service we can provide to the public.

Subsequent to the Executive's approval to progress Street Lighting Replacement project, on the 31st July 2014, joint working and contract arrangements with Slough and Reading Borough Councils have been agreed. A successful joint bid was made to the DfT's Challenge Fund resulting in a 70% grant funded contribution to the original estimate project costs. Wokingham is expected to receive a £8.12m contribution

towards the total £12.12m cost of the project, if the DfT conditions are met with regards to timing and performance. The project will deliver revenue savings of more than £500,000 in the first 4 years and will continue to deliver savings throughout the life of the project estimated to total some £9.5m in total even after taking in to account the cost of borrowing.

The procurement process, led by Slough BC, will take place during 2015 (see Appendix A) with the contract award in December, a works start in April 2016 and completion in March 2018. The project will include the Council's non Highway street lighting - Housing, Parks and Open Spaces, Property Management and Car Parks. The Town and Parish Councils have been invited to take advantage of the project, if they wish to replace any of their lighting assets.

Background

The Executive considered a “Street Lighting Replacement” report at their meeting of the 31st July 2014 and resolved that:

1. the street lighting replacement project of up to £11.6m be approved;
2. the procurement route of Option 2 be approved and the tender results be reported to Executive for final approval;
3. the form of borrowing of up to £11.6m be delegated to the Director of Finance and Resources; and
4. the financial appraisal showing a net revenue benefit of £14m over 20 years, which is attributable to the avoidance of escalating energy costs, be noted.

Option 2 was to proceed with a specific construction contract for the project, rather than using the existing maintenance contract or delaying the project until the existing contract expired.

Subsequent to the above, a meeting of the five Berkshire Authorities was convened to investigate the potential for joint working to increase the benefits and reduce costs. This resulted in Slough, Reading and Wokingham Borough Councils wishing to proceed with a joint contract with a total estimated value of approximately £27m. On-going discussions between the three Boroughs agreed that Wokingham would lead on the specifications and that Slough would lead with the contract documents, procurement, contract management and delivery. A Memorandum of Understanding, setting out the terms of the joint working and the cost sharing arrangements, was drafted and signed by the relevant Directors.

In February 2014 a joint submission was made to the DfT’s Challenge Fund for the part funding of the project. The submission was successful and the project will be receiving a contribution up to 70% of the original estimated costs. Wokingham’s proportion of this is £8.12m – this is grant money, not a loan. To comply with the terms of the DfT’s Challenge Fund contribution, the works programme has been reduced to two years, starting in April 2016 with completion in March 2018.

Although the majority of the column replacements, LED lantern conversions and LED Sign Lights will be related to Highway street lighting, the project will also include other relevant columns and lighting units owned by the Council - Housing, Parks and Open Spaces, Property Management and Car Parks. An invitation to take advantage of the contract arrangements has also been extended to those Town and Parish Councils that own street lighting, should they wish to replace any of their units – this being at their cost. Once the actual contract costs are known, detailed discussion will take place with the T&P Councils and this will include possible future maintenance arrangements.

Since the original estimate of the extent of works for the project was undertaken, further analysis of the asset inventory has been carried out and this has resulted in a potential increase in the project cost. This has been reflected in the financial figures shown in the report.

As stated above, the procurement process is being led by Slough BC, with input and scrutiny by the Legal and Procurement Officers from Reading and Wokingham. The proposed procurement timetable is shown in Appendix A.

Analysis of Issues

The new contract will need to be awarded by December 2015 to allow for mobilisation, Funding timelines and the joint working agreement to commence in April 2015

The new contract will be awarded based on the most economically advantageous tender for the three Boroughs, evaluated against the following weighted criteria: 70% cost – 30% quality

Risks

Risk	Could Happen	Mitigation Action
Programme and performance do not comply with DfT grant conditions	Grant is reduced	Specific performance measure is included in the contract with associated financial penalties
Increased disruption to residents and traffic due to reducing project programme from five to two years	Complaints/dissatisfaction.	Agree a communications plan with Contractor incl. letters for residents and emails to interested parties.
Increased disruption to residents and traffic due to reducing project programme from five to two years	Failure to coordinate with other works and/or events by inadequate Permitting/liaison with NRASWA Team	Specific performance measure is included in the contract with associated financial penalties
Disagreement between the three participating Boroughs	Failure of the joint working arrangements	Dispute procedure included in MoU. Employment of a dedicated Contract "Service Manager"
A greater number than expected of WBC private cables found to be defective and in need of replacement	Increase in project costs	Monitor and report any significant pressure on budget

Impact on Equality and Sustainability

The project proposals do not increase the adverse effects on any specific group and, in some cases, could result in being more inclusive with the use of white light. The current practice of dimming and the 'part night' lighting policy, adopted by the council in January 2011, will be implemented with the new installations. An Equality Impact Assessment for the project has been undertaken.

The project outcomes will have a positive impact on the environment in a number of ways:

- By reducing energy consumption and thus the carbon footprint of the street lighting service.
- By ensuring a safer environment for the public by replacing "at risk" columns
- By reducing the general levels of direct light pollution with the installation of lanterns with more modern, improved optics

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost?	Is there sufficient funding?	Revenue or Capital?
Current Financial Year (Year 1)	£80k	Yes	Capital
Next Financial Year (Year 2)	£1.825m	Yes	Capital
Following Financial Year (Year 3)	£1.825m	Yes	Capital
Following Financial Year (Year 4)	£0.27m	Yes	Capital

	How much will it (Cost)/Save?	Is there sufficient funding?	Revenue or Capital?
Current Financial Year (Year 1)	(£2.6k)	N/A	Revenue
Next Financial Year (Year 2)	£42k*	N/A	Revenue
Following Financial Year (Year 3)	£192k*	N/A	Revenue
Following Financial Year (Year 4)	£288k*	N/A	Revenue

**The actual savings figures achieved will be dependent upon the price of energy in the appropriate year.*

Other financial information relevant to the Recommendation/Decision

The savings figures above include the cost of borrowing the money to finance the project.

The project savings are subject to variation based upon inflation of maintenance works and energy costs. However based upon an optimistic assessment of likely values over the next 20 years the total savings the project accrues amount to £9.5m.

The original approval, for the Street Lighting Replacement, was given on the basis that the Council would fully fund the project. However, as part of the joint working arrangements with Slough and Reading, a bid was submitted in February 2015 to the DfT's Challenge Fund for the part funding of the project. The DfT announced, in late March 2015, that the joint bid had been successful and that they would provide a contribution up to 70% of the original estimated value – a minimum of 30% of the funding is to be provided locally. Wokingham is therefore expected to receive £8.12m thus lowering the borrowing requirement and proportionately reducing the revenue implications. This will also substantially reduce the "pay-back" period for the project and therefore realise greater savings for the Council.

The works are scheduled to be completed in March 2018 and therefore the main costs will fall within years 2 & 3 but 2% retention will be withheld for 12 months from the contract's substantial completion. There will therefore be a requirement for the capital funding to extend into a 4th year (2018/19) for the purpose of releasing the retention.

Cross-Council Implications

The project will impact other services by the inclusion of the Council's non-highway street lighting assets - Housing, Parks and Open Spaces, Property Management and Car Parks. The project is expected to be the preliminary step in the transfer of future maintenance, management and funding responsibilities to the Council's Street Lighting Team. Although a significant proportion of the capital expenditure will be used to deal with the Council's aging street lighting columns, to mitigate the risks of a structural failure, it will also provide the opportunity to install the latest technology in LED lighting units and remote management systems. The combination of these will result in a significant reduction in on-going energy use/costs, as well as maintenance costs in the initial 20 years, thus contributing to achieving the Council's financial targets.

The project will also have a positive impact on other Council Priorities e.g. "Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth" and "Ensure strong sustainable communities that are vibrant and supported by well-designed development", and will contribute to a "safer" and more inclusive environment in which to live.

Reasons for considering the report in Part 2

So as not to compromise the joint working arrangements with Slough and Reading BC's, the identity of the preferred contractor and tender details will be commercially and legally sensitive, as an active EU Tender process and needs to remain confidential, until the joint "Notification of award", scheduled for the 1st October 2015

List of Background Papers

Executive report – 21st July 2014
Equality Impact Assessment

Contact David White	Service Environment – Highways & Transport
Telephone No 0118 908 8107	Email david.white@wokingham.gov.uk
Date 15 September 2015	Version No.

APPENDIX A

PROPOSED TENDER PLAN		
Action	Target Date	Risks/comments
OJEU Notice Published	26/05/2015	
Issue Prequalification Questionnaire (PQQ)	26/05/2015	
Deadline for receipt of written questions from suppliers (by 17:00 Hours)	12/06/2015	
Issue answers to questions	19/06/2015	
Closing date for receipt of PQQ (by 12:00 hours)	06/07/2015	
PQQ evaluation completed	15/07/2015	
Issue Invitation to Tender (ITT)	20/07/2015	
Deadline for receipt of written questions from suppliers	03/08/2015	
Issue answers to questions	10/08/2015	
Closing date for receipt of Tenders (by 12:00 hours)	25/08/2015	
Tender Evaluation Report Submitted	17/09/2015	
Notification of award	01/10/2015	
Alcatel period commences	01/10/2015	
Alcatel period ends	15/10/2015	
Contract award date	01/11/2015	
Commencement of New Contract	01/12/2015	
Contract Award Notice Published	15/12/2015	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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TITLE	New Lease to American Amusements Ltd (AAL) within MSCP at Carnival Pool Site
FOR CONSIDERATION BY	The Executive on 24 September 2015
WARD	Emmbrook
LEAD OFFICER	Andy Couldrick, Chief Executive
LEAD MEMBER	Philip Mirfin, Executive Member for Regeneration and Communities

OUTCOME / BENEFITS TO THE COMMUNITY

Retention of a popular leisure operation within Wokingham
Improved and enhanced bowling and other leisure facilities in the heart of Wokingham, in line with the aspirations and objectives of the Wokingham Town Centre Masterplan

RECOMMENDATION

The Executive is recommended to:

- 1) agree a Pre-let with American Amusements Ltd to provide suitable alternative accommodation for the relocation of Wokingham Superbowl in new premises within the new multi-storey car park building on Carnival Pool site, subject to commercial terms;
- 2) delegate any further related and subsidiary decisions if required to complete the transaction, including a Pre-let to an alternative operator on similar or improved terms if necessary to the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration.

SUMMARY OF REPORT

The report sets out the reasoning behind retaining and relocating the American Amusements Ltd leisure facility within the redevelopment of the Carnival Pool site. It. The purpose of the issue coming before the executive is that the proposed length of lease is greater than the 14years delegated to Officers.

Background

The Carnival Pool site was identified as a leisure quarter of Wokingham town to include a new multi-storey car park, in the Wokingham Town Centre Masterplan SPD, adopted in June 2010.

The Regeneration team have been developing the principles and ideas for the site in line with this document and a detailed planning consent for the MSCP together with an outline planning consent for the remainder of the site was received on 22nd July 2015.

There are several site constraints including the location of the existing bowling/leisure facility operated by AAL, sits in the middle of the site and is in a poor state of repair. Masterplanning of the site identified that the existing facility would need to be demolished to ensure a comprehensive redevelopment of the site and in particular to ensure good linkages between the multi-storey car park on the southern boundary of the site and Elms Field and the wider town centre to the north.

Feedback from the leisure consultation in December 14/January 15 identified the bowling alley to be popular amongst the residents of Wokingham. Furthermore, in discussion with the operator, there is a strong wish by them to continue operating this facility and, importantly, without disruption to their operation. Retention of this facility which provides for residents of all ages including teenagers will act as a leisure anchor within the site, helping to attract footfall into Wokingham and meet the objectives of the town centre masterplan.

The proposal being progressed identifies the re-location of the bowling/leisure facility within the new multi-storey car park (which can be built out without significant disruption to the current operation of their existing premises). Design work has been undertaken in conjunction with AAL and suitable accommodation can be provided for the bowling/leisure facility within the ground floor of the multi-storey car park. The proposal is to enter into an 'Agreement for Lease' now, which will identify the lease itself to come into effect upon completion of the new facility. This represents a 'pre-let' of the leisure area thus mitigating the risk in terms of building a bespoke facility.

Analysis of Issues

- 1) AAL trading as Big Apple took an assignment in 2003 of the unexpired balance of an original 50 year lease of the current building. This is a ground lease which will expire in March 2016 and includes the building itself together with car parking.
- 2) Over the last few years AAL have asked the Council to consider granting a lease extension to enable them to develop their business and commit much needed investment to improving the current dilapidated premises. The Council has been unable to assist pending a more detailed interpretation of the 2010 Town Centre Masterplan. This left AAL facing the possibility of losing their premises which were earmarked for demolition in the Masterplan.
- 3) In 2014 the Council's regeneration team opened a dialogue with AAL based on a three phase strategy to retain AAL as part of the regenerated Carnival Leisure hub, subject to commercial terms:

- a) Phase 1: Regear the lease of the current premises into 2 parts – the building and the car park to allow short term period of occupation of the car park until the Multi Storey Car Park (MSCP) construction commences and a longer period of occupation until the new MSCP is built on the southern part of the Carnival Site including a new leisure box within the MSCP structure.
 - b) Phase 2: Subject to entering into a suitable Pre-let Agreement, on completion of construction of the MSCP fit out the new leisure box for AAL to occupy under a new long term lease and relocate seamlessly from their current premises
 - c) Phase 3: Demolish the existing AAL premises to make way for comprehensive redevelopment of the northern part of the Carnival site.
- 4) This dialogue has been progressing for over 12 months and has grown to involve both sides' technical teams. The Council has led negotiations via the regeneration team supported by independent advice from Arup and Savills on specialist issues. In principal the 3 phase strategy is agreed and a road map has been adopted to deliver the end result.
- 5) The new lease will be granted pursuant to a pre-let Agreement in line with the Consent and therefore eliminate a lot of the usual conditionality that complicates the drafting and increases the cost and risk of the Agreement.
- 6) The detailed design of the multi-storey car park is shortly to commence to enable construction to start on site in Spring 2016. Certainty of an occupier, through a pre-let, for the ground floor leisure block would mitigate the risk of designing a speculative leisure block at this stage.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	See part 2 report	See part 2 report	See part 2 report
Next Financial Year (Year 2)	See part 2 report	See part 2 report	See part 2 report
Following Financial Year (Year 3)	See part 2 report	See part 2 report	See part 2 report

Other financial information relevant to the Recommendation/Decision
See part 2 report

Cross-Council Implications

Improved and enhanced leisure facilities aligns with the council's health and well-being strategy

Reasons for considering the report in Part 2

The commerciality of the deal is still in discussion. Disclosure at this point could disadvantage the council in those negotiations

List of Background Papers

None

Contact Bernie Pich	Service Regeneration
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Telephone No 0118 974 6700	Email bernie.pich@wokingham.gov.uk
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Date 10 September 2015	Version No. 01
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