



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE** will be held at the Civic Offices, Shute End, Wokingham RG40 1BN on **MONDAY 5 SEPTEMBER 2016 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick', written in a cursive style.

Andy Couldrick
Chief Executive
Published on 25 August 2016

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WOKINGHAM BOROUGH COUNCIL

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 COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE

Councillors

Philip Mirfin (Chairman)	Michael Firmager (Vice-Chairman)	Chris Bowring
Ken Miall Bill Soane	Rachelle Shepherd-DuBey Shahid Younis	David Sleight

Substitutes

Parry Batth Chris Smith	Lindsay Ferris	Clive Jones
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ITEM NO.	WARD	SUBJECT	PAGE NO.
9.		APOLOGIES To receive any apologies for absence.	
10.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the meeting held on 26 th June 2016.	5 - 10
11.		DECLARATION OF INTEREST To receive any declarations of interest.	
12.		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 this committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee 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	
13.		MEMBER QUESTION TIME To answer any member questions.	
14.	Shinfield North	HOUSES IN MULTIPLE OCCUPATION To receive a report on Houses in Multiple Occupation	11 - 20
15.	None Specific	SUDS STRATEGY To consider a report on the SuDS Strategy	21 - 24

16. None Specific

WORK PROGRAMME 2016-2017

25 - 32

To consider the Work Programme 2016-2017

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading

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**MINUTES OF A MEETING OF THE
COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE
HELD ON 20 JUNE 2016 FROM 7.00 PM TO 8.30 PM**

Committee Members Present

Councillors: Philip Mirfin (Chairman), Chris Bowring, Ken Miall, Rachelle Shepherd-DuBey, David Sleight, Bill Soane and Shahid Younis

Other Councillors Present

Councillors: Prue Bray, John Kaiser, Ian Pittock, Malcolm Richards and Simon Weeks

Officers Present

Neil Carr (Principal Democratic Services Officer), Andy Couldrick (Chief Executive), Alex Deans (Interim Head of Highways and Transport) and Heather Thwaites (Director of Environment)

1. APOLOGIES

Apologies for absence were submitted by Councillors Parry Batth, Michael Firmager, Kate Haines, Pauline Helliard-Symons and Clive Jones.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 22 March 2016 were confirmed as a correct record and signed by the Chairman.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. PUBLIC QUESTION TIME

There were no public questions.

5. MEMBER QUESTION TIME

There were no Member questions.

6. 21ST CENTURY COUNCIL

The Committee received a presentation from Andy Couldrick (Chief Executive) and Heather Thwaites (Director of Environment) on the Council's "21st Century Council" change programme. The programme had been developed in the light of a very challenging four year financial settlement from the Government. Members and Officers had concluded that further incremental savings would be increasingly difficult to achieve and, therefore, more fundamental changes were required to the shape and size of the organisation.

The key principle underpinning the 21st Century Council programme was that improved interaction with service users could improve the customer experience and, at the same time, deliver significant savings to the Council. The presentation highlighted the main workstreams under way as part of the programme and the ongoing governance structure. An important milestone would be the submission of a business case to the Council's Executive in September 2016.

The presentation highlighted the principles and assumptions which underpinned the programme, including:

- More self-serve for customers and staff supported by refreshed and new IT;
- Fewer hand-offs with more first-time resolution of issues;
- Multi-skilled, multi-tasked locality facing staff;
- Specialists released to focus on their areas of expertise;
- Different roles and behaviours for staff and managers;
- Training and support to develop "21st Century" Officers and Members;
- Proposed investment in IT, implementation capacity, staff training and support would be delivered in order to ensure that the projected revenue savings were achieved within the three year timespan of the current Medium Term Financial Plan.

Andy Couldrick highlighted three issues submitted as potential items for Overview and Scrutiny review which would be addressed as part of the 21st Century Council programme, viz:

- The collection, storage and reporting of corporate information – to be addressed via a new integrated Electronic Document and Records Management System;
- Housing Benefits and Rents – removing silos and joining up through a new organisational model;
- Multi-disciplinary wardens – to be investigated through the new organisational model.

Members welcomed the presentation and raised the following points:

- It was important to build resilience into any new systems to reduce dependence on the knowledge of key Officers;
- Back office systems must be able to talk to each other and support greater standardisation across the new organisation;
- It was essential to have effective managers in place at the start of any new ways of working and new IT support systems;

- It was important that staff from front-line services were involved in the design of new systems and processes;
- New ways of working should be driven by the needs of residents and customers rather than the needs of service providers;
- The Council should be clear about its statutory services and should explore alternative delivery models for its discretionary services;
- New IT systems should be able to generate accurate and timely management information to support Members and Officers in their roles;
- The proposed business model should be rigorously challenged to minimise the risk of overruns and overspends, especially on new IT systems.

RESOLVED: That

- 1) Andy Couldrick and Heather Thwaites be thanked for the presentation on the 21st Century Council programme;
- 2) A further presentation/report be submitted to the Committee at its meeting on 7 November 2016.

7. ROAD REPAIRS - IMPACT OF CUSTOMER SERVICE INITIATIVES

The Committee considered a report, Agenda pages 11 to 14, which provided an update on highways maintenance activities delivered through the Highways Alliance made up of the Council, WSP and Balfour Beatty. Councillor Malcolm Richards (Executive Member for Highways and Transport) and Alex Deans (Interim Head of Highways and Transport) attended the meeting to answer Member questions.

The report stated that highways maintenance issues had been considered previously by the Committee at its meeting on 23 November 2015, when Members had requested a follow-up report in the summer of 2016.

The report highlighted changes in key personnel which had provided an impetus for improvements in service delivery and the adoption of best practice. These improvements would be aligned with the 21st Century Council change programme and the re-letting of the current highways and transport contracts over the next few years.

The report gave details of the way maintenance works were carried out and quality checked. Over the past year 85% of works checked met the required standard, with any failures being remedied by Balfour Beatty at no cost to the Council. Residents were encouraged to report general highway maintenance defects online via the Council's website while Members were encouraged to use the dedicated email address highwaysformembers@wokingham.gov.uk

Members raised the following points and questions:

- What criteria were used to determine whether work should be carried out on a specific road? It was confirmed that the Council's Highways Maintenance Policy set

out criteria which were used to assess the level and timing of works. The Government was due to publish new guidelines later in 2016 which would enable more local input decisions about the criteria for intervention. Members requested further information on the criteria and definitions used.

- Examples were given of roads being marked up for work with no follow-up action taking place. It was confirmed that if roads were marked up the work should be done and that failure to carry out works was probably due to a system error. Members were asked to report any such instances.
- Members gave details of situations where better co-ordination between different sections of the Highways team would have resulted in more effective service delivery and better customer service. It was confirmed that one of the key aims of the 21st Century Council programme was a reduction in departmental and service silos resulting in more joined up service delivery.
- In relation to the checking of work carried out by Balfour Beatty, what measures were being introduced to improve the current pass rate of 85%? It was confirmed that discussions were ongoing with both WSP (design) and Balfour Beatty (delivery) to improve service quality and customer service.
- The specific example of recent works on the footpath in Shute End was discussed. It was felt that the work was not carried out to a high standard. It was confirmed that discussions were ongoing with the contractor about the quality of work on this project.
- The introduction of cycle lanes on the Reading Road was discussed. Members expressed concerns about the quality of work and the phasing of the different sections. It was confirmed that the timing of the next phases of work would be discussed with the contractor.
- Members noted that in recent years they had been asked to provide a list of priority works in their Wards for consideration by the Executive Member. Councillor Richards confirmed that he was developing a list of priorities and Members should contact him with any local issues.

RESOLVED: That

- 1) Councillor Richards and Alex Deans be thanked for attending the meeting;
- 2) further information on issues raised by the Committee be circulated to Members.

8. WORK PROGRAMME

The Committee considered its Work Programme, set out on Agenda pages 15 to 20. The Chairman invited Members to submit any issues or questions relating to the forthcoming Agenda items to Neil Carr in the Democratic Services team. This would enable Officers to attend the meeting with the relevant facts and figures.

RESOLVED: That

- 1) a report on transgender issues in schools be added to the Work Programme for the meeting on 5 September 2016;
- 2) an update on the 21st Century Council Programme be added to the Work Programme for the meeting on 7 November 2016;
- 3) Members submit ideas for future Agenda items to the Chairman or Neil Carr in the Democratic Services team;
- 4) the Work Programme, as amended, be confirmed.

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Agenda Item 14.

TITLE	Houses in Multiple Occupation
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 5 September 2016
WARD	Shinfield North
DIRECTOR	Heather Thwaites, Director of Environment

OUTCOME / BENEFITS TO THE COMMUNITY

Positive steps have been taken by ward members to address some of the parking problems on the Shinfield Park Estate. Regular licensing inspections are now programmed to protect the health and safety of occupants of HMOs.

RECOMMENDATION

It is recommended that the report be noted

SUMMARY OF REPORT

The report provides an update on Houses on Multiple Occupation at Shinfield Park since the issue was considered by the OSC in November 2015 and sets out that:-

- there are no outstanding planning and planning enforcement cases.
- there is now a programme of inspections of HMO properties by the licensing team
- change in legislation has resulted in less interest in HMOs by landowners
- there have been 10 complaints (4 from the same person) about HMOs in Shinfield Park to Environmental Health
- the Shinfield Neighborhood Plan includes a policy relating to HMOs
- discussions about Civil Parking Enforcement and extending parking on the estate have been held between local residents and members

Introduction

Council policy and practice in respect of Houses in Multiple Occupation and more specifically relating to Shinfield Park was an issue considered by the Community and Corporate Overview and Scrutiny Committee on 23rd November 2015. The briefing papers and policy that was submitted to this meeting are appended to this report for reference. At the meeting, it was resolved that:-

- 1) The planning and licencing position regarding HMOs in the borough generally and Shinfield Park shall be specifically should be monitored and reviewed and a report would be brought to the Committee in six months;

- 2) Councillor Bathth would contact the Parish Council with regard to the suggestion that the Borough provide land and the Parish Council fund the provision of parking;
- 3) The Executive Member for Resident Services would consider the issue of the licencing of HMOs particularly in the Shinfield Park area.

In accordance with above resolution, this matter is now before the OSC to report back the position following the previous meeting.

Update

In respect of the regulatory controls over HMOs in the borough (namely, planning, planning enforcement, licensing and nuisance), since the OSC in November 2015 the following updates are provided.

Planning

There have been no new planning applications for large HMOs received for Shinfield Park. There are no outstanding planning enforcement cases.

Licensing

There is now a programmed inspection list relating to existing licensed HMOs in the borough. In Shinfield Park, there are 13 known licensable HMOs which are either licensed, due renewal, or in progress. There are/have been no significant issues identified with respect to their use as HMOs for the occupiers, as they are in the main, high end HMOs with ample, good to excellent amenities. *(Note- the licence can only address the suitability of the accommodation in health and safety terms and it cannot address impacts on neighbours/parking)*

Complaints about HMO properties to Environmental Health (nuisance)

The following complaints have been received since April; 2015:-

- There have been 2 complaints regarding the presence of HMO's /associated parking concerns at HMO addresses.
- There has been 1 complaint regarding a smoke alarm sounding at an HMO address.
- 1 complainant has made 4 complaint
- 2 complaints against 1 HMO address – 1 related to the presence of the HMO, 1 related to audible music in cars visiting the property.
- 1 complaint related to waste at HMO address – management regulations letter has been sent to the manager (no subsequent reports to date).

Other general updates

Generally fewer approaches have been made for licensing applications and these are more dispersed. Nationally, the rules on investment buy to let, have made HMOs less attractive to investors. Also, a portfolio landlord has reported that there has been a downturn in demand for rooms – It used to be oversubscribed, but now rooms are waiting to be let.

Shinfield Neighborhood Plan

The Shinfield Neighbourhood Plan contains a specific policy relating to HMOS and if adopted, it will be a development plan that applies to the Shinfield plan area. The policy states that 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. As a result of this policy, if adopted, there will be an increased parking requirement for planning applications for HMOs in the Shinfield Park area in the future.

Other sites

Notably 2 addresses on Chrysanthemum Drive (newish development south of M4 off Cutbush Lane), have caused concern to local resident's. These concerns are mainly based on a restrictive covenant and on parking grounds but the properties do not present concerns to potential HMO occupiers, as both are high end HMOs with ample, good to excellent amenities). Therefore, the concerns cannot be addressed through the licencing regime.

Highways and parking issues

The ward member for Shinfield (Councillor Bath) has met with local residents together with the Executive Member for Highways (Councillor Richards) to look at the parking issues. The area is suffering from on street car parking problems which are detrimental to both the street scene and pedestrian safety by cars routinely obstructing footways. Local residents feel there was insufficient parking provision overall on the estate. It was discussed whether the possible introduction of Civil Parking Enforcement (CPE) later in 2017 (but still subject to Executive approval) would improve the current parking issues.

A review for CPE commenced early in 2016 looking at the borough's existing traffic regulation orders, road markings and associated parking signs to ensure they are suitable to support CPE. The review highlighted numerous improvements required to the existing TROs, road markings and parking signs that needed to be implemented to ensure CPE could be enforced and be robust if challenged via the parking appeals process. These improvements are being made before CPE goes live, which is programmed for the second half of 2017, subject to approval at the 28 September 2016 Executive.

New parking arrangements and changes to the existing arrangements would be required to address parking issues at Shinfield Park. Borough wide, changes to parking arrangements will be assessed and quantified after CPE has been implemented and established. There will be a process put in place to allow local residents and ward members to request a review of existing parking arrangements and for new arrangements, and any changes or larger scale improvements will be addressed on a priority basis, and subject to appropriate availability of resources and funding.

Specifically for Shinfield Park Estate, the introduction of CPE could support the robust enforcement of residents parking should it be introduced. However, the introduction of residents parking would require support of the majority of local residents. Assuming it is introduced, it would restrict dwellings to a maximum of 2 on street car parking permits per dwelling, assuming the dwelling does not already benefit from off street car parking. Permits are priced between £30 (first permit) and £60 (second permit) per annum which

would go towards funding on street enforcement. However for all large schemes, including a scheme Shinfield Park Estate, to progress would require adequate officer resources and initial funding to design and implement the TRO, signs, lines and set up the residents permit scheme.

Transferring land from open areas to parking

At the meeting between members and local residents, a number of areas that could be transferred to parking were discussed and it was agreed to identify land ownership of these areas as a starting point. *(note – it is understood that the parish council have reported that they have no funding to deliver this and at present, there are no WBC funds identified).*

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)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

Other financial information relevant to the Recommendation/Decision

N/A

Cross-Council Implications

N/A

Reasons for considering the report in Part 2

N/A

List of Background Papers

N/A

Contact Claire Lawrence	Service Planning
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Date 23/08/16	Version No. 2

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Wokingham Borough Council – Summary Policies and Procedures relating to HMOs

Legislative Controls

There are a number of legislative controls that address issues caused by Houses in Multiple Occupations (HMOs) through Licencing, Environmental Protection (statutory nuisance) and the Planning System. Below is an explanation of these legislative controls and the Council's policy and procedure to address HMOs.

Licencing Operational Policy and Procedures

Wokingham Borough Council joined with West Berkshire District Council in 2012 to form a Shared Environmental Health and Licensing Service. This is hosted by West Berkshire District Council but Wokingham Borough Council remains the responsible authority. The legislation and policies relating to the shared service are the same as they would be if the service was administered by WBC

It is the policy of this shared service to follow the legislation and guidance set out by Central Government and statute in respect of procedures for the licencing of HMOs. Details of this policy are available on the Wokingham Borough Council website (linked to West Berkshire Council Website) with further information available on the Government website.

(www.westberks.gov.uk/index. ([Rented Housing Regulation](#))).

In accordance with the legislation, a licence for a HMO is needed only when there are more than 5 residents where the building is 3 stories plus in height. Under the licencing system, issues that can be addressed focus on safety to ensure that the standard of accommodation is acceptable for the residents of the HMOs. In accordance with the licencing legislation, the only criteria that can be addressed are:-

- That the proposed licence holder and any manager of the property is a fit and proper person;
- That the proposed licence holder is the most appropriate person to hold the licence;
- That proper management standards are being applied at the property;
- That the HMO is reasonably suitable, or can be made suitable, for occupation by the number of tenants allowed under the licence with at least the minimum prescribed standards of amenities and facilities. These include the number, type and quality of shared bathrooms, toilets and cooking facilities.

The licencing regime cannot address other issues that are not set out above. If a license was refused or revoked on any other basis then the Council would be unable to support this when challenged. For this reason, it is the Council's policy through the Shared Service to restrict licencing considerations to only those matters set out in the legislation.

Environmental Protection (statutory nuisance) Policies and Procedures

Noise and disturbance issues can be addressed by environmental protection legislation (statutory nuisance). In respect of HMOs, noise can result from the building operations to convert the property or ongoing noise from occupants of the HMOs. There is no legislative control over noise and disturbance unless it is excessive.

Policy for HMOs not causing a statutory nuisance - In these cases, the Council's policy is to get the parties to talk to each other to try to resolve the issues amicably. The Council's policy is to facilitate mediation and to engage neighbourhood officers to help to resolve issues.

Policy for HMOs that are resulting in a statutory nuisance- It is the Council's first course of action to try to resolve cases causing a statutory nuisance through negotiation and to achieve voluntary cessation of the nuisance without the need for formal action. Where this fails, there is a standard procedure to investigate and serve an abatement (stop) notice with criminal offences created if the notice is not adhered to.

Planning Policies and Procedures

Under national legislation, the change of use of a dwelling to a HMO with 7 occupiers or more needs planning permission. A HMO of 6 or fewer people who are living together as a family unit is permitted development and does not need planning permission. In these cases, there is no planning control. As such, the impact of a HMO can be taken into account as there is no control over this.

Policies for assessing planning applications - If a planning application is submitted then the issues that can be addressed include the impact on parking, highway safety and neighbour amenity. Relevant planning policies relating to HMOs are found within the Council's Local Plan. These can only be applied when the HMO needs planning permission and include those outlined in the:-

- Wokingham Borough Core Strategy 2010 (including Policy CP1, CP 2, CP3, CP4)
- Managing Development Delivery (MDD) Local Plan 2014 (including Policy CC01, CC06, CC07, TB05, TB07)

(www.wokingham.gov.uk/planning-and-building-control/planning-policy/key-planning-documents/)

Other material planning considerations include the National Planning Policy Framework (www.gov.uk/government/publications/national-planning-policy-framework)

Operational planning policy and procedures associated with HMOs follow the statutory procedures and policies set out by central Government.

(www.planningportal.gov.uk/planning/planningsystem/localplans)

Policy to address HMO planning complaints – Where there are complaints received in respect of HMOs, the Council's policy is to investigate the position. This will involve a planning history search, a site visit to the property in question, and discussions with occupier/owner. Other evidence will also be considered if available. The Council will then assess the position against the legislation to determine if planning permission is required. If planning permission is not required, no action can be taken against the HMO under the planning legislation.

Sometimes, it is not clear from the evidence if planning permission is required. In these cases, the Council may contact local residents about the alleged breach to ask that they record information about the activities at the site to determine the number of people living at the property. The Council must have clear and unequivocal evidence to take action in respect of any alleged breach of planning control.

If the Council comes to the view that planning permission is required, it is Council policy to try and resolve the situation through negotiation (see the WBC Local Planning Enforcement Plan) (www.wokingham.gov.uk/planning-and-building-control/development/tell-us-about-unauthorised-development). This could be through the voluntary removal of the HMO or through regularising the breach through the submission of a planning application. The Council must accept all valid planning applications submitted and while an application is being considered, it is Council policy that formal enforcement action will not take in the first instance. Only after a negotiated solution has failed will the Council take formal planning enforcement and legal action.

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TITLE	SuDS Strategy
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 5 September 2016
WARD	None specific
DIRECTOR	Heather Thwaites, Director for Environment

OUTCOME / BENEFITS TO THE COMMUNITY

This guidance document sets out the long term vision for the use of Sustainable Drainage Systems (SuDS) within the Borough with a focus on managing flood risk and improving the water environment. The use of properly designed and constructed SuDS will promote strong, resilient, sustainable communities and improve flood risk across the Borough.

RECOMMENDATION

That the Community and Corporate Overview and Scrutiny Committee note the SuDS Strategy.

SUMMARY OF REPORT

The SuDS Strategy sets out the long term vision for the use of Sustainable Drainage Systems (SuDS) in the Borough with a focus on managing flood risk and improving the water environment. The guidance document is designed to be used by planning officers and developers including their design teams when master planning all major developments, from the Strategic Development Location (SDL) scale, through to a ten dwelling development, to ensure surface water runoff within the development is sustainably discharged. The Strategy also provides advice to help mitigate flood risk, water quality and biodiversity concerns in the wider catchment. Within the Appendix of the Strategy is a technical guide which establishes the requirements of planning applications and discharge of condition applications in light of Wokingham Borough Council's statutory responsibility as Lead Local Flood Authority (LLFA) to comment on major developments with drainage. Together, the Strategy and Appendix include advice to developers ensuring SuDS systems are provided that can be maintained in perpetuity with minimal costs, and appropriate maintenance regimes, enforced through the planning system.

The consultation documents will be hosted on the Council's website at the following link: <http://wokingham.moderngov.co.uk/ieListMeetings.aspx?Committeeld=129>

[Due to the size of the Strategy a copy is not included in the agenda but is available on the Council's website or on request from Democratic Services.]

1. Background

- 1.1. Government consulted on the implementation of Schedule 3 of the Flood and Water Management Act 2010 (FWMA) between December 2012 and March 2013. Prior to the consultation, Wokingham Borough Council (WBC) was expecting to become a Sustainable Drainage Systems (SuDS) Approving Body (SAB) which would have placed responsibility on the Council for the approval, adoption, and maintenance of SuDS on new developments. However, as a result of the consultation, in September 2014 Government proposed making better use of the planning system to secure SuDS in new development.
- 1.2. The Secretary of State for Communities and Local Government laid a Written Ministerial Statement in the House of Commons on 18 December 2014 requiring all new developments to include provision for SuDS as a mechanism for managing surface water flooding. This change came into effect on 6 April 2015.
- 1.3. Under this new approach WBC, in its role as Lead Local Flood Authority (LLFA), is now the statutory consultee for sustainable drainage. This means that the Local Planning Authority (LPA) must be satisfied that the advice from the LLFA is incorporated into development, ensuring there is a robust flood management strategy and SUDS regime designed into the development that satisfactorily mitigates any flood risk, including clear arrangements in place for the lifetime maintenance of SuDS. This may include the use of planning conditions where appropriate.
- 1.4. The Environment Agency (EA) is no longer the statutory consultee for surface water management issues, but they retain their strategic overview role for all flood and coastal erosion management issues.
- 1.5. The aim of delivering SuDS is to reduce flood risk for communities by slowing the rate of surface water run-off and increasing infiltration, particularly at times of heavy rainfall.

2. Wokingham Specific SuDS Strategy

- 2.1. Following the changes to delivering Sustainable Drainage Systems (SuDS) through the planning system, WBC as statutory consultee for SuDS schemes on major planning applications of 10 or more dwellings, currently provides developers with a standard Pre-Application Drainage Advice Note which sets out the requirements at the Pre Application stage.
- 2.2. WBC has had a long standing commitment to consider adopting SuDS within the Borough and for this reason has drafted a Wokingham specific SuDS Strategy with attached SuDS Technical Guidance to ensure that the SuDS are designed appropriately to the local conditions found within the borough.
- 2.3. This guidance document aims to set out WBC's local requirements for sustainable drainage in the Borough and provide guidance on the suitability of the various SuDS options in different areas of the Borough. It also encourages developers to use the most appropriate options and to provide detailed maintenance regimes for these to ensure the effectiveness of the SuDS over their lifetime.
- 2.4. The SuDS Strategy is divided into 5 sections, each of which is summarised below:
 - Section 1 – includes background information about the guidance document as well as how the strategy will help to achieve the overall

vision for the Borough. It gives a description of who the document is aimed at, and an overview of what SuDS are and their benefits.

- Section 2 – provides an overview of the characteristics of Wokingham Borough that must be considered when designing, constructing and implementing SuDS, including geology, topography, hydrology, historic environment, landscape and townscape character and nature conservation.
 - Section 3 – is designed to assist with the master planning of new and re-developments within the borough. This section includes information on why particular SuDS features are needed in certain locations, where they should be used and why there is a benefit in using different types of SuDS features.
 - Section 4 – summarises the SuDS Strategy and highlights that WBC is not only looking to address flood risk and water quality issues, but also to improve the natural environment for the benefit of those that live, work, and visit the borough.
 - Appendix A – includes the Wokingham Technical Guidance which establishes the local standards to be considered by developers when submitting planning applications. This section includes requirements for the design, construction, operation and maintenance of SuDS in the borough.
- 2.5. The Strategy is primarily intended for use by developers and their consultants who are seeking guidance on the Borough Council's requirements for the design of sustainable surface water drainage in Wokingham.
- 2.6. Once the SuDS Strategy is adopted, planning applications will need to show that their proposed developments meet the requirements laid out in the document.

3. Benefits

- 3.1. The SuDS Strategy helps support WBC's vision for the implementation of SuDS throughout the borough to achieve the following:
- Facilitate the regeneration of our towns and increase the vibrancy of our communities.
 - The use of well-designed SuDS in redevelopment to provide many of the aspects that create better places to live, work and play, creating better, cleaner and greener urban environments.
 - Create an environment that allows businesses to grow and thrive.
 - Sustainable management of surface water run off to ensure that flood risk to business and transport links are minimised during periods of heavy rainfall and flooding.
 - Deliver well designed development and strong communities.
- 3.2. The Strategy provides information on the planning, design and delivery of attractive and high quality SuDS schemes which should offer multiple benefits to the environment and community.
- 3.3. The Strategy will help to improve developers and their consultants understanding of the local characteristics of Wokingham Borough that must be considered when designing, constructing and implementing SuDS.
- 3.4. The guidance document directs developers towards the most suitable SuDS options for different locations across the Borough that will result in low cost

- maintenance regimes but remain effective over their life cycle.
- 3.5. The Strategy will also ensure a consistent approach is taken when providing pre-application advice, assessing proposals, developing drainage solutions for development and granting approval.

4. Conclusion

- 4.1. The Strategy will ensure development is delivered in accordance with best practice relating to SuDS, and that the systems will be designed and constructed to the specific needs of the borough, leading to a reduction in flood risk.

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)	£0	N/A	N/A
Next Financial Year (Year 2)	£0	N/A	N/A
Following Financial Year (Year 3)	£0	N/A	N/A

Other financial information relevant to the Recommendation/Decision

Production of Strategy and consultation are delivered from existing service budgets

Cross-Council Implications

N/A

List of Background Papers

Flood and Water Management Act 2010
Wokingham Borough Council Pre Application Drainage Advice Note
Wokingham SuDS Strategy

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Date 16 June 2016	Version No. 1

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE
Work Programme from September 2016

**Please note that the work programme is a 'live' document and subject to change at short notice.
The information in this work programme is subject to approval at the Committee meeting scheduled for
5 September 2016**

*The order in which items are listed at this stage may not reflect the order they subsequently appear on the agenda / are dealt with
at the scrutiny meeting.*

All Meetings start at 7.00pm in the Civic Offices, Shute End, Wokingham, unless otherwise stated.

COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2016/17

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
7 November 2016	21st Century Council	To consider an update presentation/report on the 21 st Century Council Change Programme	Requested by the Committee on 20 June 2016	Andy Couldrick/ Heather Thwaites
	Overall Review of Town Centre Regeneration Scheme	To consider the business case for the regeneration of the town centre and to scope the review	Referred to the Committee by the OSMC	Mark Ashwell / Bernie Pich
	Review of the Voluntary Sector	To consider recommendations following the review of the Voluntary Sector in the Borough	Requested at the meeting in March 2016	Keith Baker
	Review of Procurement	To assess the impact of new Procurement regulations.	Requested by the meeting on November 2015	Pauline Jorgensen

	Highways and Transport Works programmes	To consider the development of the annual work programme. Also to update Members on the highways issues raised at the 20 June meeting	Requested by the O&S Management Committee – 12 July 2016	Alex Deans
	Work Programme	To consider the work programme for the Committee for 2016/2017 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
9 January 2017	Policing Arrangements	Update on operation of new Bracknell/Wokingham policing arrangements.	Request from the Chairman	Superintendent Rob France
	To assess and review the potential impact of the Government's Right to Buy Scheme	To consider an update on the Government's Right to Buy proposals included in the Housing and Planning Act 2016	Referred by the Overview & Scrutiny Management Committee	Stuart Rowbotham/ Simon Price
	Commuter Parking Task and Finish Group	To consider prioritisation of the Task and Finish Group's recommendations and the potential for income generation arising out of the Crossrail project	Requested by the Executive	David Sleight
	Civil Parking Enforcement (CPE)	To receive an update report on progress relating to the introduction of Civil Parking Enforcement	Requested by Alison Dray, Street Co-ordination Manager	Alison Dray
	Flood Prevention Measures	Update on arrangements to minimise the risk of flooding in the Borough	Request from the Chairman	Angus Ross/ Francesca Hobson

	Work Programme	To consider the work programme for the committee for 2016/2017 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services
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DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
13 Mar 2017	Community Safety Partnership	To consider and annual review of the operation of the Borough's Community Safety Partnership	Required by legislation	Davina Williams
	Cycling Issues	To consider the impact of new cycle lanes across the Borough and cycling safety issues	Requested by the Chairman and Vice-Chairman	Alex Deans
	Work Programme	To consider the work programme for the committee for 2016/2017 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

DATE OF MEETING	ITEM	PURPOSE OF REPORT	REASON FOR CONSIDERATION	RESPONSIBLE OFFICER / CONTACT OFFICER
June 2017	Flood Risk Update Report	To consider any local flooding issues arising during the winter of 2016/17	Statutory requirement	Francesca Hobson
	Work Programme	To consider the work programme for the committee for 2016/2017 so that the resources of the committee can be used as effectively as possible.	Standing Item	Democratic Services

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