



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE** will be held in David Hicks 1 - Civic Offices, Shute End, Wokingham RG40 1BN **MONDAY 17 JUNE 2019 AT 7.00 PM**

Susan Parsonage
Chief Executive
Published on 7 June 2019

The role of Overview and Scrutiny is to provide independent “critical friend” challenge and to work with the Council’s Executive and other public service providers for the benefit of the public. The Committee considers submissions from a range of sources and reaches conclusions based on the weight of evidence – not on party political grounds.

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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

Shirley Boyt
Clive Jones
Barrie Patman

Paul Fishwick
Abdul Loyes
Malcolm Richards

Guy Grandison
Ken Miall

Substitutes

Andy Croy
Emma Hobbs

Carl Doran
Rachelle Shepherd-DuBey

Pauline Helliar-Symons
Caroline Smith

ITEM NO.	WARD	SUBJECT	PAGE NO.
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1. **ELECTION OF A CHAIRMAN**
To elect a Chairman for the 2019/20 municipal year
2. **APPOINTMENT OF A VICE CHAIRMAN**
To appoint a Vice Chairman for the 2019/20 municipal year
3. **APOLOGIES**
To receive any apologies for absence.
4. **MINUTES OF PREVIOUS MEETING** 5 - 10
To confirm the Minutes of the meeting held on 11 March 2019.
5. **DECLARATION OF INTEREST**
To receive any declarations of interest.
6. **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
7. **MEMBER QUESTION TIME**
To answer any member questions.

8.	Wescott	MARKET PLACE HIGHWAYS IMPROVEMENT PROJECT	11 - 48
9.	None Specific	BOROUGH-WIDE PARKING MANAGEMENT ACTION PLAN – RESULTS OF CONSULTATION	49 - 68
10.	None Specific	WORK PROGRAMME 2019/20	69 - 72

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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Agenda Item 4.

MINUTES OF A MEETING OF THE COMMUNITY AND CORPORATE OVERVIEW AND SCRUTINY COMMITTEE HELD ON 11 MARCH 2019 FROM 7.00 PM TO 8.45 PM

Committee Members Present

Councillors: Guy Grandison (Chairman), Mike Haines (Vice-Chairman), Rachel Burgess, Clive Jones, Dianne King and David Sleight

Other Councillors Present

Councillors: Pauline Jorgensen

Officers Present

Graham Ebers (Deputy Chief Executive), Clare Lawrence (Assistant Director, Place) and Neil Carr (Democratic and Electoral Services Specialist)

54. APOLOGIES

Apologies for absence were submitted from Bill Soane, Shahid Younis and Shaun Virtue (Thames Valley Police).

55. MINUTES OF PREVIOUS MEETINGS

The Minutes of the meeting of the Committee held on 14 January 2019 and the Extraordinary meeting held on 11 February 2019 were confirmed as a correct record and signed by the Chairman, subject to the following amendments:

14 January 2019 – Minute 41: Wokingham Town Centre Regeneration Update be amended as follows (in bold):

.....the currently agreed retail leases in **Peach Place** were legally binding.....

11 February 2019 – Minute 51 – Impact of Planned Rail Changes (Councillor Sleight Report) be amended as follows:

- The Borough has a total of **five** railway lines operated by two train companies;
- The Local Authority could part fund the regeneration or construction of train stations in **conjunction with the train operating company**;
- Wargrave was the Borough's quietest station (by **passenger usage**).

56. DECLARATION OF INTEREST

There were no declarations of interest.

57. PUBLIC QUESTION TIME

There were no public questions.

58. MEMBER QUESTION TIME

There were no Member questions.

59. COMMUNITY SAFETY PARTNERSHIP UPDATE

The Committee considered a report, set out at Agenda pages 21 to 38, which gave details of progress against the priorities established by the Community Safety Partnership.

Graham Ebers (WBC Deputy Chief Executive and Co-Chair of the Community Safety Partnership) attended the meeting to present the report and answer Member questions.

The report reminded Members that Community Safety Partnerships had been established with a statutory duty to implement a partnership strategy to reduce crime, substance misuse and anti-social behaviour. The Community Safety Strategy was informed by a strategic assessment of crime and disorder related needs in the local area.

The report gave details of progress relating to the current Community Safety Partnership priorities as follows:

Priority One: Addressing Violence Against Women and Girls (VAWG).

The VAWG Strategy was designed to enable WBC to meet its statutory duties in relation, for example, to the Care Act 2014 and the Children and Families Act 2014. The main role of the Community Safety Partnership was to hold the Domestic Abuse Strategic Group to account in relation to delivery of the Domestic Abuse Strategy.

The Borough's main domestic abuse service provider was Berkshire Women's Aid (BWA). BWA provided a range of services including outreach, a family support programme, one to one support for victims, a helpline and refuge provision. BWA also worked closely with Children's Services to ensure that children at risk of domestic violence received support.

Priority Two: Tackling Anti-Social Behaviour, Harmful Misuse and Organised Crime

These issues were often interlinked and the priority aimed at preventing residents from exploitation and their involvement in anti-social behaviour and misuse escalating to involvement in serious organised crime.

The report stated that there had been growing concern about instances of anti-social behaviour across the Borough. The Community Safety Partnership and Thames Valley Police were working together to identify the causes through a Problem Solving Task Group. Neighbourhood Policing Teams had also launched initiatives aimed at tackling anti-social behaviour hotspots.

The report stated that, nationally and locally, rates of organised crime, specifically county line dealing, had impacted on the increased levels of crime in the area. The police had been proactive in addressing county line dealing through initiatives such as Operation Stronghold which reduced the risk from organised crime by reducing vulnerabilities and criminal opportunities.

Priority Three: Reduce and Prevent Exploitation and Address the Needs of Vulnerable Victims and Offenders

The report stated that the Police and Crime Commissioner had recognised that vulnerability of both victims and offenders had an impact on demand for police and other emergency services. Supporting victims, particularly repeat victims, improved their resilience whilst support for vulnerable offenders reduced the risk of them reoffending. Vulnerable offenders had more than average levels of substance misuse, physical and mental health needs and were more likely to have lower rates of engagement in education, employment and training.

Priority Four: Empower and Enable the Resilience of Local Communities

The report stated that the focus of this priority was the relationship with the wider community to reduce the fear of crime, improve community cohesion, build the relationship with the voluntary and community sector and support community engagement. Involve (the support organisation for voluntary, community and faith groups) would be working with the Neighbourhood Action Groups to progress this work across the Borough.

Graham Ebers also referred to the new Statutory Guidance (July 2018) which required stronger links with the work of the Local Safeguarding Children Board and new linkages with the Multi-agency Safeguarding Arrangements.

In the ensuing discussion Members raised the following points:

- Berkshire Women's Aid (BWA) – had there been any cuts to funding for BWA? How was the effectiveness of BWA services measured?
- In relation to reports in the national press relating to the impact of austerity on community safety (e.g. the reduction in police numbers) were there any local trends emerging, such as the reported increase in anti-social behaviour?
- Substance abuse – successful completions in drug treatment. The report referred to a reduction in successful completions from 89% to 57% linked to the low number of young people engaging with Substance Misuse services. Members requested more information on the steps being taken to increase engagement and the number of successful completions in drug treatment.
- The tables on Pages 24 and 25 indicated an increase in Domestic Abuse repeat victimisation and an increase in domestic crimes involving children. At the same time, the number of cases discussed at MARAC (Multi Agency Risk Assessment Conferences) was reducing. Members asked for clarification on the trends indicated in the tables and details of actions being undertaken to tackle any emerging issues.
- Reporting of Hate Incidents. In relation to the table on page 28 – Members asked for further information on the four Red indicators which showed a reduction in the number of incidents reported. Members also asked if there was any connection between Brexit and the number of reports of racist incidents.
- In relation to the table on page 29, Members asked for a breakdown of the incidents relating to violence against the person. Was there an increase in knife crime? Was there a link between the reduction in police numbers and the increase in specific incidents impacting on crime and the fear of crime?
- The report indicated a year on year increase of 9% in fly tipping incidents. What steps were being taken to tackle fly tipping? Graham Ebers reported that the new Localities model was improving local intelligence on issues such as fly tipping and the Council was using its legal powers to take enforcement action. Similarly the Council had strengthened its procedures to ensure a quick response to traveller incursions.

RESOLVED That:

- 1) Graham Ebers be thanked for attending the meeting to answer Member questions;

- 2) the Community Safety Partnership update report be noted;
- 3) Graham Ebers provide detailed responses to the specific issues raised by Members at the meeting;
- 4) the Committee receive a further update on the Community Safety Partnership's work at its meeting in March 2020.

60. BOROUGH-WIDE PARKING MANAGEMENT PLAN

The Committee considered a report, set out at Agenda pages 39 to 44, which gave details of the growing number of parking-related challenges facing the Borough and the proposed development of a Borough-wide Parking Management Plan.

Pauline Jorgensen (Executive Member for Highways and Transport) attended the meeting to answer Member questions along with Clare Lawrence (Assistant Director, Place), Matt Gould (Lead Specialist, Highways and Transport) and Martin Heath (Senior Specialist, Traffic Management).

The challenges facing the Borough included increasing car ownership, increased demand for on-street restrictions, changes to the road network and the introduction of Civil Parking Enforcement. These challenges had resulted in an increasing number of requests and complaints to the Council relating to parking management issues.

The report stated that there existed a requirement and an opportunity to address parking management issues in a more holistic manner through the development of a Borough-wide Parking Management Plan. The Committee was requested to support the development of the plan through "critical friend" challenge and support.

The report outlined a process for developing the Borough-wide plan which would set out the Council's Vision for parking management in support of the regeneration and economic development of the Borough. Members' views were sought in relation to:

- On-street parking – including Residents' Parking, parking standards, disabled parking, footway parking and obstruction and bicycle and motorcycle parking.
- Off-street parking – including charges, permits and concessions, technology and systems, disabled parking, and bicycle/motorcycle provision.
- Parking enforcement issues – including enforcement protocols; penalty charges; enforcement activity and approaches to obstruction and anti-social parking.

The report stated that Members' comments would be sought until mid-April 2019. Officers would then use the feedback received to inform the drafting of the new plan which would be considered by the Committee later in the year.

During the ensuing discussion Members raised the following points and suggestions:

- Civil Parking Enforcement (CPE) – could more resources be deployed across the Borough to tackle issues such as parking outside schools? Could there be greater transparency about the frequency of visits to different wards? Members requested further information on the CPE service in order to understand the financial impacts

relating to service changes such as additional enforcement activity. There needed to be a balance between income generation and tackling local issues of concern (which did not generate income).

- Members noted the high level of enforcement activity at Dinton Pastures and California Country Parks. Was all the penalty notice income from Dinton Pastures and California Country Park returned to the Countryside Service?
- On Street Parking – could more Residents' Parking Permit schemes be introduced for "hotspot" areas of the Borough. The potential for Visitor and Trader parking within Resident Parking areas should also be investigated.
- The Council should adopt a more "joined up" approach to parking issues, for example in relation to the design and delivery of new school sites – involving planning and education policies.
- It would be key to understand the latest updated estimates of supply and demand for parking space across the Borough in order to make informed decisions about future provision, charging, etc.
- It would also be useful to understand the implications of policies implemented by neighbouring authorities and other transport providers – rail, bus, etc.
- The Committee was already looking at the Business Case for the proposed Copid Beech Park and Ride site. What was the strategy for future Park and Ride provision?
- The Council should seek to learn from best/innovative practices in other areas, such as the approach taken in Marlow.
- Could town centre parking be incentivised through links to discounts in shops, cafes, restaurants and leisure facilities?
- Could the new plan be linked to a review of the Borough Design Guide – to review the provision of parking spaces for new housing developments?
- What were the plans for upgrading parking ticket machines and meters and enhancing digital options?
- What were the future plans for electric charging facilities across the Borough?
- What was the process for ensuring compliance with the Council's Equality duties, for example in relation to the provision of disabled parking spaces?

RESOLVED That:

- 1) Pauline Jorgensen, Clare Lawrence, Matt Gould and Martin Heath be thanked for attending the meeting to discuss the development of the new Parking Management Plan;
- 2) the Chairman write to all Members seeking feedback and suggestions relating to local parking issues and priorities, the feedback to be submitted by 14 April 2019;

- 3) Officers use the Member feedback to inform and scope the new Parking Management Plan;
- 4) the Committee receive a further update report once the scoping exercise is completed;
- 5) the Committee scrutinise the draft Parking Management Plan before its submission to the Executive.

61. WORK PROGRAMME 2019/20

The Committee considered a report, set out at Agenda pages 45 to 49, which gave details of potential items for inclusion in its work programme for 2019/20.

The report stated that robust work programming was essential for the delivery of effective Scrutiny as it helped to focus on key issues of local concern. Appended to the report was a list of potential items for inclusion in the Committee's 2019/20 work programme.

Members noted that the Committee had already agreed to carry out a review of the development of the Council's 2020/21 Budget and the associated budget setting process.

In the ensuing discussion Members suggested that the following items be included in the Committee's work programme for 2019/20:

- Implementation of the new food waste collection;
- Borough Design Guide;
- Update from the fire and rescue and police services;
- WBC Bus Strategy.

It was confirmed that the final 2019/20 Scrutiny work programmes would be agreed by the Overview and Scrutiny Management Committee at its meeting on 20 March 2019.

The Chairman thanked Members and Officers for their contribution to the work of the Committee over the past year.

RESOLVED That:

- 1) the draft Committee work programme for 2019/20 be noted;
- 2) the additional items agreed at the meeting be added to the proposed work programme.

Agenda Item 8.

TITLE	Market Place Highways Improvement Project
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee
WARD	Wescott
STRATEGIC DIRECTOR	Sarah Hollamby
LEAD MEMBER	Pauline Jorgensen, Executive Member for Highways

OUTCOME

To inform Members following the January 2019 meeting of the Stage 3 Road Safety Audit (final) and the Finance Audit associated with the Market Place Improvement Project.

RECOMMENDATION

The Committee is recommended to consider;

- a) the Final Road Safety Audit document submitted in relation to the Market Place Improvement Project;
- b) the financial audit report submitted in relation to the Market Place improvement Project.
- .

SUMMARY OF REPORT

At the meeting on 14th January 2019, officers provided the members with responses to the published 'Call for Questions' which was released via print and social media in December 2018. The Committee also received an update on the Market Place highways improvement project, the 'Lessons Learnt' report and the (interim) Stage 3 Road Safety Audit, as well as discussions on the questions received following the 'call for questions' put out to residents and business owners.

The meeting was concluded with a requirement to return to a later meeting with the findings from a Stage 3 Road Safety Audit (Final), and a finance audit of the scheme.

The report sets out information on the Road Safety Audit, which demonstrates that the scheme is safe and requires no physical changes, and information related to a Risk Assessment review carried out following the disability workshop held in November 2018 post opening of the scheme. The safety audit and risk assessment have enabled a set of tasks and actions to be created, which when carried out, will enable the project to be concluded.

The report also provides information on the projects finances, reporting a 5% overspend on the budget.

Background

As part of the Committee's 2018/19 work programme, the Market Place Highways Improvement Project was identified as a key item by Committee Members to scrutinise during the 2018/19 municipal year. The project is now in the very final stages and additional supporting information related to the road safety audit and the finances are available as required.

Road Safety Audit

A copy of the Road Safety Audit has been included within Appendix A of this report.

The design of the scheme has undergone independent Road safety audits and design checks at each key stage of the project; these are normal practice for any highway improvement scheme and follow the guidance set out with Design Manual for Roads and Bridges (DMRB).

A Road Safety Audit aims to identify potential road safety hazards arising from possible changes to the existing road layout; it is not a technical check against design standards or any amended traffic regulations but is an evaluation of any changes made during design, upon opening the road to traffic and, post-construction during everyday use. Its purpose is to identify any potential road safety problems and to suggest measures that may help to eliminate or mitigate any concerns. Road Safety Audits are undertaken by teams of specialists trained in road safety engineering and accident prevention. They are completely independent of the council and its contractors.

In September 2018 a Road Safety Audit (interim) was carried out on the scheme. It was not possible to undertake a final audit at that time due to adjacent Town Centre Regeneration works that were affecting the operation of the signal crossing located adjacent to Costa Coffee. The report identified two areas to be monitored:

- the brass tactile paving studs are not currently particularly conspicuous against the background of the new Yorkstone paving, and
- Lack of conspicuity of the kerb upstand

The independent auditor stated that these items should be monitored whilst the scheme settles in and did not recommend immediate changes be made.

Post opening of the scheme and during a settling in period the paving and edging blocks have been sealed to prevent staining and to assist with future cleaning and maintenance, the sealing has altered the colour of paving slightly but the natural environment during the months after construction and opening has provided some change also. The carriageway channel has darkened over time with motor vehicle use and although swept, this natural change has provided further contrast from that at opening and that observed by the audit team in September 2018. This is also the case for the contrast in the paving against the tactile studs.

In addition to this the Council has engaged with relevant groups and representatives about these issues and has included them within a risk assessment to determine if amendments are possible, suitable and/or practical.

The Stage 3 Road Safety Audit (final) – The audit was undertaken by an independent audit team during March and May 2019, with a visit to the site being carried out on the 18th March 2019, which took place during both daylight and hours of darkness. Members of the project team attended the site visit, as did a representative from Police.

Within the audit report the auditor states, '*All of the issues raised in the September 2018 Interim Stage 3 Road Safety Audit undertaken by Acorns Projects Limited have been resolved*'. These previous issues have been removed by the auditor as they are satisfied that the monitoring, sealing and general settling in have reduced initial perceived safety concerns. Further to this, one safety problem, associated with an inoperative light fitting to a no entry sign on the north side of Market Place, was identified and highlighted within the audit report. This matter is being addressed.

Whilst this highlights that there are no significant safety problems with the Market Place scheme, the RSA audit team have referenced, within the audit report (section 1.12) and within a covering letter, some observations that they would like to draw to the Council's attention, which were identified during the site visit. The auditors covering letter (located within Appendix B) identifies three items which are considered by the auditor to be, 'maintenance items and operational issues'. The three items are related to;

- Continued monitoring of skid resistance of the tactile paving studs,
- Colour contrast of the tactile paving studs against the background of the Yorkstone paving has improved with weathering, though further measured could be considered to improve this contrast, and
- The extent of the tactile studs on the 'L' shaped arrangement could helpfully be extended to the nearest building.

These items are not new and have previously been identified through the RSA3 (interim) report, and through discussions at the workshop held on the 16th November 2018 with disability groups. As such, these have been included and reviewed as part of a Risk Assessment for the Market Place scheme (located within Appendix C).

The risk assessment undertaken for the Market Place considered 17 identified potential risks, and scored them against 'Probability' and 'Severity'. The team then considered potential mitigation measures, before then evaluating the mitigation against the same 'Probability' and 'Severity' scoring to determine the benefits against a number of factors. This enabled any potential impacts to be identified along with a recommendation against each of the items. In line with the recommendation within the Risk Assessment, the identified risk will either be, accepted, investigated further, or addressed.

Next steps

Following a final inspection of the Market Place works, the completion of the RSA3 (final), and the Risk Assessment, the project team are currently preparing a list of

remedial and snagging works that when carried out will conclude the Market Place project. The works will be commissioned during the summer and will be implemented to a high standard, in line with the wider projects delivery.

Lessons Learned and feedback received in association with the Market Place project will be used when moving forward with future phases of Public Realm and Regeneration within the Town and wider Borough.

Finance & Programme

The Adopted Wokingham Town Centre SPD (and Masterplan) 2010 set out the background and the public engagement for works to the Town Centre to both schemes. The masterplan explains the public aspirations for Market Place: - *"Market Place will remain the primary focus for the town centre and its most significant formal public square. In respect of the town centre's historic pattern the form of the space itself will remain unaltered. A united materials palette will be used across Market Place and Denmark Street to unify street and square, strengthen pedestrian footfall through the town centre's extended retail core and provide a higher quality setting for markets and other events."* It is a sensitive public assembly and shopping location used for events, market and sitting out. The paving scheme is a high quality York stone and granite finish which seeks to increase and enhance the pedestrian user environment whilst taming the traffic and comprise a key element in the regeneration of the Town as a multi visit longer stay centre supporting wider growth of the town/Borough.

The Market Place construction works were a jointly funded project between Wokingham Borough and Wokingham Town Councils. A member board operated to apply governance to progress reflecting its importance at the heart of Wokingham. The project has also been closely managed on site and monitored financially by a Project Manager.

The original cost assessment for the construction of this project in September 2016 was £4.6m; in October 2016 there were discussions with the contractor about holding further risk and value engineering to reduce the budget down subsequently to £4.2m. In April 2017 following discussions about those changes and further value engineering and the transfer of greater project risk to the Council, the final budget was agreed at £3.8m with £400k contingency, £4.2m in total.

The cost for 2018/19 have now been reconciled but further financial transactions are still to be resolved with the utility companies. These are in the final stages of discussions and will potentially see a return of approximately £40k. This will go toward reducing the final project outturn and is not reflected in the figures below.

Wokingham Town Centre Regeneration Environmental Improvements

Scheme breakdown	Total Budget	Total Actuals	Variance	Actuals							
				2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	
Wokingham Town Centre Regeneration Environmental Improvements	(1,475)	451	(1,024)	0	0	0	0	0	0	451	
Market Place	(4,200)	4,420	220	0	0	0	100	266	2,746	1,308	
Total	(5,650)	4,873	(802)	0	0	0	100	266	2,746	1,759	

The reported figure includes cost items undertaken during works which relate to maintenance, asset renewal and repairs which are business as usual costs; however for completeness these have been left these in and equate to around £140k.

The Market Place as it stands today, which has also been used to host many public events such as the winter carnival, show that the objectives of the masterplan have been met; however, it is clear that there was an uncomfortable 5 month overrun largely due to the ground conditions under the square and the state of utilities. The programme comparison is shown below.

PROGRAMME	Planned		Actual		Variance
	Access Date	Completion	Access Date	Completion	
Concept, Design & Contract	14/05/2015	09/02/2017 ^{*1}	14/05/2015	31/05/2017 ^{*2}	
Construction	12/06/2017	23/03/2018	26/06/2017	14/09/2018	+161 ^{*3}

^{*1} Based on programme 14/12/15
^{*2} Completion of contract process
^{*3} Indicates today days including non contractual working days & weather impacted days

As indicated here and previously a large proportion of the overrun was caused by challenging ground conditions. This included the plethora of old and new utility apparatus, old building foundations and the removal of contaminated and hard materials. All these risks sat with the Council and account for around 77% of additional spend. Other items included scope and specification changes, weather events, amended drainage and traffic management.

The final road safety audit has recently been issued to the Council and following this, and the additional risk assessment, some additional works may be carried out. These are not included within the overall budget costs as additional works but it is likely they can be accommodated from existing budgets for developing the future phases of the town centre environmental improvements. The lesson ‘learned report’ undertaken in 2018/19 for Market Place will assist this future work greatly.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)	None	Yes	Capital
Next Financial Year (Year 2)	None	N/A	N/A
Following Financial Year (Year 3)	None	N/A	N/A

List of Background Papers

Wokingham Town Centre masterplan 2010

Contact Chris Easton	Service Transport Drainage and Compliance
Telephone No 01189088305	Email chris.easton@wokingham.gov.uk
Date 28 th May 2019	Version No.

LIST OF APPENDICES

Appendix A

Final Stage 3 Road Safety Audit

Appendix B

RSA3 Auditors Covering Letter

Appendix C

Risk Assessment



**WOKINGHAM
BOROUGH COUNCIL**

**ACORNS
PROJECTS
LIMITED**



**Market Place, Wokingham, Berkshire
Environmental Improvements
Stage 3 Road Safety Audit**

**For Wokingham Borough Council
Prepared by Acorns Projects Limited
Safety Traffic Project Management & Highway Engineering Consultants**

MAY 2019

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Safety Traffic Project Management & Highway Engineering Consultants
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Version No: 1.0

Document Location

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Revision History

This document has the following history:

Version No.	Version Date	Summary of Changes	Changes marked
1.0	01/05/2019	N/A	N/A

Approvals

This document requires the following approvals:

Name	Title
Adriano B. Cappella	Audit Team Leader
Lisa Allen	Audit Team Member

Distribution

This document has also been distributed to:

Name	Title & Organisation
Chris Easton	Service Manager - Transport, Drainage and Compliance - Wokingham Borough Council
Ian Haller	Service Manager - Highway Delivery - Wokingham Borough Council
Stephen Reed	Technical Director - WSP
John Noble	WSP
Graham Lee	Associate - Traffic Signals - WSP
Tony Jackman	CDM Advisor - WSP
David Edmond	Hampshire & Thames Valley Joint Operations Road Policing

1.0 INTRODUCTION

- 1.1 This report results from a Stage 3 Road Safety Audit carried out on the Market Place, Wokingham, Berkshire, Environmental Improvements Project, at the request of Overseeing Organisation, i.e. the Local Highway Authority, Wokingham Borough Council, Delivery and Infrastructure, Shute End, Wokingham, Berkshire, RG40 1WN. The Design Organisation was the WSP Wokingham Highway Alliance, who are based within the Highways and Transport offices in Wokingham.
- 1.2 The recently constructed scheme comprises of Environmental Improvements to Broad Street, Denmark Street and the area surrounding the historic Town Hall building. A new junction arrangement at Broad Street and Rose Street has been constructed. The existing vehicular carriageways have been narrowed and two new traffic signal controlled pedestrian crossing facilities have been provided on raised platforms in Broad Street and Market Place respectively. In addition, three new uncontrolled pedestrian crossing facilities have been constructed, one of which is in Broad Street and two of which are in Market Place, again on raised platforms. New loading and disabled parking bays have been provided and the whole area has been repaved and resurfaced. New traffic signs complete the recently constructed Environmental Improvements project.
- 1.3 The Audit Team membership was as follows:

Adriano B. Cappella IEng, FIHE, MCIHT, MSoRSA, HA RSA Certificate of Competency
(Audit Team Leader) Director, Acorns Projects Limited

Lisa Allen MSc, BEng (Hons), MCIHT, MSoRSA, HA RSA Certificate of Competency
(Audit Team Member) Associate Consultant, Acorns Projects Limited

- 1.4 Also in attendance during the daytime Audit were:

Ian Haller Wokingham Borough Council

Chris Easton Wokingham Borough Council

Stephen Reed WSP

Graham Lee WSP

John Noble WSP

David Edmond Hampshire & Thames Valley Joint Operations Road Policing

- 1.5 Also invited to attend but had to decline due to other commitments was:

Tony Jackman WSP

- 1.6 The Audit took place at the Eaton Bray office of Acorns Projects Limited during March and May 2019. The Audit was undertaken in accordance with the Audit Brief contained in the Wokingham Borough Council E-Mail to Acorns Projects Limited dated the 20th February 2019. The Audit comprised an examination of the drawings and documents provided by the Design Organisation and Wokingham Borough Council for review at this Stage 3 Road Safety Audit and, are listed in Annex A.
- 1.7 The drawings and document consisted of a copy of the general arrangements, longitudinal sections, contours, isopachyte contour layouts, site clearance, surface water drainage, slot drain arrangements, surface water drainage longitudinal sections, external works, carriageway construction, typical cross sections, signs and road markings, utility arrangements, horizontal setting out, string labels, proposed electrical layout, dual puffin crossing refurbishment details, utilities & topographical details, landscaping details and, a feasibility lighting study document. Copies of the scheme drawings at both A3 and A4 size were provided for the Audit Team's use. Road traffic collision data, vehicular traffic flow data, pedestrian and pedal cycle accessibility information and, public transport information has not been provided for the purposes of this Stage 3 Road Safety Audit.
- 1.8 A visit to the site was undertaken between 3.00 pm and 4.45 pm during the afternoon of the 18th March 2019 by both Audit Team Members together. Also in attendance were the parties identified in Paragraph 1.4. During the afternoon site visit, the weather was chilly, cloudy with rainfall and, the existing carriageway surface was wet. Vehicular traffic conditions at the time of the afternoon site visit were observed to be moderate to heavy on occasion, particularly in Denmark Street where vehicles queuing back with Denmark Street was noted. A significant number of pedestrians and a couple of pedal cyclists were observed during the afternoon site visit.
- A night time visit to the site was undertaken between 7.15 pm and 8.10 pm on the 18th March 2019 by both Audit Team Members together. No other parties were in attendance during the night time site visit. During the night time site visit, the weather was cold and the existing carriageway surface was wet. Vehicular traffic conditions at the time of the night time site visit were observed to be light. A few pedestrians and one pedal cyclist was observed during the night time site visit.
- 1.9 The terms of reference of the Audit are as described in DMRB GG 119 Road Safety Audit. The Audit Team has examined and reported only on the road safety implications of the scheme as presented and, has not examined or verified the compliance of the designs to any other criteria.

However, to clearly explain a safety problem or the recommendation made to resolve the identified problem, the Audit Team may, on occasion, have referred to a Design Standard without touching on technical audit.

- 1.10 No Departures from Design Standards have been reported by the Design Organisation.
- 1.11 All Problems and Recommendations are referenced to the design drawing and the location has been indicated on the A4 plan supplied for use by the Audit Team in Annex B.
- 1.12 Issues identified and observations made during this Stage 3 Road Safety Audit and site inspection which the Terms of Reference exclude from this report, but which the Audit Team wishes to draw to the attention of the Overseeing Organisation, i.e. the Local Highway Authority, Wokingham Borough Council, will be set out in a separate letter. These issues could include maintenance items and operational issues. In this regard, the Audit Team have made reference to three issues identified and observations made as referred to in a Covering Letter to the Overseeing Organisation, i.e. the Local Highway Authority, Wokingham Borough Council, dated the 31st May 2019. This Covering Letter should be supplied to the Design Organisation, WSP Wokingham Highway Alliance, and be considered in conjunction with this Stage 3 Road Safety Audit Report.

2.0 ITEMS RAISED AT THE COMBINED STAGE 1 AND 2 ROAD SAFETY AUDIT AND INTERIM STAGE 3 ROAD SAFETY AUDIT

- 2.1** The safety aspects of the Market Place, Wokingham, Berkshire, Proposed Environmental Improvements Project were the subject of comment in the October 2016 Combined Stage 1 and 2 Road Safety Audit undertaken by Acorns Projects Limited.
- 2.2** The Design Organisation, WSP Wokingham Highway Alliance, responded to the Combined Stage 1 and 2 Road Safety Audit Report in November 2016, whereby the safety aspects raised were discussed and mitigating measures proposed.
- 2.3** All of the issues raised in the October 2016 Combined Stage 1 and 2 Road Safety Audit undertaken by Acorns Projects Limited were resolved.
- 2.4** The safety aspects of the Market Place, Wokingham, Berkshire, Proposed Environmental Improvements Project were the subject of comment in the September 2018 Interim Stage 3 Road Safety Audit undertaken by Acorns Projects Limited.
- 2.5** The Overseeing Organisation, i.e. the Local Highway Authority, Wokingham Borough Council and the Design Organisation, WSP Wokingham Highway Alliance, jointly responded in a letter to the Interim Stage 3 Road Safety Audit Report in February 2019, whereby the safety aspects raised were discussed and mitigating measures proposed.
- 2.6** All of the issues raised in the September 2018 Interim Stage 3 Road Safety Audit undertaken by Acorns Projects Limited have been resolved.

3.0 ITEMS RAISED AT THIS STAGE 3 ROAD SAFETY AUDIT

3.1 GENERAL

- 3.1.1** No Problems identified in this category at this Stage 3 Road Safety Audit.

3.2 LOCAL ALIGNMENT

- 3.2.1** No Problems identified in this category at this Stage 3 Road Safety Audit.

3.3 JUNCTIONS

- 3.3.1** No Problems identified in this category at this Stage 3 Road Safety Audit.

3.4 NON MOTORISED USER PROVISION

- 3.4.1** No Problems identified in this category at this Stage 3 Road Safety Audit.

3.5 ROAD SIGNS, CARRIAGeway MARKINGS & STREET LIGHTING

3.5.1 PROBLEM

Location 1 - On the north western side of Market Place (Drawing No. 5049-MP/100/100 Rev A).

Summary - Inspection of lighting unit fitted to a regulatory sign during the hours of darkness.

During the night time inspection, the Audit Team have identified that the lighting unit fitted to a new No Entry regulatory sign to Diagram 616 was found to be inoperative.

Concern arises that this may result in the sign being slightly inconspicuous during the hours of darkness, whereby drivers may not fully interpret the regulatory requirements and road layout ahead.

RECOMMENDATION

It is Recommended that the inoperative lighting unit fitted to the new No Entry regulatory sign to Diagram 616 should be attended to as soon as practicable.

END OF PROBLEMS IDENTIFIED AND RECOMMENDATIONS OFFERED IN THIS STAGE 3 ROAD SAFETY AUDIT

4.0 AUDIT TEAM STATEMENT

We certify that this Road Safety Audit has been carried out in accordance with DMRB GG 119.

AUDIT TEAM LEADER

Adriano B. Cappella IEng, FIHE, MCIHT, MSoRSA, HA RSA Certificate of Competency



Signed :

Director

Acorns Projects Limited

Safety Traffic Project Management & Highway Engineering Consultants

Redwood House

3 Eaton Park

Eaton Bray

Bedfordshire

LU6 2SP

Date : 31st May 2019

AUDIT TEAM MEMBER

Lisa Allen MSc, BEng (Hons), MCIHT, MSoRSA, HA RSA Certificate of Competency



Signed :

Associate Consultant

Acorns Projects Limited

Safety Traffic Project Management & Highway Engineering Consultants

Redwood House

3 Eaton Park

Eaton Bray

Bedfordshire

LU6 2SP

Date : 31st May 2019

ANNEX A

ANNEX A

MARKET PLACE, WOKINGHAM, BERKSHIRE

ENVIRONMENTAL IMPROVEMENTS

STAGE 3 ROAD SAFETY AUDIT

LIST OF WOKINGHAM BOROUGH COUNCIL DRAWINGS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT

DRAWING NO.	TITLE
5049-MP/100/100 Rev A	General Arrangement Overview
5049-MP/100/101 Rev A	North Side General Arrangement
5049-MP/100/102 Rev A	East Side General Arrangement
5049-MP/100/103 Rev A	Town Hall General Arrangement
5049-MP/100/104 Rev A	Market Place General Arrangement
5049-MP/100/110 Rev A	North Side Longitudinal Sections
5049-MP/100/111 Rev A	East Side Longitudinal Sections
5049-MP/100/120 Rev A	North Side Contour Arrangement
5049-MP/100/121 Rev A	North Side Isopachyte Contour Layout
5049-MP/100/122 Rev A	East Side Contour Arrangement Sheet 1 of 2
5049-MP/100/123 Rev A	East Side Contour Arrangement Sheet 2 of 2
5049-MP/100/124 Rev A	East Side Isopachyte Contour Layout Sheet 1 of 2
5049-MP/100/125 Rev A	East Side Isopachyte Contour Layout Sheet 2 of 2
5049-MP/100/126 Rev A	Town Hall Contour Arrangement
5049-MP/100/127 Rev A	Town Hall Isopachyte Contour Arrangement
5049-MP/100/128 Rev A	Market Place Contour Arrangement
5049-MP/100/129 Rev A	Market Place Isopachyte Contour Arrangement
5049-MP/200/101 Rev A	North Side Clearance
5049-MP/200/102 Rev A	East Side Site Clearance Sheet 1 of 2
5049-MP/200/103 Rev A	East Side Site Clearance Sheet 2 of 2

LIST OF WOKINGHAM BOROUGH COUNCIL DRAWINGS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT (CONTINUED)

DRAWING NO.	TITLE
5049-MP/200/104 Rev A	Town Hall Site Clearance
5049-MP/200/105 Rev A	Market Place Site Clearance
5049-MP/500/101 Rev A	North Side Surface Water Drainage
5049-MP/500/102 Rev A	East Side Surface Water Drainage Sheet 1 of 2
5049-MP/500/103 Rev A	East Side Surface Water Drainage Sheet 2 of 2
5049-MP/500/104 Rev A	Market Place Surface Water Drainage
5049-MP/500/110 Rev A	North Side Drainage Slot Drain Arrangement
5049-MP/500/111 Rev A	East Side Drainage Slot Drain Arrangement Sheet 1 of 2
5049-MP/500/112 Rev A	East Side Drainage Slot Drain Arrangement Sheet 2 of 2
5049-MP/500/113 Rev A	Town Hall Slot Drain Arrangement
5049-MP/500/115 Rev A	Market Place Slot Drain Arrangement
5049-MP/500/120 Rev A	Proposed Surface Water Drainage Longitudinal Section
As Shown MP_500_121 Rev A	Proposed Surface Water Drainage Longitudinal Section East Side
5049-MP/700/101 Rev A	North Side External Works
5049-MP/700/102 Rev A	North Side Carriageway Construction
5049-MP/700/103 Rev A	East Side External Works
5049-MP/700/104 Rev A	East Side Carriageway Construction Sheet 1 of 2
5049-MP/700/105 Rev A	East Side Carriageway Construction Sheet 2 of 2
5049-MP/700/106 Rev A	Town Hall External Works
5049-MP/700/107 Rev A	Market Place External Works
5049-MP/700/110 Rev A	Platform Arrangement External Works
5049-MP/700/111 Rev A	Platform Arrangement Typical Cross Section
5049-MP/700/112 Rev A	Loading/Disabled Bay Arrangement External Works
5049-MP/700/113 Rev A	Loading/Disabled Bay Arrangement & Pedestrian Area Typical Cross Section
5049-MP/700/114 Rev A	Town Hall Arrangement External Works

LIST OF WOKINGHAM BOROUGH COUNCIL DRAWINGS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT (CONTINUED)

DRAWING NO.	TITLE
5049-MP/1200/101 Rev A	North Side Signs And Road Markings
5049-MP/1200/102 Rev A	Sign Design Details
5049-MP/1200/103 Rev A	East Side Signs And Road Markings
5049-MP/1200/104 Rev A	Town Hall Signs And Road Markings
5049-MP/1200/105 Rev A	Market Place Signs And Road Markings
5049-MP/1400/101 Rev A	North Side Utility Arrangement
5049-MP/1400/102 Rev A	East Side Utility Arrangement Sheet 1 of 2
5049-MP/1400/103 Rev A	East Side Utility Arrangement Sheet 2 of 2
5049-MP/1400/104 Rev A	Town Hall Utility Arrangement
5049-MP/1400/105 Rev A	Market Place Utility Arrangement
5049-MP/SO/101 Rev A	North Side Horizontal Setting Out
5049-MP/SO/102 Rev A	North Side String Labels
5049-MP/SO/103 Rev A	East Side Horizontal Setting Out
5049-MP/SO/104 Rev A	East Side String Labels
5049-MP/SO/105 Rev A	Town Hall Horizontal Setting Out
5049-MP/SO/110 Rev A	Town Hall Setting Out
5049-MP/SO/111 Rev A	Demarcation Markers Setting Out
MPLACE_Electrical Rev A	Proposed Electrical Layout
PW131/TS/001 Rev B	Market Place Dual Puffin Crossing Refurbishment

LIST OF SUMO SERVICES LIMITED DRAWINGS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT

DRAWING NO.	TITLE
8903_01 Utility	Utilities & Topographical Details
8903_02 Utility	Utilities & Topographical Details
8903_03 Utility	Utilities & Topographical Details

**LIST OF SUMO SERVICES LIMITED DRAWINGS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT
(CONTINUED)**

DRAWING NO.	TITLE
8903_04 Utility	Utilities & Topographical Details
8903_05 Utility	Utilities & Topographical Details
8903_06 Utility	Utilities & Topographical Details
8903_07 Utility	Utilities & Topographical Details
8903_08 Utility	Utilities & Topographical Details
8903_09 Utility	Utilities & Topographical Details
8903_10 Utility	Utilities & Topographical Details
8903_11 Utility	Utilities & Topographical Details
8903_12 Utility	Utilities & Topographical Details
8903_Topo_03	Utilities & Topographical Details
8903_Topo_04	Utilities & Topographical Details
8903_Topo_05	Utilities & Topographical Details
8903_Topo_06	Utilities & Topographical Details
8903_Topo_07	Utilities & Topographical Details
8903_Topo_08	Utilities & Topographical Details

LIST OF GREEN BLU URBAN DRAWINGS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT

DRAWING NO.	TITLE
001 - Rev A	Tree Pit Installation System - Tree Pit Plan View - Rootspace Locations
002 - Rev A	Tree Pit Installation System - Typical Tree Pit Design - Rootspace 4.0m x 4.0m

LIST OF DOCUMENTS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT

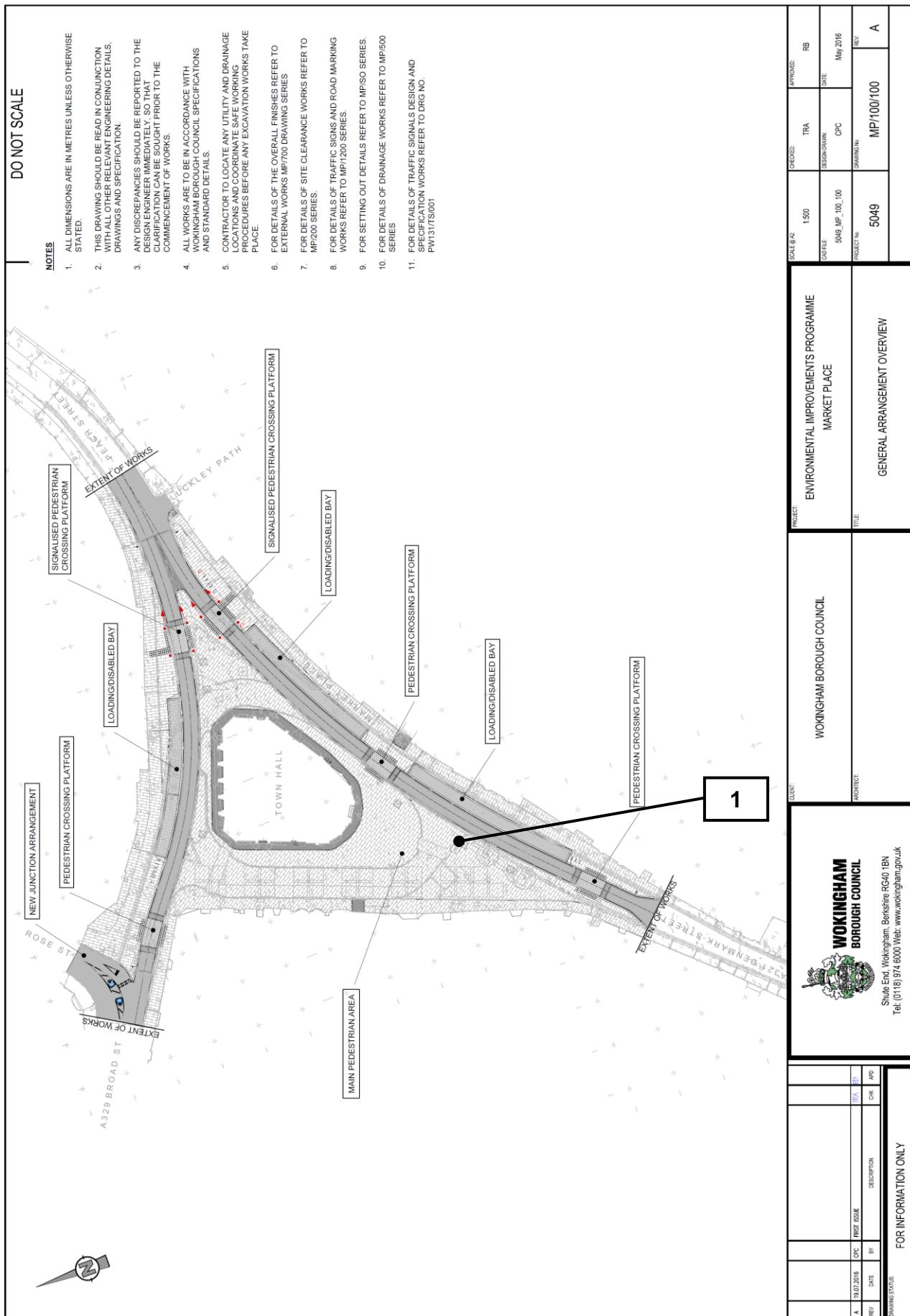
Wokingham Borough Council - Response Letter - Market Place, Wokingham, Berkshire - Environmental Improvements - Interim Stage 3 Audit - February 2019

LIST OF DOCUMENTS REVIEWED AT THIS STAGE 3 ROAD SAFETY AUDIT (CONTINUED)

Acorns Projects Limited - Market Place, Wokingham, Berkshire - Environmental Improvements - Interim Stage 3 Road Safety Audit - September 2018
WSP Wokingham Highway Alliance - Designers Response - Environmental Improvements Programme - Market Place - Road Safety Audit Combined Stages 1 and 2 - November 2016
Acorns Projects Limited - Market Place, Wokingham, Berkshire - Proposed Environmental Improvements - Combined Stage 1 and 2 Road Safety Audit - October 2016
WSP Parsons Brinckerhoff - Feasibility Lighting Study - May 2016

ANNEX B

ANNEX B - PROBLEM LOCATION PLAN



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Chris Easton
Wokingham Borough Council
Delivery and Infrastructure
Shute End
Wokingham
Berkshire
RG40 1WN

31st May 2019

Dear Chris,

**MARKET PLACE, WOKINGHAM, BERKSHIRE
ENVIRONMENTAL IMPROVEMENTS
STAGE 3 ROAD SAFETY AUDIT**

Please find enclosed, the signed and dated PDF Version 1.0 of the Stage 3 Road Safety Audit Report for the Market Place, Wokingham, Berkshire, Environmental Improvements Project as requested.

As referred to in Paragraph 1.12 of the Stage 3 Road Safety Audit Report, there are three issues identified and observations made during the Stage 3 Road Safety Audit and site inspection, which the Terms of Reference exclude from the Stage 3 Road Safety Audit Report, but which the Audit Team wishes to draw to the attention of yourself as the Overseeing Organisation, i.e. the Local Highway Authority, Wokingham Borough Council:

1. During the site visit which took place in wet and rainy weather conditions, discussions were held regarding the skid resistance of the tactile paving studs at both the controlled and uncontrolled pedestrian crossing facilities installed as part of the Environmental Improvements project. You have kindly provided information from the supplier of the tactile paving studs confirming the studs have been tested and have passed the pendulum slip test in both wet and dry conditions. Going forward, please confirm that you will continue to monitor the condition of the tactile paving studs in order to ensure they continue to perform satisfactorily and in accordance with current recognised guidance and technical regulations.



2. During the site visit, discussions were held regarding the colour contrast of the tactile paving studs against the background of the adjacent Yorkstone paving. Whilst there appears to be an improvement in the colour contrast at this Stage 3 Road Safety Audit site when compared to the site visit undertaken for the Interim Stage 3 Road Safety Audit undertaken in September 2018, we request that further investigation should be undertaken to establish whether a further more distinguishable colour contrast might be achieved, which might further assist visually impaired pedestrians to acknowledge the presence of the traffic signal controlled pedestrian crossing facilities and, also, the uncontrolled pedestrian crossing facilities.

3. During the site visit, the Audit Team noted that the "L" shape arrangement of the tactile paving studs for the traffic signal controlled pedestrian crossing facilities do not extend to the very limits of the new footway paving works at the frontages of the existing commercial premises. The Audit Team respectfully suggest that the tactile paving studs should be extended to the very limits of the public highway/ frontages of the existing commercial premises accordingly, which might further assist blind and visually impaired pedestrians to acknowledge the presence of the adjacent traffic signal controlled pedestrian crossing facilities.

I look forward to receiving your response to this Covering Letter, the Road Safety Audit Response Report, together with the completed Table F.4. Road Safety Audit Decision Log (as contained within DMRB GG 119), for the purposes of retention on my file. Please be aware that under DMRB GG119 the Road Safety Audit Decision Log needs to be completed, discussed and agreed with yourselves as the Overseeing Organisation, i.e. the Local Highway Authority, Wokingham Borough Council, in order to fulfil the Agreed RSA Action column.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Adriano B. Cappella
Director

Encl.

C.C. Ian Haller Wokingham Borough Council

Wokingham - Town Centre
Risk Assessment

		Severity (S)				
		1	2	3	4	5
Probability (P)		Minor	Moderate	Serious	Major	Catastrophic
1	Extremely Unlikely	1	2	3	4	5
2	Unlikely	2	4	6	8	10
3	Likely	3	6	9	12	15
4	Extremely Likely	4	8	12	16	20
5	Almost Certain	5	10	15	20	25

POSITIVES	
P1	Consultation with businesses, residents and key interest groups undertaken extremely well
P2	Raised crossings a real benefit to mobility users
P3	Contractor exceptionally communicative during delivery
P4	The public realm improvements are excellent - and have led to an improved town centre offer
P5	Very clear controlled and uncontrolled crossings present in the scheme.
P6	Pedestrians can use the controlled crossings to get to all areas of the town, or use the courtesy crossings if they feel able to and shorten journeys
P7	De-cluttering of the street and high quality materials has dramatically increased the look and usability of the area
	York Stone is significantly less slippery (especially in the wet)

Ref	Risk	Evaluation post Stage 3 Audit				Probability	Severity	Risk Classification	Mitigated Evaluation			Notes	Impact on project objectives	Recommendation	Lesson Learned
		Probability	Severity	Risk Classification					Probability	Severity	Risk Classification				
R1	The same material has been used for the kerb-line and the channel and so some pedestrians may struggle to see the upstand between. This may lead to increased slips and falls as pedestrians fail to appreciate the level difference.	3	3	9	M1/M2 Kerb/Channel staining Staining materials are available that change the pigmentation of stone or concrete finishes. M1 Stain could be applied to the top of the kerb line to enhance the colour differentiation between the footway, kerb and channel line. A new colour to the designs palette would need to be chosen to ensure a contrast. M2 A dark stain could be applied to the kerb face to enhance the 'shadow effect' of the kerb face and enhance the contrast between the top of the kerb and the side. The channel will darken over time as rubber from tyres are deposited on the surface. This has already & will continue to enhance the colour differential between the channel and kerb. This could be assisted by providing a dark stain to the channel line.		2	3	6	Natural weathering has already reduced assessed risk between opening & final SA3	Medium	Source suitable material & apply a test section in line with M2. If acceptable apply to entire area, if not consider M3 or accept risk	Ensure future design consider material/colour contrast factors for channels and kerbs		
R2	In some locations there is a relatively small upstand between the carriageway and the footway (50mm rather than the 125mm 'standard') and it may be difficult for pedestrians to see the upstand. This may lead to increased slips and falls as pedestrians fail to appreciate the level difference.	3	3	9	M3 Tactile Guidance A rumble/tactile sensation on top surface of the kerb would provide additional warning of the kerb-line and enhance awareness of any level drop. This could be achieved by: a) pedestrian studs b) kerb machining - this could be a i. weathering process, to provide limited additional textural differences, or ii. evasive process, to provide ruts in the material to simulate ribbed corduroy iii. machined to create a ridge which is filled with a brass or stainless steel strip		2	3	6	Staining options as for R1 are preferential but pedestrian studs as per the indicative photo could provide benefit if staining option is not feasible.	Medium	Await outcome of mitigations for R1 as this may assist R2. If required consider alternative of M3	Ensure future design consider material/colour contrast factors for channels and kerbs		
R3	The upstands between loading pads and carriageway has been reduced to approximately 30mm to enable vehicles to enter the loading pads without causing damage to the kerb. This might make the upstand difficult to see and result in trips	3	3	9	M1/M2 Kerb/Channel staining Staining materials are available that change the pigmentation of stone or concrete finishes. M1 Stain could be applied to the top of the kerb line to enhance the colour differentiation between the footway, kerb and channel line. A new colour to the designs palette would need to be chosen to ensure a contrast. M2 A dark stain could be applied to the kerb face to enhance the 'shadow effect' of the kerb face and enhance the contrast between the top of the kerb and the side. The channel will darken over time as rubber from tyres are deposited on the surface. This has already & will continue to enhance the colour differential between the channel and kerb. This could be assisted by providing a dark stain to the channel line.		2	3	6	There is a noticeable reduction in the number of trips & falls reported	Medium	Source suitable material & apply a test section in line with M2. If acceptable apply to entire area, if not consider M3 or accept risk	Ensure future design considers that where the carriageway and footway are to be similar levels at crossings and key feature for example they seek to use flush to 6mm upstands only and elsewhere have a minimum kerb height of 50mm.		
R4	Because of the success of the scheme in influencing vehicle speed and driver behaviour the scheme offers an enhanced pedestrian experience. Some people are choosing to cross the road away from crossing points provided and some locations have a 30mm upstand on one side of the road and 50mm on the other. This could result in trips as people subconsciously think both sides are the same height.	3	3	9	M1/M2 Kerb/Channel staining Staining materials are available that change the pigmentation of stone or concrete finishes. M1 Stain could be applied to the top of the kerb line to enhance the colour differentiation between the footway, kerb and channel line. A new colour to the designs palette would need to be chosen to ensure a contrast. M2 A dark stain could be applied to the kerb face to enhance the 'shadow effect' of the kerb face and enhance the contrast between the top of the kerb and the side. The channel will darken over time as rubber from tyres are deposited on the surface. This has already & will continue to enhance the colour differential between the channel and kerb. This could be assisted by providing a dark stain to the channel line.		2	3	6	Natural weathering has already reduced assessed risk between opening & final SA3	Medium	Source suitable material & apply a test section in line with M2. If acceptable apply to entire area, if not consider M3 or accept risk	Ensure future design consider material/colour contrast factors for channels and kerbs		
R5	Throughout the scheme, standard gully tops have been used - which have relatively large holes. Although this allows maximum water capture, pedestrians walking across the road in heels might get their feet stuck in the gully tops and risk falling - or being struck by passing vehicles.	1	2	2	M10 Heel friendly gully top Providing gully tops which are heel friendly will reduce the likelihood of people crossing the road getting 'stuck' in the grate.		1	2	2	No reports of this occurring to date. Cost & disruption considered high to benefit received	Low	Accept Risk	Ensure future design considers heel friendly gully grates in areas with a large numbers of pedestrians		
R6	In some localised areas, the footway levels drop suddenly and unexpectedly. This may result in pedestrians falling.	3	1	3	M13 Isolated Level Adjustment Areas and levels to be reviewed but it is doubtful that improvement can be made as the varying shop threshold levels and drainage requirements make adjustments difficult.		1	1	1		Low	Identify areas, review design levels & adjust if feasible. If not accept risk			
R7	The slot drains used throughout the scheme may be hard to distinguish during intense rainfall. This might result in people wearing heels getting stuck in slots and falling.	2	2	4	None		2	2	4	Part of design considerations	Low	Accept risk			
R8	Although there is a change in material, there is not a significant colour differentiation between footway and loading pads. Pedestrians, especially visually impaired, may not appreciate that they should not be walking in the loading area (at least for some parts of the day). There is a risk that pedestrians will be struck by manoeuvring vehicles.	3	3	9	M12 Tactile Loading Studs Additional tactile studs could be installed around the loading area to highlight to visually impaired pedestrians the areas where loading and parking may take place.		2	3	6	The level access created by the scheme including the lay-by areas is extremely beneficial for disabled users. This benefit may create situations where people may feel at risk entering areas where vehicles are permitted but such situations, where drivers need to be attentive, are adequately covered by the highway code. The use of planters, cycle stands, sign posts, benches and other street furniture was considered during the design process and whilst some of these could be used to assist this will not prevent access into the parking areas in all directions neither is it necessary to actually restrict it.	Medium	Monitor and consider M12	Ensure future design considers material/colour contrast for channels, kerbs and similar areas for parking		

R9	Visibility to and from pedestrians attempting to cross the road may be blocked by vehicles loading or parking in the bays. They may therefore walk into the road in front of approaching vehicles and be struck.	2	3	6	M15 Vehicle Speed Because of the success of the scheme in influencing vehicle speed and driver behaviour the scheme offers an enhanced pedestrian experience compared to before. Although speeds appear to be reduced through informal observations, this can change over time. Monitoring of driver attitude to speed and other behavioural aspects should be implemented to determine any change over time or to assist with future phases of the environmental improvement programme. Any consideration should only be considered as part of wider town centre strategy.		2	3	6	This is a risk for any town centre where the competing demands of loading, parking, shopping, active travel and vehicle travel come together. Observations conclude that currently the scheme successfully influences vehicle speed and has considered the competing parking/loading activities during the design.	Low	Accept risk but monitor driver behaviour, their changing influences and impacts on town centre users.	Use monitoring data to further form policy for town centre use and future environmental enhancement scheme phases
R10	Vehicle as a weapon and terrorist attacks may occur due to the open nature of the scheme.	1	5	5	M14 Consider merits of a specific risk assessment on security and crime The Council considers this low risk and the design reflects a balance of needs and favouring aspects that have greatest day to day benefits for users. A risk assessment could identify mitigations for crime and security.		1	5	5	The scheme scope was to create open & useable space in the town centre. This is a policy issue that should be considered by the authority as a whole rather than scheme so as to assist the production of project scope.	Medium	Accept risk but can be reviewed as part of an overall town centre strategy if considered necessary	
R11	The delineation of the 'road' through the market area is subtle and drivers may veer from this path onto the footway. This may result in conflicts with pedestrians	2	3	6	M11 Additional Communication Appropriate use of loading pads (including timescales) and appropriate use of the 'road' within the market area to be communicated with local shops and businesses Leaflets and media to raise awareness of how to use a courtesy crossing (i.e. with consideration of others)		1	3	3	Observation conclude that the new environment has significant benefits for highway users compared to previous layout	Low	Accept risk but Implement M11	In addition to communications around the construction of a project there needs to be continuous communications focus on the intended outcomes, benefits and expected user experience in order to achieve greater understanding of a scheme prior to its completion
R12	Visually impaired pedestrians may have difficulty seeing the brass studs due to their similar colour to the York Stone behind (which as it is a natural product, has a significant variation in colour and is darker than might be expected in places).	3	3	9	M6 Highlight pedestrian crossing (stud area) by staining paving Additional colour differentiation could be introduced to pedestrian crossing areas (demarcated by the brass studs) by a) staining the York Stone underneath the studs b) replacing the slabs/blocks around the studs with a contrasting colour c) treating the brass stud to make it stand out against the York Stone		2	3	6	The studs used are a common enhancement in public realm schemes, and their use is in line with the recommendations from Guide Dogs. However, applying a treatment to the York Stone or the stud is recommended should a suitable workable solution be found.	Medium	Source suitable options & material & if necessary apply a test section. If acceptable apply to entire area, if not accept risk	Future schemes should seek to provide paving of a different contrasting colour at tactile crossings
R13	Loading and parking is provided in raised bays located within the 'footway' adjacent to the road. Car doors and people stepping from vehicles may be struck by passing vehicles if parking too close to road.	1	2	2	None		1	2	2	There are two areas for loading/unloading and disabled parking provided by the scheme. One offers access on the outside & the other on the inside giving users choice based on their own preference. Parking on the carriageway or in designated parking spaces is no different to existing locations in the town centre, i.e. outside the post office. The provision should not alter this risk from a traditional on-carriageway space and creating level access from the spaces does assist disabled users .	Low	Accept risk	
R14	Clarity of where to park/load - Disabled parking bays not individually delineated (normally there is a hatch between cars to ensure that rear entry can be maintained).	2	1	2	M16 Install additional signing Install disabled logos as agreed		1	1	1	Monitor. Disabled logos on the ground are to be implemented for each disabled space and will help guide drivers to park with sensible gap between vehicles.	Low	Implement Logos & amend signing where beneficial for clarity	
R15	Brass studs may be slippery in wet and too warm for guide dogs in the summer months	1	2	2	None		1	2	2	These have been tested and they do not get warmer than the surrounding York Stone paving during hot weather. The specified & installed studs are produced to be compliant with the Department for the Environment, Transport and the Regions (Now DfT) Guidance on the Use of Tactile Paving Surfaces - DETR 1998'. The supplier's stud range indicates testing and having passed pendulum slip tests in both wet and dry conditions.	Low	Accept risk	Various stud types are available & a review of stud type & application should be on a scheme by scheme basis
R16	Courtesy crossings tend to be poorly understood by pedestrians and increase the fear of a collision. This may lead to pedestrians beginning to cross and then stopping, or starting to cross after initially looking like they would wait, with conflicts with road users resulting	3	3	9	M11 Additional Communication Appropriate use of loading pads (including durations) and appropriate use of the 'road areas' within the market area to be communicated with local shops and businesses Leaflets and media to raise awareness of how to use a courtesy crossing (i.e. with consideration of other users)		2	3	6	Monitor and if there is a tangible problem, staining can still be considered. The crossings already appear different and will not be cleaned as frequently and will discolour more rapidly due to vehicle use. A colour differentiation exists naturally already as a consequence and highlighted discussed during the final stage 3 consultation	Low	Implement M11	In addition to communications around the construction of a project there needs to be continuous focus on the intended outcomes and benefits in order to achieve greater understanding of the scheme before its completion
R17	The material used for the raised crossing is the same as used on the footway (albeit a different size). It is possible that some pedestrians will miss-read this as a continuation of the footway and cross into the path of vehicles.	2	4	8	M11 Additional Communication Appropriate use of loading pads (including durations) and appropriate use of the 'road areas' within the market area to be communicated with local shops and businesses Leaflets and media to raise awareness of how to use a courtesy crossing (i.e. with consideration of other users)		2	3	6	Monitor and if there is a tangible problem, staining can still be considered. The crossings already appear different and will not be cleaned as frequently and will discolour more rapidly due to vehicle use. A colour differentiation exists naturally already as a consequence and highlighted discussed during the final stage 3 consultation	Low	Implement M11	In addition to communications around the construction of a project there needs to be continuous focus on the intended outcomes and benefits in order to achieve greater understanding of the scheme before its completion

**EXTRACT FROM MINUTES OF THE COUNCIL MEETING HELD ON 14 DECEMBER
2018**

80.1 Motion 414 submitted by Prue Bray

The Council considered the following Notice of Motion, submitted by Prue Bray and seconded by Imogen Shepherd-Dubey.

“The Constitution commits this Council to ensuring that “the principles of efficiency, transparency and accountability are demonstrated throughout the decision making process and the delivery of services.”

The Wokingham town centre regeneration project has now been running for some years. It is the largest single project being undertaken by the Council. No income and expenditure figures for the project as a whole have been published. Nor has any assessment of progress or variation from the original specification. This makes it extraordinarily difficult for both residents and Councillors to find out how the project is going, and means that the Council’s constitutional commitment to transparency and accountability is not being observed.

While ongoing spend and future commitments may be difficult to quantify, or may need to be kept confidential for commercial reasons, income and expenditure which has already happened in previous financial years must have been accounted for in the Council’s accounts, which have all been properly signed off. In addition, any contracts entered into are required to be published by the Transparency Regulations. This means that all the information relating to past spend on the Wokingham town centre regeneration project should be readily identifiable and available to be pulled together into one document covering the whole project.

Therefore, in order to ensure the transparency and accountability to which it has committed itself, this Council will by the end of December 2018 publish a report detailing:

- The total income and expenditure from 1st April 2012 to March 31st 2018 on all works associated with the regeneration of Wokingham town centre, including the Market Place joint project with Wokingham Town Council, broken down to show separately the figures for Peach Street phase 1, Peach Place, Elms Field, Carnival Pool, the Market Place and any other subprojects, and, for each project, broken down to the stages of the project, such as design, and construction;
- The original budget and timetable for each of those elements;
- An explanation of any variances between the original budget and actual income and expenditure and original timetable and actual progress;
- The sources of the funding, with the amounts obtained from each separate source.”

It was moved by Keith Baker and seconded by Stuart Munro that the Motion be amended as follows:

“The Constitution commits this Council to ensuring that “the principles of efficiency, transparency and accountability are demonstrated throughout the decision making process

and the delivery of services."

The Wokingham town centre regeneration project has now been running for some years. It is the largest single project being undertaken by the Council. No income and expenditure figures for the project as a whole have been published. Nor has any assessment of progress or variation from the original specification. This makes it extraordinarily difficult for both residents and Councillors to find out how the project is going, and means that the council's constitutional commitment to transparency and accountability is not being observed.

While ongoing spend and future commitments may be difficult to quantify, or may need to be kept confidential for commercial reasons, income and expenditure which has already happened in previous financial years must have been accounted for in the Council's accounts, which have all been properly signed off. In addition, any contracts entered into are required to be published by the Transparency Regulations. This means that all the information relating to past spend on the Wokingham town centre regeneration project should be readily identifiable and available to be pulled together into one document covering the whole project.

Therefore, in order to ensure the transparency and accountability to which it has committed itself, this Council will **at the eventual conclusion of each individual project publish a full audit which will be reviewed by the relevant Scrutiny Committee detailing:**

- The total income and expenditure from 1st April 2012 to March 31st 2018 on all works associated with the regeneration of Wokingham town centre, including the Market Place joint project with Wokingham Town Council, broken down to show separately the figures for Peach Street phase 1, Peach Place, Elms Field, Carnival Pool, the Market Place and any other subprojects, and, for each project, broken down to the stages of the project, such as design, and construction;
- The original budget and timetable for each of those elements;
- An explanation of any variances between the original budget and actual income and expenditure and original timetable and actual progress;
- The sources of the funding, with the amounts obtained from each separate source."

Subject to the normal restrictions due to commercial sensitivity."

The proposer of the original Motion, Prue Bray stated that the proposed amendment was accepted.

The amended (substantive) Motion was then put to the vote and was declared by the Mayor to be carried.

RESOLVED: "That the Constitution commits this Council to ensuring that "the principles of efficiency, transparency and accountability are demonstrated throughout the decision making process and the delivery of services.

The Wokingham town centre regeneration project has now been running for some years. It is the largest single project being undertaken by the Council. No income and expenditure

figures for the project as a whole have been published. Nor has any assessment of progress or variation from the original specification. This makes it extraordinarily difficult for both residents and Councillors to find out how the project is going, and means that the council's constitutional commitment to transparency and accountability is not being observed.

While ongoing spend and future commitments may be difficult to quantify, or may need to be kept confidential for commercial reasons, income and expenditure which has already happened in previous financial years must have been accounted for in the Council's accounts, which have all been properly signed off. In addition, any contracts entered into are required to be published by the Transparency Regulations. This means that all the information relating to past spend on the Wokingham town centre regeneration project should be readily identifiable and available to be pulled together into one document covering the whole project.

Therefore, in order to ensure the transparency and accountability to which it has committed itself, this Council will at the eventual conclusion of each individual project publish a full audit which will be reviewed by the relevant Scrutiny Committee detailing:

- The total income and expenditure from 1st April 2012 to March 31st 2018 on all works associated with the regeneration of Wokingham town centre, including the Market Place joint project with Wokingham Town Council, broken down to show separately the figures for Peach Street phase 1, Peach Place, Elms Field, Carnival Pool, the Market Place and any other subprojects, and, for each project, broken down to the stages of the project, such as design, and construction;
- The original budget and timetable for each of those elements;
- An explanation of any variances between the original budget and actual income and expenditure and original timetable and actual progress;
- The sources of the funding, with the amounts obtained from each separate source.

Subject to the normal restrictions due to commercial sensitivity."

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COMMUNITY AND CORPORATE O&S MINUTES 14 JANUARY 2019

42. MARKET PLACE HIGHWAYS IMPROVEMENT PROJECT

The Committee considered a report, set out in agenda pages 17 to 150, which provided an update on the Market Place highways improvement project.

Philip Mirfin, Executive Member for Regeneration (and town centre highways) stated that since taking over the Market Place Highways project (in May 2018), he had asked the Monitoring Officer to identify a suitable person/company to undertake an independent audit. He added that, at the time he took over the project, it was in need of focus and in September 2018 he was invited to a Balfour Beatty workshop. Philip stated that it was at this workshop that he met the person who would eventually undertake the "lessons learned" report.

Philip stated that he organised weekly meetings between all parties to assess and discuss all elements of the Market Place project. Philip stated that part of the delay to the Market Place highways project was due to having to redesign every shop front and drainage system. He added that the underground conditions were very poor and the majority of the underground issues had not been identified prior to the start of the works due to poor highways underground inspections. In addition, Philip stated that many of the underground utilities pipes were unknown or not recorded which added the delays. Philip stated that weekly round table meetings were organised, which included partners from Balfour Beatty, highways and project managers to agree upon weekly works to be achieved. Philip added that the highways team worked very hard to achieve results, with Balfour working hard from their senior levels.

Chris Easton, Lead Specialist - Transport, Drainage & Compliance, stated that the Market Place highways project was identified through Public Realm, and CP14 of the Core Strategy. He added that when the Market Place project was commissioned, a stage one safety audit was undertaken which identified several key issues which were fed through consultation processes throughout the project. Chris stated that an example of changes made through the consultation process was the reintroduction of raised kerbs.

Chris stated that there were several unforeseen issues throughout the project, including having to appoint a new project manager (after the previous WSP project manager left), the Balfour lead being taken ill and a series of works issues (see Member question for more detail).

Chris stated that a final road safety audit had been commissioned and would be delivered in February 2019. He added that disability groups had been invited to attend a feedback session after the completion of the project, whose feedback would be compiled along with the comments from the Scrutiny Committee to form a final works package.

Guy Grandison thanked all businesses, disability advocacy groups and members of the public who submitted questions and views to the Committee.

David Sleight queried whether there could be signage improvements made to the disabled parking and loading bays in the Market Place. Chris Easton stated that the Council's Car Parking Team were aware of signage issues and were looking to address them at the formalised completion of the works. Philip Mirfin added that there had been some misuse of the parking at the Market Place which needed to be enforced.

Please note: amendments were made to these minutes at the meeting held on 11 March 2019

Clive Jones thanked Philip Mirfin and the Highways Team for organising the lessons learned report. Clive stated that the report showed that the Council was 'out of its depth', and asked what lessons could be learned from the Market Place project. Philip Mirfin stated that he was proud of Officers for wanting a lessons learned report to be undertaken, and this model would be used as a basis for how the Council managed such projects in the future. He added that the Market Place project was originally seen as a 'small highways project', and was subsequently found challenging. Philip stated that the project was delivered to a high quality standard. However, it was not without its difficulties. Sarah Hollamby, Director of Locality and Customer Services, stated that the points raised within the lessons learned report would be taken on board for future projects.

Clive Jones queried whether issues (such as delays and the reasons for them) would be reported to Members as they happened for future projects. Chris Easton stated that better systems would be in place with project managers for future projects. Philip Mirfin stated that the schemes were identified (midway through the project) that could have shortened the time the project took to complete. However, the final quality of the scheme would have suffered as a result and it was, therefore, decided to continue with the original scheme.

Guy Grandison queried whether the joint working board model was being used for current regeneration works. Philip Mirfin stated that joint working boards had been incorporated on regeneration projects for years. Chris Easton added that future major highways projects similar to Market Place would use independent consultants, project boards, better governance and a highways management board.

Dianne King stated that she had heard a lot of positive comments from people regarding the design of the Market Place, but queried what would be done to maintain the clean underfoot surfaces. Chris Easton stated that a sealant had been used on the surfaces, which would be deep cleaned four times per year to make sure that dirt would not get embedded in the surfaces.

Rachel Burgess thanked Officers for the detailed information provided in the reports pack. She queried whether the aesthetic of the paving colour was prioritised over the comments made by disability groups during workshops in 2015. Guy Grandison queried the usage of parallel disabled parking bays in the Market Place. Chris Easton stated that all of the material used in the Market Place were materials that were allowed to be used on public highways. He added that the Market Place had always had a similar contrast (with red bricks previously), and that the colour of the crossing points had already changed since their installation. Chris stated that a large part of the pavements would have been taken up if the disabled spaces were not parallel. He added that the Market Place now offered off-carriageway parking, and blue badge holders had the option of using the disabled spaces or parking on double yellow lined areas. Philip Mirfin stated that more disabled spaces were provided in the Market Place than before the improvement project.

Rachel Burgess queried why businesses were not offered more help during the improvement works. Philip Mirfin stated that all businesses within the town centre were offered the opportunity to engage with the Borough and Town Councils. He added that the business rate relief scheme did not have a particularly good take-up. Philip added that voucher schemes were offered over Christmas, marketing videos were published on social media and special events were organised to help encourage residents from all areas of the Borough and beyond to visit the town centre. Philip stated that the team had worked within their budget to provide as much support to businesses as was possible. However, some businesses chose not to take up the support that was on offer.

Please note: amendments were made to these minutes at the meeting held on 11 March 2019

Rachel Burgess queried why it was difficult to procure the Lessons Learned Report, and what involvement Philip Mirfin had in selecting the person who carried out the review. Philip Mirfin stated that the Monitoring Officer had taken the lead on procuring the report, and he had experienced some difficulties in doing so. Philip stated that he had made a recommendation for somebody who could have been suitable to carry out the review, and that person was interviewed by four members of senior management from the Council.

Mike Haines queried the impact of changes in project management. Chris Easton stated that time was lost as a result of changes in project management, in addition to issues with unidentified utilities.

Mike Haines was of the opinion that the Council needed to be more proactive with engagement and communication with regards to issues surround disability access. Chris Easton stated that kerb heights were now more regulated across the Market Place and that disability groups had been identified and invited to workshops after the completion of the Market Place project. Chris added that more engagement with disability groups would be undertaken for future highways projects.

Shahid Younis stated that he was surprised many of the issues identified in the Lessons Learned Report were not accounted for earlier on in the project. Philip Mirfin stated that this was due to the project being initially seen as a 'small highways' scheme. He added that proper governance was subsequently put in place, and that all comments and findings had been taken on board to guide similar projects in the future.

Shahid Younis queried whether there was an increased cost to residents as the scheme was delayed. Chris Easton stated that all of the money used came from S106 agreements which had to be linked to the town centre project and could only be used for infrastructure projects.

Clive Jones queried how the Town and Borough Councils communicated aspects of the Market Place Project with the public. Philip Mirfin stated that a weekly joint Borough and Town newsletter was produced by the Town Council, which gave updates on the works and issues to do with the Market Place that week. He added that the Town Council Clerk did an excellent job in engaging with the residents, and that the Town Council took on the majority of exposure to the public as they were seen as the first point of contact and managed this very well.

Clive Jones queried whether a speed limit reduction to 20MPH could be an option in the Market Place. Chris Easton stated that Police were unlikely to be in the area to enforce a 20MPH speed limit restriction, and that aspects of the scheme such as raised courtesy crossings had helped to slow down traffic.

Clive Jones queried what improvements could be made to make a distinction between the road and the kerbs. Chris Easton stated that the colours had already changed after usage by road users. However, a staining process was an option that could be used in the future.

Rachel Burgess asked what could have been done differently to help manage the navigation around the Market Place during the works. Chris Easton stated that Balfour were given the entire Market Place area, which cost significantly less than giving them a section at a time. He added that each weekly newsletter had details of the current routes around the town centre. Philip Mirfin stated that some of the signage placed by Balfour

Please note: amendments were made to these minutes at the meeting held on 11 March 2019

was not always taken down, which led to some confusion. He added that there had been instances of anti-social behaviour, with signage and fences being moved overnight. Philip stated that there were phone numbers listed across the site to report issues with signage and fencing.

Rachel Burgess stated that there had also been issues with ramps and narrow pavements for wheelchair users. Philip Mirfin agreed that these had been issues, and stated that they had been identified and solved quickly. He added that the workers had to work under difficult conditions.

There were a number of Member queries with regards to aspects of the financing of the project, it was confirmed that these details would be covered in the final audit of the Market Place project and would be brought back to the Committee.

Guy Grandison queried what could be done in the future to further engage with disability groups and disabled residents. Chris Easton stated that wider engagement would be undertaken for future projects through engaging with a wide range of disability advocacy groups.

Shahid Younis asked whether the Lessons Learned Report model could be used across the Council. Philip Mirfin stated that the Monitoring Officer was looking in to this.

Clive Jones queried how junior Officers could be supported, to enable them to see major projects through from start to finish. Sarah Hollamby stated that junior Officers had career graded roles which allowed them to develop over time without having to change role, which enabled the Council to develop its staff from within. She added that this was a Council wide feature.

RESOLVED That:

- 1) Philip Mirfin, Chris Easton and Sarah Hollamby be thanked for attending the meeting;
- 2) the final safety audit be submitted to Committee upon its completion ;
- 3) the financial audit be submitted to Committee upon its completion;
- 4) the Committee consider submitting recommendations on project governance to the Executive, upon receipt and review of the above aforementioned audit reports;
- 5) a comprehensive and up to date list of disability advocacy and awareness groups be created improve engagement for future projects.

Consultation List of Accessibility and Disability Organisations		
Organisation	Description	Contact
The Acorn Social Group	Social group for adults with complex needs (Mencap)	admin@wokinghammencap.org
The Ark Trust	Day services for people with learning disabilities or on autistic spectrum	info@theark.org.uk
Autism Berkshire	Support and advice group for parents of children on the autistic spectrum	contact@autismberkshire.org.uk
Berkshire Vision	Information and support for the visually impaired	info@berkshirevision.org.uk
CAN Network	Info and support for children and young people in Wokingham borough	CAN.network@wokingham.gov.uk
Carer Group Meeting	Monthly meeting for carers held in Wokingham Town (Mencap)	admin@wokinghammencap.org
Choice Champions	Self-support group for people in receipt of personal budgets	jodie.reichelt@wokingham.gov.uk sarah.griffiths@wokingham.gov.uk
CLASP	Self-advocacy group for people with learning disabilities in the borough	admin@claspwokingham.org.uk
Deaf Positives	Info, advice support and advocacy for deaf community	admin@deafpositivesaction.org
Link Support	Support for people with learning disabilities	email@linknursing.com
Motor Neurone Disease Reading and West Berks	Support and advice for people with motor neurone disease	ReadingMND@hotmail.com
Rose Buddies	Community service for people with learning disabilities	rosebuddies@creativesupport.org.uk
Wokingham and District Mencap	Help, support and advice to people with learning disabilities , and their families and carers	admin@wokinghammencap.org
Age UK Berkshire	Info and assistance for older people	info@ageukberkshire.org.uk
Age Concern Twyford	Assistance for older people in Twyford and surrounding areas	info@ageconcerntwyford.org.uk
Link Visiting Scheme	Befriending service	admin@linkvisiting.org
WADE centre	Day centre for older people	secretary@wadecentre.org.uk
Building for the Future	Activities for older children and their families	admin@btftf.org.uk
The Ark Trust	Support centre for children with learning disabilities	info@theark.org.uk

ASD Family help	Support and advice for children on the autistic spectrum and their families	contact@asdfamilyhelp.org
ASSIST	Autistic Spectrum support service	assist@wokingham.gov.uk
Aut Angel	Self-help group run by autistic people	info@autangel.org.uk
Autism Berkshire	Support and advice group	contact@autismberkshire.org.uk
Berkshire Sensory Consortium	Support service for children with SEN due to sensory impairment	Sensory.Consortium@rbwm.gov.uk
Berkshire West Your Way	Information and support for adults experiencing mental health issues	berkshirewest-yourway@together-uk.org
Crossroad Wokingham	Support and respite for carers and people they care for	contact@wokinghamcrossroads.org
Daisy's Dream	Support for children facing life-threatening illnesses and for the families	info@daisysdream.org.uk
Dingley's Promise	Support for families with young children with additional needs or disabilities	Admin.wokingham@dingley.org.uk
Me2 Club	Activities and support for children with additional needs and disabilities	info@me2club.org.uk
Peapods	Support group for families with children with physical disabilities	peapods@peapods.org.uk
REACH	Support and advocacy group for parents and carers of children with SEND	info@reachwokingham.com
SEND United	Support group for parents and carers of children with SEND	admin@sendcarersunited.co.uk
Stepping Stones	Group for parents and carers of children with Down Syndrome	enquiries@steppingstonesds.co.uk
Thrive	Horticultural group for vulnerable adults	info@thrive.org.uk
Wokingham Dyslexia Group	Support group for people with dyslexia	wokinghamdyslexiagroup@yahoo.co.uk
Wokingham Outreach Carers	Support group for carers	ask@berkshirecarershuh.org
Wokingham Young Carer Service	Support for young carers	ask@berkshirecarershuh.org

Agenda Item 9.

TITLE	Borough-wide Parking Management Action Plan – Results of Consultation
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 17 June 2019
WARD	None Specific - Borough-wide;
DIRECTOR	Director of Locality and Customer Services - Sarah Hollamby

OUTCOME / BENEFITS TO THE COMMUNITY

An effective Parking Management Action Plan (PMP) would be expected to result in a variety of benefits, to all members of the Council's residential, business and visitor communities through;

- improvements to road safety as a result of less antisocial and hazardous parking;
- improved access to shops and services due to higher turnover of available spaces;
- reduced congestion, air/noise pollution & fuel costs due to less circulation for parking spaces;
- improved health & wellbeing from participation in active travel modes; and
- improved public transport reliability due to less congestion caused by parking obstruction

Benefits are also for businesses and the local economies, from increased availability of parking spaces in local town centres, to the provision and enforcement of service loading bays that improves business efficiency and to the reduced traffic congestion and delay that can impact upon business costs.

RECOMMENDATION

That the Committee;

1. Considers the summary of responses received following consultation amongst ward members; and
2. Provides feedback to officers on the draft Borough-wide Parking Management Action Plan (Appendix B) for 2019-2025.

SUMMARY OF REPORT

As a result of the increasing number, variety and complexity of parking-related problems and issues being identified across the Borough, all Members were invited to participate in the development of a revised Parking Management Action Plan at the Community and Corporate Overview and Scrutiny Committee dated 11th March 2019, by submitting a summary of the main parking related concerns of residents and businesses for analysis by officers.

The management of on/off street parking in the borough presents a significant challenge to the Council's service delivery and the realisation of its 21C ambitions. Wokingham has one of the highest car ownership rates of any local authority in England and its parking management strategy and associated policies and procedures, need to have regard for

the potential level of vehicle ownership/use and the availability of high quality alternative means of transport.

Growing car ownership and use, increased demand for on-street restrictions by residents and members, the introduction of CPE and changes to our local road network have resulted in an increase in the volume and nature of requests, demands and complaints to the Council regarding parking management issues. These requests form a substantial and growing proportion of the Council's transportation service delivery and are clearly becoming an increasingly higher profile concern for residents and businesses.

The Council's current approach to addressing them presents a confusing parking management landscape for customers, which leads to problems such as;

- antisocial parking behaviour within neighbourhood settings;
- traffic congestion on key routes and at key commercial and education centres;
- dissatisfaction with perceived enforcement protocols;
- overspill at some car parks and apparent spare capacity in others;
- impacts upon business viability; and
- detriment to residential street quality

Historically, most of these issues have been managed independently within the Council but there is now an obvious need to address parking management more holistically to overcome these challenges, through the introduction of a practical, borough-wide Parking Management Action Plan.

This report summarises the responses received from ward members and sets out a draft parking management action plan (Appendix A) upon which ward members are invited to comment in advance of its development, formal consultation and adoption as an operational service delivery document later in this financial year.

Background

Wokingham as a borough is undergoing a significant road transport transformation, with regeneration of Wokingham Town Centre and expansive residential communities throughout the borough planting seeds of anticipation and optimism for continued economic growth. To be able to respond to that optimism, capitalising on the opportunity for growth across the Borough and dealing with the transportation challenges it presents, the Council needs to ensure it has transport infrastructure that is responsive, sustainable and fit for purpose.

The Council's plans for economic growth and sustainability rely upon its delivery of a progressive programme of parking control measures that will help it support the local economy and these measures will need to focus on keeping its road network, particularly in core areas and close to rail, bus and major road corridors, free from congestion and the detrimental effects of traffic and pollution.

Effective parking management is integral to these objectives and a robust parking management strategy enables the Council to strike the right balance between demands for accessibility by private car, the needs of Wokingham's growing and changing population, the quality of its residential communities and the economic and operational opportunities presented by new technology.

Wokingham Borough Council does not have a current Parking Management Action Plan. The Council adopted its previous Parking Management Strategy in 2011, drawing together key issues, recommendations and actions which were used to generate Statements of Intent which were assigned 'short', 'medium' and 'long' term timescales.

A cross-party, member-led Working Group was set up in 2017 resulting in a draft Action Plan covering 28 Areas for Action and 45 Statements of Intent and whilst there have been subsequent intentions to undertake a borough-wide review of parking services, with the aim of establishing operational policies and management procedures, these have been overtaken by decisions to address immediate parking issues, rather than the development of a longer term plan with an agreed implementation action plan.

As a consequence, the continued growth in car ownership and use, increased demand for on-street parking restrictions by both residents and elected members, the absence of a comprehensive parking service plan for managing parking supply, demand and pricing and changes to our local road network have all contributed to a confusing parking management landscape for our customers.

This in turn has had a major impact on the Council's resources for managing the increased number of requests, demands and complaints regarding parking management issues. In addition, the associated problems of congestion and road safety on key routes, growing dissatisfaction with enforcement protocols and perceived overspill at some car parks and spare capacity in others.

The purpose of a revised Borough-wide Parking Management Action Plan would therefore be to clearly define the Council's vision for parking management, in support of the regeneration and economic development of Wokingham as a Borough and to set out a programme of actions for resolving the issues identified.

The Action Plan would also form a statement of the Council's understanding of the issues affecting residents and businesses; show its commitment to the future management of parking demand and supply. This is set against a backdrop of broader transportation and mobility needs, rapidly developing technology and the Council's wider aspirations for the Borough as a connected network of places and localities.

Analysis of Issues

WBC Parking Management Responsibility

The Council currently has responsibility for managing parking provision in three forms;

- **On-street parking.** This is parking within the public highway with enforcement undertaken by Wokingham Borough Council through a service contract with NSL. On-street parking can include free parking places, disabled parking places, residents' parking zones and paid-for parking (typically through pay and display);
- **Council off-street car parks.** These are provided by the Council and are for the use of the general public. Where charges apply these generally relate to the length of stay. Car parks can be both for short and long stays and includes our Park & Ride sites; and

- **Private off-street car parks.** These are privately owned and operated by private parking companies, eg. Network Rail for use by a variety of users including the public, residents and employees. The Council can influence these through planning controls.

The Committee's recommendations on the type and scale of issues affecting each of these forms of parking provision was sought.

Legislative Background

The **Road Traffic Regulation Act 1984** places a statutory duty upon all local highway authorities to make Traffic Regulation Orders in order to control traffic for road safety and movement and to manage on-street parking provision within their areas.

The **Traffic Management Act 2004** places a network management duty upon Wokingham Borough Council to keep traffic flowing, and to co-operate with other authorities to the same end. Local authorities have to exercise all of their functions that have an impact on traffic in a more co-ordinated way. This Act places a strong emphasis on the local authority taking responsibility for parking enforcement through the development and implementation of Civil Parking Enforcement (CPE).

Part 6 of the Traffic Management Act 2004 is the legal framework that enables Wokingham to undertake Civil Parking Enforcement in order to help manage the issues of indiscriminate and illegal parking. The Act also places a duty on the Council to manage the flow and safety of traffic efficiently.

The Results of Consultation

Through the Community and Corporate Overview and Scrutiny Committee, all Members across the borough were invited to submit their views on parking and those of their constituents to the Council's Traffic Management, Parking & Road Safety Team Manager through the traffic.management@wokingham.gov.uk email inbox. The opportunity to submit comments remained open until Wednesday 1st May 2019, following which all comments received were analysed.

A total of 12 formal responses to the invitation were received and this report summarises all of the issues raised and incorporates these into the draft Parking Management Action Plan enclosed in Appendix A of this report.

Next Steps

Officers will review the feedback received from the Committee on the draft Parking Management Action Plan and programme the actions set out for the 2019/20 financial year. This will include the commissioning of further analysis work to determine a) parking capacity & demand; b) a strategy for setting parking charges; c) the potential for new technology as part of a wider ITS strategy; and an annual Parking Services Report.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council continues to face severe financial challenges over the coming years as a result of reductions to public sector funding and growing pressures in our statutory services. It is estimated that Wokingham Borough Council will be required to make budget reductions of approximately £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)	Est £10,000	Yes	Revenue
Next Financial Year (Years 2 to 5)	Est (£15,000)	Yes	Revenue
Following Financial Year (Year 3)	Unknown at this stage	Unknown at this stage	Revenue

Other financial information relevant to the Recommendation/Decision

A nominal sum of £10,000 has been estimated as the cost of implementing actions from the Borough-wide Parking Management Action Plan in 2019/20, with a forecast saving of £15,000 in parking service delivery costs over the period 2020-25.

Cross-Council Implications

Implementation of the draft Parking Management Action Plan has the potential for improvement to service delivery across several service areas, Education and Housing as well as reduced Parking Service delivery costs in Highways & Transportation.

Reasons for considering the report in Part 2

N/A

List of Background Papers

1. Report to Community and Corporate Overview and Scrutiny Committee on 11 March 2019
2. Appendix A - Summary of Responses Received
3. Appendix B - Draft Parking Management Action Plan

Contact Martin Heath	Service Customer & Localities – Place Directorate
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APPENDIX A – SUMMARY OF CONSULTATION RESPONSES RECEIVED

General Comments related to this Consultation

- There is a need to clarify who will create the parking policy, eg. the Executive.

Comments related to Sustainability

- Parking should support less private car ownership and use, but support trips utilising MaaS (Mobility as a Service) models
- Less residential parking and less parking spaces required in towns
- Parking should support air pollution Action Plan
- We should actively encourage transport sustainability through parking
- Low emission routes need to be put in place now and then expanded later

Comments related to the Future & Technology

- Need to develop infrastructure that is ready for self-driving vehicles.
- Pay and Display is outdated and causes shoppers to rush their shopping and not linger longer. Pay-on-exit with ANPR with or without barriers.
- Wider use of metred parking spaces across on/off street parking provision
- WBC already provides Electric Cars charging points, possibly no need for the widespread rollout of electric charging points
- As more electric cars come onto the roads there may be a case to increase the number and locations
- Support electric charging points in keeping with the growth in electric cars
- Provision should not come at a cost to the Council Tax payer, but these should be on a commercial basis.
- Electric charging points & parking can be located at out of town location / industrial parks.
- We should promote and provide options for electric cars across the borough. We should publicise electric charging locations to make residents aware
- Charging points could be a building regs requirement
- On street points would have to be considered against all sorts of implications from who pays, to theft to road width to fights as to who can hook up

Comments related to Pricing, Tariffs & Incentives

- Need a review on what types of charging regimes we should have.
- Has the CPE business plan been in line with forecasts at the time of assessing bids to undertake CPE, and subsequent budgets
- Many councils have a higher charge for parking inside a town than on the outskirts. Should car parks near stations be charging a premium - car park charges in Reading can be £5 for 2 hours and in Bracknell £2.50
- Parking prices should be reviewed to ensure we are not undercutting other providers eg. the railway station and privately owned car parks in Wokingham.
- Need to determine whether all time slots be available to all car parks

- The concept of supporting local economies through incentives is broadly supported, encouraging town centre parking to support residents and shops
- Examples recommended - eg. a scheme where we refund parking to anyone using a local shop or restaurant/ 1 hours free parking in Wokingham Town with a qualifying purchase/ free parking with voucher from shops where spend exceeds £5/ two hours free to encourage longer stay/spend in shops
- Concern about financial implications of incentives - proposal would need to be self-financing
- Suggestion that passing local car parking responsibility/income to Town Councils, allowing each to tailor charges to their need.
- The suggestion that Town Councils should set car park prices has no merit as they do not receive the income. It would be very easy for the Town Councils to set low or zero charges to encourage visitors at the expense of WBC.

Comments related to Park & Ride

- Park & Ride Strategy needs critical review, needs to consider its relationship of rail travel eg at Winnersh Triangle
- What are we trying to achieve with P&R – seems to take residents away from Wokingham and Woodley town centres into Reading and Bracknell?
- Reconsider the need for additional park and rides at Coppid Beech and Thames Valley Park. These should be reconsidered as they will only attract more shoppers away from Wokingham, etc., and be costly to establish and maintain
- P&R can only be justified if run commercially and at a substantial profit. Users should pay.
- Higher charges needed for Park and Ride, no subsidies and no discounts for, say, disabled drivers.
- All SDL sites should have local P&R built in, providing rapid transport to nearest railway station in peak periods.

Comments related to On Street Parking Management

- Parking needs to be responsive to localities, not one rule for all locations.
- Visitor & trade parking is a contentious area - areas in the town centres where short term (i.e. half hour parking) is appropriate for shoppers. Case exists for expanded/improved town parking for residents/traders
- If there is sufficient room to accommodate non residents then a scheme where residents buy vouchers which will allow non-residents to park could be introduced. Otherwise visitors and trade vehicles should use the car parks
- Review loading/unloading restrictions where shops have service roads and rear entrances and there should be no need for on-street unloading between certain hours
- Parking on-street reduces road width and can contribute to congestion - assumption that residents have a right to park on the street when they have no, or inadequate off street parking in their own grounds.
- Increasing case for resident permit parking schemes where demand exceeds supply of spaces

- Expand the areas currently covered by resident parking permits. Offer season tickets for town centre car parks for overspill
- Parking on verges and half on/half off pavements should be banned. This causes obstructions for pedestrians (who should be encouraged to continue to walk) and churns up the verges.
- Half parking on pavement to accommodate overspill in new developments is unacceptable

Comments related to Civil Parking Enforcement (CPE)

- Generally considered to have been a good change.
- Much more civil parking enforcement is required - more frequent patrols in Wokingham would help reduce further illegal parking.
- We need to enforce parking restrictions properly. There is a perception of regular car parking problems sites due to drivers ignoring restrictions
- More targeted enforcement at school times would be helpful

Comments related to Parking Meters

- Some form of metered parking could be introduced on selected roads near railway stations to raise income.
- If civil parking enforcement is working there should be no need for parking meters.

Comments related to Off Street Parking Management

- Perception that, in order to increase footfall in towns, more parking spaces will be needed.
- Car parks need to be better defined and sign posted to include the number of spare places available at any one time.
- Wokingham town centre ones car parks should all be designated short stay during the day and allow for overnight parking by residents. Other town centre car parks can accommodate longer term parking as well as overnight parking.
- Parking at Shute End continues to cause confusion, restrictions to one car park/ empty spaces during the day/difficulty for members to park nearby when working at Shute End.
- Concern over parking regimes for staff at WBC.

Comments related to the Planning of New Developments and Appropriate Parking

- Disabled parking spaces are well located in Wokingham town following the refurbishment of the Market Place.
- So many disable car parking spaces by Shute End reception - discriminates against elderly residents with no blue badge and parents with children.
- The right place for blue badge holders is a variable
- As Govt increases the availability of blue badges then the number of spaces required will increase
- New schools must have more parking spaces

- It should be a standard requirement when granting planning permission for any size of development that adequate off street parking is incorporated in the plans. This should take into account demographics and local car ownership rates.
- On street parking in new developments should not be an option, although designated parking spaces could be an option, if roads are kept clear to avoid causing congestion
- New Developments should provide adequate parking for residents and visitors. However they should only be located where there are sustainable transport options
- Min of 2 off road spaces per house plus road widths to be sufficiently wide to allow for a parked car to be passed by another ideally a fire engine.

APPENDIX B : DRAFT PARKING MANAGEMENT ACTION PLAN 2019-2025

Theme	Action Plan/Objectives	Timescale (dependent on appropriate funding and / or suitable opportunity) and Action Owner(s)		
		Short (2019/20)	Medium (2020-2022)	Action Owner(s)
1. On-Street Parking	Town, Village and Neighbourhood Centres We will continue to meet our statutory duties for traffic and road safety management through the promotion of on-street parking controls in our urban areas. This will be with the objectives of reducing congestion & delay, maintaining safer roads and supporting the local economy whilst continuing to provide accessible, convenient and sustainable parking facilities for residents, businesses and visitors.	We will undertake a review of our TRO assessment process for introducing & amending on-street parking controls.		Service Manager Highways & Transportation Traffic Management, Parking & Road Safety Manager
	Existing Residential Areas We will continue to promote safer parking behaviour in residential areas using relevant statutory powers and the Highway Code to provide appropriate levels of on-street parking for residents and their visitors within the finite road space available. We will continue to; <ul style="list-style-type: none">• Assess requests for Residents' Parking Schemes giving priority to community-led projects;• Offer vehicle crossover/keep clear measures to residents with off-street space;• Use our statutory powers for traffic and road safety management to reduce congestion & delay and maintain safer roads through the promotion of on-street parking controls in our residential areas.	We will carry out a review of our Residents Parking Policy and effectiveness. In partnership with Thames Valley Police we will undertake pilot projects to assess the benefits of a Parking Infringement Notices scheme		Service Manager Highways & Transportation Traffic Management, Parking & Road Safety Manager

	<p>Rural Roads</p> <p>We will continue to;</p> <ul style="list-style-type: none"> • Assess requests for parking controls in rural areas where there are road safety or congestion issues and where an unreasonable enforcement expectation is not being set; • Offer vehicle crossover/keep clear measures to residents with off-street space; • Use our statutory duties for traffic and road safety management through the promotion of on-street parking controls in our rural areas 	<p>We will carry out a review of our rural roads parking policy and effectiveness.</p>		<p>Service Manager Highways & Transportation</p> <p>Traffic Management, Parking & Road Safety Manager</p>
	<p>New Residential Areas</p> <p>In accordance with our Planning Policies we will continue to;</p> <ul style="list-style-type: none"> • Ensure that all new developments can provide sufficient parking relative to increasing levels of car ownership and use in the Borough; • Pursue the design of development in accordance with "Living Streets: A Highways Guide for Developers in Wokingham" • Monitor the effectiveness of planning policies in relation to parking and consider the use of statutory duties for traffic and road safety management through the promotion of on-street parking controls as part of new development 		<p>We will undertake planned reviews of new developments to ensure that parking is in accordance with design objectives.</p> <p>We will amend our wider Planning Policies in relation to parking accordingly.</p>	<p>Service Manager Highways & Transportation</p> <p>Service Manager Highways Development Management, Environment</p>
	<p>Parking at Railway Stations</p> <p>We will ;</p> <ul style="list-style-type: none"> • Assess requests for parking controls in the vicinity of railway stations where there are road safety or congestion issues and where an unreasonable enforcement expectation is not being set; 	<p>We will undertake a review of on-street parking capacity and demand in the vicinity of our railway stations.</p>	<p>We will engage with stakeholders/rail operators regarding existing off-street car parks in the vicinity of railway stations to</p>	<p>Service Manager Highways & Transportation</p> <p>Traffic Management,</p>

	<ul style="list-style-type: none"> • Use our statutory duties for traffic and road safety management through the promotion of on-street parking controls in the vicinity of railway stations. 		ensure adequate capacity & operation.	Parking & Road Safety Manager
	<p>Schools</p> <p>We will continue to promote safer parking behaviour in the vicinity of schools, understanding that each presents its own set of challenges, using statutory powers and the Highway Code to manage on-street parking for parents/visitors within the finite road space available.</p> <p>We will continue to;</p> <ul style="list-style-type: none"> • Expect schools, parents & stakeholders to actively pursue methods to reduce car journeys to school and congestion caused by setting down/picking up outside schools at the start and end of the day; • Engage with schools to introduce and maintain "My Journey" initiatives; • Use our statutory duties for traffic and road safety management through the promotion of on-street parking controls in the vicinity of schools; • Target enforcement of parking controls outside schools at assembly/dispersal times using a combination of parental education and the adoption of a zero-tolerance approach to footway parking and zig-zag marking violation. • Work in partnership with Thames Valley Police to prosecute motorists using antisocial, physically or verbally abusive behaviour towards residents, our school staff and/or enforcement staff. 	<p>We will engage with stakeholders to formulate a school community-led approach to managing parking in the vicinity of schools</p> <p>We will continue to develop School Travel Plans to target ways to reduce the difficulties associated with school travel including parking issues.</p>	<p>We will establish neighbourhood parking plans for every school by 2025</p>	<p>Service Manager Highways & Transportation</p> <p>Traffic Management, Parking & Road Safety Manager</p> <p>Head Teachers/ Parents/Students/ Governors</p>
	<p>Motorcycle Parking</p> <p>We will continue to;</p>	<p>We will undertake an audit of existing off-street car parks to</p>	<p>We will design and consult on proposed improvements and</p>	Service Manager Highways & Transportation

	<ul style="list-style-type: none"> Consider provision of safe and secure motorcycle parking facilities where demand exists and where they can be cost-effectively installed. 	determine motorcycle parking demand/capacity	make Capital bids as required from 2021 onwards.	Traffic Management, Parking & Road Safety Manager
	<p>Cycle Parking</p> <p>We will continue to;</p> <ul style="list-style-type: none"> increase the amount of secure bicycle parking across the Borough in line with demand and in support our sustainable travel policies; improve access to existing cycle parking facilities for all users/capabilities. 	<p>We will undertake an audit of cycle parking facilities across the Authority as part of our Asset Management Strategy</p> <p>We will incorporate cycle parking in our Residents Parking Policy for existing communities and new developments</p>	<p>We will consult make Capital bids to implement cycle parking facilities as required from 2021 onwards.</p>	Service Manager Highways & Transportation Traffic Management, Parking & Road Safety Manager
	<p>Taxis</p> <p>We will continue to promote responsible parking behaviour by our licensed taxi drivers, using statutory powers and the Highway Code to manage on-street parking.</p> <p>We will continue to;</p> <ul style="list-style-type: none"> Expect taxi drivers to demonstrate safe parking behaviour and avoid causing congestion by setting down/picking up in unsafe locations; Use our statutory duties for traffic and road safety management through the promotion of on-street parking controls; provide where appropriate an enhanced provision for taxis at locations where a need exists near to stations, public buildings and leisure facilities. 	We will undertake a review of existing taxi rank/stand facilities as part of an authority-wide integration of public transport services	We will pursue the provision of taxi parking places within our overall Place strategy for Towns, Neighbourhoods and Village Centres from 2021 onwards.	Taxi Licensing Officer Traffic Management, Parking & Road Safety Manager

	<ul style="list-style-type: none"> target enforcement of taxi parking facilities adopting a zero-tolerance approach to violations. 			
	<p>Blue Badge Holders</p> <p>We will continue to;</p> <ul style="list-style-type: none"> respond to requests for parking places by Blue Badge holders on-street; review, consult upon and introduce policy for the use of disabled parking bays in residential areas; consider the replacement of 'advisory' bays with bays controlled by Traffic Regulation Orders; annually review the number and location of disabled parking bays in our urban centres provide free and unlimited parking for Blue Badge Holders in Council owned and operated car parks. 	<p>We will carry out an audit and inventory of the number and location of disabled parking places in our urban centres.</p> <p>We will incorporate disabled parking in our Residents Parking Policy.</p>	<p>We will implement any identified changes from 2021.</p>	<p>Service Manager Highways & Transportation</p> <p>Traffic Management, Parking & Road Safety Manager</p>
2. Off-Street Parking (car parks)	<p>Make our car parks clean, safe & attractive to use</p> <p>We will pursue the achievement of nationally recognised 'ParkMark' status in all of our off-street car parks, using a combination of the income generated from parking services & enforcement and Capital funding bids to enable a programme of improvements to be pursued.</p>	<p>We will undertake an audit of our car parks and identify improvements which need to be made in order to achieve the ParkMark standard.</p> <p>We will develop a costed programme of improvements.</p>	<p>We will deliver a programme of improvements and achieve ParkMark accreditation by 2025</p> <p>We will prepare Capital funding bids as appropriate to support an improvement programme.</p>	<p>Traffic Management, Parking & Road Safety Manager</p>
	<p>Using our car parks to support our wider economic development, transport and asset management objectives</p> <p>We will continue to</p>	<p>In line with Statutory Guidance we will</p>	<p>We will pursue a parking management</p>	<p>Traffic Management,</p>

	<ul style="list-style-type: none"> • Ensure that we offer a variety of short/long stay parking in the most appropriate locations; • Determine tariff structures that assist in the management of supply and demand; • provide for Blue Badge, electric charging, cycle and motorcycle parking in our car parks; • pursue the best use of car parking assets including revenue generation and redevelopment potential 	<p>publish our first Annual Parking Report</p> <p>We will undertake a Review of the Value of Parking in Wokingham and a review of parking tariffs for on/off street use.</p> <p>We will undertake an inventory of parking facilities in our car parks and develop a costed programme of improvements</p>	<p>service that is self-sustaining from 2023 onwards</p> <p>We will undertake a review of car park usage and Capital receipts to identify whether disposal of any car parks might support wider Council objectives without impacting on demand or choice</p>	Parking & Road Safety Manager
	<p>Town Centre residents</p> <p>We will</p> <ul style="list-style-type: none"> • introduce resident parking areas for residents who live in towns, urban neighbourhood and village centres to enable them to make use of Council car parks at off-peak times. 	We will develop, consult on this Policy	We will, if supported, implement this policy	<p>Service Manager Highways & Transportation</p> <p>Traffic Management, Parking & Road Safety Manager</p>
	<p>Park & Ride / Park & Change</p> <p>We will</p> <ul style="list-style-type: none"> • promote Park & Ride and Park & Change facilities where they support wider transport objectives 	We will develop, consult upon and introduce a Park & Ride, Park & Share		Service Manager Highways & Transportation

		and Park & Change policy		Transport Planning Manager
3. Economic Impacts	<p>Pricing & Value for Money</p> <p>We will ensure that the operation of all Council car parks continues to be self-funding based around the principle of “the user pays”.</p> <p>We will pursue a car park management strategy that demonstrates that the provision of this service does not place a burden on the public purse.</p> <p>Our tariffs will strike a balance between supporting the local economy and generating revenue for the Council</p>	<p>We will develop, consult on and introduce a policy for all charges associated with off-street parking.</p> <p>We will consult with Department for Transport to explore the legal framework of performance pricing.</p> <p>We will explore the feasibility of performance pricing (being able to amend tariffs on a flexible basis relative to demand).</p>	<p>Subject to consultation we will introduce parking charges in all car parks from 2020/21.</p> <p>We will review our prices annually in relation to RPI and costs.</p> <p>We will develop a costed pilot proposal and seek a Capital bid for a pilot project in 2021/22</p> <p>Undertake a review of effectiveness from operational and customer perspectives and consider wider implementation and larger Capital bid from 2023 onwards.</p>	<p>Traffic Management, Parking & Road Safety Manager</p> <p>Traffic Management, Parking & Road Safety Manager</p>
4. Enforcement	We will discharge our statutory and other enforcement duties under the Traffic Management Act 2004 in a fair, consistent and transparent way, focusing enforcement on locations where	We will publish an annual Enforcement Report detailing	We will consider the adoption of wider enforcement powers such as Automatic	Traffic Management, Parking & Road Safety Manager

	<p>parking contravenes restrictions and has the greatest potential for harm to road user safety and/or causes congestion.</p> <p>We will remain responsive to requests from the public about neighbourhood parking issues, such as obstruction and driving on footways.</p> <p>Action will be taken on antisocial parking behaviour and contraventions of the Highway Code, to ensure that legitimate users are not inconvenienced.</p> <p>Parking places will be suspended from use where public utilities and /or service vehicles require them and this will be subject to a charge to the user which takes account of the loss of space for other road users.</p> <p>Applications for dispensations to park in areas where our TROs do not permit such activities will be considered on a case-by-case basis.</p>	<p>areas, attendance and PCN's issued.</p> <p>In partnership with Thames Valley Police we will undertake pilot projects to assess the benefits of a Parking Infringement Notices</p> <p>We will publish a policy for parking bay Suspensions and Dispensations.</p>	<p>Number Plate Recognition, certain moving traffic offences and footway parking in line with National Legislation as and when the opportunity arises and subject to a business case and Capital funding.</p>	
	<p>Special Events</p> <p>We will continue to;</p> <ul style="list-style-type: none"> • work with the Council's Safety Advisory Group (SAG) function to introduce and enforce parking arrangements for Special Events; • pursue the costs involved (including Traffic Regulation Orders, officer time and enforcement) from the event organiser. 	<p>We will develop a revised Special Events parking and traffic management policy.</p>		<p>Traffic Management, Parking & Road Safety Manager</p> <p>Traffic Management Officer</p>
	<p>Disabled Parking</p> <p>We will continue to</p> <ul style="list-style-type: none"> • deploy our enforcement staff to issue Penalty Charge Notices to vehicles which are parked in designated parking bays without displaying a Blue Badge; 	<p>We will engage with Blue Badge Holders and associated interested parties to publish guidance on</p>	<p>We will publish annual statistics about the effectiveness of enforcement in</p>	<p>Traffic Management, Parking & Road Safety Manager</p>

	<ul style="list-style-type: none"> • help to ensure that motorists who may legitimately use a parking space have a greater chance of being able to use one; • work with partner agencies to take action against Blue Badge fraud. 	the responsible use of Blue Badges	relation to misuse of Blue Badges and disabled parking places.	
5. Technology	<p>Making Use of Existing and Emerging Technology</p> <p>We will continue to help customers pay for parking in ways which are convenient and which achieves and sustains effective value for money for the Council.</p> <p>We will consider the use of traditional traffic signs and technology such as variable message signs and mobile apps to enhance customer experience of accessing off-street car parks in line with the Council's Traffic Management duties. This will include an assessment of technology which collects entry and exit data at all Council car parks across the Borough.</p> <p>As Connected Autonomous Vehicle technology is refined and pilot studies take place, we will develop policies that enable the Council to be ready for their use in Wokingham.</p> <p>Through the Planning system, we will continue to introduce charging points for electric vehicles in new developments and through the management of WBC car parks pursue alternative funding/collaborative opportunities for existing on/off-street parking locations.</p>	<p>We will prepare an operational parking technology policy as part of our overall Intelligent Transport Systems and Asset Management Strategies.</p> <p>We will introduce a phased programme of ticket machine upgrade using best practice and cost-effective technology.</p> <p>We will undertake a car park direction/information signing review across the Borough.</p> <p>We will make a Capital bids to support new technology such as SMART parking schemes as required.</p>	<p>We will develop a "ready for the future" policy on Connected Autonomous Vehicle technology in conjunction with Planning colleagues by 2020/21.</p> <p>We will develop an Electric Vehicle policy and submit Capital Bid for implementation of infrastructure by 2021.</p>	<p>Service Manager Highways & Transportation</p> <p>Traffic Management, Parking & Road Safety Manager</p>

6. Lorry Parking	Managing Freight Traffic We will continue to; <ul style="list-style-type: none">• Resist the provision of designated lorry parking facilities in the borough.• Discourage unnecessary freight through-traffic.		We will develop, consult upon and implement a Freight Management Policy which directs traffic to the nearest appropriate facilities	Service Manager Highways & Transportation Traffic Management, Parking & Road Safety Manager
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Agenda Item 10.

TITLE	Work Programme 2019/20
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee – 17 June 2019
WARD	None Specific
LEAD OFFICER	Andrew Moulton, Assistant Director, Governance

OUTCOME / BENEFITS TO THE COMMUNITY

Effective Overview and Scrutiny helps to improve services, holds decision makers to account and engages with local communities. In so doing it helps to demonstrate that the Council and other public service providers are open and transparent and are delivering high quality, value for money services.

RECOMMENDATION

The Committee is requested to:

- 1) review its Work Programme for 2019/20 (Annex A);
- 2) prioritise the items in the work programme and allocate items to forthcoming meetings;
- 3) consider any other potential Scrutiny items for consideration during 2019/20.

SUMMARY OF REPORT

Effective work programming is a Member-led process aimed at shortlisting and prioritising issues of community concern together with issues arising out of the Council Plan and major policy or service changes. It aims to:

- reflect local needs and concerns;
- prioritise topics for scrutiny which have the most impact or benefit;
- involve local residents and stakeholders;
- be flexible enough to respond to new or urgent issues.

Each year the Overview and Scrutiny Management Committee approves work programmes for itself and the Council's three Overview and Scrutiny Committees.

As this is the Committee's first meeting of the new Municipal Year the work programme is set out at Annex A for Members to consider and to prioritise items for future meetings.

Background

An effective Overview and Scrutiny function is underpinned by robust work programming. Effective work programming lays the foundations for targeted scrutiny of issues of local importance. It helps to ensure that Overview and Scrutiny adds value and makes a difference. Effective work programming helps to:

- prioritise issues for in-depth work where Overview and Scrutiny can make an impact and add value;
- reduce the need for “information only” reports;
- achieve a balance between pre-decision scrutiny, policy development and performance/budget monitoring;
- contribute at an earlier stage in the decision making process;
- increase public and stakeholder involvement in Overview and Scrutiny;
- retain flexibility in order to respond to urgent issues arising during the year.

The issues identified for consideration by Overview and Scrutiny should be of interest or concern for local residents and generate public interest and involvement in the Overview and Scrutiny process.

In order to generate ideas and involvement from local residents, community groups and stakeholders the Council's website and social media are used to publicise the development of the work programme and to invite suggestions for items to be included.

Annex A to the report sets out items to be included in the Committee's work programme for 2019/20. The Committee is requested to consider the list of items and to discuss its priorities for consideration at meetings in 2019/20.

Members may also wish to add further items to the work programme and consider how each item will be addressed, e.g. through reports to the Committee or the establishment of time limited Task and Finish groups.

As part of the work programming process, residents, community groups and Town and parish Councils were invited to identify issues to be considered in 2019/20.

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	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

None

List of Background Papers

None

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Date 6 June 2019	Version No. 1.0

Community and Corporate Overview and Scrutiny Committee Work Programme 2019/20

1.	Reviewing the work of the Community Safety Partnership, the effectiveness of local policing and fire and rescue services
2.	Exercising the Council's flood risk management responsibilities by monitoring flood risk activities and partnership working with Towns and Parishes
3.	Scrutinising the Council's Budget development process and the draft Budget for 2020/21
4.	Scrutinising the Wokingham Town Centre regeneration programme, including the Safety and Financial Audits relating to the Market Place highways project
5.	Reviewing the effectiveness of the Council's partnerships with Town and Parish Councils and the voluntary sector
6.	Scrutinising service and policy developments relating to the Council's public facing services and its in-house support services
7.	Reviewing highways and transport issues including the new highways contracts, customer service, car parking and cycling facilities
8.	Reviewing the Business Case supporting the development of the Coppid Beech Park and Ride site
9.	Scrutinising the implementation of Civil Parking Enforcement across the Borough
10.	Scrutinising burial capacity across the Borough and the Council's plans to ensure future capacity
11.	Input into new policies through pre-decision scrutiny of draft proposals
12.	Appointing Task and Finish Groups as appropriate

Dates of Upcoming Committee Meetings:

- 2 September 2019
- 25 November 2019
- 13 January 2020
- 23 March 2020